Reference No.: GRETA-SC-174/2023

Terms of Reference

**For Individual Experts in the field of Organic Agriculture**

Project/Programme Title: **GRETA | Green Economy: Sustainable Mountain Tourism and Organic Agriculture**

Country: **Georgia**

ADA Contract Number: **ADA ID No. 6542-00/2018**

EU Identification Number: **EU ID No. ENI/2018/401-348**

Implementer: **Austrian Development Agency (ADA)**

Outcome:

**2. Employment and in-come in both sectors is increased due to new and better products and services and through better market linkages, locally, nationally and internationally.**

Outputs:

**2.2 Local farmers/producer groups in conversion to organic agriculture have been strengthened**

**2.4 Certified products have been integrated into the region’s brand**

Budget Lines:

**6.5.2 Promotion of sustainable organic production**

**6.5.2.1 Training of producers / processors**

**6.5.2.2 Equipment and organic inputs (small projects)**

**6.5.2.3 Support to producer groups**

Name of Partner/Donors Organizations:

**European Union Delegation, Swedish Embassy, Austrian Development Cooperation**

# Introduction and background

#  Agriculture and tourism constitute two essential sectors of income in the rural high mountain areas of Georgia.

In 2021, despite the pandemic, the **Georgian agri-food sector** showed significant positive results. According to preliminary data, the total production indicator of agribusiness products (production of primary agricultural products and products obtained through processing) amounted to about 4.2 billion euros (32.5% higher than the 2018 figure); the added value indicator was 1.2 billion euros (22.1% higher than the 2018 figure); the average monthly income of rural households calculated per one household was 320 euros (11.6% higher than in 2018).

In the same period, the persistence of the pandemic has continued affecting the **tourism sector** dramatically: the foreign exchange income from international travel (480 million EURO) was 83.4% lower than in 2019; the total value added in the tourism sector fell by 29.8%; the gross value from tourism industries as a proportion of GDP decreased from 8.4% to 5.9%. The mountainous protected areas showed a decline of number of visitors of 80% compared to the previous year and the income from tourism services registered a fall of 90.4% since 2019.

The **overall objective** of GRETA | Green Economy: Sustainable Mountain Tourism and Organic Agriculture is to facilitate an improvement of the business environment and the creation of new income opportunities in sustainable mountain tourism and organic agriculture to reduce poverty and exclusion in the selected mountain areas of Georgia.

The **expected outcomes** are:

1. The legal and policy framework for sustainable mountain tourism and organic agriculture is enabling sustainable and inclusive development;
2. Employment and income in both sectors are increased due to new and better products and services and through better market linkages, locally, nationally and internationally;
3. Access to capacity development measures for people and institutions active in the fields of sustainable mountain tourism and organic agriculture is improved and a system of knowledge management is in place enabling joint learning among public, private and civil society actors.

The **project targeted** area consists of eight municipalities in the regions of Upper Imereti (municipalities of Sachkhere, Tkibuli, Chiatura), in Racha-Lechkhumi-Lower Svaneti (municipalities of Ambrolauri, Oni, Tsageri, Lentekhi) and in Upper Svaneti (municipality of Mestia).

**Direct beneficiaries** of GRETA are going to be at least 400 small-scale business enterprises and producers in mountain tourism, 300 accommodation service providers, 300 other tourism service suppliers like tour operators (climbing-, hiking-, bicycle-, walking-, horseback-, historical- and culinary tours), tourism information centres associations and DMOs (Destination Management Organizations), 230 farmers involved in organic agriculture certification, 2 certification bodies, 76 local villagers and inspectors specialized in selected local value chains.

**Indirect beneficiaries** on the central level are six Ministries and public institutions (Ministry of Economy and Sustainable Development, Ministry of Environmental Protection and Agriculture, Ministry of Regional Development and Infrastructure, Enterprise Georgia, Georgian National Tourism Administration), some 70 extension service staff and other MEPA-representatives at municipality and central level, 6 associations, retailers and online food stores, agricultural colleges and training institutions, several thousand tourists, and thousands of consumers of organic products.

