**THE REGIONAL ENVIRONMENTAL CENTRE FOR THE CAUCAUS**

**Terms of Reference for Consultancy Services of National Legal Expert for Drafting and Enhancing Legal Documents for the Establishment of Institutional, Governance and Coordination Structures for the Three Alazani Rivers Biosphere Reserve**

*Publication Reference Number:* 062/RECC/G/GIZ - 2023-EA-2.8

| **Contract Title**: Consultancy Service of National Legal Expert for Drafting and Enhancing Legal Documents for the Establishment of Institutional, Governance and Coordination Structures for The Three Alazani Rivers Biosphere Reserve | |
| --- | --- |
| **Contract Type:** Fee-based | |
| **Programme/Project Number:** Biosphere Reserves as Model Regions for Sustainable Development – Capacity Development for Coordinated and Effective Management of the Three Alazani Rivers Biosphere Reserve in Georgia (GIZ Project ID: 81298302 / Project Symbol: 062/RECC/G/GIZ - 2023-EA) | |
| **Duty Station:** Tbilisi, Georgia | |
| **Expected Start Date of Assignment:** | **Duration:** 3 months up to 28 June 2024 |
| **Reports to:** Sophiko Akhobadze | Executive Director of REC Caucasus |

Contents

[1. List of Abbreviations 3](#_heading=h.2et92p0)

[2.Background 4](#_heading=h.3dy6vkm)

[2.1 Three Alazani Rivers Biosphere Reserve 5](#_heading=h.1t3h5sf)

[3. Scope of Work 11](#_heading=h.4d34og8)

[4. Duration 14](#_heading=h.3rdcrjn)

[5. Deliverables 14](#_heading=h.26in1rg)

[6. Required Expertise 15](#_heading=h.lnxbz9)

[7. Payment Schedule and Estimated Time Input 16](#_heading=h.35nkun2)

[8. Costing Requirements 16](#_heading=h.1ksv4uv)

[9. Reporting 17](#_heading=h.2jxsxqh)

[10. Input from REC Caucasus and Other Actors 17](#_heading=h.z337ya)

[11. Requirements on the Format of the Bid 17](#_heading=h.3j2qqm3)

# Annexes

[**Annex 1** -Nomination form of BR](#_heading=h.2s8eyo1)

[**Annex 2** - Price schedule](#_heading=h.44sinio)

**Annex 3** - Application submission form

[**Annex 4** -](#_heading=h.1y810tw) Award criteria

# List of Abbreviations

| Agency of Protected Areas of Georgia | APA |
| --- | --- |
| Biosphere Reserve | BR |
| Deutsche Gesellschaft für Internationale Zusammenarbeit | GIZ |
| European Union | EU |
| Federal Ministry of Economic Cooperation and Development | BMZ |
| Hectar | ha |
| International Union for the Conservation of Nature | IUCN |
| Man and the Biosphere Programme | MAB |
| Management Plan | MP |
| Michael Succow Foundation | MSF |
| Ministry of Environment Protection and Agriculture of Georgia | MEPA |
| National Forestry Agency | NFA |
| Nature Reserve | NR |
| Non-Governmental Organization | NGO |
| Regional Environmental Center for the Caucasus | REC Caucasus |
| United Nations Educational, Scientific and Cultural Organization | UNESCO |

# Background

The Regional Environmental Center for the Caucasus (REC Caucasus) is a non-profit organization established in 1999 within the framework of the “Environment for Europe Process” by the governments of Azerbaijan, Armenia, Georgia and the European Union (EU). It has headquarters in Tbilisi, Georgia and country offices in Yerevan, Armenia and Baku, Azerbaijan. REC Caucasus works as a catalyst, accelerating sustainable solutions in partnership with governments and non-governmental stakeholders.

REC Caucasus’s projects focus on helping communities to strengthen environmental governance, shift to a low-carbon economy, build resilience to climate change, sustainably manage natural resources, and develop capacities for future environmental stewardship.

