**Application**

**for REC CAUCASUS service contract**

**Publication Reference Number: 024RECC/G/UNEP-2023-SRV-57-BL110417**

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| **Contract Title:** | **Consultancy Service Contract for the Collection of Detailed Activity Data for the Waste Sector Subcategories and Data for Emission Factors** |
| **Contract Type:** | Global Price Based |
| **Contracting Organisation:** | The Regional Environmental Centre for the Caucasus (RECC) |
| **Programme/Project Number:** | **“Georgia’s Integrated Transparency Framework for Implementation of the Paris Agreement”**  **(GEF Project ID: 10028)** |

**SUBMITTED by:**

<Full name of the applicant>

<Full address>

<E-mail / Phone>

**Date**: dd/mm/yyyy

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| **To:** | Ms. Sopiko Gelashvili Project Administrative Assistant, REC Caucasus 48/50, Mtskheta Street 0179 Tbilisi, Georgia Tel: +995 577 05 85 48 E-Mail: [*sopo.gelashvili@rec-caucasus.org*](mailto:sopo.gelashvili@rec-caucasus.org) | **cc:** | Ms. Sophiko Akhobadze  Executive Director, REC Caucasus  E-Mail: [*sophiko.akhobadze@rec-caucasus.org*](mailto:sophiko.akhobadze@rec-caucasus.org)  Mr. Zviad Khukhunashvili  Project Financial Assistant, REC Caucasus  E-Mail: [*zviad.khukhunashvili@rec-caucasus.org*](mailto:zviad.khukhunashvili@rec-caucasus.org)  Mr. Kakhaberi Mdivani  Chief Technical Advisor, REC Caucasus  E-Mail: [*kakha.mdivani@rec-caucasus.org*](mailto:kakha.mdivani@rec-caucasus.org) |

Dear Ms. Gelashvili,

This cover letter and its attachments constitute the Technical Part and Financial Part of the application by me, which I am submittingin response to the invitation with Reference Number **024RECC/G/UNEP-2023-SRV-57-BL110417** for procurement of the service contract ***For the Collection of Detailed Activity Data for the Waste Sector Subcategories and Data for Emission Factors*** within the framework of the above-mentioned Project. This letter also serves as our company’s **Application Submission Form** and I hereby make the following declarations:

1. I am available and willing to work during the period required by the assignment which is the subject of the Terms of Reference;
2. I declare that I am not in a situation of conflict of interest or unavailability;
3. I will inform the REC Caucasus immediately if there is any change in the above circumstances at any stage during the selection procedure or during the implementation of the tasks;
4. I fully recognise and acknowledge that, should I have made false declarations, committed substantial errors, irregularities or fraud, I shall be subject to exclusion from selection procedure and contract;
5. I am aware that, for the purposes of safeguarding the financial interests of the REC Caucasus, my personal data may be transferred to REC Caucasus internal and/or external audit services.

Sincerely,

|  |  |
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| **Name** | …………………………………… |
| **Signature** | …………………………………… |

TECHNICAL PART

*Technical Offer*

PUBLICATION REFERENCE

024RECC/G/UNEP-2023-SRV-57-BL110417

Organisation and methodology

a. Reporting Timetable

| **Deliverables** | **Name** | **Deadline** |
| --- | --- | --- |
| ***R1*** | Report on detailed activity data for the waste sector subcategories, outlined by the 2006 IPCC Guideline and taking place actually in the country for all recent years (2017-2022). | ***Click or tap to enter a date.*** |
| ***R2*** | Report on developed methodology for and description of the process of gathering detailed activity data for all the source-categories of actual GHG emissions taking place in Georgia, including the newly added ones, and indicating the sources of information. | ***Click or tap to enter a date.*** |
| ***R3*** | Report and presentation on established and operationalized data management system (which encompasses developing procedures and guidelines for GHG inventory data management), including modelling for the absent data, for all source categories from the waste sector (to be further used at the national level). | ***Click or tap to enter a date.*** |
| ***R4*** | Training materials and presentation for the one week on-job training on the waste sector data management system to at least 5 private sector and 5 central government staff representatives. | ***Click or tap to enter a date.*** |
| ***R5*** | Report on one week on-job training on the waste sector data management system to at least 5 private sector and 5 central government staff representatives. | ***Click or tap to enter a date.*** |
| **Duration of the Whole Assignment** | | ***from: Click or tap to enter a date.***  ***to: Click or tap to enter a date.*** |

b. assignment implementation approach

*Please provide a description of the approach for the implementation of the assignment in accordance to the tabular format presented below:*

