

Terms of reference (ToR) for the procurement of services below the EU threshold

CONFIDENTIAL

Enhancing Georgian Market Surveillance Capacity in Energy Labelling and Ecodesign	Project number/ cost centre: G-011655-001 Tender number 10015602
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0. List of abbreviations

AF	Alternative Fuel
AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
BMZ	German Federal Ministry for Economic Cooperation and Development
DES	Department of Environmental Supervision
EE	Energy Efficiency
EIEC	Environmental Information and Education Centre
EPREL	European Product Registry for Energy Labelling
EU	European Union
GCF	Green Climate Fund
GDPR	General Data Protection Regulation
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
GPREL	Georgian Product Registry for Energy Labelling
IT	Information Technology
MSA	Market Surveillance Agency
MoESD	Ministry of Economy and Sustainable Development
NFA	National Forestry Agency
NANDO	New Approach Notified and Designated Organisations
RDA	Rural Development Agency
SFM	Sustainable Forest Management
SDC	Swiss Development Cooperation
SDG	Sustainable Development Goal
SPA	State Procurement Agency
TL	Team Leader

ToRs	Terms of reference
UN	United Nations
WP	Working Package

1. Context

Climate change impacts and the demand for fuelwood from the rural population put significant pressure on Georgia's forests: up to 90% of rural households (1.43 million people) rely on fuelwood for their energy needs. The problem is exacerbated by households using obsolete technologies, such as traditional stoves, with a lifetime of two years and an efficiency of 35% or less. Fuelwood demand exceeds sustainable harvesting levels, considering the country's reduced productivity of many forests because of extensive forest degradation. This forest degradation leads to a loss of carbon absorption capacity, which is projected to decrease by five times between 1990 and 2030.

To address the recent challenges in the forest sector, the project "Enabling the Implementation of Georgia's Forest Sector Reform - ECO.Georgia" has been supporting the Government of Georgia's reform agenda aimed at establishing sustainable forest management (SFM) since 2021. The primary goal of the project is to create a nationwide SFM system (Component 1) while simultaneously promoting the development of markets for energy-efficient (EE) appliances and alternative fuels (AF) (Component 2) to mitigate the main causes of forest degradation. Additionally, the project activities aim to ensure the successful implementation of these reforms by diversifying livelihood opportunities and strengthening local self-governance in rural communities adjacent to forests (Component 3).

In general, the ECO.Georgia project contributes to achieving the sustainable development goal (SDG) 15 (Protect, restore and promote sustainable use of terrestrial ecosystems) of the 2030 Agenda of the UN, but also to achieving SDG 7 (Ensure access to affordable, reliable, sustainable and modern energy for all), SDG 13 (Take urgent action to combat climate change and its impacts), SDG 1 (End poverty in all its forms everywhere), and SDG 5 (Achieve gender equality and empower all women and girls).

The ECO.Georgia project is funded by the Green Climate Fund (GCF), the German Federal Ministry for Economic Cooperation and Development (BMZ), and the Swiss Development Cooperation (SDC). GIZ serves as the accredited entity for the project. The duration of the ECO.Georgia project extends until 2028.

Although the primary focus of the activities is on the population of the target regions, staff members from relevant public institutions—such as the National Forestry Agency (NFA), Department of Environmental Supervision (DES), Environmental Information and Education Centre (EIEC), Rural Development Agency (RDA), Market Surveillance Agency (MSA), State Procurement Agency (SPA) and municipalities—benefit from human capacity development initiatives and grant financing.

As a part of a holistic approach, Component 2 contributes to the project's objectives by supporting the relevant public institutions in introducing and implementing critical policy changes, which allow EE-AF market development and sustaining the result in the targeted regions and at the country scale. Thus, it is designed to address demand-side, supply-side and policy barriers to the EE- AF market.