The mission of the REC Caucasus is determined as “to assist in solving of environmental problems in the Caucasus region through the promotion of co-operation at national and regional level among NGOs, governments, business, local communities, and all other environmental stakeholders, to develop a free exchange of information, in line with the principles of the Aarhus Convention; offer assistance to all environmental NGOs and other stakeholders; and increase public participation in the decision-making process, thereby assisting the states of the Caucasus in the further development of a democratic civil society.

The Regional Environmental Centre for the Caucasus (REC Caucasus) together with the Michael Succow Foundation (MSF) in close partnership with the Georgian Ministry of Environment Protection and Agriculture (MEPA) and with the financial support of the Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV) through Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) facilitated the development of the first Biosphere Reserves in South Caucasus.

Biosphere Reserves (UNESCO Man and Biosphere Programme) are developed and managed as model regions for sustainable development, including climate change mitigation and adaptation. BRs were given the task of investigating the complex human-environment-relationships and of applying the findings for meaningful and sustainable use of natural resources. With the Seville Strategy of 1995, BRs were declared to be ‘Model Regions of Sustainable Development’. They can be regarded as a promising instrument for the integrated management of natural resources and for supporting the resilience of climate-vulnerable regions such as Eastern Georgia. By including nature conservation measures and the promotion of sustainable land use practices they contribute to halting the loss of biodiversity. BRs can also serve in protecting the natural areas and old cultural landscapes of Georgia with their unique biodiversity which is increasingly threatened by an unsustainable use of resources and climate change.

Various phases such as feasibility analysis, capacity building as well as participatory planning and nomination to UNESCO were completed. As a result of the comprehensive work, the Three Alazani Rivers and Dedoplistkaro Biosphere Reserves were successfully designated in Georgia by UNESCO in 2022.

After the successful designation of the BRs, it is now the ideal moment to implement practical steps towards strengthening and getting operational the BR management body, as well as to raise awareness and increase the visibility of the BRs nationwide and regionally. The development of the established Three Alazani Biosphere Reserve and the implementation of related objectives and supporting activities is a priority for the Ministry of Environmental Protection and Agriculture (MEPA). Therefore, with the financial support of the Federal Ministry of Economic Cooperation and Development (BMZ) and technical assistance from GIZ, REC Caucasus is implementing the project "Biosphere Reserves as Model Regions for Sustainable Development – Capacity Development for Coordinated and Effective Management of the Three Alazani Rivers Biosphere Reserve in Georgia." This project is an integral part of the program "Policy Dialogue and Knowledge Management on Climate Protection Strategies" implemented by GIZ.

**The overarching project goal is to support:**

awareness raising on the BR concept, and improve the capacities of the BR management body and other key stakeholders to ensure effective and coordinated gender-responsive management of the Three Alazani Rivers Biosphere Reserve, as well as fulfilment of its functions and goals contributing to the sustainable development of the region.

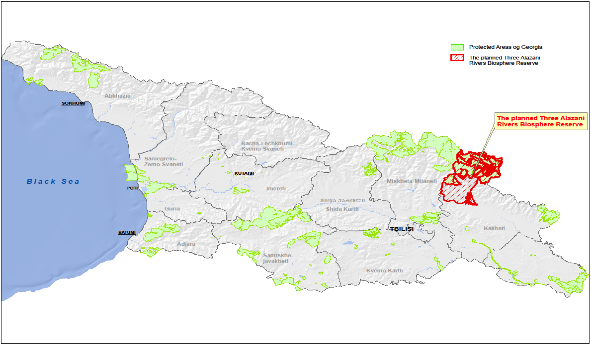
**Outputs (specific project goals):**

* Gender-responsive BR governing, management and advisory bodies are established and operational;
* Capacities of the BR management body and key partners concerning specific topics and challenges in regard to BR development and operation are strengthened as well as knowledge sharing and exchange between key stakeholders is promoted;
* The BR office is established, equipped and operational;
* Three Alazani Rivers BR is promoted on local as well as national level and selected awareness-raising activities are implemented with active involvement of youth and women.

