



## THE REGIONAL ENVIRONMENTAL CENTRE FOR THE CAUCAUS

*Publication Reference Number: 062/RECC/G/GIZ - 2023-EA-2.15*

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**Contract Title:** Consultancy Service of Protected Areas Management Expert to Update Three Alazani Rivers Biosphere Reserve Management Concept

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**Contract Type:** Fee-based

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**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)

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**Duty Station:** Tbilisi, Georgia

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<b>Expected Start Date of Assignment:</b>	<b>Duration:</b> 5 months up to
Thursday, 12 December 2024	9 May 2025

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<b>Reports to:</b> Sophiko Akhobadze	Executive Director of REC Caucasus
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## **Background**

UNESCO biosphere reserves (BRs) are model regions for sustainable development and serve as ideal instruments to support the fulfillment of the 2030 Agenda and the 17 Sustainable Development Goals. As laboratories for sustainability in practice, BRs combine the protection of natural resources with social and economic development, thereby helping to secure the future of human society.

Three Alazani Rivers BR in Georgia, as one of the first BRs in the country, was designated by UNESCO in 2022. To build capacities of BR management body and to ensure effective and coordinated management, 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" was launched in 2023.

The project is funded by the International Climate Initiative (IKI) and commissioned by the German Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV), through the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) within the project "Policy dialogue and knowledge management on climate protection strategies" - DIAPOL-CE.

The governance structure of the Three Alazani Rivers BR is currently under development. Advanced capacities and expertise within the BR governance body are essential prerequisites for achieving BR goals and realizing the model function of the BR in Georgia.

During the 2021 Nomination Process of the Three Alazani Rivers BR, a management concept was developed, however, it is now necessary to update this document. The draft of management concept will serve as a foundation for further refinement by the BR management structures, which are yet to be established by the respective governmental authorities.

The Management Concept will serve as a strategic document to establish policies, management strategies, and actions for the sustainable conservation of natural and cultural values while fostering socio-economic development. To this end, REC Caucasus seeks to engage an expert to update the management concept.

### **1. General Objective of the assignment**

The objective of this assignment is to update the management concept for the Three Alazani Rivers Biosphere Reserve. The Management Concept will provide a framework for sustainable natural resource management, biodiversity conservation, ecotourism, agroforestry, climate-smart agriculture, and other key aspects necessary for the long-term success of the BR.

### **2. Scope of the Assignment**

The selected expert will undertake the following tasks:

- **Review and Update the Existing Management Concept:**

- Assess the current management concept and update it in line with international best practices and UNESCO Biosphere Reserve requirements.
- Ensure alignment with national policies and sectoral strategies related to biodiversity conservation and sustainable resource management.
- **Define strategic objectives:**
  - Define strategic objectives and guiding principles for the BR's management.
  - Develop key components of the concept, including:
    - Governance and Institutional Framework (integrating the established structure approved by the Ministry of Environmental Protection and Agriculture of Georgia)
    - Conservation and biodiversity protection measures
    - Sustainable economic development strategies
    - Community engagement and participation mechanisms (in accordance with the elaborated management system)
    - Capacity-building and education strategies
    - Monitoring and evaluation framework
- **Stakeholder Consultation and Validation:**
  - Engage relevant stakeholders, including government agencies, local communities, NGOs, and experts, to ensure a participatory approach in developing the Management Concept.
  - Organize and facilitate workshops and meetings to gather input and validate the Concept.
- **Deliver Final Management Concept:**
  - Submit a draft version of the Management Concept for review and feedback.
  - Incorporate comments and finalize the document for approval by relevant authorities.

### 3. Duration

The engagement of the national expert will commence on December 12, 2024, and continue through May 9, 2025, unless terminated earlier by either party in accordance with the terms outlined in the agreement.

### 4. Reporting obligations: Deliverables, reporting Schedule and Estimated Time Input

The expert delivers the following:

- **Deliverable 1: Inception Report**
  - Submission Deadline: February 28, 2025
  - This report will outline the consultant's methodology, approach, and work plan, providing a structured roadmap for the assignment. It will also include a preliminary assessment of the existing management concept and highlight key areas for revision.
- **Deliverable 2: Updated Management Concept**
  - Submission Deadline: March 30, 2025
  - The updated management concept will incorporate recent data, reflect international best practices, and align with national policies. This

document will serve as the foundation for further management planning efforts.

- **Deliverable 3: Stakeholder Workshop and Validation Session**
  - Scheduled Date: May 1, 2025
  - The expert will facilitate a workshop engaging key stakeholders, including government agencies, local communities, and conservation organizations, to gather input and validate the updated management concept.
- **Deliverable 4: Final Updated Management Concept**
  - Submission Deadline: May 9, 2025
  - The final document will integrate feedback from stakeholders and align with the best practices in biosphere reserve management. This version will guide the governance and sustainable development of the Three Alazani Rivers Biosphere Reserve.

**All documents are to be produced in Georgian.**

**Table 1. Reporting Obligations**

Report Index	N	Final Documents to be Presented Until
R1	Deliverable 1	February 28, 2025
R2	Deliverable 2	March 30, 2025
R3	Deliverable 3	May 9, 2025
R4	Deliverable 4	May 9, 2025

**5. Required Expertise**

The consultant must meet the following qualifications:

- At least 10 years of experience in protected areas management, sustainable development, and conservation planning.
- Fluency in Georgian and English.

**6. Technical Competencies**

- Strong analytical and management skills;
- Excellent communication and interpersonal abilities;
- Proven ability to work independently;
- Advanced computer skills;
- Experience in participatory approaches;
- Report writing and documentation skills;

**7. 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 1 (Reporting Obligations). The schedule of payments is specified below:

**Table 2. Schedule of Payments**

<b>Report Index for Deliverables</b>	<b>% of total contract ceiling for the Services (total Value of the Service)</b>
R1	35%
R2	35%
R3	15%
R4	15%
<b>Sub-Total</b>	<b>100%</b>

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

#### **8. Costing Requirements**

- 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 1**.

#### **9. Interested candidates should submit**

- Technical proposal outlining their approach and methodology.
- Financial proposal in GEL (excluding VAT).
- CV highlighting relevant experience.

#### **10. 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”.

## 11. Award Criteria

Evaluation will follow quality/price-based selection (80/20):

**Table 3. Evaluation Grid**

<b>Criteria</b>	<b>Weight</b>
Technical Proposal and Methodology	40%
Relevant Experience	40%
Financial Proposal	20%
<b>Total</b>	<b>100</b>

## 12. 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](mailto:natia.tskhovrebadze@rec-caucasus.org) no later than December 1, 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 2**).

Please do not mention any price in your technical proposal. The specifications for pricing are defined in the price schedule (**Annex 1**). The price proposal shall be submitted in GEL, excluding VAT.

Bidders must strictly avoid conflicts with other assignments or their interests. The bids will be evaluated according to **Chapter 11** - Award criteria. Failure to comply with the above-mentioned requirements may lead to your bid being disqualified.