

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

Consultancy service to design and accompany the learning process of the urban laboratories in selected Georgian cities including the elaboration of policy recommendations on local and national levels.

**Project number/
cost centre:**

21.2140.8-001.00

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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
BMZ	German Federal Ministry for Economic Cooperation and Development
FK	Expert
FKT	Expert days
KZFK	Short-term expert
NDP	Neighbourhood Development Plan
MRDI	Ministry of Regional Development and Infrastructure
SUD	Sustainable Urban Development in Georgia
ToRs	Terms of reference
UPIG	Urban Policy Innovation Group

1. Context

a) The “Sustainable Urban Development in Georgia” project (SUD)

The “Sustainable Urban Development in Georgia” project (SUD) is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ in cooperation with several Georgian partners led by the Ministry of Regional Development and Infrastructure (MRDI).

The overall project goal is that Georgian city-administrations in cooperation with the national government have developed participatory, climate-oriented, and urban-integrated investment projects that are ready for financing. By applying the “Urban laboratories“ method, the project strengthens urban integration and citizen participation. Additionally, it strengthens investment budgeting capacities in local governments and supports the development of Neighbourhood Development Plans (NDPs).

The SUD concept can be summarized in a simplified manner as supporting municipalities to develop urban investments projects ready for financing. This includes neighbourhood development plans as a preparatory step for identifying specific investment projects. Projects supported by SUD need to be in the topical areas of energy efficiency, mobility, public space, sustainable tourism, or waste management. They should be above average quality in terms of climate orientation, public participation, urban integration, and gender sensitivity (quality criteria. The urban lab approach applied by SUD aims at learning about how to improve the process of project elaboration with these characteristics, so future projects would be better in quality and more efficiently elaborated. The learning facilitated by the urban lab approach refers to ways of thinking, ways of doing and ways of organizing. The monitoring of the urban labs supports this learning.

Moreover, the project supports the establishment of the Urban Policy Innovation Group (UPIG), which is comprised of the Ministry of Environment Protection and Agriculture, the Ministry of Economy and Sustainable Development and chaired by the Ministry of Regional Development and Infrastructure. Additionally, the experience generated through the Urban Labs is shared with local urban practitioners through a Network of Urban Innovators. The Network offers a platform to support knowledge exchange among urban professionals through the series of events as well as knowledge products (e.g., trainings, guidelines, publications, etc.).

The intended outputs of the projects are as follows:

- Already existing or new project concepts from Urban Labs are supplemented by urban-integrated climate aspects with the involvement of affected populations.
- For already existing or new project concepts from Urban Labs, calculations of the investment and follow-up costs have been developed.
- Integrated, climate-oriented neighbourhood development plans (for selected areas of Batumi and Zugdidi) (NDP) with the involvement of affected actors have been developed.
- On the basis of the Urban Lab monitoring, proposals for changes to legal regulations, national urban development programmes or financing instruments have been

developed by the Georgian policy reform group “Urban Policy Innovation Group” (UPIG).

- As part of an Urban Innovators' Network, the exchange of Georgian experts on topics of climate-oriented, integrated, and participatory urban development is established.

b) “Urban Laboratory” approach of the SUD-project

The project uses a central methodological instrument, “Urban Laboratories (Urban Labs)”, also known as real-world-laboratories or urban living labs. Urban Labs are tasked to design specific urban development projects or NDPs in selected municipalities with the help of multi-stakeholder working groups. The labs are established by the mayoral decree in the partner municipality and will bring together various actors (municipal staff, technical experts, and representatives of the civil society and affected populations) in an open, collaborative process. The work of the lab is guided by the mayor and is supported by the SUD regional advisor.

The urban labs have two goals:

- a. Developing, testing, and implementing novel practices for climate friendly, participatory, gender-sensitive, and integrated urban development, and
- b. Learning from these projects to reform work processes, institutional arrangements, and regulations at both local and national levels to address these challenges more effectively in future projects and in other municipalities.

In other words, expected results of the labs are both specific physical urban projects as well as reforms (institutional transitions) based on the learning from the labs. The reforms intend to engage citizens in urban development, raise awareness about the quality of urban development, motivate behaviour change toward more sustainability, improve administrative processes, or other changes in governance, public policies, and public awareness regarding sustainable urban development.

