

# Terms of reference (ToRs) for the procurement of services below the EU threshold

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**Project Title:**

Enabling the Implementation of Georgia's Forest Sector Reform –  
ECO.Georgia

**Project number/  
cost centre:**

20.2275.4-001/0204

**Title of the assignment:**

Conducting the Regulatory Impact Assessment of the Commission Regulation (EU) 2015/1185 regarding Ecodesign requirements for solid fuel local space heaters

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## 0. List of abbreviations

AA	Association Agreement between the European Union and the European Atomic Energy Community and their Member States, of the one part, and Georgia, of the other part
AF	Alternative Fuels
BMZ	German Federal Ministry for Economic Cooperation and Development
CBA	Cost Benefit Analysis
EE	Energy Efficiency
EU	European Union
DES	Department of Environmental Supervision
EIEC	Environmental Information and Education Centre
GIZ	German Agency for International Cooperation
GCF	Green Climate Fund
GoG	Government of Georgia
LSHs	Local Space Heaters
MEPA	Ministry of Environmental Protection and Agriculture of Georgia
MoESD	Ministry of Economy and Sustainable Development of Georgia
NFA	National Forestry Agency
NOx	Nitrogen dioxide
SFM	Sustainable Forest Management
SDC	Swiss Development Cooperation
SDG	Sustainable Development Goals
SPA	State Procurement Agency of Georgia
ToR	Terms of reference
RDA	Rural Development Agency
RE	Renewable Energy

RIA	Regulatory Impact Assessment
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## 1. Context

Climate change impacts and the demand for fuelwood from rural population put significant pressure on Georgia's forests: up to 90% of rural households (1.43 million people) rely on fuelwood for their energy needs. The problem is exacerbated by the fact that households use obsolete technologies, such as traditional stoves with a lifetime of two years and an efficiency of 35% or less. Fuelwood demand exceeds sustainable harvesting levels, considering the reduced productivity of many forests in the country because of extensive forest degradation. This forest degradation leads to a loss of carbon absorption capacity which is projected to decrease by five times between 1990 and 2030.

To address this negative development, the project "Enabling the Implementation of Georgia's Forest Sector Reform - ECO.Georgia" supports the Government of Georgia to implement its transformational forest sector reform agenda to put the entire nation's forests under the Sustainable Forest Management (SFM). It will do so by supporting the establishment of a nationwide SFM system (Component 1) and, in parallel promoting market development for energy-efficient appliances and alternative fuels via enabling a regulative framework (Component 2) to address the main driver of forest degradation. The project will safeguard the reform by diversifying livelihood opportunities and strengthening local self-governance in forest adjoining rural communities (Component 3).

The project is funded by the Green Climate Fund (GCF), the German Federal Ministry for Economic Cooperation and Development (BMZ), and the Swiss Development Cooperation (SDC), with GIZ being the project's accredited entity. The German contribution is part of the wider German support in the priority area "Environmental policy, conservation and sustainable use of natural resources in the South Caucasus", which aims at the sustainable use of natural resources, biodiversity conservation and climate protection, particularly for the benefit of the rural population. Similarly, both the share of renewables in the energy composition and the energy efficiency levels will increase.

Especially rural households using firewood as their source of heating energy will benefit from improved air quality and reduced fuelwood demand through eased access to energy-efficient stoves. Forest-related small and medium-sized enterprises and their employees will receive support to improve the economic efficiency and environmental sustainability of their business activities. Additionally, staff members of relevant public institutions (NFA, DES, EIEC, RDA, MoESD, SPA, municipalities) will receive direct support through human capacity development measures and/or grant finance.

ECO.Georgia primarily contributes to achieving Sustainable Development Goal (SDG) 15 (Protect, restore and promote sustainable use of terrestrial ecosystems) of the 2030 Agenda of the UN, but also to achieving SDG 7 (Ensure access to affordable, reliable, sustainable and modern energy for all), SDG 13 (Take urgent action to combat climate change and its impacts), SDG 1 (End poverty in all its forms everywhere), and SDG 5 (Achieve gender equality and empower all women and girls). Notably, these SDG goals are nationalised by the Government of Georgia.

As mentioned above, market development for energy efficiency and alternative fuels is the main objective of Component 2 of the ECO.Georgia project.

The four main activities are implemented in Component 2 to promote market development for energy efficiency (EE) and alternative fuel (AF) and address the primary driver of Georgia's forest degradation. These Activities are Developing EE-AF supply chain – Activity 2.1; Implementing consumer financing instruments for EE-AF solutions – Activity 2.2; Creating consumer awareness of EE-AF solutions and provision of technical advisory services for fuelwood users – Activity 2.3; Enabling the policies and regulations – Activity 2.4.