## Three Alazani Rivers Biosphere Reserve

In June 2022, the Three Alazni Biosphere Reserve was officially recognized by UNESCO and listed on the International Biosphere Reserve list.

The Three Alazani Rivers BR is located in the main Greater Caucasus range in eastern Georgia in the Kakheti Region (see Map 1) within the boundaries of the Akhmeta Municipality and partly covering the Telavi Municipality. The BR covers a 199,944 ha area with the lowest elevation of 470 m.a.s.l. and the highest at about 4,200 m.a.s.l. The planned BR consists of the following areas: Tusheti in its historical-geographical boundaries, the lowland area of the Akhmeta Municipality – the Pankisi Gorge and the permanent residential areas of the Tushetian community as well as part of the Alaverdi floodplain forests, the village of Alaverdi and some small territory of the Telavi Municipality – part of the River Stori Gorge.

***Map 1. Location of the Planned Three Alazani Rivers Biosphere Reserve on the Map of the Protected Areas of Georgia*** 

The proposed Three Alazani Rivers Biosphere Reserve area is one of the richest regions of Georgia's flora and fauna diversity, especially its northern part of Tusheti. Vegetation cover includes floodplain forests, mountain and sub-alpine forests, sub-alpine shrubs, mountain meadows, sub-alpine and alpine grasslands, sub-nival vegetation and scree vegetation complexes. In addition to wild species biodiversity, Tusheti is also important for its agrobiodiversity, including domestic plants and crops and animal breeds. The Qershveli barley breed is significant within the plant group for its unique characteristics. The Tushetian horse, the Tushetian sheep and the famous Georgian shepherd dog are significant within the animal group.

The main economic activity in the planned Three Alazani Rivers BR is agriculture; namely: viticulture, crop production, cattle-breeding and sheep-farming as well as fruit growing and market gardening. There is traditional sheep-farming, cattle-breeding and tourism activities in the mountainous areas of the BR.

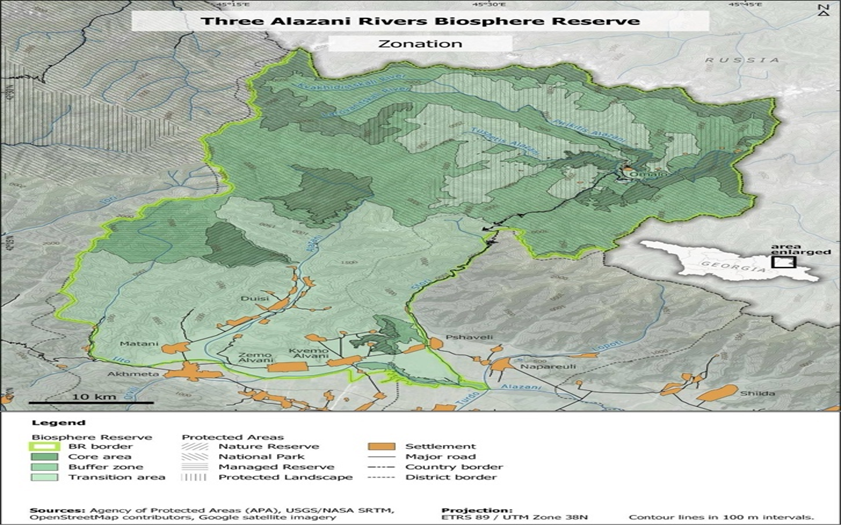
Support to improve the livelihood of local communities is very important as well as the economic development of the whole region. By promoting the revitalization of traditional activities and supporting their modernization through the introduction of modern and sustainable approaches/technologies, the BR can support the economic development of local communities, enterprises and businesses in production and service-oriented sectors (agriculture, forestry, tourism, etc.).