In particular, the project aims to assist the Market Surveillance Agency (MSA) in enforcing energy efficiency regulations. This includes overseeing the market for energy-consuming products, such as fuelwood stoves. This initiative aligns with the energy labelling regulation for local space heaters (including fuelwood stoves) adopted by the Government of Georgia. As mentioned, the Market Surveillance Agency of Georgia has been designated as the authority responsible for conducting market surveillance on fuelwood stoves. Its role is to ensure that these stoves comply with the requirements outlined in the Government of Georgia's decree

regarding the energy labelling of local space heaters, adopted in October 2024. This decree was developed in accordance with EU Regulation 2015/1186 on Energy Labelling and become effective in January 2026. It is important to note that execution this decree will be one of the first Energy Labelling regulations monitored by the Market Surveillance Agency. Furthermore, the Ministry of Economy and Sustainable Development (MoESD) of Georgia, with the support of the ECO.Georgia Project, has developed another regulation concerning the Ecodesign requirements for fuelwood stoves, following EU Regulation 2015/1185. The MSA is expected to ensure the market surveillance according to the upcoming Ecodesign regulation¹.

In addition to monitoring compliance with local space heater/fuelwood stove energy labelling, the MSA is also required to verify the energy labelling compliance of various energy-consuming products, including household dishwashers, refrigerating appliances, household washing machines and washer-dryers, electronic displays, air conditioners, light sources, domestic ovens, and range hoods.

As a result, preparing for market surveillance has become a long-term priority for the agency. However, acquiring the necessary expertise and human resources poses a challenge when implementing energy labelling principles, as this area is relatively new in the Georgian context. Consequently, it is crucial to implement capacity-building measures for MSA staff to ensure they possess the qualifications necessary to effectively monitor Energy Labelling and Ecodesign issues.

2. Tasks to be performed by the contractor

The consultant is responsible for providing the following services:

- **Training Session Development:** Create a concept for a training session that focuses on capacity-building activities.
- **Training Implementation in Georgia:** Conduct a training session in Georgia to familiarize participants with Energy Labelling and Ecodesign Regulations. This will cover the regulatory requirements, necessary documentation checks, and compliance procedures for eight product categories related to Energy Labelling, as well as one product category—local space heaters/firewood stoves—under Ecodesign regulation.
- **Market Surveillance Guidelines:** Develop guidelines for market surveillance and a future activity plan based on the gaps identified during the training. Provide tailored recommendations to enhance the competence and capacity of MSA) in the long run.
- **Terms of Reference (ToR):** Develop a Terms of Reference for software development aimed at creating the Georgian product registry for energy labelling like EPREL -

¹ [EUR-Lex - 02015R1185-20170109 - EN - EUR-Lex](#)

European Product Registry for Energy Labelling². This assistance will include the following components:

Work Package 1: Provide Capacity Building of Georgian MSA

The objective of Work Package 1 is to develop a comprehensive training session concept that equips the Georgian Market Surveillance Agency with the knowledge and tools necessary to effectively implement surveillance measures related to Energy Labelling and Ecodesign, in accordance with the relevant regulations mentioned above.

In addition, the Consultant shall develop detailed, practical Guideline(s) for conducting market surveillance, with a particular focus on fuelwood stoves and other designated products, as well as develop action plan for further enhancing capacity and competence of MSA.

The Consultant shall develop a training session concept that incorporates suitable methodologies and best international practices, including case studies, tools, and templates, to effectively support the implementation of Energy Labelling and Ecodesign surveillance.

WP.1.1: Design a Training Plan: Concept, Modules and Materials

The consultant shall ensure the training content is aligned with best international practices and reflects regulatory obligations, enforcement mechanisms, and key lessons learned from EU Member States and Energy Community Contracting Parties.

The consultant shall develop Training Modules and Materials incorporate presentations of case studies, practical exercises, templates and checklists and ensure materials are adaptable for in-person, online, and hybrid delivery format.