GRETA project is implemented between **2019 and 2023**.

The **project budget** totals € 6.8 Million Euros and consists of contributions of the EU (€ 3 mill.), Sweden (€ 2.8 mill.) and the Austrian Development Cooperation (€1.0 mill.).

The **governance** of the GRETA project is guaranteed by a Programme Steering Committee (SC) and an Advisory Committee (AC), where the three donors plus representatives of various government agencies are represented.

Further information about the GRETA project: [www.gretaproject.ge](http://www.gretaproject.ge)

# Objective(s) of the Assignment

This call for proposal will be a service contract for an Individual Expert, who will be able to guide the farmers with consultancy and conduct the practical trainings in order to produce organic vegetables in greenhouses.

Project GRETA target area covers mountainous regions of the West Georgia. These regions face a lot of challenges in the field of agriculture, particularly in organic agriculture sector. One of the most significant problems of the mountainous regions, especially for Mestia municipality, is short agricultural season. In order to extend agricultural season GRETA installed four demonstration greenhouses equipped with modern facilities in following communities/municipality: Becho, Lenjeri, Mestia, Chiatura. The greenhouses are equipped with heating, irrigation and ventilation systems. The greenhouse aims at modelling production of the organic vegetables in the mountainous regions.

The goal of GRETA is to promote and support the demonstration greenhouse owners to produce various vegetables using only organic methods, which will be envisaged for the local market (local restaurants, hotels and guesthouses).

The action and management plan of four greenhouses and the methods of the production should be common and meet the food safety and organic certification standard requirements for the organic vegetable production.

The objectives for the establishment of the Demonstration Plots are the following:

* Awareness-raising of the local producers about organic agriculture and its benefits;
* Cost calculations of organic inputs, labour work, certification process, branding and packaging;
* Organization of practical trainings for local beneficiaries at the greenhouses;
* Motivating and stimulating the involvement of local farmers in organic agriculture;
* Creating a product for the local market.

In order to achieve the above-mentioned goals, it is vital to extend short agricultural period in the mountainous regions, monitoring the production process in the greenhouses, making organic agriculture more accessible, encouraging local producers to implement good organic agricultural practices and improving the offers of vegetables to the local market.

# Tasks to be fulfilled

* Conducting the field visits according to the work plan;
* Selecting the vegetables for producing in greenhouses, according to the local climate, environment, soil fertility and market demand;
* Selecting the seeds, organic fertilizers, pesticides and all technical inputs;
* Supervising the construction process of the greenhouse, heating system and other obligatory work, to be done by the farmers or hired labour;
* Providing all necessary technical consultations to the owners of the greenhouses (preparation of the soil, planting, treatment and harvesting);
* Conducting the trainings to the owners of the greenhouses and all interested farmers in the community (practical trainings on the field and consultation days);
* Providing the detailed reports with recommendations (including the preliminary indicated risks caused by climate changing or some issues related to the responsibilities of the farmers).

# Deliverables

The final results shall be:

* The greenhouse owner farmers are producing organic vegetables using organic methods;
* The greenhouse owners and some other farmers are trained on producing organic vegetables in greenhouses and have sufficient knowledge about organic agriculture.
* The monthly reports (in English and in Georgia languages) of the Individual Expert. The monthly reports must include, but not limited: (i) the progress in the vegetable greenhouse organic production; (iii) the coaching/mentoring training in organic vegetable production, (iv) lesson learnt, (v) recommendations, (vi) any other information related to organic greenhouse production.

# Timeline

The consultancy contract will start as soon as possible and will be ended by 15th October 2023.

