

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

CONFIDENTIAL

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<b>Support the further development of Georgia's Forestry Information and Monitoring System (FIMS) and preparation for the NFI-2</b>	<b>Project number/ cost centre: G-011655-001</b>
	<b>Tender number 10026630</b>

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0.	List of abbreviations .....	2
1.	Context.....	3
2.	Tasks to be performed by the contractor .....	7
3.	Concept.....	10
	Technical-methodological concept .....	11
	Project management of the contractor (1.6).....	11
4.	Personnel concept.....	12
	Team leader .....	12
	Key expert 1 .....	12
	Key expert 2 .....	13
5.	Costing requirements .....	14
	Assignment of personnel and travel expenses .....	14
	Sustainability aspects for travel .....	14
6.	Inputs of GIZ or other actors.....	16
7.	Requirements on the format of the tender .....	16
8.	Annexes .....	16

## **0. List of abbreviations**

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference

## 1. Context

Climate change impacts and the demand for fuelwood from 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 the fact that households use 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 reduced productivity of many forests in the country 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.

In order to address this negative development, the project "Enabling the Implementation of Georgia's Forest Sector Reform - ECO.Georgia" supports the Government of Georgia to implement its transformational forest sector reform agenda to put the entire nation's forests under the framework for sustainable forest management (SFM). It will do so by supporting the establishment of a nation-wide SFM system (Component 1) and in parallel promoting market development for energy efficient appliances and alternative fuels (Component 2) to address the main driver of forest degradation. The project will safeguard the reform implementation by diversifying livelihood opportunities and strengthening local self-governance in forest adjoining rural communities (Component 3).

The 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) with GIZ being the project's accredited entity. The German contribution is part of the wider German support in the priority area "Environmental policy, conservation and sustainable use of natural resources in the South Caucasus", which aims at the sustainable use of natural resources, biodiversity conservation and climate protection, particularly for the benefit of the rural population. Similarly, both the share of renewables in the energy composition as well as the energy efficiency levels will increase.

Especially rural households using firewood as their source of heating energy will benefit from improved air quality and reduced fuelwood demand through eased access to energy efficient stoves. Forest-related small and medium-sized enterprises and their employees will receive support to improve economic efficiency and environmental sustainability of their business activities. Additionally, staff members of relevant public institutions (National Forestry Agency NFA, Department of Environmental Supervision DES, Environmental Information and Education Center EIEC, Rural Development Agency RDA, municipalities) will receive direct support through human capacity development measures.

ECO.Georgia primarily contributes to achieving the 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 project including all its activities has been approved by the Government of Georgia through Decree N743 from April 08, 2026 amending Decree N1542 from August 31, 2021, approving the signature of the Implementation Agreement between the Government of Georgia and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) for the ECO.Georgia project.

The duration of ECO.Georgia is from April 2021 until May 2030.

**Forest-related developments in Georgia.** In December 2013, the National Forest Concept was approved by the Georgian parliament as political framework for the Reform of the Forest Sector. Based on relevant statements and commitments in international agreements relevant for the forest sector and recognized by Georgia, five main principles have been agreed for the future forest management: (1) Principle of sustainable management of forest, (2) Precautionary principle to maintain protective functions of forest and their ecological balance, (3) “All forests are local”, (4) Separation of policy, management and supervision functions, and Forestry as an integral part of the sustainable development of the country.

As a part of the Forest Sector Reform, a new Forest Code was approved by the Parliament of Georgia in May 2020. As required by the revised Forest Code, the physical and institutional set-up of a Forest Information and Monitoring System (FIMS) as a centralized digital infrastructure for all forest-related information of Georgia has been initiated. **The FIMS is required to provide, analyse and utilize data for the various stakeholders in the forest sector, enabling sustainable management, transparent supervision, monitoring, evaluation and reporting and this way to contribute to the well-informed decision-making process in forestry sector.**

In 2019-2022 Georgia's first national forest inventory (NFI) was carried out. This was the first country-wide inventory yielding a forest data. The FIMS shall host such datasets and in this context the crucial aspect in the FIMS development process is to set up a proper data interface and infrastructure of databases for storing and functional usage of the forestry data generated in-house through the different inventories. Fragmented data storage is a hindrance for setting up processes related to forestry data generation. Furthermore, as a forestry information and data hub the FIMS is considered to serve as a source of forestry-data for other nationwide systems (e.g. MRV and NBMS) in need of forestry-data.

Overall, the FIMS, consisting of different modules and tools, shall facilitate forestry-related management, decision-making, communication and other relevant processes through addressing e.g. forest inspection, forest operations, visualization and reporting of the results of the National Forest Inventories (NFI), etc.

Supporting the FIMS development process is one of the core activities of the ECO.Georgia project (under the component 1). The process has been planned and implemented in close cooperation with the political partners – then Biodiversity and Forestry Department of MEPA.

The original FIMS structure consisted of around 10 different software modules and tools; however, in the course of development, FIMS structure has been updated and adjusted to the needs. The current FIMS modules/tools and their statuses along with remaining needs are listed in the Table 1.