The consultant shall cover at least the following topics in the training, plus potentially others which are identified as relevant:

- Energy Efficiency Classes and Labelling Schemes
 - Explanation of labelling formats and their significance
 - Energy efficiency rating criteria by product group
- Obligations of Stakeholders
 - Roles and responsibilities of manufacturers, importers, retailers, and surveillance authorities
 - Compliance verification steps
- Responsibilities of MSA
 - Key areas of focus for energy labelling enforcement
 - Surveillance planning and execution
- Methods for Determining Energy Efficiency
 - Testing methodologies and procedures
 - Evaluation of product documentation (technical files, declarations)
- Legal and Procedural Framework for Non-Compliance
 - Notification and enforcement procedures
 - Penalty structures and follow-up processes
 - Legal actions and appeals processes

² [EPREL Public website](#)

- Obligations of Stakeholders, particularly concerning Ecodesign requirements for solid fuel local heaters
 - Responsibilities of Manufacturers
 - Manufacturing Standards and Quality Assurance
 - Obligations for Importers and Distributors
 - Duties within the Supply Chain
 - Ensuring Compliance and Traceability
 - Compliance with Reporting Requirements
 - Reporting Timelines and Formats

The consultant shall ensure, that listed core topics include insights from the EU and Energy Community Contracting Countries to illustrate how surveillance operations are carried out, with a focus on the regulatory requirements and the mandatory document review processes, including both effective approaches and the challenges encountered during implementation.

Certain milestones, as laid out in the table below, are to be achieved withing WP1.1 during the contract term:

Milestones	Deadline/place/person responsible	Deliverable
Training Session Concept is Developed <i>Considering the international best practice and the Georgian context</i>	Q3 - Q4, 2026/International Expert/Home Country	Training Session Concept - a structured concept note with objectives, target audience, modules, format and timeline
		Report on Energy Labelling/Ecodesign Requirements and Market Surveillance Best Practices
Market Surveillance training modules and materials are developed	Q3-Q4, 2026/International Expert/Home Country	Training module and material on Ecodesign requirements for local space heaters/ fuelwood stove(s)
		Training module and materials on market surveillance of energy labelling of local space heaters/ fuelwood stove(s)
		Training module and materials on market surveillance of energy labelling of household dishwashers, refrigerating appliances, household washing machines and washer-dryers, electronic displays, air conditioners, light sources, domestic ovens, and range hoods

Implementation: from July, 2026 until November, 2026.

Work Package 1.2: Conduct and Facilitate Engaging Training sessions

The consultant is expected to deliver interactive comprehensive and practical training sessions on Energy Labelling, Ecodesign, and market surveillance according to the elaborated modules, to foster skill development and build the confidence of participants to apply the knowledge and methodologies in their daily work.

The training shall cover essential topics and include interactive elements to enhance understanding of the local space heaters' labelling rules, and the seven other energy-consuming products mentioned earlier.

The target audience for the training session shall include market surveillance officers and shall be invited by the MSA. The number of training sessions may be adjusted and must be agreed upon jointly by the consultant and the MSA.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones	Deadline/place/person responsible	Deliverable
Training sessions are conducted according to the agreed schedule	Q4, 2026- Q1, 2027/International Expert/Tbilisi, Georgia	<p>Deliver 6-8 Training Sessions (It's currently planned that all training session with up to 15 participants will span five days in total, with approximately six to eight hours per day. However, the exact schedule can still be fine-tuned during implementation in coordination with GIZ)³</p> <ul style="list-style-type: none"> • Market Surveillance on Ecodesign Requirements for Local Space Heaters / Fuelwood Stoves • Market Surveillance of Energy Labelling of Local Space Heaters / Fuelwood Stoves • Market Surveillance of Energy Labelling for Household Appliances and Electronic Products
		Training Reports

Implementation: from November, 2026 until March, 2027.

Work Package 1.3: Develop Market Surveillance Guidelines and an Action Plan to further enhance the capacity and competence of MSA.

³ The number of training sessions shall be subject to modification and must be agreed during implementing WP1.1.

This work package aims to develop market surveillance guideline(s) and an action plan based on an understanding of the Georgian market surveillance system, drawing on the insights gained from previous work packages.

Market Surveillance Guidelines- guideline(s) to assist the Georgian Market Surveillance Agency staff in conducting market surveillance related to the energy labelling of fuelwood stoves and other specified products.

