## **Terms of Reference for Various Tourism Services**

The National Forestry Agency, with the technical support of the consortium between Zavita d.o.o, Stritih d.o.o and WWF Caucasus are implementing a project Measures for the Sustainable Use of Forest in Adigeni Municipality – Phase 2. The purpose of the project is to improve the sustainable use of forests and to improve the socio-economic conditions of the local population. Slovenian International Development Cooperation funds the project.

The project beneficiaries are the National Forestry Agency of Georgia, the state institution responsible for protecting and managing forests and selling timber and other forest products, and the rural local communities of Adigeni organised in Community Unions involved in the conservation agreements, which would develop modern forestry services and a forest products value chain.

One of the project activities is the implementation of priority actions foreseen in the Forest Recreation Management Plan, including hiking and other trails, camp and picnic sites, visitor information on forests and sustainable forest management. This includes organising two camp sites for Georgian and Slovenian volunteers in the Adigeni municipality – one close to the village of Mokhe and the second one to be determined later. The project aims to enhance the recreational experience of visitors while preserving the natural beauty and integrity of the forest ecosystem in Adigeni municipality.

The camps will bring together the local communities of Adigeni, es well as Slovenian volunteers who are experienced in various tourism value chain development, hosting around 20 volunteers in total. The camps will serve as an opportunity to experience nature in an organized and low-impact way, construct basic tourism infrastructure and exchange ideas and experiences about the sustainable development in the Adigeni municipality.

WWF Caucasus is seeking proposals from qualified companies to provide transportation and recreational services to the camp volunteers. The Terms of Reference (ToR) outlines the project requirements, scope of work, tender procedures, and timeline for interested companies to submit their proposals.

## **Scope of Works and Deliverables**

The selected company is expected to deliver the following services to the camp volunteers:

**Camp near Mokhe Village**

1. Provide transportation services to up to 10 Slovenian volunteers during the following dates:
   1. Transfer from Kutaisi International Airport to Mokhe – 11 June;
   2. Transportation from Mokhe to Abastumani, Okrostsikhe, Akhaltsikhe – June 12-17;
   3. Transportation from Mokhe to Tbilisi – June 18;
   4. Transfer from Tbilisi to Kutaisi International Airport – 19 June;
2. Provide instructions and equipment for rafting and kayaking to 20 volunteers, including 2 inflatable kayaks and 3 PET kayaks;
3. Provide the following equipment during the camp:
   1. Tents for 20 participants,
   2. Sleeping mats and blankets for 10 participants
   3. Drinking water tank(s) water filter needed for 20 people;
   4. Field kitchen and eating utensils for 20 participants
   5. An Electricity generator and 3 splitters / extension cables;
4. Arrange breakfast, lunch and dinner for the camp participants;
5. Arrange accommodation for 10 Slovenian volunteers in Tbilisi – June 18.

**2nd Camp - TBD**

1. Provide transportation services to up to 10 Slovenian volunteers during the one week in September:
   1. Transfer from Kutaisi International Airport to Adigeni – TBD, September;
   2. Transportation from the campsite to Abastumani, Okrostsikhe, Akhaltsikhe – TBD, September;
   3. Transportation from the campsite to Tbilisi – TBD, September;
   4. Transfer from Tbilisi to Kutaisi International Airport – TBD, September;
2. Provide instructions and equipment for rafting and kayaking to 20 volunteers, including 2 inflatable kayaks and 3 PET kayaks;;
3. Provide the following equipment during the camp:
   1. Tents for 20 participants,
   2. Sleeping mats and blankets for 10 participants
   3. Drinking water tank(s) water filter needed for 20 people;
   4. Field kitchen and eating utensils for 20 participants
   5. An Electricity generator and 3 splitters / extension cables;
4. Arrange breakfast, lunch and dinner for the camp participants;
5. Arrange accommodation for 10 Slovenian volunteers in Tbilisi – TBD, September.

## **Requirements and Experience**

Interested companies are expected to meet the following criteria:

1. Have at least 5 years of experience in delivering tourism services, including transportation, lodging, recreation;
2. Have 5 years of experience in rafting / kayaking and possess the rafting and kayaking equipment as listed above;
3. Have prior experience of working in the target area, including knowledge of terrain, rivers and other peculiarities needed for the safe delivery of services.

The proposals shall include the financial proposal for the works, including all costs related to the goods and services listed above.

Evaluation Criteria: Proposals will be evaluated based on the following criteria:

* Years of experience with incoming international tourist groups practicing outdoor sports (rafting, kayaking, skiing)
* Possession of necessary equipment as listed above (tents, kayaks, vehicles, kitchen…)

The contract will be awarded to the most suitable company based on the evaluation criteria and negotiations regarding project scope, timeline, and budget.