The following goals are defined for Three Alazani Rivers BR:

* **Goal 1:** High-conservation value of species of flora and fauna and the unique ecosystems of the BR are conserved and ecosystem services are ensured;
* **Goal 2:** Tangible and intangible cultural values of the BR are well preserved;
* **Goal 3:** Local communities and other stakeholders support the development of the BR, ensuring the sustainable use of natural resources, efficient and environmentally friendly economic activity and socially responsible behavior;
* **Goal 4:** The BR is regularly used for educational activities, thereby contributing to raising public awareness on biodiversity conservation, cultural values and sustainable resource use;
* **Goal 5:** Sustainable community-based tourism is promoted;
* **Goal 6:** Research, survey and monitoring in the BR is supported and facilitated.

The Biosphere Reserve extends over 199,944 ha. Approximately 13.8% is the core area and 37.7% is the buffer zone. The remaining landscape belongs to the transition area. All three zones are formed by diverse ecosystems and habitats as well as historic buildings and other places of cultural significance. Together, these will ensure the meeting of the long-term objectives of the Biosphere Reserve and the fulfillment of all three required functions.

***Map 2. Zonation of Three Alazani Rivers Biosphere Reserve.***



**The core zone** - spanning 27,661 hectares, is strictly dedicated to nature protection. Only non-manipulative scientific observation is permitted within this zone.

Core zones are covered by legislation and specific regulations that apply to the respective protected areas, the Strict Nature Reserve (IUCN Cat I), the Strict Nature Protection Zone of the National Park (IUCN Cat II), the Habitat/Species Management Area (IUCN Cat IV) and the Protection Zone of the. Protected Landscape (IUCN Cat V) and the state border area[[1]](#footnote-0). Customary laws also protect some forest area, the so-called “sacred forests.

***Table 1. Core Areas of the Proposed Biosphere Reserve***

| # | **Name of Protected Area** | **Total area (ha)** | **BR core area (ha)** | **IUNC Category** | **Management** |
| --- | --- | --- | --- | --- | --- |
| 1 | Tusheti Strict Nature Reserve (IUCN Cat.I) | 12 627,2 | 10 246 | I | Managed by the Agency of Protected Areas |
| 2 | Tusheti National Park (IUCN Cat.II) | 69 515 | 12 565 | II | Managed by the Agency of Protected Areas |
| 3 | Tusheti Protected Landscape (IUCN Cat.V) | 31 518 | 1 363 | V | Managed by Tusheti Protected Landscape Administration, Akhmeta Municipality |
| 4 | Babaneuri Strict Nature Reserve (IUCN Cat.I) | 834 | 779 | I | Managed by the Agency of Protected Areas |
| 5 | Batsara Strict Nature Reserve (IUCN Cat.I) | 3 036 | 2 707 | I | Managed by the Agency of Protected Areas |

**The buffer zone** - covers 75,449 hectares and allows for research, environmental protection, and restoration activities. Its primary objective is to preserve cultural and historical landscapes, promote tourism, and recreational resources, and facilitate sustainable development to prevent adverse impacts on key areas.

**The buffer zone** for the far north core area is represented by Tusheti National Park, from the south, and by a natural border from the north and northeast. At the same time, the state border control area (about 5 km long) of a width of about 500 m (where historical and tangible cultural monuments as well as flora and fauna are protected by the Ministry of Internal Affairs in cooperation with corresponding state institutions[[2]](#footnote-1) in this case, with the APA) provides appropriate buffering functions.

***Table 2. Buffer Zone of the Proposed Biosphere Reserve***

| # | **Name of Protected Area** | **Total area (ha)** | **BR buffer zone area (ha)** | **IUNC Category** | **Management** |
| --- | --- | --- | --- | --- | --- |
| 1 | Tusheti National Park (IUCN Cat.II) | 69 515 | 58 678 | II | Managed by Agency of Protected Areas |
| 2 | Tusheti Protected Landscape (IUCN Cat.V) | 31 518 | 5 195 | V | Managed by Tusheti Protected Landscape Administration, Akhmeta Municipality |
| 3 | Ilto Habitat/Species Management Area (IUCN Cat.IV) | 7 591 | 7 591 | IV | Managed by the Agency of Protected Areas |

**The transition zone** constitutes 48.5% of the total area of the biosphere reserve, accounting for 96,834 hectares. This zone aims to introduce sustainable practices for natural resource utilization.