These guideline(s) shall include relevant methodologies and tools tailored to the needs of the MSA. It shall outline the objectives and methods necessary to address existing gaps, providing a vision for ensuring that market surveillance aligns with European best practices, which has to be described in the Action Plan for Enhancing MSA's Capacity

Action Plan for Enhancing MSA's Capacity: to be developed with close cooperation with the Georgian MSA, to identify any remaining gaps that hinder the MSA's ability to operate effectively after completing Work Packages 1, 2, and 3. The consultant is expected to provide tailored recommendations and actions specific to the Georgian context, designed to strengthen the MSA's competence and capacity in the long term.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible	Deliverables
Providing guidelines and recommendations	Q3-Q4, 2026/International Expert/Home Country	Market Surveillance Guideline for Georgian MSA
		Action Plan of further enhancement of MSA competence

Implementation: from September, 2026 until March, 2026.

Work Package 2: Develop IT Specifications to Operationalize Market Surveillance via the Georgian Product Registry for Energy Labelling (GPREL)

To support the effective enforcement of energy labelling regulations, Work Package 2 aims to develop comprehensive IT specifications for the integration and operational use of a Georgian Product Registry for Energy Labelling (GPREL). This registry should be aligned with the structure and function of the **European Product Registry for Energy Labelling (EPREL)** and serve as a foundational digital tool for enabling, streamlining, and supporting **market surveillance activities** by the Georgian MSA.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible	Deliverable
IT Specifications Developed	Q3, 2026- Q1, 2027/International Expert/Home country	Specifications and ToR of GPREL development

Implementation: from July 2026 until March, 2027.

Period of assignment: July 2026 to 31. May 2027.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team Leader – Energy Labelling and Ecodesign

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Lead technical delivery and project coordination across all work packages.
- Coordinating and ensuring communication with GIZ, MSA and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting short-term experts in implementing the above-described working packages.
- Supervise implementation of Work Packages 1-2: oversee training design and quality control, draft ToR for Georgian product registry.
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): university degree (German ‘Diplom’/Master): in Economics, or Engineering sciences, or Climate issues, or Management, or Law, with a focus on energy-related topics or other subjects relevant to the tasks outlined in the Terms of Reference.
- Language (2.1.2): C1-level language proficiency in English language
- General professional experience (2.1.3): 7 years of professional experience in working with government institutions or business entities advising for energy efficiency policy implementation.
- Specific professional experience (2.1.4): 7 years in market surveillance regulations standardization or energy efficiency, environment or climate change.
- Leadership/management experience (2.1.5): 5 years proven track record of leading teams, managing projects, and driving initiatives related to energy or energy efficiency.
- Regional experience (2.1.6): 5 years of experience in projects in EU (region), and 2 years in projects in Eastern Europe or Western Balkan Countries, including Energy Community contracting parties⁴.
- Development cooperation (DC) experience (2.1.7): 7 years of experience in Donor funded projects.

Key expert 1– Ecodesign and Energy Labelling Specialist /Trainer

Market Surveillance of Energy Labelling of Local Space Heaters / Fuelwood Stoves

Tasks of Key Expert 1

- To develop and implement Work Package 1 and provide relevant deliverables considering the following:
-

⁴ <https://www.energy-community.org/>

- Introduction to energy labelling principles and classes, with specific focus Ecodesign and Energy Labelling regulations applicable to local space heaters/fuelwood stoves.
- Practical sessions on label inspection, product documentation checks, and case examples.
- Include legal framework, roles of MSA and non-compliance issues.
- In-depth explanation of applicable Ecodesign requirements for solid fuel appliances, especially for the fuelwood stoves.
- Technical documentation review, emission limits, seasonal efficiency, and measurement standards (e.g., EN 16510).
- Imitation of inspection planning, enforcement protocols, and testing procedures.
- Legal pathways for handling non-compliance, with examples from EU Member States and other European countries where regulations on fuelwood stoves are being implemented.
- Develop detailed, practical guidelines for conducting market surveillance on energy labelling, focusing on fuelwood stoves.
- Outline surveillance methodologies including planning, sampling, inspection, testing, documentation, and enforcement actions.
- Incorporate specific tools, checklists, and templates for MSA use.
- Provide recommendations for risk-based surveillance planning, prioritization, and coordination with customs and other regulatory bodies.
- Ensure the guidelines align with EU Regulations on Ecodesign - 2015/1185 and Energy Labelling -2021/1186 for local space heaters.
- Integrate recommendations for institutional knowledge management, reporting, and staff training mechanisms.