The project applies the “Urban Laboratory” methodology in two cities – Batumi and Zugdidi. The specific projects still need to be agreed upon with the municipality, some existing initial project ideas might need to be further developed in technical and in urbanistic terms. Additionally, the elaboration of the urban development projects and NDPs will be supported by the SUD team, also via contracting corresponding experts.

c) Learning from the urban labs

Urban labs are expected to generate insights on the following levels:

- **New ways of thinking** about urban development among the municipal staff and directly involved actors of the urban labs: change in mind sets, e.g., problem perceptions, beliefs, norms, priorities. Among other, this could be awareness of or importance given to the quality of urban space and its relevance for social cohesion; of long-term impacts of

climate change on housing and infrastructure; of the benefits of participation and gender orientation; of the willingness to engage in dialogues among administration and citizens; of openness to innovation in public administration or in urban design, etc.

- **New ways of doing:** change in the practices of urban development, e.g., decision making, administrative routines, planning instruments. This could include identifying data needs for a more comprehensive understanding of the situation, working with different scenarios or design competitions to select the best option, well-conducted workshops with stakeholders with clearly defined roles, ongoing communication about the state of project elaboration, innovative technical solutions for urban challenges such as energy efficiency, etc.
- **New ways of organizing:** change in organizational arrangements and frameworks, e.g., policies, laws, cooperation, and administrative structures. This might include setting up task forces across departments of the city administration, redesigned communication protocols between administration and council, improved coordination mechanisms between local and national government, adjusted programmes or regulations on national level, etc.

The insights generated by the urban labs are expected to lead to improvements in the above-mentioned levels. They shall inform the administrative and the decision-making processes at the municipal level and feed on the recommendations of the UPIG to support national level reforms.

The learnings from the labs shall be based on a well-structured observation process. This should include the consensual identification of “research questions” (referring to the priority areas of improvement as defined by the municipalities and UPIG), observing the lab processes, creating spaces for reflection, elaborating conclusions, elaborating recommendations for the policy reforms, and sharing experiences.

For more details on the concept of urban labs and the monitoring and learning processes please refer to the attached publication on “Urban Labs worldwide and in Georgian Municipalities” (annex 1).

2. Tasks to be performed by the contractor

a) Objective, general conditions, timeline

By means of this call for proposals, SUD invites academic institutions or think tanks to present a conceptual and methodological outline for designing and implementing urban labs learning process in the context of the project Sustainable Urban Development in Georgia (SUD). The members of the research team must be academic researchers and be affiliated with the higher educational institutions in Georgia.

The objective of the consultancy is to design an effective observation and learning process for urban labs (“monitoring”) in Batumi and Zugdidi, to implement it jointly with the SUD project team, and to elaborate policy recommendations to be presented to the municipal decision-makers and UPIG.

The duration of the contract will be 14 months.

The consultancy will work continuously in close cooperation with the SUD project during the entire consultancy. Due to the novelty of the approach adjustments to the methodology and the work plan are to be expected and will be agreed upon between SUD and the consultancy within the framework of the consultancy contract including the budget.

b) Deliverables

The contractor is responsible for providing the following services and elaborating the following **deliverables** (digital format; all in both Georgian and English language):

1. Concept, methodology and work plan for the observation of the labs

This deliverable will include a description of the objectives and expected results of the monitoring, a methodology for generating and processing the information and an indicative timeline for the design of the observation process and its implementation (total 14 months). The initial methodology shall be adjusted over time to integrate a. the (possibly evolving) research questions from both partner municipalities (Batumi and Zugdidi) and from UPIG; b. possibly feedback from a German academic partner; c. practical experiences with the observation process.