# Qualification Requirements

* The expert:
	+ Ideally should have already managed vegetable production in greenhouse using organic methods;
	+ Ideally should have an MSc degree in agriculture field
	+ Should have at least 3 years’ experience in evaluation and monitoring of farms;
	+ Should have a good understanding of organic farming in the context of general traditional or conventional agriculture and have to be familiar with organic certification principles and the standard requirements;
	+ Experience in the field of agricultural economics, business management and in marketing will be an advantage;
	+ Should have at least 3 years’ experience to conduct the trainings to farmers.

# Evaluation

Selection will be based on:

* The expertise criteria listed under section 5;
* List of implemented projects;
* Price.

When evaluating the proposals, GRETA will weigh technical criteria with 70% and financial criteria with 30%. Decision will be made on best value for the money principle.

# Eligibility / Requirements:

The winning entity must provide the following documentation:

* ID and Tax registration;
* Bank Details.

# List of the required documents

1. CV;
2. List of similar projects with indication of the references;
3. Financial Gross Offer in GEL without VAT\*. **For Financial Proposal Submission, please use ONLY attached budget Template file. Financial proposal not compliant with the budget template will be rejected.**
4. ID and Tax registration.

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

# Deadlines and Submission

Non-binding offer free of charge in the English language should be submitted via Email to **mariam.tsereteli@ada.gv.at****;** **before: 19.06.2023 17:00.** Please indicated “***Experts of Organic Agriculture***” in the subject line.

The GRETA project, its donors and implementing agency reserve the right to reject all proposals and cancel, reschedule and/or stop the call for proposal 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.

# Other conditions

The technical teams of the contracted firm will be required to use their own laptops and submit all deliverables in digital format. The offeror is expected to plan for the team’s workspace, conference facilities, telecommunications, printing, and any other needs necessary for completing the activities.

## Confidentiality

The materials produced during the period of this consultancy will be treated as strictly confidential, and the rights of distribution and/or publication will reside with GRETA/ADA. Use or re-publication of any material by the contractor will not in any way be permitted.

## Nature of Penalty Clause to be stipulated in the contract

GRETA/ADA reserves the right not to pay the Contractor or withhold part of the payable amount if one or more requirements established for this assignment are not met or the deadline set for the accomplishment of the tasks is missed.

## Contract

The selected Contractor will be awarded with a contract to 15th October 2023 starting from the day of signature.

## Payment Schedule

The Contractor shall receive a remuneration based on hourly/daily rates (time actually performed), reimbursement of proven expenses and on deliverables basis.

The actual performance shall be proven in detail by a proper and detailed list of hours/days performed (timesheets) and a detailed monthly reports.

Time of up to a maximum of 8 hours per day and 6 days per week may be charged for services rendered.

Payments will be based on:

* + Deliverables (monthly reports);
	+ Remuneration: fee rate per day, according to the timesheet duly filled in;
	+ Accommodation, according to the invoices issued by the hotel/guesthouse, etc;
	+ Per diem if not more than 12 hours (during the day) on travel days;
	+ Per diem (overnight) 24 hours day;
	+ Transportation (per km, all inclusive), using Consultant car, according with the logbook;
	+ Invoice issued by the Consultant;

All the expenses shall be consolidated in invoices.

ADA/GRETA project maximum rates for per diem and transportation will be applied.

Payments will be made in local currency (GEL) converted from EURO in the date of payment and within 10 days upon delivery, based on GRETA’s satisfactory review of services specified in terms of Reference and the formal approval.

## Working language

GRETA/ADA project working languages are Georgian and English, and communication, meetings, documentation, deliverables, etc., have to be bilingual.

## Support provided by GRETA

GRETA will regularly communicate with the contractors and provide feedback and guidance and necessary support to achieve the objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work. GRETA will provide the contractors with information about the GRETA project Organic Agriculture component.

## Copyrights & utilization rights

The copyright of all materials produced (raw and edited) taken during the assignment will belong to GRETA/ADA.

## Code of conduct

Code of conduct during the term of consultancy: the GRETA/ADA Code of Conduct must be signed and thoroughly followed by the consultant.