More or less, the same applies **to the buffer zones** which are covered by legislation and specific regulations that apply to areas of national interest: National Parks, Protected Landscapes and Habitat/Species Management Areas. The Buffer Zones surrounding the Core Areas located in the south-eastern part of the BR and the area along the Alazani River in the south-eastern part of the BR are under the management of the National Forestry Agency.

The outer boundary of the transition area was designated after consultations with major stakeholders in order to support sustainable economic development. It comprises approximately 48.5% of the total area of the Biosphere Reserve. The population of the transition area exceeds 15,000 inhabitants. It includes all of the villages of the BR, except two which are located in buffer zones.

Most of the settlements are concentrated in the southern part of the transition area. In the northern area – in Tusheti – only about 25 households[[3]](#footnote-2) are living permanently in several villages. This area is sparsely populated because geographical and climatic conditions do not allow any vehicle access during the winter time.

This zone in the northern part includes the Sustainable Development Zone, the Traditional Use Zone and the Historical-Cultural Zone of the Tusheti Protected Landscape as well as the remaining lowland area in the south.

**Administrative authorities having competencies for particular zones and areas:**

* Core area: Agency of Protected Areas in Georgia, Akhmeta Municipality
* Buffer zone: Agency of Protected Areas in Georgia, National Forest Agency, Akhmeta Municipality, Telavi Municipality
* Transition area: National Forest Agency, Akhmeta Municipality, Telavi Municipality

As the population residing within the **transition zone** exceeds 150,000 individuals, encompassing villages located within the Biosphere Reserve. Hence, the involvement and collaboration of Akhmet and Telavi municipalities are crucial in the management process of the biosphere reserve.

# Scope of Work

As of today, the establishment and management of biosphere reserves in Georgia is regulated by the Law of Georgia on the System of Protected Areas that defines the purpose of establishing a biosphere reserve, the criteria for selecting an area for establishing a biosphere reserve, the zoning of a biosphere reserve and the activities allowed in separate zones within it. The Law on the System of Protected Areas does not fully define the issues of the establishment and the management of a biosphere reserve.

The draft Law on Biodiversity, which is currently being considered by Parliament of Georgia, includes provisions for the nomination, establishment and management of biosphere reserves in Georgia. However, it needs to be further elaborated.

The objective of this assignment is to assist the Ministry of Environmental Protection and Agriculture of Georgia in conducting a comprehensive legal analysis of relevant legislative documents. This analysis aims to define the governance and management structure, as well as the modalities, of the Biosphere Reserve (BR). The findings of the analysis will be incorporated into the draft Biodiversity Law. Additionally, the governance and management structure of the Three Alazani Rivers BR will be established as part of this process**.**

The legal advisor will be responsible for, but not limited to, implementing the following activities under **output 1. Gender-responsive BR governing, management and advisory bodies are established and operational.**

The contractor is responsible for providing the following services:

* **Development of a concept on the institutional, governance, and management structures for the Three Alazani Rivers Biosphere Reserve (BR):**
  + Conducting legal research and analysis: reviewing the existing national legislation and relevant documents to elaborate on the concept of the institutional, governance, and management structure for the Three Alazani Rivers BR, including determining supervision rights.
  + Analyzing legal framework for financing mechanisms, with a particular focus on state and donor financing opportunities, to support the implementation of actions aimed at achieving the goals of the biosphere reserve.
  + Developing legal argumentation for the agreed model, describing its pros and cons.
  + Detailed descriptions of functions and responsibilities of each Governance unit of the BR (Steering committee, Advisory Body, Administration Unit)
* **Development of packages of changes to be implemented in the statutes of the institutions presented in the Three Alazani Rivers BR governing and management structures:**
  + Providing an updated list of all organizations [and individuals] to be represented on governing, management, and advisory bodies.
  + Defining the functions, responsibilities and obligations of relevant organizations [and individuals] to be represented on governing, management, and advisory bodies according to the BR goals.
  + Conducting an analysis of various institutions, with a focus on but not limited to Akhmeta (including the Administration of the Tusheti Protected Landscape) and Telavi municipalities, the Agency of Protected Areas, the National Forestry Agency, and MEPA. This analysis aims to identify opportunities for integrating biosphere reserve management approaches and goals into their organizational structures.
  + Developing a comprehensive package of changes to be implemented in their statutes, aligning them with the objectives and targets of the biosphere reserve.
* **Facilitating 3 stakeholder meetings on BR institutional, governance, and management structures:**
  + Facilitating at least 3 stakeholder meetings (online or in person) with MEPA, Akhmeta, and Telavi Municipal Administrations on the formal creation of the BR governing body to define: (a) legal form, (b) founder(s), and (c) structure of the governing body's charter.
  + Providing content for stakeholder meetings (online or in person), including agendas, signed lists of participants, minutes of meetings, photos, materials, etc.
* **Supporting the elaboration of formation documents for the legal establishment of the Three Alazani Rivers Biosphere Reserve governing body with gender consideration:**
  + Drafting the BR governing body charter based on outcomes of consultations and legislation analysis.
  + Supporting the establishment of the gender-responsive advisory body for the BR.
  + Development of staff job descriptions of the BR management.

**Documents that should be analyzed include, but are not limited to:**

**Legislation:**

- Local Self-Government Code of Georgia

- Law on Protected Areas

- Draft Biodiversity Law

- Statute of the Ministry of Environmental Protection and Agriculture of Georgia

- Statute of the Akhmet Municipality City Hall

- Statute of the Tusheti Protected Landscape Administration

- Statute of the Telavi Municipality City Hall

- Statute of the Agency of Protected Areas

- Statute of the National Forestry Agency

**BR related documents:**

* Three Alazani Nomination package (including draft concept on governance structure, draft management plan of Three Alazani Rivers BR) **(Annex 1);**
* Concept of the management structure for Three Alazani Rivers Biosphere Reserve (2024).

***[Note:*** *Institutional, governance and management structures are distinct but interconnected components of organizational frameworks, each serving specific purposes within an entity like a conservation initiative such as a biosphere reserve:*

*Institutional Structure*

*Definition: The institutional structure refers to the overall framework and arrangement of institutions, organizations, and stakeholders involved in a biosphere reserve. It encompasses the relationships, roles, responsibilities, and interactions among these entities.*

*Purpose: Institutional structure provides the foundation for governance and management by defining the entities involved and their respective roles. They establish the organizational framework within which decision-making and management activities take place.*

*Governance Structure*

*Definition: Governance structure specifically refers to the mechanisms and systems in place for making decisions, setting policies, and overseeing the operations of the BR.*

*Purpose: Governance structure defines the rules, processes, and authorities governing decision-making and accountability within BR. They establish how power and authority are distributed, how decisions are made, and how stakeholders are represented.*

*Management Structure*

*Definition: Management structure refers to the arrangement of roles, responsibilities, and reporting relationships within the BR responsible for carrying out specific tasks and functions.*

*Purpose: Management structures are concerned with the operational aspects of a BR, including planning, organizing, directing, and controlling activities to achieve its objectives. They determine how resources are allocated, tasks are assigned, and progress is monitored and evaluated.*

*In summary, while institutional structure defines the overarching framework and relationships among entities, governance structure focuses on decision-making mechanisms and accountability, and management structure deals with operational aspects and task execution. Together, these structures provide the framework for effective coordination and functioning of BR.]*

# Duration

The engagement of the legal advisor shall commence on the **5th of April,** **2024,** and continue until the **28th of June, 2024** unless terminated earlier by either party in accordance with the provisions outlined in the agreement.