| **Deliverables** | **Approach** |
| --- | --- |
| ***R1 - Report on detailed activity data for the waste sector subcategories, outlined by the 2006 IPCC Guideline and taking place actually in the country for all recent years (2017-2022).*** | |
| **Tasks:** Collect detailed activity data for the waste sector subcategories, outlined by the 2006 IPCC Guideline and taking place actually in the country for all recent years (2017-2022)  This task includes:   * Identification of all landfill sites and owner entities of all landfill sites in Georgia; * Collection of the data on annual amounts (time-series for 2017-2022) of landfilled municipal solid waste (MSW), for all actual landfills countrywide; * Collection and analysis of the MSW composition study results and their applicability to each Georgian landfills. * Analysis of the status and degree of operation and management practices for all the landfills in Georgia for identification of proper parameters and emission factors (EF) based on them; * Collection of activity data – annual amounts of solid waste for composting (4B) and recycling (fractions of the MSW that were not landfilled); * Collection of information on methane recovery from landfills and WWTPs, and annual data of these amounts where available (if any); * Identification of the status (built and fully operational (with or/and methane recovery), being constructed, planned) and degree of operation of all WWTPs in Georgia; * Collection of activity data – annual amounts of wastewater (inlet) for all WWTPs (time-series for 2017-2022); * Collection of information on biological oxygen demand (BOD) measurements from at least 5 WWTPs; |  |
| ***R2 - Report on developed methodology for and description of the process of gathering detailed activity data for all the source-categories of actual GHG emissions taking place in Georgia, including the newly added ones, and indicating the sources of information.*** | |
| **Tasks:** Develop a methodology for and description of the process of gathering detailed activity data for all the source-categories of actual GHG emissions taking place in Georgia, including the newly added ones, and indicating the sources of information |  |
| ***R3 - Report and presentation on established and operationalized data management system (which encompasses developing procedures and guidelines for GHG inventory data management), including modelling for the absent data, for all source categories from the waste sector (to be further used at the national level).*** | |
| **Tasks:** Establish and operationalize a data management system (which encompasses developing procedures and guidelines for GHG inventory data management), including modelling for the absent data, for all source categories from the waste sector (to be further used at the national level)  This task includes:   * Preparation of procedures and guidelines for GHG inventory data management system; * Preparation of presentation on the procedures and guidelines for GHG inventory data management system. |  |
| ***R4 - Training materials and presentation for the one week on-job training on the waste sector data management system to at least 5 private sector and 5 central government staff representatives.*** | |
| **Tasks:** Prepare training materials and presentation for the one week on-job training on the waste sector data management system to at least 5 private sector enterprises and 5 central government staff representatives |  |
| ***R5 - Report on conducted one week on-job training on the waste sector data management system to at least 5 private sector and 5 central government staff representatives.*** | |
| **Task:** Prepare report on conducted one week on-job training on the waste sector data management system to at least 5 private sector and 5 central government staff representatives. |  |

Draft deliverables of the assignment are a subject of agreement with PMU, CCD, and stakeholders *(if necessary).*

The assignment will be implemented in close collaboration with National mitigation expert, PMU and CCD, including kick off meeting for introductory discussion and regular meetings on consideration of deliverables including JF meetings.

C. Curriculum vitae

***Publication Ref. No.* 024RECC/G/UNEP-2023-SRV-57-BL110417**

Date: *dd/mm/yyyy*

**CV**[[1]](#footnote-1)

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| **Proposed Role in the Project:** | **Data Compiler and Processor (waste sector) for the Collection of Detailed Activity Data for the Waste Sector Subcategories and Data for Emission Factors**  (*Project* *Category: Consultancy Service - 024RECC/G/UNEP-2023-SRV-57-BL110417)* |
| **Client:** | **The Regional Environmental Centre for the Caucasus**  (REC Caucasus) |
| **Project Title:** | ***“Georgia’s integrated transparency framework for implementation of the Paris agreement”***  *(GEF Project ID: 10028)* |
| **REC Caucasus Project Ref. No.:** | 024RECC/G/UNEP |

**Personal Data:**

|  |  |
| --- | --- |
| Family name |  |
| First name/s |  |
| Date of birth (dd/mm/yyyy) |  |
| Country of Citizenship/Residence |  |
| Civil status |  |

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| **Individual Entrepreneurship Status**[[2]](#footnote-2):  (*for Georgian nationals only*) | *Yes (or) No* |

|  |  |
| --- | --- |
| **Participation in Funded Pension Scheme**[[3]](#footnote-3):  (*for Georgian nationals only*) | *Participant (or) Non-Participant* |

**1. Education:**

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| --- | --- | --- | --- |
| **Institution** | **Date from mm/yyyy** | **Date to mm/yyyy** | **Degree(s) or diploma(s) obtained** |
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**2. Present position**:

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| Present position*[[4]](#footnote-4)* |  |
| Years within the organisation*[[5]](#footnote-5)* |  |