Component 2 envisages contributing to the project's objectives by supporting the relevant public institutions in introducing and implementing critical policy changes and by triggering the financial support mechanisms that allow EE-AF market development and sustaining the result in the targeted regions and at the country scale. In addition, Component 2 will promote the accelerated deployment of EE stoves and AF in the target regions to ensure up to 30% penetration by the project end and up to 75% in the long run. This will significantly diminish pressure on forest resources and demand for fuelwood, around 50% compared to the baseline scenario. Moreover, the project will contribute to significant social, environmental and health benefits. It will directly benefit rural residents and fuelwood users by enabling investment in energy efficiency and alternative fuels. As a result, it will lower energy poverty and improve thermal comfort and the quality of the indoor and outdoor environment by reducing NOx and particle emissions from fuelwood combustion by inefficient heat stoves.

Thus, Component 2 is designed to address demand-side, supply-side and policy barriers to the EE-AF market and ensure a functioning, enabling regulative framework for the sustainability of EE-AF market developments via obligatory technology standards and favourable public procurement regulations<sup>1</sup>.

To remove policy barriers, Activity 2.4 of Component 2 has the aim to create a conducive policy and regulatory environment for EE-AF market development. This activity will provide technical assistance to public authorities to accelerate the practical implementation of energy efficiency policy and regulatory instruments envisaged in the energy efficiency and renewable energy (RE) acquis, which have direct relevance and implications for the EE-AF sector and reduction of fuelwood consumption in rural areas. On the one hand, activity 2.4 will support the deployment of energy-efficient stoves by introducing and facilitating the adoption of mandatory energy efficiency and environmental performance criteria and labelling for space heaters in line with the EU's Ecodesign Directive. On the other hand, it supports developing and applying energy-efficient public procurement policies to create a strong demand for EE and AF products. The objectives of Activity 2.4 are aligned with the goals of project partner ministries (MEPA and MoESD) regarding implementing energy efficiency requirements for the stoves.

MEPA and MoESD consider that, on the one hand, inefficient stoves should be allowed in the market, and all stove manufacturers (energy-efficient or non-energy-efficient) should be able to sell their products. Nevertheless, on the other hand, the GFC financial incentive that ECO. Georgia and RDA jointly implement for energy-efficient stoves and shall encourage every manufacturer to shift to energy-efficient production. Thus, this approach increases EE stove market penetration and supports AF realization as well since EE stoves are usually capable of being fueled by AF, which is not the case for all conventional stoves.

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<sup>1</sup> Component 2 (activity 2.4) provides technical assistance to the State Procurement Agency in implementing energy efficiency public procurement.

MEPA and MoESD agree that the described approach of supporting the most efficient stoves already in the market will be applied during a transitional period while working on the possible implementation of the LSH Ecodesign regulation with the support of the ECO.Georgia project.

MoESD is in favour of the transitional period as it is a very good and proven practice for the smooth implementation of reforms.

Currently, MoESD, as the entity that has overall responsibility for energy efficiency policy implementation, develops technical regulations according to the EU's Ecodesign regulation, among which are a few pieces of legislative acts imposed by the AA. However, the Ecodesign regulation on LSH is not mandatorily defined by the AA; consequently, the regulatory impact assessment (RIA) of the said regulation has not yet been conducted. The results of the regulatory impact assessment are essential for the decision-makers to consider while making decisions concerning the LSH Ecodesign regulation.

Since conducting the RIA requires additional expertise and human resources, GIZ envisages providing technical assistance to MoESD to assess the possible impact of implementing the Ecodesign regulation on LSHs.

## **2. Tasks to be performed by the contractor**

The main task of the consultancy is to assess the potential impact of the implementation of LSH Ecodesign regulation and to provide a relevant regulatory impact assessment (RIA) report.

The RIA shall evaluate impacts and changes that would be the result in case the LSH Ecodesign regulation is transposed and enforced. Therefore, the entire cycle of the stove market operation (production and realisation of the stoves and AFs including consumers: households, private and public sector, import segment and opportunities for exporting) has to be considered during the impact assessment.

