Call for Proposal

3 May 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 **CFP-Studying New Hiking Trails Using Specialized Equipment Training Course**. The purpose of the assignment is for a training firm or an individual expert to conduct the following professional trainings courses for Svaneti DMO “ShanLand”.

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 comprise of:**

* Business Profile;
* Training Curriculum for each subject offered, filling in the format/template above;
* Detailed course plan – description of how each course will be structured and what subjects will be included in each of the training courses, filling in the format/template above;
* 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 EUR (excluding VAT\*) \*\*:**

Should comprise of a detailed breakdown of fees per person. Should you/your organization/company be interested in this assignment, we would invite you **to fill in the budget template as below.**

**The bidders are requested to fill in the budge template below (including the table of equipment) and NOT to use any other template.**

\*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**](mailto:irakli.kutsia@ada.gv.at) before **09.05.2023 18:00**

Non-binding offer free of charge in the English language should be submitted via E-mail to [**mariam.tsereteli@ada.gv.at**](mailto:mariam.tsereteli@ada.gv.at) **before: 11.05.2023 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- Studying New Hiking Trails Using Specialized Equipment Training Course”** 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.