**3. Professional Work/Permanent Work Experience**[[6]](#footnote-6):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date from mm/yyyy** | **Date to**  **mm/yyyy** | **Location**  **(*Country*)** | **Organisation** | **Position** | **Remark** |
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**4. Participation in relevant National and/or International Projects/Programmes**[[7]](#footnote-7)

|  |  |  |  |  |  |  |  |
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| **Date from mm/yyyy** | **Date to**  **mm/yyyy** | **Location**  **(*Country*)** | **Contracting Organisation/**  **Company** | **Project/ Programme**  **Donor** | **Project /Programme Title** | **Position** | **Description** |
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**5. Language skills** (*Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic*):

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| **Language** | **Reading** | **Speaking** | **Writing** |
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**6. Membership of professional bodies**:

**7. Other skills** (e.g. computer literacy, etc.):

**8. Key qualifications** (relevant to the project):

**9. Specific experience in Georgia/South Caucasus Region**:

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| --- | --- | --- |
| **Country/Region** | **Date from mm/yyyy** | **Date to mm/yyyy** |
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**10. Other relevant information** (e.g. list of publications):

**11. Contact information:**

|  |  |
| --- | --- |
| E-mail |  |
| Phone |  |

FINANCIAL PART

*Financial Offer*

REFERENCE

024RECC/G/UNEP-2023-SRV-57-BL110417

**BUDGET BREAKDOWN FOR GLOBAL PRICE BASED CONTRACTS**

Reference Number: 024RECC/G/UNEP-2023-SRV-57-BL110417

Date: dd/mm/yyyy

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| --- | --- | --- | --- |
| **Report** | **Estimated number of working days** | **Fee rate ($ per working day)** | **Amount**  **($)** |
| *Report on detailed activity data for the waste sector subcategories, outlined by the 2006 IPCC Guideline and taking place actually in the country for all recent years (2017-2022).* | 00 | 000 | 0.00 |
| *Report on developed methodology for and description of the process of gathering detailed activity data for all the source-categories of actual GHG emissions taking place in Georgia, including the newly added ones, and indicating the sources of information*. | 00 | 0.00 |
| *Report and presentation on established and operationalized data management system (which encompasses developing procedures and guidelines for GHG inventory data management), including modelling for the absent data, for all source categories from the waste sector (to be further used at the national level).* | 00 | 0.00 |
| *Training materials and presentation for the one week on-job training on the waste sector data management system to at least 5 private sector and 5 central government staff representatives.* | 00 | 0.00 |
| *Report on conducted one week on-job training on the waste sector data management system to at least 5 private sector and 5 central government staff representatives.* | 00 | 0.00 |
| **MAXIMUM CONTRACT VALUE** |  |  | **0.00** |

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| **Name** | ………………………………… |
| **Signature** | ………………………………… |

Place and date: ………………………………………………………

**Stamp of the firm/company/organization**

Supporting DOCUMENTation (OPTIONAL)[[8]](#footnote-8)

Copy(-ies) of University-level Diploma(s)/Certificate(s)[[9]](#footnote-9)

*Note : Copy(-ies) of document(s) in the original language(s)*

*Supporting Documentation*

PUBLICATION REFERENCE

**024RECC/G/UNEP-2023-SRV-57-BL110417*Diploma No.1***

|  |
| --- |
| *insert here a picture* |

***Diploma No.2***

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| *insert here a picture* |

1. Please note that your personal data will be processed solely for the purposes of the management and monitoring of the contract by the REC Caucasus without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in the application of Georgian law. Certain of this data may constitute protected “personal data” as that term is defined in the Georgia’s Law on Personal Data Protection of 28 December of 2011. Please be informed that transmission of personal data may occur to the United Nations Environment Programme (UNEP), solely for the purpose of implementing the Project Cooperation Agreement (PCA) concluded between the UNEP and REC Caucasus with regards to the tender/contract award procedures. [↑](#footnote-ref-1)
2. Status to define whether a natural person is registered as individual entrepreneur under Article 2 of the Law of Georgia on Entrepreneurs of 28 October, 1994. [↑](#footnote-ref-2)
3. Funded Pension Scheme - Scheme as described under the Law of Georgia on Funded Pensions of 21 July, 2018. [↑](#footnote-ref-3)
4. *If applicant is a freelancer, then “Freelancer” has to be included in this line.*  [↑](#footnote-ref-4)
5. *If applicant is a freelancer, then number of freelance years has to be included in this line.* [↑](#footnote-ref-5)
6. *NOTE: Professional Work/Permanent Work (whether part or full time) is mainly based on employment contract, while Temporary Work is based on fixed-term short- or long- term assignment/contract such as subcontract, service contract, consultancy service contract etc.*  [↑](#footnote-ref-6)
7. *Only those relevant to the assignment projects and programmes that are not included in Section 3 (Professional Work/Permanent Work Experience).* [↑](#footnote-ref-7)
8. *Submission will be welcomed; however, it is not obligatory.* [↑](#footnote-ref-8)
9. *Diplomas/Certificates that certify Bachelor’s, Master’s or higher degrees relevant to the assignment.* [↑](#footnote-ref-9)