RIA report should be developed following the methodology<sup>2</sup> defined by the decree of GoG and must include at least the following information:

- a. analysis of the current situation and identification of the problem.
- b. results and recommendations of conducted stakeholder consultations.
- c. development of the main alternatives, analyse of the primary trends of their impact(s), and comparison between the alternatives.
- d. recommendation of the adequate alternative (chosen alternative).
- e. risk analysis of the implementation of the chosen alternative.
- f. monitoring and evaluating the implementation of the chosen alternative.

Thus, the bidder is expected to develop the process and provide the interim and final deliverables following the below-described work packages. However, if the bidder considers

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<sup>2</sup> [On the Approval of Regulatory Impact Assessment \(RIA\) Methodology | სსიპ "საქართველოს საკანონმდებლო მაცნე" \(matsne.gov.ge\)](#)

the given directions impossible or irrelevant to be fulfilled, the alternative options must be provided with proven relevance in the bidding proposal.

**Work package 1.** Analysis of the current situation and identification of potential challenges.

### 1.1 Legal analysis of the LSH Ecodesign regulation

The ECO.Georgia project has already studied the LSH Ecodesign regulation to understand its content; current circumstances and challenges for implementing the said regulation are also identified to some extent. However, a legal analysis of the regulation has never been conducted. Therefore, before the impact assessment is started, it is essential to analyze the legal aspects of the regulation and the possibility of tailoring it to Georgian context. This requires a thorough analysis of the regulation in the context of current local circumstances and subsequent necessary phases, conditions, and opportunities for implementation.

The scope and requirements are defined in the regulations already. Nevertheless, the legal assessment shall study and determine (i) how the requirements can be applied, (ii) with what resources, and (iii) to what extent. In addition, the analysis should distinguish the prospect of using the LSH Ecodesign regulation as a guideline to nationalize the Ecodesign requirements for the stoves manufacturing sector, as the transposition of the said regulation is not mandatory for Georgia.

Moreover, the Consultant shall study the legal interactions between the said regulation and the relevant legal acts that are in force, currently being prepared, or are already drafted. E.g., the Consultant shall review the following documents: legislation on energy efficiency, the umbrella regulation for Ecodesign issues, transposing the provisions of the Ecodesign Directive, the Georgian draft regulation on energy labelling of local space heaters, the harmonised relevant Georgian standard, the Law of Georgia - Product Safety and Free Movement Code, the rule on procedures and guideline principles and national monetary thresholds to carrying out energy efficient public procurement, etc. However, the Consultant shall not limit themselves to the mentioned legal acts and analyze the interactions between the LSH regulation and other pieces of Georgian legislation if deemed relevant.

The LSH Ecodesign regulation also sets specific requirements for the products burned in the stoves; therefore, the Consultant must analyze the interaction of the mentioned regulation with the Georgian forestry policy enforced by the MEPA and its relevant agencies.

Among other learned consequences of the legal analysis, the Consultant shall identify the potential necessity of the amendment to the individual legal acts. The results shall contribute to the process of identifying alternatives and recommendations.

### 1.2. Stove production industry and market analysis

The RIA should reflect the state of play, including the challenges in stove manufacturing and the market. Therefore, the report should assess the turnover and output of the manufacturing companies operating in the stove production sector in Georgia, employment both in industry and in the retail and wholesale markets, and a detailed analysis of imports. Moreover, the opportunities for the country's export potential if the LSH regulation is transposed should be analyzed.

Therefore, the Consultant must identify the relevant audience (manufacturers, dealers/sellers, sales managers, importers etc.), conduct interviews using the methodology applicable to the research, and identify and analyze the potential challenges.

The Consultant may refer to the existing research on the stove industry and the realization market. Still, the entire chain of stove market operation has to be analyzed, and problems have to be identified through the methodological approach mentioned above.

**Work Package 2.** Identification of the stakeholders' network and conducting consultations and interviews

An essential stage in the regulatory impact assessment process is consultation and interviews with stakeholder parties to study and analyze the essence and severity of the problem; in particular: (i) what is the impact of the identified issues on different groups, (ii) what is the influence and (iii) interest of these groups in the process of solving the problem.

Therefore, stakeholder mapping and identification must be conducted very carefully, considering the issue's complexity related to LSH regulation. The stakeholders' network should consist of at least the following groups:

- a) group 1 - entities that would potentially be responsible for the policymaking, enforcing, and monitoring
- b) group 2 - business network including the manufacturers' other market players, and business association(s).
- c) group 3 – experts in the field.
- d) business ombudsman.

