**APPLICATION**

**FOR**

**REC CAUCASUS CONSULTANCY SERVICE CONTRACT**

*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 |
| **Contracting Organisation:** | The Regional Environmental Centre for the Caucasus (REC Caucasus) |
| **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)* |

**SUBMITTED by:**

<Full name of the applicant>

<Full address>

<E-mail / Phone>

**Date**: dd/mm/yyyy

| **To:** | Ms. Natia tskhovrebadze Project National Coordinator, REC Caucasus 48/50, Mtskheta Street 0179 Tbilisi, Georgia Tel: + (995) 557 770 659 E-Mail: natia.tskhovrebadze*@rec-caucasus.org* | **cc:** | Ms. Nino Rostomashvili  Project Officer, REC Caucasus  E-Mail: nino.rostomashvili[*@rec-caucasus.org*](mailto:sophiko.akhobadze@rec-caucasus.org) |
| --- | --- | --- | --- |

Dear Ms. Tskhovrebadze,

This cover letter and its attachments constitute the Technical Part and Financial Part of my application, which I am submittingin response to the announcement with Publication Reference Number **062/RECC/G/GIZ – 2023 – EA – 2.8** ([*rec-caucasus.org/announcements-vacancies*](https://rec-caucasus.org/announcements-vacancies/)) for procurement of the consultancy service contract that is to be concluded with ***National Legal Expert******for 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.*** This letter also serves as my **Application Submission Form** and I hereby make the following declarations:

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

Sincerely,

| **Name** | ………… ………………………… |
| --- | --- |
| **Signature** | …………….. |

**TECHNICAL PART**



***Technical Offer***

**PUBLICATION REFERENCE**

**062/RECC/G/GIZ – 2023 – EA – 2.8**

**A. ORGANISATION & METHODOLOGY**

**To be completed by the applicant**

# **RATIONALE, STRATEGY AND TIME TABLE OF ACTIVITIES**

* ***Any general comments on the Terms of Reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the contract. An opinion on the key issues related to the achievement of the assignment task***

<*write your comments here*: ………………………………………………..>

*or write:*

<No general comments on the Terms of Reference*.*>

* ***Any comments or explanation of the risks and assumptions that may affect the execution of the contract***

<*write your comments here*: ………………………………………………..>

*or write:*

<No comments on the risks and assumptions*.*>

* ***List of the activities considered to be necessary to achieve the contract objectives in addition to the activities proposed under the Terms of Reference***

<*write your comments here*: ………………………………………………..>

*or write:*

<No additional activities are required in addition to the activities proposed under the Terms of Reference.>

* ***Any comments on related deliverables***

<*write your comments here*: ………………………………………………..>

*or write:*

<No comments on the related deliverables*.*>

* ***A description of the specific and/or additional back-stopping that the National Expert finds necessary from the REC Caucasus for the execution of the contract***

<*write your comments here*: ………………………………………………..>

*or write:*

<No specific and/or additional back-stopping is required for the execution of the contract*.*>

* ***Any comments on the timing, sequence and duration of the proposed activities***

<*write your comments here*: ………………………………………………..>

*or write:*

<No comments on timing, sequence and duration of the proposed activities.>

**B. CURRICULUM VITAE**

***Publication Ref. No. 062/RECC/G/GIZ – 2023 – EA – 2.8***

Date: *dd/mm/yyyy*

**CV**[[1]](#footnote-0)

| **Proposed Role in the Project:** | **National Expert for the Establishment of Institutional, Governance and Coordination Structures for The Three Alazani Rivers Biosphere Reserve** |
| --- | --- |
| **Client:** | **The Regional Environmental Centre for the Caucasus**  (REC Caucasus) |
| **Project Title:** | ***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)* |

**Personal Data:**

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

| **Individual Entrepreneurship Status**[[2]](#footnote-1):  (*for Georgian nationals only*) | *Yes (or) No* |
| --- | --- |

| **Participation in Funded Pension Scheme**[[3]](#footnote-2):  (*for Georgian nationals only*) | *Participant (or) Non-Participant* |
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**1. Education:**

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

| Present position*[[4]](#footnote-3)* |  |
| --- | --- |
| Years within the organisation*[[5]](#footnote-4)* |  |

**3. Professional Work/Permanent Work Experience**[[6]](#footnote-5):

| **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-6)

| **Date from mm/yyyy** | **Date to**  **mm/yyyy** | **Location**  **(*Country*)** | **Contracting Organisation/**  **Company** | **Project/ Progarmme**  **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*):

| **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**:

| **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 |  |

**SUPPORTING DOCUMENTATION**

**Copy(-ies) of University-level Diploma(s)**

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



***Supporting Documentation***

**PUBLICATION REFERENCE**

**062/RECC/G/GIZ - 2023-EA-2.8**

***Diploma No.1***

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

***Diploma No.2***

| *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 GIZ and Michael Succow Foundation, solely for the purpose of implementing the Agreement concluded between the GIZ and REC Caucasus with regards to the tender/contract award procedures. [↑](#footnote-ref-0)
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-1)
3. Funded Pension Scheme - Scheme as described under the Law of Georgia on Funded Pensions of 21 July, 2018. [↑](#footnote-ref-2)
4. *If applicant is a freelancer, then “Freelancer” has to be included in this line.*  [↑](#footnote-ref-3)
5. *If applicant is a freelancer, then number of freelance years has to be included in this line.* [↑](#footnote-ref-4)
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-5)
7. *Only those relevant to the assignment projects and programmes that are not included in Section 3 (Professional Work/Permanent Work Experience).* [↑](#footnote-ref-6)