In the first phase of the FIMS development, a “Fact Sheet” document for FIMS software modules/tools was developed which provides the overview of the FIMS modular structure and describes business processes, data interfaces, users and other features for all modules and tools (the Fact Sheet, along with other key documents will be provided to the contractor).

In 2024 a list of FIMS modules and sub-modules and tools was officially approved by the Ministerial Order N2-389 “on the Instructions for Running the Forest Information and Monitoring System” issued by MEPA of 25<sup>th</sup> March, 2024<sup>1</sup>.

At this stage, the FIMS needs further development, as a functional system in order it to serve the forestry information and management purposes.

Objectives for the consultancy to be tendered under these Terms of Reference are as follows:

- Supporting further development of FIMS.
- Further supporting integration of FIMS and its modules into the institutional and legal framework.
- Supporting capacity building of stakeholders operating FIMS or retrieving data from it.
- Supporting in preparation of the NFI-2 and setting up an NFI data comparison environment.

Table 1. Overview of the status and remaining needs of FIMS modules.

Module	Status	Further needs	Purpose
<p>Central datahub / Retrieval platform</p> <p>(a platform with the main purpose of creating a unified data management platform and accessing all modules through it to prepare relevant reports) This module consists of:</p> <p>a) Central data management module</p> <p>b) Forestry database.</p> <p>c) Forest boundary data.</p>	<p>Under development.</p> <p>Servers and user access management software already installed.</p>	<ul style="list-style-type: none"> <li>• Deciding on user interface design</li> <li>• Functional interlinkage of FIMS modules for users of different levels.</li> <li>• Alignment with MEPA’s ABACO platform</li> <li>• Programming and integration into FIMS needed</li> <li>• Central Forest datahub to serve as a centralized data storage, where forestry-generated data (e.g. NFI data) is stored instead of fragmented data storage on individual computers.</li> </ul>	<p>The Central datahub/retrieval platform acts as a central provisioning and retrieval infrastructure for data exchange between the different modules. It allows (spatial) queries of all data from the decentralized modules that are relevant for the functioning of other modules. While central data management module is required for data exchange, the data itself is held in forestry database submodule.</p>

<sup>1</sup> <https://matsne.gov.ge/ka/document/view/6120875?publication=0&scroll=0> (available in Georgian only)

National Forest Inventory (NFI) module	Under development.	<ul style="list-style-type: none"> <li>Integration with central data management system of MEPA.</li> <li>Further adjustments are needed to tailor and make it compatible with the ARENA - a new cloud-based platform by FAO.</li> </ul>	The NFI is an internal core information creation process. The smallest unit for which statistical sound data can be provided following the developed design for the NFI are forest types and tree species (groups) within a region, a district or even within a certain forest function zone.
Forest management inventory (FMI) – Forest management planning (FMP) module which consists of the following: a. FMI b. FMP c. Forest modelling toolbox	Under development.	<ul style="list-style-type: none"> <li>Integration of the analysed data into FIMS needed</li> <li>Capacity building for data handling, data processing / analysis needed.</li> <li>Integration of the forest modelling tool in the FIMS as a fully functional tool for modelling different scenarios (after economic expertise of the tool – ongoing process to be completed by April 2026).</li> </ul>	<p>The FMI module allows data collection, aggregation and analysis for a point sampling inventory. The FMI is to support forest management by providing scientifically sound and technically meaningful data and information within the forest district where the FMI takes place.</p> <p>The FMI is an inherent part of the Forest Management Planning (FMP) process which is an internal information creation process providing regular (10 years cycle) updates on forest status and future planned activities and is used to define and update stand data and forest maps.</p> <p>The Forest Modelling Toolbox is to simulate growth and development of forests, simulate management interventions and allow to evaluate economic impacts of the simulation runs.</p>
Forest operation module containing: a. Forest use sub-module b. Forest maintenance sub-module c. Timber resource management module	Complete and ready for testing	<ul style="list-style-type: none"> <li>To be integrated into data management system of FIMS/MEPA</li> <li>User electronic registration still needs to be developed.</li> </ul>	Forest Operations module consists of several sub-modules and is to support forest management bodies in all internal operational management processes and steps defined by the Forest Management Plans.
Forest inspection module	Complete	<ul style="list-style-type: none"> <li>Mobile/offline version to be developed after testing the online version by DES (ongoing process) and fixing detected bugs.</li> </ul>	Forest Inspection module is to digitalize inspection processes and facilitate easier data flow and processing.

