

**The Regional Environmental Centre for the Caucasus**

**TERMS OF REFERENCE**

**Consultancty Services for Pasturelands Identification and REgistration SUpport in Dedoplistskaro Biosphere Reserve**

***Ref. no. 076/RECC/G/UNEP 2025 EA 007***

|  |  |  |  |  |  |  |  |
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| **Contract Title:** | | **Consultancy Services for Pasturelands Identification and Registration Support in Dedoplistskaro Biosphere Reserve** | | | | | |
| **Contract Type:** | | **Service Contract - Global Price Based** (*Subcontract Service Agreement*) | | | | | |
| **Contracting Organization:** | | | The Regional Environmental Centre for the Caucasus (RECC) | | | | |
| **Division/Department:** | | | RECC Projects’ Implementation Unit | | | | |
| **Programme/Project Number:** | | | | **``Transforming Policy and Investment through Improving Ecosystem Management and Restoration of Degraded Drylands of Dedoplistskaro Biosphere Reserve in Georgia to Generate Multiple Environmental and Socio-Economic Benefits``**  (*GEF Project ID: 11141)* | | | |
| **Duty Station:** | | Tbilisi and Dedoplistskaro Municipalities | | | | | |
| **Expected Start Date of Assignment:** | | | | | October, 2025 | **Duration:** | **6 months**  (up to April, 2026) |
| **Reports to:** | Sophiko Akhobadze | | | | | RECC Executive Director | |

**1. Description OF objectives of the SERVICE**

**1.1. Background**

The Global Environment Facility (GEF)-funded project *“Transforming Policy and Investment through Improving Ecosystem Management and Restoration of Degraded Drylands of Dedoplistskaro Biosphere Reserve in Georgia to Generate Multiple Environmental and Socio-Economic Benefits”* supports ecosystem restoration, biodiversity conservation, and sustainable land use in the Dedoplistskaro Biosphere Reserve.

The project is implemented by the United Nations Environment Programme (UNEP) and executed by the Regional Environmental Centre for the Caucasus (REC Caucasus) on behalf of Georgia’s Ministry of Environmental Protection and Agriculture (MEPA). It runs for four years starting in 2025.

Project component 2 aims to improve ecosystem management and restoration of degraded drylands. Outcome 2.2 – Restoration of degraded ecosystems improves connectivity and enhances biodiversity will support improvement of pasture management system within the DBR in collaboration with local pasture users. Pastures identification, zoning, categorization (definition of use regimes), and mapping within the BR will be essential for understanding and managing pasture resources effectively. This activity prescribed under the output 2.2.3 will help in identifying suitable areas for different types of land use and ensuring sustainable pasture management practices

National Pasturelands Management Policy Document (NPMPD)[[1]](#footnote-1) discusses the need to formalize livestock owners’ rights to access the pastures to ensures pasturelands sustainable management and, in this regard, considers as a first step the identification and official registration of lands used for pasture or, in the case of registered plots, assigning them the category of pasture. This approach is being considered by the process of development of new pasture management legislation. Pasturelands identification and registration will create a spatial database that is necessary basis for defining pasturelands tenure regimes (common and individual (leasehold) regimes), and therefore to enable all livestock owner to formalize their access to it. The project will provide technical support for pastures identification and registration/categorization in Dedoplistskaro Biosphere Reserve to create a spatial database for informed decisions on pasturelands handover.

The experiences of this project will be replicated across Georgia through activities of national and international partners, and shared with other countries.

**1.2. General Objective of the Service**

The objective of the consultancy service is: **Pasturelands Identification and Registration Support in Dedoplistskaro Biosphere Reserve to create a spatial database for informed decisions on pasturelands disposal.**

The area subject to pastures identification and registration support includes the total territory of Dedoplistskaro Biosphere Reserve **excluding**: Forests, Non-agricultural land, Agricultural land registered under private ownership, Agricultural land registered as pastures, hayfields, arable lands or homestead land plots, Vashlovani and Chachuna Protected Areas, other areas excluded from use for agricultural pasture purposes.

