## **Terms of Reference for the Organisation of Local Events**

The National Forestry Agency (NFA), 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.

In order to raise awareness and motivate people working in forests to participate in training and forest recreation management, the organization of five events for the general public is planned. The objectives of the events are to:

* Raise awareness about the importance of safety measures in forest work.
* Educate forest workers, NFA contractors, and stakeholders on best practices for safe work in forest environments.
* Foster a culture of safety and collaboration among forest workers and stakeholders in the local community.

WWF Caucasus is seeking proposals from local organisations to organise and implement several events in Adigeni municipality. This Terms of Reference (ToR) outlines the project requirements, scope of work, tender procedures, and timeline for interested parties to submit their proposals.

## **Scope of Works and Deliverables**

The selected local organisation is expected to develop a detailed programme and organise events on the following occasions:

* A municipality-scale lumberjack competition, covering chopping, hand sawing and chainsaw sawing contests – one event organised in the NFA wood yard in Chorchani, date - TBD;
* An awareness-raising event and village fair during the summer camps – One on 12-18 June in Mokhe, the second one - TBD;
* A local picnic area opening ceremony – above Utkisubani;
* A project closing event showcasing the results achieved – October 10.

## **Requirements and Experience**

Interested local organisations are expected to meet the following criteria:

* Experience in conducting events in regions (provide list of projects, highlight any events arranged in Samtskhe Javakheti, Adigeni Municipality);
* Have prior experience of working on donor-funded projects;
* Have prior experience organising events involving locals an international visitor
* Have prior experience of working on nature conservation and/or forestry issues;

The proposals shall include the technical proposal with a description of works and timelines, as well as financial proposal for the works, including all costs related to the goods and services needed for each event.