Qualifications of Key Expert 1

- Education/training (2.2.1): A Master's degree in Energy Policy, or Engineering, or Economics, or Environmental Sciences, or Law, or related fields.
- Language (2.2.2): B2 -level language proficiency in English language
- General professional experience (2.2.3): 7 years of professional experience in Energy Efficiency, Energy Labelling, or Market Surveillance
- Specific professional experience (2.2.4): 7 years of experience in Energy Labelling developing and delivering training programs, particularly on Energy Labelling and Ecodesign related regulatory frameworks, technical compliance, or sustainability-related topics.
- Regional experience (2.2.6): 5 years in the EU region, including Eastern European or Western Balkan Countries including Energy Community Contracting parties.
- Development Cooperation (DC) experience (2.2.7): 3 years of experience in Donor funded projects in the energy or energy efficiency, or climate change or regulatory sectors. Other (2.2.8): 1 year experience in collaborating with NANDO notified bodies focused on local space heaters.⁵

⁵ [EUROPA – European Commission – Growth – Regulatory policy - SMCS](#)

Key Expert 2 – Process/System Analyst

Energy Labelling & Market Surveillance

Tasks of Key Expert 2

- Lead the drafting, developing and implementing Work Package 2 in close cooperation with TL, KE1, MSA and provide relevant deliverable(s) including following:
 - To draft full functional and technical IT specifications to operationalize market surveillance via the Georgian Product Registry (GPRL) for Energy Labelling.
 - To describe and document the business and system processes required to operationalize market surveillance via the Georgian Product Registry, in alignment with European Product Registry for Energy Labelling (EPREL)s; map current and desired business processes related to energy labelling and market surveillance.
 - Examine the design, architecture, and key features of EPREL and other relevant international or regional product registries and identify best practices and adaptable functionalities for Georgian MSA.
 - To translate business, process and functional requirements into detailed technical documentation, including logic and data flows, system interaction specifications alignment with EPRL system's needs.
 - Define the legal obligations set out in Regulation (EU) 2017/1369 on energy labelling and assess functional gaps related to GPRL operations within the Georgian context.
 - Prepare a required document to contribute to the development of a functional specification.
 - Ensure compliance with EU IT and data security standards, including the general data protection regulation (GDPR).

Qualifications of key expert 2

- Education/training (2.3.1): A Bachelor's degree in Information Technology, Computer Science, Software Engineering, Information Systems, or a closely related field.
- Language (2.3.2): B2 -level language proficiency in English language
- General professional experience (2.3.3): 7 years of professional experience in the design, development, or specification of information systems, preferably including work on public sector registries, compliance platforms, or large-scale databases.
- Specific professional experience (2.3.4): 7 years of experience in developing IT specifications, IT system requirements' documents, or designing, developing public/administrative sector IT systems or compliance/registry-based platforms.
- Regional experience (2.3.6): 3 years in the EU region, Eastern European or Western Balkan Countries.
- Development Cooperation (DC) experience (2.3.7): 3 years of experience working on donor-funded projects, in the digital governance sectors.

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Short-term expert pool with minimum 2, maximum 3 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

It is expected that the short-term expert pool will support the Team Leader and Key Expert 1 in the development of WP1 - training modules and materials, as well as in delivering training sessions on Market Surveillance of Energy Labelling for household appliances and electronic products.

Tasks of the short-term expert pool

- Develop the training concept, modules and materials and conduct the training sessions on Market Surveillance of Energy Labelling for household appliances and electronic products:
 - air conditioners, electronic displays, light sources, refrigerating appliances, household dishwashers, household washing machines and washer-dryers, domestic ovens, and range hoods.
- Develop detailed, practical guidelines for conducting market surveillance on energy labelling for household appliances and electronic products.
- Outline surveillance methodologies including planning, sampling, inspection, testing, documentation, and enforcement actions.
- Incorporate specific tools, checklists, and templates for MSA use.
- Provide recommendations for risk-based surveillance planning, prioritization, and coordination with customs and other regulatory bodies.
- Ensure the guidelines align with EU Regulation (EU) 2017/1369 on energy labelling and the relevant product-specific delegated acts.
- Integrate recommendations for institutional knowledge management, reporting, and staff training mechanisms.