# Deliverables

The legal advisor shall deliver the following:

* **Deliverable 1**. Concept on the institutional, governance, and management structures for the Three Alazani Rivers Biosphere Reserve (BR), incorporating analyses of financing mechanisms, with a particular emphasis on state and donor financing opportunities, and providing argumentation for the agreed model, detailing its advantages and disadvantages. The concept also should include an analysis of relevant institutions, with a focus on but not limited to Akhmeta (including the Administration of the Tusheti Protected Landscape) and Telavi municipalities, the Agency of Protected Areas, the National Forestry Agency, and MEPA to identify opportunities for integrating biosphere reserve management approaches and goals into their organizational structures.
* **Deliverable 2.** Packages of legal changes to be implemented in the statutes of the institutions presented in the Three Alazani Rivers BR governing and management structures.
* **Deliverable 3.** Facilitation atleast 3 stakeholder meetings on BR institutional, governance, and management structures are conducted. Provision of comprehensive content for stakeholder meetings, whether conducted online or in person, including agendas, signed lists of participants (in case of in-person meetings), minutes of meetings, photos, materials, and any other relevant documentation necessary for the effective conduct and documentation of the meetings.
* **Deliverable 4.** Formation documents for the legal registration and establishment of the Three Alazani Rivers Biosphere Reserve governing body as a legal entity with gender consideration. Including relevant documents for the establishment of the gender-responsive advisory body of the BR.

**All documents are to be produced in Georgian.** Draft versions should be sent to REC Caucasus and key findings presented to core stakeholders for validation and feedback.

***Table 3. Reporting Obligations***

| **Report**  **Index** | **N** | **Deliverable** | **Estimated**  **Number of**  **Working Days** | **Final Documents to be Presented Until** |
| --- | --- | --- | --- | --- |
| R1 | Deliverable 1 | Concept on the institutional, governance, and management structures for the Three Alazani Rivers Biosphere Reserve (BR), incorporating analyses of financing mechanisms, with a particular emphasis on state and donor financing opportunities, and providing argumentation for the agreed model, detailing its advantages and disadvantages. The concept also should include an analysis of relevant institutions, with a focus on but not limited to Akhmeta (including the Administration of the Tusheti Protected Landscape) and Telavi municipalities, the Agency of Protected Areas, the National Forestry Agency, and MEPA to identify opportunities for integrating biosphere reserve management approaches and goals into their organizational structures. | 11 | 15 May 2024 |
| R2 | Deliverable 2 | Packages of legal changes to be implemented in the statutes of the institutions presented in the Three Alazani Rivers BR governing and management structures. | 11 | 28 May 2024 |
| R3 | Deliverable 3 | Facilitation at least 3 stakeholder meetings on BR institutional, governance, and management structures are conducted. Provision of comprehensive content for stakeholder meetings, whether conducted online or in person, including agendas, signed lists of participants (in case of in-person meetings), minutes of meetings, photos, materials, and any other relevant documentation necessary for the effective conduct, and documentation of the meetings. | 5 | 14 June 2024 |
| R4 | Deliverable 4 | Formation documents for the legal registration and establishment of the Three Alazani Rivers Biosphere Reserve governing body as a legal entity with gender consideration. Including relevant documents for the establishment of the gender-responsive advisory body of the BR. | 8 | 28 June 2024 |

# Required Expertise

This consultancy requires the following expertise:

* University degree in Law;
* At least 2 years of proven experience in conducting legal consultancy and drafting legal documents and statutes;
* Good understanding of relevant national legislation and regulatory frameworks related to the establishment of a Biosphere Reserve;
* Strong background and experience in biodiversity, forest, and protected areas policies;
* Knowledge of legal requirements for registering and establishing governing bodies;
* Understanding of gender mainstreaming principles.