The stakeholder consultations should identify and assess possible barriers, issues, and opportunities to apply to the LSH regulation from each network's perspective. As described in section 1.2 of work package 1, the interviews and consultation with each group should be carried out via the methodological approach selected by the consultant for this assignment. Interviews and consultations ensure a deep and comprehensive analysis essential for RIA. Therefore, interviews that are conducted according to the specific methodological approach (e.g., qualitative interviews) must be documented and attached to the RIA.

The findings and results of WP 1 and WP 2 are interdependent. On the one hand, experts responsible for WP 1 (tasks 1.1 and 1.2) shall identify and provide a list of subjects to be clarified and considered while elaborating the questionnaire for the groups mentioned above and involved in the stakeholders' network by the experts responsible for WP 2. On the other hand, completion of WP 1, i.e., reaching the milestone – "Analyzed state of play and identified challenges to the LSH Ecodesign regulation" as shown in table 1 will be possible after the analysis of the survey on findings and results from the consultations and interviews will be finalized. See picture 1 -Timeline of the assignment.

**Work package 3.** Development of the main alternatives, analysis of the primary trends of their impact(s), comparison between the alternatives

The consultant, during the elaborating on the main alternatives, shall consider the aims of the State's different policies: such as the promotion of energy efficiency, reduction of the dependence on fuelwood consumption, protection of consumer health, business development, etc.

On the other hand, the consultant shall consider the goals, milestones, results, and indicators of the ECO.Georgia project related to this regulation, which in turn is determined by state policies. This shall include the provision of a viewpoint on how the RIA results would contribute to the ECO.Georgia project's results are intended to be reached by 2028.

In addition, the interaction of the RIA results with the UN SDG goals nationalized by the GoG shall be assessed.

The RIA shall encapsulate alternatives of the key subject (implementation of the LSH regulation). Therefore, it is necessary to analyze two or more alternatives. The aim of the alternative(s) shall ensure that the quality of stoves on the market is satisfying and ultimately ensure that the standards of stove manufacturing are improved, considering the protection of consumers' health, affordability, and rational consumption of fuelwood. If only one alternative is considered, the reason must be justified.

Therefore, based on the findings of the legal analysis of the current situation and LSH regulation, as well as consultations with stakeholder parties, the consultant must:

- (i) develop the alternatives of implementing the LSH regulation (hereinafter – “the key subject”).
- (ii) prepare the Cost-benefit analysis (CBA) of implementing the key subject.
- (iii) prepare the CBA of each alternative with a focus on the groups that would be affected and the country's social and economic development in general.
- (iv) evaluate each alternative and compare each alternative to each other and each alternative to the key subject.
- (v) recommend the most appropriate approach or alternative.

The cost-benefit analysis shall assess the impact of the LSH regulation and its alternative(s) for the period up to 2030. Based on the results of the cost-benefit study of the key subject and its alternative(s), the consultant shall elaborate on the recommendations for the most efficient decision.

Such analysis and evaluation of alternatives and recommendations would equip the decision-makers with information and assist in taking an appropriate decision on the gradual and smooth application of the EE or Ecodesign standards for stove production.

**Work package 4.** Analysis of the risks of enforcing the decision according to RIA recommendations

Besides the alternative(s) analysis, the consultant shall analyze the risks and new challenges resulting from implementing the selected alternative. Risk analysis should consider the risks associated with policy implementation (regulatory enforcement and monitoring) and socio-economic aspects.

A multi-criteria analysis should be used to evaluate the social and environmental impact of alternative(s) and the effectiveness and widespread economic implications, including creating a competitive atmosphere for both local and importing companies.

**Work package 5.** Monitoring and evaluating the implementation of the selected alternative and finalisation of the RIA

Following the activities described in the work packages, the consultant shall summarize the findings of tasks performed according to the work packages described above and present the final RIA of LHS regulation. The final RIA should also encapsulate information identifying the entities or organizations that could ensure enforcement of the selected alternative, monitoring the implementation, and evaluate the results.

In addition, RIA should also include recommendations on mitigating the impact of the decision and variables to measure the effect of mitigating selected alternative.

The consultant shall conduct all phases of the elaboration of the RIA in close cooperation with GIZ, MoESD, including relevant agencies and MEPA.

Certain milestones, as laid out in table 1 below, are to be achieved by certain dates during the contract term:

Table 1.