Qualifications of the short-term expert pool

- Education/training (2.6.1): all experts with university qualification (German 'Diplom'/Master) in Energy Policy or Engineering or Economics or Environmental Sciences, or Law or related fields
- Language (2.6.2): all experts with C1-level language proficiency in English
- General professional experience (2.6.3): all experts with 7 years of professional experience in the 7 years of professional experience in Energy Efficiency, Energy Labelling, or Market Surveillance sector.
- Specific professional experience (2.6.4): all experts with 7 years of professional experience in Energy Labelling developing and delivering training programs and conducting trainings in Energy Labelling and Ecodesing related regulatory frameworks, technical compliance, or sustainability-related topics.,
- Regional experience (2.6.5): all experts with 5 years of experience in EU region, including Eastern European or Western Balkan Countries. (region)
- Development cooperation (DC) experience (2.6.6): 3 experts with 3 years of experience in DC

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

5. Costing requirements

Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL -Energy Labelling and Ecodesign	1	30	30	Covers overall coordination, reporting, oversight of WP1 and WP2, including ToR drafting under WP2
Designation of Key Expert 1- Ecodesign and Energy Labelling Specialist/Trainer	1	40	40	WP1 implementation, training design and materials, guideline development, conduct training(s)
Designation of Key Expert 2- Process/System Analyst - Energy Labelling & Market Surveillance	1	30	30	WP 2 implementation and delivery: technical & functional IT specification for GPERL; ToR Developing
Designation of Short-Term Expert Pool - Energy Labelling and Market Surveillance	2 - 3		30	Supports training design & delivery of trainings for other energy consuming product categories under energy labelling regulation
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	7	5	35	For Team Leader, Key Expert 1 and 3 Short term experts travel to Tbilisi, Georgia
Overnight allowance in country of assignment	7	5	35	<p>Overnight stays abroad: Georgia</p> <p>Note: Under the BMF travel expense regulations, overnight allowances not exceeding 100% of the lump sum amounts can be submitted for reimbursement against evidence. Up to 75% of the maximum rates specified in the travel expense regulations can be submitted for reimbursement on a lump-sum basis.</p> <p>Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.</p>

Transport	Quantity	Number per expert	Total	Comments
International flights	1	5	5	Round trips to Georgia: Travel to the place of service delivery for Team Leader, Key Expert 1 and (up to) 3 Short term experts travel to Tbilisi, Georgia
CO ₂ compensation for air travel	5	80 Euro	400 Euro	A fixed budget of EUR 400 is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car)	1		1	Travel within the country of assignment, transfer to/from airport etc.
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	13.000 Euro	13.000 Euro	A budget of EUR 13.000 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.
Trainings: 6 to 8 training session will be conducted over 5 days.	1		1	The budget contains the following costs: catering service (coffee breaks and lunch) for a 5-day training for 15 participants. <i>Organizing this will be supported by GIZ/ECO.Georgia</i>

Workshops, events and trainings

The contractor implements the following training courses:

- Market Surveillance on Ecodesign Requirements for Local Space Heaters / Fuelwood Stoves
- Market Surveillance of Energy Labelling of Local Space Heaters / Fuelwood Stoves
- Market Surveillance of Energy Labelling for Household Appliances and Electronic Products:
 - Air conditioners
 - Electronic displays
 - Light sources

- Refrigerating appliances
- Household dishwashers
- Washing machines & washer-dryers
- Domestic ovens and range hoods

The training courses will be hosted by the Georgian MSA and conducted on MSA premises. Consequently, tenderers are not required to arrange a venue. However, it is expected that they provide catering services for up to 15 participants over a period of five full days. GIZ/ECO. Georgia will support in arranging the catering service. As the training will take place in Tbilisi and participants are expected to be based there, travel expenses for participants do not need to be included in the proposal.

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- The Georgian MSA will offer a training venue and allocate the necessary workstations.
- Logistics for workshops: GIZ/ECO.Georgia will assist in organizing catering by supplying the consultants with contact information for catering service providers.

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.