The estimated size of the research area is **16,000 ha.**

Pasturelands identification and registrations support should cover both unregistered and state or municipally owned and therefore already registered plots of land that are registered in the public register as agricultural land without specifying the land category.

The Supplier shall be responsible for carrying out the identification of pastures, performing cadastral planning and surveying works, and completing the pasture characterization forms.

The assignment is to be implemented with overall guidance and supervision of the RECC Executive Director (Project Director/Supervisor), in close consultation with the Ministry of Environmental Protection and Agriculture of Georgia (MEPA), the National Agency for Sustainable Land Management and Land Use Monitoring (NASLM) and Dedoplistskaro and Akhmeta Municipalities.

RECC will ensure that the local authorities are informed on this survey. RECC will make available to the consultant relevant reports, documents, maps and data at RECC’s disposal.

**2. Scope of the SERVICE**

Under the Scope of Work, the Consulting Entity shall perform the following tasks:

***a. To create integrated GIS database of nominally state owned but still unregistered land plots and land plots registered without indication of particular agricultural land category in Dedoplistskaro Biosphere Reserve that could be registered as pasturelands.***

The consultant entity, in close cooperation with project team, National Agency for Sustainable Land Management and Land Use Monitoring and Dedoplistskaro and Akhmeta Municipalities, should identify those areas of agricultural lands in Dedoplistskaro Biosphere Reserve to be physically categorized as pasture and further as agriculture land category ``pasture``[[2]](#footnote-2), using land use data (existing land use plans (district land use maps and/or land use plans of former collective farms as of 1991), cadastral, orthophotos, satellite or aerial images, etc.) and develop integrated GIS dataset of pasturelands distribution in Dedoplistkaro municipality. After the completion of this task all (i) not registered land plots that could be registered as pastures and (ii) all registered land plots that could be recommended for assign the category of pastures, should be specified for further field verification.

While identification of registered and unregistered pastures updated data from the public registry should be used.

Desk processing and field survey of the area should be carried out, both for unregistered and uncategorized pastures registered in state and municipal ownership.

***b. Field verification of nominally state owned but still unregistered land plots and land plots registered without indication of particular agricultural land category in Dedoplistskaro Biosphere Reserve that could be registered as pasturelands***

Field verification of identified nominally state owned but still unregistered land plots and land plots registered without indication of particular agricultural land category used as pastures include but is not limited the following activities:

* Consultations with municipality representatives and local users further clarification of identified pastures to be registered and/or categorized;
* Determination of de-facto use of the identified pasturelands by field verification;
* Cadastral surveying/measurements of unregistered land parcels and searching for field data in accordance to the resolution N388 of the Government of Georgia adopted on August 8, 2016 on "Approving the procedure for performing and documenting the cadastral planning/measurement work of the land plot and the procedure for suspending and revoking the validity of the certificate of the person authorized to perform the cadastral planning/measurement work for performing the cadastral planning/measurement work in violation of the requirements of the Georgian legislation";
* When performing cadastral planning/measurement works of the pasturelans, the cadastral survey drawing should not include those areas, the actual situation of which excludes the use of the mentioned areas as the pastureland, in particular, following structures: a) buildings; b) perennial agricultural crops; c) objects of communication; d) infrastructure functionally related to communication objects (business yards, main irrigation canals, roadsides, drainage canals, electric transmission or communication towers (supports), etc.), d) other areas excluded from use for agricultural pasture purposes.
* In the case of land plots registered without indication of particular agricultural land category, part of land plots to which assigning of the pasture category is recommended should be mapped.