The proposed methodology needs to cover the key elements of monitoring and learning process of the labs, especially the actors, main activities, instruments and required inputs/resources for:

- the consensual identification of the priority areas of improvement and the corresponding research questions. With guidance from the consultancy, the SUD team is responsible for coordinating operationally the process of identification and collection of the research questions from the partners, which will probably need to be refined by the consultancy to permit their effective monitoring.
- the operation of the monitoring including the creation of a data baseline, which needs to be appropriate to elaborate substantiated policy recommendations and as well needs to be adequate to the capacities of the municipality or UPIG respectively. The scope and depth of the data base will have to be agreed upon in cooperation with all partners.
- the spaces and instruments for reflection about findings of the monitoring in the municipalities and by UPIG. The consultancy will provide the concept for workshops or other meetings, which will be operationally organized by SUD.
- the elaboration of conclusions and recommendations for reforms on local and national levels, including the form of presentation,

- recommendations to disseminate the knowledge and promote Urban Lab methodology.

The consultancy will work in continuous close cooperation with the SUD team to develop the methodology in iterative steps. The initial methodology as well as possible iterations of it shall be presented at the UPIG, and agreed upon by the involved municipalities and the SUD-team. SUD is responsible for organizing the feedback sessions, mostly in the form of in-person workshops, additionally online.

Specific deliverables:

- 1.1. Draft Concept, methodology and work plan for the observation of the labs (report to be presented to SUD for feedback from the project team and partners)
- 1.2. Participation in the Operational Planning workshop with the partner cities' Urban Labs
- 1.3. Final concept, methodology and work plan for the observation of the labs (report and PPT to be presented to UPIG)
- 1.4. 2 revisions of the concept, methodology and work plan for the observation of the labs (report and PPT to be presented to SUD and UPIG)

SUD is responsible to establish partnership with German academic partner in the scope of the project to support adaptation of the Urban Lab methodology. In this regard, SUD will support Georgian academic partner in establishing the relationships with the German colleagues, including organizing and covering the costs of the workshop around establishing Urban Lab monitoring system. Moreover, SUD organizes Operational Planning workshop with the Urban Labs in respective cities.

2. Implementation of the lab observation

The consultancy is expected to support the SUD project by implementing the following activities:

- Documenting the Urban Lab processes: The consultancy provides a format and advises the SUD regional advisor to document the Urban lab activities to the extent needed for the learning, including stakeholder engagement, workflows in the city administration, coordination with the national level and other stakeholders, progress on project development including quality criteria (climate change orientation (mitigation and adaptation), public participation, gender sensitivity and integrated urban development), etc.. Analysing the Lab processes: The consultancy describes, measures (if possible), and evaluates the effects of the Urban Lab activities on the learning challenges/research questions. The consultancy uses transparent research methods (e.g., structured interviews, flow chart analysis) to ensure the validity and reliability of their findings. The analysis might also identify patterns, trends, and potential areas for improvement beyond the research questions proper. The

consultancy is expected to visit the municipalities at least every other month for several days to conduct the analyses.

- Providing feedback and recommendations: Based strictly on their observations and analyses, the consultancy offers constructive feedback to Urban Lab stakeholders and UPIG. It proposes mainly recommendations for new ways of doing and organizing (see above), also on ways to promote new ways of thinking. The consultancy is neutral and does not accept instructions on the substance of the recommendations. The consultancy understands the political connotations of these recommendations and uses appropriate forms of communicating them to promote evidence-based decision-making on local as well as on national level. The recommendations will be presented to each municipality in person three times during the consultancy. The consultancy will also present to UPIG, which meets twice a year.
- Disseminating knowledge and promoting learning: The consultancy supports GIZ to promote the broader understanding of the Urban Labs methodology amongst the academic/scientific community and the adoption of effective practices. The consultancy will be requested to organize an event (~ half day) and presents the Lab methodology and the experiences in the two cities (not including UPIG or workshops in the municipalities).

The consultant shall act as a neutral observer and uphold ethical research principles throughout their work. They shall protect the privacy and confidentiality of the Urban Lab participants and ensure that research activities are conducted with integrity and transparency.

Specific deliverables:

- 2.1. Methodology for documenting the Urban Lab processes.
- 2.2. Draft initial report. It shall summarize the first observations on the Urban Lab set ups in Batumi and Zugdidi and the first months of the labs' progress. The report needs to provide initial insights on the possible improvement of the urban lab approach for the selection of additional cities. The draft report shall be presented to SUD and partner municipalities for feedback.
- 2.3. Final initial report with recommendations and PPT to be presented to UPIG and Project steering committee.
- 2.4. Draft mid-term evaluation report. Mid-term evaluation report summarizing and evaluating the first 6 months of the Urban Labs, addressing each city separately. The report should provide proposals for adjusting the labs, if needed as well as preliminary policy recommendations for UPIG. The draft report shall be presented to SUD and partner municipalities for feedback.