# Payment Schedule and Estimated Time Input

The payment mode for the service will be applied based on delivered reports and acts of acceptance (Service Delivery Acceptance Acts) signed by both sides (RECC and the Consultant) and submitted by the Consultant of original invoices to the RECC. RECC will only make milestone payments based on the achievement of specific deliverables as specified in the time schedule for submission of deliverables as per Table 3 (Reporting Obligations). The schedule of payments is specified below:

***Table 4. Schedule of Payments***

| **Report Index for Deliverables** | **% of total contract ceiling for the Services (total Value of the Service)** |
| --- | --- |
| R1 | 30% |
| R2 | 30% |
| R3 | 15% |
| R4 | 25% |
| **Sub-Total** | **100%** |

Payment will be affected following the performance of services, submission of deliverables, and acceptance of services performed.

# Costing Requirements

The assignment is for up to 35 expert days, including 31 days at the home base and up to 4 days for travel to Akhmeta Municipality (in case of a request from MEPA). The bidder is required to calculate expenses for one trip to Akhmeta Municipality separately, including daily allowance, accommodation expenses, and local travel.

* The offer shall be submitted in English.
* Offers submitted after the submission deadline will not be considered. Bids must be submitted in GEL, bids in other currencies will not be accepted.
* Please consider that the offered price should not include VAT, and this should be indicated in the offer.
* Please submit the price according to **Annex 2.**

# Reporting

The service provider shall report directly to the Executive Director of REC Caucasus. Consultant shall provide regular updates on the progress of assigned tasks and projects to the National Coordinator of the project “Biosphere Reserves as Model Regions for Sustainable Development – Capacity Development for Coordinated and Effective Management of the Three Alazani Rivers Biosphere Reserve in Georgia”.

# Input from REC Caucasus and Other Actors

All deliverables will be developed in cooperation with the Biodiversity and Forestry Department of MEPA, GIZ, the Succow Foundation, and the National Coordinator of REC Caucasus. The National Coordinator of the project will support the fulfillment of tasks by the consultant as follows:

* Overall coordination with the MEPA and other stakeholders;
* Logistical support for meetings/workshops;
* Provision of relevant documents and further information (written or oral) to the consultant;
* Review and timely feedback on the materials provided by the consultant;
* Regular calls and a lean steering structure will be agreed in the course of the inception phase of the assignment.

# Requirements on the Format of the Bid

This bid is for individual consultants (not for companies). Please submit your proposal (technical and price proposal) in separate files to natia.tskhovrebadze@rec-caucasus.org no later than 29th March 2024.

The structure of the bid (technical Offer) must correspond to the structure of the Terms of Reference (ToRs). The complete bid shall not exceed 10 pages (excluding CV). The CV must clearly show the position and job the proposed person held in the reference project and for how long. The CV must be submitted in English **(Annex 3)**.

Please do not mention any price in your technical proposal. The specifications for pricing are defined in the price schedule **(Annex 2)**. The price proposal shall be submitted in GEL, excluding VAT. Please be informed that the number of days/travel/workshops and the budget amount shall be agreed upon in the contract as 'up to' amounts.

Bidders must strictly avoid conflicts with other assignments or their interests. The bids will be evaluated according to **Annex 4** - Award criteria. Failure to comply with the above-mentioned requirements may lead to your bid being disqualified.

1. In certain areas, the border traverses the state borders of Georgia. Border control is conducted by the border police of the Ministry of Internal Affairs. [↑](#footnote-ref-0)
2. Georgian Law on the State Border of Georgia (1998). <https://matsne.gov.ge/ka/document/view/31966?publication=33> [↑](#footnote-ref-1)
3. Akhmeta Municipality Spatial Plan (2019) / Decree of the Akhmeta Municipal Council No.21 of December 24, 2019 on the Adoption of the Spatial Development Plan of the Akhmeta Municipality” (Official Gazette of Georgia) Legislative Herald of Georgia - LHG, *matsne.gov.ge*, Registration No. 010250050.35.162.016507, Publication Date: 30.12.2019) *-* [*Georgian Version*]

   <https://matsne.gov.ge/ka/document/view/4744404?publication=0> [↑](#footnote-ref-2)