***c. Assessment of the actual condition of pastures – based on the physical characteristics of the land parcel, botanical description of the existing vegetation cover, and analysis of degradation trends.***

In the process of field verification, the actual condition of the land plots should be verified. The state of the pasture should be assessed, including physical-geographical characteristics of pasture, soil roughness, erosion, humus content, vegetation cover, shrubbery/reforestation tendency, identification dominant plants species, distribution of invasive species, observation of grazing impact, identification of palatable plants distribution, evidence of seed formation, etc. Degradation trends include - assessment of the degree of pasture degradation and contributing factors. A field observation sheet should be filled out for each land plot, which should be accompanied by a photos showing the actual situation on the plot. A field observation sheet should include: Summarized findings of the field observation; Photos of the observed land plot; Appropriately justified proposal for assigning or not assigning the pasture category to the land plot.

Field inspection of pastures with large area and variable landscape characteristics may be done in several places, and field observation sheets and photos should be prepared accordingly.

***d. Preparation of documentation necessary for land registration and proposals for changes in the registered land title data***

The consultant entity shall prepare:

1. Documentation necessary for land plots registration (*including cadastral planning/measurement drawings of the land and the pasture characterization forms),* in electronic form for all identified pasturelands that are not registered.
2. Proposals on technical changes in registered land title data aimed at granting the category of ``pasture`` to those plots of agricultural lands which are already registered by the National Agency of Public Registry (NAPR) in state or municipal ownership as agricultural lands though without indication of particular agricultural land category [(*a)pasture, (b) hayfield, (c) arable land, incl. land under perennial crops, (d) homestead*]. For each registered plot of land, digitized boundaries of the part of the land plot that is recommended for pasture category assignment and descriptions of the de-facto use identified on the basis of field verification should be prepared and submitted.

***Service Provision Conditions***

* The consultant entity shall carry out the pastures identification, perform cadastral planning/surveying works where necessary, and complete the pasture characterization forms (field observation sheets). Cadastral planning/surveying drawings and pasture characterization forms shall be submitted separately for each identified pasture plot.
* The consultant entity shall provide cadastral planning/surveying drawings of pastures in accordance with Government of Georgia Resolution No. 388 of August 8, 2016 on "Approving the procedure for performing and documenting the cadastral planning/measurement work of the land plot and the procedure for suspending and revoking the validity of the certificate of the person authorized to perform the cadastral planning/measurement work for performing the cadastral planning/measurement work in violation of the requirements of the Georgian legislation";
* During the pasture identification process, areas within the research site that, due to their actual condition, are excluded from being classified as pasture land shall not be included. These include roads, ponds, forests, and other areas that cannot be used for agricultural pasture purposes.
* Relevant data obtained during pastures identification process must be entered into the geodatabase (mdb format) provided by the Contracting Authority.
* The consultant entity shall submit not fewer than three (3) photographs for each identified plot.
* Any deficiencies identified during service delivery must be rectified by the Supplier within no more than five (5) calendar days from the date of notification by the Contracting Authority.
* Cadastral planning/surveying works of pasture areas must be carried out in compliance with the requirements of Government of Georgia Resolution No. 388 of August 8, 2016, using high-precision GPS geodetic instruments connected to the GeoCORS geodetic system. Together with the tender proposal, the Bidder shall submit a document issued by the National Agency of Public Registry confirming the connection of GPS instruments to the permanent reference station network (Geo-CORS).

**4. DELIVERABLES AND REPORTING SCHEDULE**

The estimate duration of the assignmnet is 6 months. The services will be commenced in October, 2025.

The supplier shall present the results of the work in stages. Based on the pastures identification results, the supplier is required to submit processed information and documentation in electronic format, covering no less than 25 percent of the total scope of work at each stage.

The Consulting Entity will submit reports to the following deliverables indicated in Table 1.