- 2.5. Final mid-term evaluation report with recommendations and PPT to be presented to UPIG and project Steering Committee. The final report shall incorporate feedback from the project partners.
- 2.6. Draft final assessment report after 12 months, to be presented to UPIG. The report shall evaluate effectiveness and efficiency of the urban labs, provide recommendations for adjusting the approach and for further replication, and include policy recommendations for UPIG. The draft report shall be presented to SUD and partner municipalities for feedback.
- 2.7. Final report with recommendations and PPT to be presented to UPIG and project Steering Committee.
- 2.8. Up to 4 observation missions to each partner municipality, including working meetings with Urban Labs.
- 2.9. Monthly progress meetings with SUD senior and regional advisors.

SUD is responsible for the following:

- Organizing, hosting and facilitating UPIG meetings;
- Providing relevant information, including from the national and local partners to the contractor to ensure the smooth observation process;
- Support the contractor in organizing and hosting the meetings in the partner cities and Urban Labs.

3. Evaluation of the urban lab approach in Georgia.

Based on the experiences with the monitoring of the urban labs as described above, the consultancy will also evaluate the urban lab approach as such on a meta level. This evaluation will initially refer to the questions:

- Does the urban lab approach generate effective spaces for reflection on possible improvements in the way projects are designed and implemented? Who uses these spaces and to what effect? In other words, do the labs contribute to institutional learning?
- Does the lab approach contribute to better projects in the sense of the SUD quality criteria?
- What are obstacles for implementing the lab approach? What factors facilitate it?
- What could be done to improve the effectiveness and the efficiency of the lab approach in the SUD municipalities and in UPIG?

- What conditions should be in place to replicate the urban lab approach in other municipalities?

These questions might be complemented and/or revised by SUD partners. The consultancy might also suggest some refinement to facilitate the evaluation. The methodology/research questions for the evaluation shall be agreed with SUD prior the evaluation process.

Specific deliverables:

- 3.1. Draft evaluation report on Urban Lab approach in Georgia
- 3.2. Final evaluation report and PPT on Urban Lab approach to be presented to the project partners.

4. Dissemination of knowledge and promoting Urban Lab approach

The consultancy advises and supports SUD to promote the broader understanding of the Urban Labs methodology and the adoption of effective practices among academia and other municipalities. SUD will cover the expenses related to the attending and/or organization of the event. The event shall be local (in Georgia) and agreed with SUD.

Specific deliverables:

- 4.1. Participating in up to 2 (external) events and presenting Urban Lab experiences and approach in Georgia. This might include participation in 1 international event.
- 4.2. Organizing and hosting 1 presentation/seminar on Urban Lab experiences and approach in Georgia to academia.

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

	Milestones/partial services/deliverables	Deadline/place
1.1	Draft Concept, methodology and work plan for the observation of the labs developed and presented to SUD	29 March 2024 Tbilisi/remote, with possibility to participate in SUD-covered workshop outside Tbilisi
1.2.	Operational Planning workshop with the partner cities Urban Labs attended	29 March 2024 Tbilisi/ with possibility to participate in SUD-covered workshop outside Tbilisi
1.3.	Final concept, methodology and work plan for the observation of the labs (report and PPT) developed and presented to UPIG	15 April 2024 Tbilisi/remote
1.4.	2 revisions of the concept, methodology and work plan for the observation of the	April 2023 - November 2024 Tbilisi/remote