WP	Milestones	Deliverables/Outputs	Deadline	Expert days in total*
WP1	Analysed state of play and identified challenges to the LSH Ecodesign regulation	1.1 Legal analysis of the LSH Ecodesign regulation in Georgian	Within 1 months after the contract is signed	Up to 30 expert days
		1.2 Stove production industry and the market analysis in Georgian		
		1.3. Report on identified issues and stakeholders considering the findings of legal and market analysis ( <i>MS word and PP presentation</i> ).  Report in Georgian and PP presentations in Georgian and English.		
WP2	Identified Stakeholder network and conducted consultations	2.1 Developed methodology and questionnaires for the interviews in Georgian.	Within 2 Months after the	Up to 30 expert days
		2.2 Conducting the consultations and interviews ( <i>including sending out the questionnaires, conducting online or physical interviews, and visiting different regions, if necessary</i> ) with representatives of the stakeholder groups ( <i>policy developing and implementing entities, stove market players, to cover all parties within the scope of LSH Ecodesign regulation</i> ) in Georgian.		

		2.3 Analysis of the survey on findings and results from the consultations and interviews – The Report ( <i>MS word and PP slides</i> ) in Georgian.  PP presentations in Georgian and English.	contract is signed.	
WP3	Determined alternative(s) and recommendations	3.1 developed alternatives for implementing the LSH Ecodesign regulation in Georgian	Within 4 Months after the contract is signed.	Up to 56 expert days
		3.2 CBA of implementing the key subject in Georgian		
		3.3 CBA of each alternative ( <i>at least 2 alternatives</i> ) in Georgian		
		3.4 evaluation of each alternative and comparison to each other and each alternative to the key subject & Recommendation on alternative to be selected		
		3.5. a brief report on the influence of RIA result/selected alternative on ECO.Georgia Project goals, milestones, results, indicators, and SDGs relevant to this Project.		
		In Georgian and English, a summary of 3.1, 3.2, 3.3, 3.4, 3.5 and 4.1 in PP presentation.		
WP4	Risk Analysis of enforcing the selected alternative	4.1 Risk analysis to the implementation of the selected alternative in Georgian	Within 4 Months after the contract is signed.	Up to 9 expert days
WP5	Finalized RIA	5.1 recommendation on implementing, monitoring, and evaluating entities of the selected alternative, including suggested variables to measure the effect of mitigating the selected alternative in Georgian.		
		5.2 Final RIA ( <i>MS word and PPT</i> ) in Georgian and English.		

\*Number of experts and working days to be defined according to each deliverable

### Place of Assignment – Georgia

**Timeline of the assignment:** Finalise the assignment in 2023 within 5 months after the contract is signed. The contract period is more extended than the deadlines of the tasks in Table 1 to allow time for refining data to answer possible questions and deliver requested presentations. The maximum number of working days for the Consultant to develop the above-listed deliverables is **125**.

Picture 1. Timeline of the assignment

Assignment Timeline	I		II				III			IV				V				
	w3	w4	w5	w6	w7	w8	w9	w10	w11	w12	w13	w14	w15	w16	w17	w18	w19	w20
WP1	1.1 & 1.2	1.1& 1.2	1.1& 1.2			1.3												
WP2			2.1	2.2	2.3													
WP3						3.1	3.2 & 3.3	3.4	3.5									
WP4												4.1						
WP5												5.1	5.2					

### 3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

#### Technical-methodological concept

**Strategy:** The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

**Cooperation:** The bidder is required to present the actors relevant for the services for which it is responsible and describe the cooperation with them while discussing and preparing the RIA considering the above-listed deliverables.

**Process:** The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services, according to Chapter 2, are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

### 4. Expert's Profile

The bidder is required to provide personnel who are suited to filling the positions described based on their CVs (see Chapter 9), the range of tasks involved and the required qualifications.

The below-specified qualifications represent the requirements to reach the maximum number of points. These are the main competencies and tasks that have to be covered by the suggested structure.

#### Team leader

Anticipated working expert days: 38 man/ day.

### Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines): timely delivery of each deliverable and the RIA development process according to the described work packages, e.g., especially for the market research, identification of the stakeholder networks and the quality of the interviews, identification of the alternatives, CBA, recommendations for enforcement, monitoring and evaluating etc.
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Personnel management, identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines.

### Qualifications of the Team Leader

- Education/training (2.1.1): University Degree; Master's or higher degree, in Economics, Energy Engineering or sphere relevant to the tasks laid out in the ToR.
  - Language (2.1.2) Fluent Georgian. Good business language skills in English.
  - General professional experience (2.1.3): 5 years of professional experience in the economics or energy efficiency issues and with government institutions, private sector and international organizations.
  - Specific professional experience (2.1.4): 3 years of professional experience in CBA or RIA development (including policy analysis, designing and advising) and implementing recommendations.
  - Leadership/management experience (2.1.5): 4 years of management/leadership experience as a project team leader or manager in a company.
  - Regional experience (2.1.6): N/A.
  - Development Cooperation (DC) experience (2.1.7): 4 years of experience developing donor-funded projects.
  - Other (2.1.8): N/A
- 
- Expert 1 - Economist

Anticipated working expert days: 67 man/ day.