**All deliverables should be submitted in Georgian languages.**

*Table 1. Reporting Obligations*

|  |  |  |
| --- | --- | --- |
| **Report Index** | **Name of Deliverable/Means of Verification** | **Time of Submission** |
| R1 | Technical Report on development of integrated database of nominally state owned but still unregistered land plots and land plots registered without indication of particular agricultural land category in Dedoplistskaro Biospehre Reserve that could be registered as pasturelands, including maps and georeferenced spatial dabases for:   1. Land plots registered under the pasture category within the biosphere reserve (indicated by cadastral codes and areas); 2. State or municipal owned land plots registered within the biosphere reserve but without indication of land category, which are identified as pasture (indicated by cadastral codes and areas); 3. Unregistered plots within the biosphere reserve, which are identified as pasture (georeferenced spatial database of pastures to be registered. | October, 2025 |
| R2 | a) Documentation necessary for land plots registration (including cadastral planning/measurement drawings for land plots for all identified pasturelands that are not registered and proposals aimed at granting the category of ‘pasture’ to the relevant plots of agricultural lands in Dedoplistskaro Biosphere Resreve.  b) Refined georeferenced spatial database of land plots for preparation of proposals on technical changes in registered land title data aimed at granting the category of “pasture” to those plots of agricultural lands which are already registered by the National Agency of Public Registry (NAPR) in state or municipal ownership as agricultural lands without indication of particular agricultural land category. For each registered plot of land, digitized boundaries of the part of the land plot that is recommended for pasture category assignment and descriptions of the de-facto use identified on the basis of field verification should be prepared and submitted.  c) Assessment of the actual condition of pastures – based on the physical characteristics of the land parcel, botanical description of the existing vegetation cover, and analysis of degradation trends (in the form of filled field observation forms). | November, 2025-February, 2026  The report on the work performed must be submitted in 4 stages, with each stage covering a total at least 4,000 hectares. |
| R3 | Final thematic map and GIS database of pasturelands to be registered/to be categorized in the Dedoplistskaro Biosphere Reserve both in electronic and physical form printed on A0 format, at least 5 copies. | March, 2026 |

All deliverables are subject for review and approval by the RECC.

# 5. Payment Schedule

The Consulting Entity shall submit to the RECC the deliverables in the form and within the time periods specified in Table 1 (Reporting Obligations) as per Terms of Reference, acceptable to the RECC. 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 andConsulting Entity) and submitted by the Consulting Entity of original invoices to the RECC.

The Consulting Entity and its team will make their own arrangements on transport, security and accommodation and meals during the duration of the service (assignment).

RECC will only make milestone payment based on achievement of specific deliverables as specified in time schedule for submission of deliverables as per Table 1 (Reporting Obligations).

The schedule of payments is specified below:

*Table 2. Schedule of Payments*

|  |  |
| --- | --- |
| **Report Index for Deliverables** | **Amount of Transfer**  **in % of total contract ceiling for the Services**  **(*total Value of the Service*)** |
| **R1** | **20%** |
| **R2-1** | **15%** |
| **R2-2** | **15%** |
| **R2-3** | **15%** |
| **R2-4** | **15%** |
| **R3** | **20%** |

**Final Settlement Clause**

The contract price stipulated in the tender shall be subject to adjustment based on the actual quantity of work performed, as measured in accordance with the procedures set out in the Contract and recorded in the Final Acceptance and Delivery Act. If the actual measured area is greater or less than the area specified in the tender, the contract price shall be increased or decreased accordingly, using the unit rate per area specified in the tender. The adjusted amount shall be reflected in the final payment. The increase in the contract amount should not exceed 10% of the contract value.

**6. CONSULTING ENTITY’S QUALIFICATIONS AND EXPERIENCE**

**Eligibility for Participation**. Subcontracting for this assignement is allowed for commercial services of for-profit entities (*registered in Georgia according to the law of Georgia ``On Entrepreneurs``*).

* Participation in this tender is open to all parties with proven experience in providing services for performing agricultural land cadastral planning/surveying. The bidder must have successfully implemented at least two projects in this field with total value of 50,000 GEL from 2021 to the announcement of this tender, within the framework of which the bidder must have performed cadastral/surveying work on no less than 3,000 hectares of agricultural land in total.

