Call for Proposal

March 30, 2022 – Tbilisi #GRETA-SC-153-2023

The Austrian Development Agency (ADA) is implementing 4-year project “Green Economy: Sustainable Mountain Tourism & Organic Agriculture” (GRETA) with the financial support of European Commission, Sweden and Austrian Development Cooperation.

The GRETA project focuses on the support to Georgian small and medium enterprises in the fields of organic agriculture and sustainable mountain tourism to professionalize and scale up their services. The action also aims at facilitating an improvement of the business environment and the creation of new income opportunities in the two growth sectors.

The Austrian Development Agency (ADA) within the GRETA project is announcing **CFP – Marketing Training Service Provider for SMT.** The services to be performed and the results/outputs to be achieved under this service contract are summarized in the attached Terms of Reference.

Should you/your organization/company be interested in this assignment, we would invite you to provide us with your offer in English language. Your offer should contain:

The **TECHNICAL PROPOSAL** should include **ALL** below mentioned documentation:

* + Outline of the proposed approach **Technical Approach** and personnel for the assignment;
  + Company profile with a list of services offered
  + Credential presentation reflecting the roster of clients, including one (1) touristic and one (agricultural) product done in the past 7 years, if any
  + Project Management Plan;
  + **Institutional Capacity and Past Performance**;
  + **CV(s)** and portfolios of the Personnel(s) where applicable;
  + At least **three signed references** that are independent of each other.
  + Detailed **Management Plan** including a timeframe (per task) for the implementation.

The **Financial Proposal** in EURO Gross excluding VAT:

* + Should include a detailed breakdown of fees per person and task and clearly defined (reimbursable) expenses.
  + Terms of payment;
  + Organization Identification Number.

**\*For Financial Proposal Submission, please use attached budget Template file. (1.2 Budget Template Marketing Training Company for SMT).**

\*You can check the VAT exemption status effective within Georgia at RS.GE (ID: 205305560)

Questions for clarification can be addressed to [**greta@ada.gv.at**](mailto:greta@ada.gv.at) before **03.04.2023 13:00**. The response to submitted questions will be supplied no later than **06.04.2023 09:00.**

Non-binding Technical and Financial proposals in the English language should be submitted via Email to [**greta@ada.gv.at**](mailto:greta@ada.gv.at) before **06.04.2023 09:00.**in the form of two separate, signed, documents in pdf format. One document clearly marked TECHNICAL PROPOSAL and one document clearly marked FINANCIAL proposal.

Please indicate “**CFP – Marketing Training Service Provider for SMT”** in the subject line.

The GRETA project, its donors and implementing agency reserve the right to reject all proposals and cancel, reschedule and/or terminate the call for Expression of Interest and/or Tender at any time.

**Processing of personal data**

During initiation and performance of contracts, ADA may process personal data of natural persons that are collected by ADA or transferred or disclosed to ADA by prospective contractors or third parties under their instruction, e.g., personal data of employees, legal representatives, agents or other partners of the prospective contractors or such third parties.

By submitting information to ADA, you, as a prospective contractor, acknowledge:

* + to have taken note of ADA’s Privacy Notice <https://www.entwicklung.at/en/media-centre/privacy-notice> (’ADA Privacy Notice’);
  + to ensure that each direct or indirect transfer or disclosure of personal data to ADA during the initiation or performance of a contract is lawful pursuant to applicable data protection law;
  + to ensure that all persons, whose personal data are transferred or disclosed to ADA, were promptly and demonstrably provided the ADA Privacy Notice; and
  + that if a contract is concluded and in accordance with its terms, ADA publishes, in particular on the ADA website, information about the contract and the contracting parties.