**Application**

**for  
REC CAUCASUS CONSULTANC**Y **service contract**

**Reference Number: 052/RECC/G/GEF/AGROBIO-1201-05-c**

|  |  |
| --- | --- |
| **Contract Title:** | **Consultancy Service Contract for Technical Assistance of National Socio-Economic Analyses Expert in Field Data Gathering for Baseline Study Survey on Agrobiodiversity and Agrotourism in Samtskhe-Javakheti Region in Georgia** |
| **Contract Type:** | Fee-based |
| **Contracting Organisation:** | The Regional Environmental Centre for the Caucasus (REC Caucasus) |
| **Programme/Project Number:** | “**Sustainable Management of Agricultural Biodiversity in Vulnerable Ecosystems and Rural Communities of Samtskhe-Javakheti Region in Georgia**”  (*GEF Project ID: 10829*) |

**SUBMITTED by:**

<Full name of the applicant>

<Full address>

<E-mail / Phone>

**Date**: dd/mm/yyyy

|  |  |  |  |
| --- | --- | --- | --- |
| **To:** | Ms. Nino Rostomashvili  Project Assistant, REC Caucasus 48/50, Mtskheta Street 0179 Tbilisi, Georgia E-Mail: *nino.rostomashvili@rec-caucasus.org* | **cc:** | Ms. Sophiko Akhobadze  Executive Director, REC Caucasus  E-Mail: [*sophiko.akhobadze@rec-caucasus.org*](mailto:sophiko.akhobadze@rec-caucasus.org)  Ms. Marika Kapanadze  Project Coordinator, REC Caucasus  E-Mail: [*marika.kapanadze@rec-caucasus.org*](mailto:zviad.khukhunashvili@rec-caucasus.org)  Mr. David Mironidze  Project Financial Officer, REC Caucasus  E-mail: [*david.mironidze@rec-caucasus.org*](mailto:david.mironidze@rec-caucasus.org) |

Dear Ms. Rostomashvili,

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 ***052/RECC/G/GEF/AGROBIO-1201-05-c*** ([*rec-caucasus.org/invitation to negotiation for simple tender procedures-vacancies*](https://rec-caucasus.org/announcements-vacancies/)) for procurement of the consultancy service contract that is to be concluded with ***National Socio-Economic Analyses Expert in Field Data Gathering*** within the framework of the above-mentioned Project. This letter also serves as my **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 audit services.

Sincerely,

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

A. TECHNICAL PART

*Technical Offer*

REFERENCE

052/RECC/G/GEF/AGROBIO-1201-05-c

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.>

CURRICULUM VITAE

**To be completed by the applicant**

**(*free format*)**

SUPPORTING DOCUMENTATION

**Copies of Diplomas**

B. FINANCIAL PART

*Financial Offer*

REFERENCE

052/RECC/G/GEF/AGROBIO-1201-05-cBUDGET BREAKDOWN FOR FEE-BASED CONTRACTS

**Reference Number: 052/RECC/G/GEF/AGROBIO-1201-05-c**

Date: *dd/mm/yyyy*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Estimated number of working days** | **Fee rate (GEL per working day)** | **Amount**  **(GEL)** |
|  |  |  |  |
| ***FEES:*** |  |  |  |
| ***National Experts for Specific Tasks*** |  |  |  |
| - *National Socio-Economic Analyses Expert in Field Data Gathering* | 00 | 000 | 0.00 |
|  |  |  |  |
|  |  |  |  |
| **MAXIMUM CONTRACT VALUE** |  |  | **0.00** |
|  |  |  |  |

|  |  |
| --- | --- |
| **Name of the Applicant** | ………… ………………………… |
| **Signature** | ………………………… |