The bidder must submit at least two contracts, invoices or other documents confirming the possibility of preparing cadastral survey drawings of agricultural lands at the price specified by the bidder or at a lower price.

Bidders shall provide detailed information confirming their relevant experience in accordance with APPLICATION SUBMISSION FORM.

* Within the scope of the services to be provided, personnel with at least the following qualifications and experience must be used:

a) The specialist/specialists for carrying out cadastral survey/planning works **certified** by an entity duly accredited by a Legal Entity under Public Law called the Accreditation Centre of the Unified National Body of Accreditation in accordance with the requirements of the Legislation of Georgia in accordance with law on ``The Public Registry`` and the resolution N388 of the Government of Georgia adopted on August 8, 2016: "Approving the procedure for performing and documenting the cadastral planning/measurement work of the land plot and the procedure for suspending and revoking the validity of the certificate of the person authorized to perform the cadastral planning/measurement work for performing the cadastral planning/measurement work in violation of the requirements of the Georgian legislation";

b) botanist with an academic degree;

c) Soil specialist/agriculture expert with an academic degree.

* The consulting entity must demonstrate the relevant qualifications and experience of each specialist to be assigned for the preforming of tasks in accordance of ToR through the curriculum vitae submitted with Application.
* Practical experience and familiarity in data gathering and processing on agricultural land;
* Experience in GIS linked data systems, their operation and analyses;
* The consulting entity’s proposal must include an understanding of the Terms of Reference (TOR) and a description of the proposed approach to the pasturelands identification, mapping and preparation of registration documentation and georeferenced spatial databases in accordance with the TOR.

**7. CONTACTS, COMMUNICATION AND SUPERVISION**

The Consulting Entity will be under the direct supervision of the RECC Project Core Team based in Tbilisi Head Office for the duration of the service. The Consulting Entity will maintain official communication with the RECC Project Core Team.

**8. AWARD CRITERIA**

Evaluation will be made in accordance with the quality/price-based selection method per REC Caucasus procedures and rules. The best value for money will be established by weighing technical quality against price on an 60/40 basis.

When evaluating technical offer of a candidate, a score out of a maximum 100 points could be recievied by the offer in accordance with the technical evaluation grid (setting out the technical criteria, sub-criteria and weightings) laid down in this Terms of Reference (*see below*).

Only offer that achieved a score of 75 or more shall be declared 'technically accepted'.

The quality of a technical offer will be evaluated in accordance with the award criteria and the associated weighting as detailed in the following evaluation grid of this Terms of Reference:

**Evaluation Grid**

|  |  |
| --- | --- |
| *Ref. no.* *076/RECC/G/UNEP 2025 EA 007*  ***Consultancy Services for Pasturelands Identification and Registration Support in Dedoplistskaro Biosphere Reserve*** | |
| **EVALUATION GRID** | **Maximum** |
| **Service Organisation and Methodology** | |
| ***( Max 20 points )*** | |
| Rationale | 5 |
| Strategy | 10 |
| Timetable of activities | 5 |
| **Total score for Organisation and methodology** | **20** |
| **Consulting Entity** | |
| ***Professional experience*** | |
| *At least 5 years experience in performing of land cadastral survey and preparation of cadastral surveying/measurement drawing for land plots considering the total amount and area; Practical experience in data gathering and processing on agricultural land* | **20** |
| **Experts** |  |
| ***GIS specialist/Surveyor*** |  |
| *Adequacy of Educational background for tasks;*  *At least 15 years proven experinece**in GIS linked data systems, their operation and analyses;*  *At least 5 years proven experinece in performing of land cadastral survey and preparation of cadastral surveying/measurement drawing for land plots;*  *Certificate authorized to perform cadastral surveys/planning.* | **20** |
| ***botanist*** |  |
| *Adequacy of Educational background for tasks*  *At least 5 years’ experience of plant species identification, vegetation assessment, field data gathering and analyses*  *At least 3 years’ experience in rangelands assessment aspects* | **20** |
| ***Soil Specialist/agriculture expert*** |  |
| *Adequacy of Educational background for tasks;*  *Knowledge about agricultural lands use and land degradation aspects, preferable pasturelands related issues;*  *At least 5 years’ experience of land/ soil assessment and monitoring, data gathering and analyses* | **20** |
| **Total score for Consulting Entity** | **80** |
| **Overall total score** | **100** |

