Call for Proposal

May 2, 2023,– Tbilisi

The Austrian Development Agency (ADA), with the financial support from the Delegation of the European Union (EU), Government of Sweden and the Federal Government of Austria, implements the “Green Economy: Sustainable Mountain Tourism and Organic Agriculture (GRETA)” project.

The project implements activities to [1] Improve the business environment for organic agriculture and mountain tourism; [2] create new and improved income opportunities in sustainable mountain tourism and organic agriculture and [3] strengthen the capacity of stakeholders active in these sectors. GRETA is implemented between 2019 and 2023 in selected regions of Georgia covering the Mestia, Lentekhi, Tsageri, Oni, Ambrolauri, Sachkhere, Chiatura and Tkibuli municipalities.

The Austrian Development Agency (ADA) within the GRETA project is announcing **Organizational Development Training Courses for Svaneti DMO.** The services to be performed and the results/outputs to be achieved under this service contract are summarized in the attached Terms of Reference.

All trainings will be conducted physically in **Mestia**, Georgia.

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 requested documentation:
* Business Profile;
* Training Curriculum for each subject offered;
* Detailed course plan – description of how each course will be structured and what subjects will be included in each of the training courses;
* Any accreditation of the Ministry of Education, Science, Culture and Sport
* List of similar projects;
* Detailed timeframe for the implementation;
* Team composition with indication of roles and CV(s) of the project implementation team;
* List of teachers with justification of the experience and CVs attached.
* The **Financial Proposal** in EURO Gross excluding VAT:
	+ Budget should be provided according to the attached budget template;
	+ Organization Identification Number should be provided.
	+ Should comprise of a detailed breakdown of fees per person

**The financial proposal must be compliant with the budget template attached to the ToR.**

**The bidders are requested to provide the financial proposal filling in the budget template attached to the ToR ONLY.**

**Financial proposal not compliant with the budget template will be rejected.**

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

 **Questions for clarification** can be addressed to **irakli.kutsia@ada.gv.at** before **05.05.2023 18:00**.

Non-binding offer free of charge in the English language should be submitted via E-mail to **mariam.tsereteli@ada.gv.at**before **08.05.2023 17:00** 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-** **Organizational Development Training Courses for Svaneti DMO”** in the subject line.

The GRETA project/ADA, its donors and implementing company reserve the right to reject all proposals and cancel, reschedule and/or stop 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.