### Tasks of expert 1

- Responsible for analysing stove production, market, and elaborating on the alternatives, conducting CBAs and analysing the risk to the alternatives as described in the ToR.
- Responsible for conducting the qualitative survey: develop relevant enquiries for each stakeholder group, conduct the interviews and provide the report with the identified problems and opportunities, according to each respondent, that contribute to elaborating the alternatives.

### Qualifications of expert 1

- Education/training (2.2.1): University Degree; Master's or higher degree in Economics or other relevant to the task described in the ToR.
- Language (2.2.2): Fluent Georgian. Good business language skills in English.

- General professional experience (2.2.3): 5 years of experience in advising on economic issues and providing relevant policy development.
- Specific professional experience (2.2.4): 2 years of experience in RIA development or CBA development (including qualitative survey analysis related to policy analysis and planning, designing, and advising) and implementation and advisory.
- Leadership/management experience (2.2.5): N/A
- Regional experience (2.2.6): N/A
- Development Cooperation (DC) experience (2.2.7): 2 years of experience developing donor-funded projects.
- Other (2.2.8): participating in RIA development based on EU energy or environmental legislation is an asset.

## **Expert 2- Legal Expert**

Anticipated working expert days: 20 man/ day.

### Tasks of expert 2

- Responsible for conducting the legal analysis of the required EU regulation in the context of the respective national legislation and provide suggestions for activities to be implemented based on the legal analysis and the tasks according to WP1, WP4, and WP5.

### Qualifications of expert 2

- Education/training (2.3.1): University Degree; Master's or higher degree in law, or international law.
- Language (2.3.2): Fluent Georgian. Good business language skills in English.
- General professional experience (2.3.3): 5 years of experience analysing international and national (Georgian) legislative acts, providing relevant recommendations.
- Specific professional experience (2.3.4): 3 years of experience analysing Georgian administrative legislation and advising implementation of EU acquis, accordingly, providing recommendations on relevant activities for policy development and drafting the legal acts.
- Leadership management experience (2.3.5) N/A.
- Regional experience (2.3.6): 5 years of experience in Georgian and/or 2 years of experience in Easter Partnership counties and/or Energy Community contracting countries.
- Development Cooperation (DC) experience (2.3.7): 2 years of experience developing donor-funded projects.
- Other (2.3.8): N/A

## **5. Reporting**

The contractor reports regularly to GIZ/ECO. Georgia.

- Reports are to be prepared according to the GIZ template provided by the ECO. Georgia project.
- All documents/deliverables as described in table 1 shall be delivered electronically (text files, PP presentations) in Georgian, and the summaries of deliverables 1.3, 2.3, 3.1, 3.2, 3.3, 3.4,3.5, 4.1 and 5.2 in the PowerPoint presentation format shall also be in English.
- The consultant is expected to coordinate very closely with the MoESD, its relevant agencies and MEPA.

The bidder is required to draw up a **personnel assignment plan** with explanatory notes that list all the experts proposed in the bid; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team, complete with the allocation of work steps as set out in the schedule.

## **6. Workshop(s)**

The contractor (consultant) has to conduct at least one workshop for the decision-makers and GiZ/ECO.Georgia to introduce the findings or the RIA and the recommendations.

Administrative, logistical, and financial issues of above-mentioned workshop(s) and additional meetings/discussions (excluding the meeting for conducting qualitative research) requested by GIZ and Partner Entities (MoESD, MEPA etc.) will be covered by GIZ

## **7. Travel**

Travel expenses will be included in the contract. The number of travels shall not exceed the ten working days. Hence, the bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, and other travel expenses.

## **8. Payment**

Payments will be affected after the provision of the timesheet for accomplished deliverables/outputs respective to the number of working days indicated in ToR.

## **9. Requirements on the format of the bid**

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English.

The complete bid shall not exceed 10 pages (excluding CVs). The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs shall also be submitted in English.

In the contract, the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts.

## **10. Annexes/References**

The funding Proposal to GCF is available at: [fp132-giz-georgia\\_0.pdf \(greenclimate.fund\)](#)