**Annex 1. Field Observation Form**

### მიწის ნაკვეთზე მონაცემთა შეგროვების საველე ფურცელი

|  |  |  |
| --- | --- | --- |
| საველე ვიზიტის ჯგუფის წევრები: | საველე ვიზიტის თარიღი: | |
| **ტერიტორიის იდენტიფიკაცია** | | |
| ადმინისტრაციული ერთეულის და სოფლის დასახელება: | | |
| მიწის ნაკვეთის საკადასტრო კოდი და ფართობი (რეგისტრირებული ნაკვეთის შემთხვევაში)  საველე დათვალიერების ადგილის კოორდინატები და ფართობი (არარეგისტრირებული ნაკვეთის შემთხვევაში) | | |
| სიმაღლე ზღვის დონიდან (მ): | | |
| **ტერიტორიის აღწერა** | | |
| **რელიეფის ფორმა:**  ვაკე  გორაკ-ბორცვიანი  დაბალმთიანი მაღალმთიანი | | |
| **რელიეფის დახრილობა:**  მცირედ დახრილი საშუალო ძლიერ დახრილიციცაბო | | |
| **მიწათსარგებლობის ფორმა**  საძოვარი სახნავ-სათესი მრავალწლიანი ნარგავები | | |
| **ნიადაგის ხირხატიანობა:**  სუსტი  საშუალო ძლიერი | | **ზედაპირული ქვიანობა**  სუსტი საშუალო  ძლიერი |
| **ეროზირებული უბნები:**  სუსტად ეროზირებული (<10%)  საშუალოდ ეროზირებული (10-25%)  ძლიერ ეროზირებული (25-50%)  უძლიერესად ეროზირებული (>50%) | | |
| **ნიადაგის ჰუმუსიანობა**  მცირე სისქის საშუალო სისქის დიდი სისქის | | |
| **მცენარეული საფარით მიწის დაფარულობა:**  დაბალი საშუალო მაღალი | | |
| **ბუჩქნარით/ხე-მცენარეებით დაფარულობა:**  დაბალი საშუალო მაღალი | | |
| **ექსპოზიცია:** | | |
| **ნიადაგის ტიპი:** | | |
| პირუტყვის დარწყულებისათვის გამოსადეგი წყლის ობიექტების არსებობა: | | მიწის ნაკვეთთან მისასვლელი გზა: |
| **მცენარეულის პროექციული დაფარულობა %**  0 10 20 30 40 50 60 70 80 90 100% | | |
| **პირუტყვის საკვები მცენარეები**  არცერთიცოტაზომიერიბევრი | | |
| **ბალახის საშუალო სიმაღლე: 0-**დან **5**სმ**-**მდე **6-**დან **10**სმ**-**მდე **11-20**სმ **21**სმდამეტი | | |
| **თესლის წარმოქმნის ნიშანი:**  არცერთიცოტაზომიერი ბევრი | | |
| **მცენარეთა დომინანტური სახეობები:** | | |
| **სარეველა სახეობები:** | | |
| **შენიშვნა:** | | |
| **დასკვნა:** | | |

**ფოტომასალა:**

1. <https://mepa.gov.ge/Ge/PublicInformation/34058> [↑](#footnote-ref-1)
2. Agricultural land category within the meaning of Article 3, Subparagraph ‘b[ბ]’ under the Law of Georgia of 2019 ‘On Determination of the Designated Purpose of Land and on Sustainable Management of Agricultural Land’. Official Version in Georgian: <https://matsne.gov.ge/ka/document/view/4596113?publication=0> [↑](#footnote-ref-2)