	labs (report and PPT) presented to SUD and UPIG	
2.1	Methodology for documenting the Urban Lab processes elaborated	15 April 2024 Tbilisi, with possibility to travel to Zugdidi and Batumi
2.2	Draft initial report submitted for the review	17 May 2024 Tbilisi/remote, with possibility to travel to Zugdidi and Batumi for observation missions
2.3	Final initial report with recommendations and PPT elaborated and presented to Steering Committee	31 May 2024 Tbilisi/remote
2.4	Draft mid-term evaluation report submitted to SUD	30 August 2024 Tbilisi/remote, with possibility to travel to Zugdidi and Batumi for observation missions
2.5	Final second observation report with recommendations and PPT elaborated and presented to UPIG	20 September 2024 Tbilisi/remote
2.6	Draft final assessment report	7 March 2025 Tbilisi/remote, with possibility to travel to Zugdidi and Batumi for observation missions
2.7	Final report with recommendations and PPT	21 March 2025 Tbilisi, remote
2.8	Up to 4 observation missions to each partner municipality	March 2024 – February 2025 Zugdidi and Batumi
2.9	Monthly progress meetings with SUD	March 2024 - February 2025 Tbilisi/remote
3.1	Draft evaluation report on Urban Lab approach in Georgia	7 March 2025 Tbilisi/remote
3.2	Final evaluation report and PPT on Urban Lab approach to be presented to the project partners.	21 March 2025 Tbilisi, Remote
4.1	Participating in up to 2 (external) events and presenting Urban Lab experiences and approach in Georgia. This might include participation in 1 international event.	November 2024 – March 2025 Tbilisi/remote with possibility of international travel
4.2	Organizing and hosting 1 presentation/seminar on Urban Lab experiences and approach in Georgia to academia.	November 2024 – March 2025 Tbilisi

Period of assignment: from **18 March 2024** until **30 April 2025**

5. Proposed payment plan in correlation with deliverables

Payment will be made in 4 instalments.

	Date:	Amount (up to):	Deliverable number:
Advance payment	1.04.2024	5%	-
Interim Payment 1	01.06.2024	30%	1.1 - 2.3 1.4; 2.8 and 2.9 as agreed in the workplan presented by the bidder
Interim Payment 2	1.10.2024	35%	2.4 - 2.5 2.8 and 2.9 as agreed in the workplan presented by the bidder
Final Payment	30.04.2025	30%	2.6 - 4.2

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved. The technical proposal shall be 6 pages maximum with an outline of the three deliverables described above, i.e. main activities, actors involved, products. This outline is based on the information provided by this TOR and on the experience of the tenderer. SUD is aware that this outline can only be initial and will have to be further developed once the consultancy is contracted. The outline should therefore explain the tentative work process how this initial outline will be further developed to meet the requirements of the deliverables as described above in detail.

Technical-methodological concept

Strategy (1.1) and vision for the Urban Lab observation system: The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy – methodological approach - with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them. This includes mapping of the relevant actors (1.2.1) and strategy for establishing cooperation and then cooperation with them (1.2.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.3.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided.

The tenderer is required to describe its contribution to knowledge management for the partner (Promotion of the urban lab approach, including types of knowledge products) (1.4.1) under **learning and innovation (1.4)**.

Project management of the contractor (1.5)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail. Including: (1.5.1.) Approach and procedure for coordination with SUD; (1.5.2) Managing adaptations to changing conditions (risk management).

Further requirements (1.7)

The bidder must apply "leave no one behind" principle when proposing the observation methodology for the Urban Labs.

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Provide leadership and vision for the urban lab monitoring system.
- Guarantee the overall coherence of the teamwork and the cooperation within the consultancy team,
- Lead the development of the concepts, methodologies and work plans as described above,
- Lead the implementation of the observation and the assessments processes, and secure their quality,
- Lead the elaboration of findings and recommendations and secure their quality,
- Lead the dialogues with all SUD partners, especially the presentations of finding and recommendations to the municipalities and to UPIG.
- Present findings of the observation to the relevant partners and/or at the events.
- Ensure smooth collaboration with the SUD and all partners.
- Ensure the ethics, transparency, and quality of the research, especially of presentations and reports.

Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in social science, political science, urban development, or other degree relevant for consultancy
- Language (2.1.2): C1-level language proficiency in English, C2 in Georgian.
- General professional experience (2.1.3): 5 years of professional experience in the in academic and/or applied research in the above-mentioned areas.
- Specific professional experience (2.1.4): 3 years of experience in providing evidence-based policy advice to Georgian municipalities and/or to the national government.
- Leadership/management experience (2.1.5): 2 years of management/leadership experience as project team leader.
- Regional experience (2.1.6): 2 years of experience in projects in Georgian municipalities beyond Tbilisi.
- Development cooperation (DC) experience (2.1.7): 1 years of experience in DC projects, including field work in municipalities, working with political leadership, civil society, or public-private partnerships funded by the international organization/NGO.
- Other: (2.1.8): Proven affiliation with the Georgian academic institution, including professorship, lecturing, research or advisory positions.
- Other (2.1.9): Proven knowledge of the concepts related to the climate orientation, public participation, urban integration, and gender sensitivity.

Expert pool with minimum 1, maximum 2 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

The tenderer must provide a clear overview of all proposed experts and their individual qualifications.

Tasks of the expert pool

- Under the guidance of the team leader, develop a comprehensive methodology for documenting the Urban Lab processes in Batumi and Zugdidi.
- Conduct on-site field research in Batumi and Zugdidi to observe the Urban Labs based on the agreed methodology, including collecting, and systematizing the information needed for the monitoring and assessment.
- Draft reports, incorporate feedback into a final initial report with recommendations, and prepare a PowerPoint presentation (PPT) to be edited by the team leader for quality assurance.
- Acts as a focal point for SUD to secure the smooth and continuous communication of the consultancy team with SUD and other SUD partners and attends monthly progress meetings with SUD senior and regional advisors.
- Organized the events and support team leader in communication with the stakeholders.

Qualifications of the expert pool

- Education/training (2.6.1): 1 expert with university qualification (German 'Diplom'/Master) in Urban planning or related discipline, 1 expert with university qualification (German 'Diplom'/Master) in governance, public administration and related.
- Language (2.6.2): 2 expert with C1-level language proficiency in English, C2 in Georgian.
- General professional experience (2.6.3): 1 experts with 2 years of professional experience in the urban development sector.

- Specific professional expertise (2.6.4) 2 experts with 2 years of professional experience in academic research.
- Specific coordination experience (2.6.5): 1 expert with past experience in organizing events such as conferences, seminars, trainings, public presentations etc and 1 expert with 1 past experience with the role requiring reporting, communications, and coordination of multiple stakeholders.
- Other (2.6.6): Proven knowledge of the concepts related to the climate orientation, public participation, urban integration, and gender sensitivity.

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing requirements

Assignment of personnel and travel expenses

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed against evidence. All business travel must be agreed in advance by the officer responsible for the project.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader	1	47	47	Includes <ul style="list-style-type: none"> • up to 4 field missions up to 2 days per city • participation in up to 3 events, where 1 is international
expert pool	1	171	94	Includes <ul style="list-style-type: none"> • up to 4 field missions up to 6 days per city • participation in up to 2 local events

Travel expenses	Quantity	Price	Total	Comments
Per-diem allowance in country of assignment	64			Up to 4 field visits per city
Overnight allowance in country of assignment	64			Up to 4 field visits per city
Transport	Quantity	Price	Total	Comments
International flights	1			Travel to the international conference – World Urban Forum in Egypt to present Georgian Urban Lab experience. Flight tickets, conference fee and accommodation will be covered by the project separately.
CO ₂ compensation for air travel	1			
Travel expenses (train, car) <ul style="list-style-type: none"> • Train tickets to Batumi and Zugdidi • Travel between Zugdidi and Batumi 	<ul style="list-style-type: none"> • 12 • 10 			The costs shall be reimbursed against evidence. Travel within the country of assignment

6. Inputs of GIZ or other actors

GIZ and/or partner municipalities are expected to make the following available:

- Spaces for workshops and/or working sessions with the Urban Labs
- Transportation on site with own project vehicle, when applicable
- Logistics for workshops: All costs related to the SUD organized workshops (Workshop with the partner German university, Operational Planning workshops with Urban Labs) will be covered by the projects.

7. Requirements on the format of the tender

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

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs shall be submitted in English.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops, or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

8. Annexes

- Publication on “Urban Labs worldwide and in Georgian Municipalities”.