Forest Incidence monitoring module  <b>NOTE: This module is currently on hold and is included here as optional - just in case it comes back to the FIMS development agenda during the project implementation.</b>	On hold (the fact sheet for this module are developed and several meetings were held beforehand).		The Forest Incidence Monitoring module is to record all incidental changes (unplanned changes man made and due to natural causes) in forest area and structure. The recording of incidences shall allow a continuous updating of forest structural data. It is combined with an alert system, which mobilizes responsible forest managers to react and to plan and implement restoration measures (e.g., planting of a fire damaged area).
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## 2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Advising ECO.Georgia/MEPA on FIMS modules and their integration in the system.
- Suggesting user interface for FIMS with description of functionals for different access-levels.
- Providing support on capacity development of FIMS users.
- Advising on the completion of modules/tools which are under development.
- Supporting preparation for the upcoming NFI cycle as well as in setting up data comparison environment for different inventories.
- Providing inputs to ToRs for the FIMS modules as needed.

The work packages addressing these tasks are presented below:

### Work Package 1 – Kick off and stocktaking

The aim of this work package is as follows:

- a. Ensuring a common understanding of project objectives.
- b. Understanding the context, the works accomplished so far and on-going development processes
- c. Understanding the capacities of the relevant stakeholders and institutional structures to support the implementation of the FIMS
- d. Ensuring full ownership by key partners in Georgia.

The work package shall provide the following outputs:

- Inception report, including updated work plan overview.
- Stocktaking report

*Deadlines for the outputs of this work package are as follows:*

Work Package	Deliverable	Deadline
Work Package 1	<ul style="list-style-type: none"> <li>Inception report</li> </ul>	Within 3 weeks after contract signing
	<ul style="list-style-type: none"> <li>Stocktaking report</li> </ul>	Up to 2 months after contract signing

## Work Package 2 – FIMS development

The aim of this work package is to finalize FIMS and make it functional system. In this process, an official legal document being currently in force defining FIMS content/structure (e.g. abovementioned Ministerial Order N2-389) shall be taken as a reference document when working on FIMS development.

The tasks under this work package are as follows:

- Updating the concept of the FIMS as a whole system, suggesting interrelationship of the modules/tools, including data integration and data flow among different modules within FIMS as well as with other similar systems outside FIMS.
- Suggesting FIMS central database architecture, visualizing data flow among different FIMS modules.
- Revising FIMS module/tools fact sheets and updating them, if needed.
- Analysing the needs (see Table 1 above) for each FIMS module/tool and providing advice on further steps for completion of FIMS modules or further needs upon demand, including inputs for ToRs where applicable.
- Suggesting FIMS user interface with consideration of users with different access levels and rights. This shall happen through the close exchange and cooperation with the IT department of MEPA.
- Finalizing forest modelling tool (through the close cooperation with the economist contracted separately by GIZ) and integrating it in FIMS.
- Consulting stakeholders and documenting meetings.
- Where applicable, collecting feedback from stakeholders on FIMS modules to ensure the further development is in full compliance with stakeholder's needs.

The work package shall provide the following outputs:

- Updated concept of FIMS
- Revised Fact Sheets for FIMS modules and tools
- Design of FIMS user interface
- Forest modelling tool
- Documentation of stakeholder consultations
- Inputs for ToR

*Deadlines for the outputs of this work package are as follows:*

Work Package	Deliverable	Deadline
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Work Package 2	• Updated concept of FIMS	Within 4 months after contract signing
	• Revised Fact Sheets for FIMS modules and tools, including suggestion on central data base architecture in terms of data storage from different FIMS modules.	Within 3-6 months after contract signing
	• Design of FIMS user interface	Within 6-12 months after contract signing
	• Forest modelling tool	Within 6-12 months after contract signing
	• Documentation of stakeholder consultations	After stakeholder consultation meetings.
	• ToR inputs	6-12 months

### **Work Package 3 – Supporting preparation of the NFI-2 and setting up the environment for comparison of 2 NFI results.**

The aim of this work package is to enable the smooth implementation of the 2<sup>nd</sup> NFI which is supposed to be held in 2029-2032, considering the lessons learned from the first NFI. Fieldworks of the NFI-2 is planned to start 2029; however, proper preparation of the process in advance is crucial and greatly affects the quality and reliability of the results.

Besides, the work package aims also to prepare a ground for comparative analysis of 2 NFI data (2<sup>nd</sup> NFI data expected to be available after 2019).

The tasks under this work package include:

- a. Considering the lessons received from the first NFI field works and data processing (a separate document prepared by GIZ/ECO.Georgia) and 5 years repetition study, advise on the NFI-2 processes to minimize possible challenges, ensure smooth implementation of the process and producing high-quality robust data.
- b. Based on the a above, suggest updates to the methodology (including field manual and training materials) used for NFI, as needed.
- c. Advise on integration of remote sensing in forest inventory, especially on the occupied territories (RS methodology for the assessment of forest variables is being developed by another contractor). Regarding this task consideration should be given to the current in-house capacity and needs, which might suggest leaving the usage of RS in NFI still optional for the NFI-2.
- d. Support in using Open Foris solutions<sup>2</sup> / ARENA<sup>3</sup> by FAO for NFI-2

<sup>2</sup> <https://www.openforis.org/>

<sup>3</sup> <https://www.openforis.org/arena/>

- e. Capacity building of relevant stakeholders to use ARENA for analysing NFI-2 data.
- f. Support in training of field teams for NFI-2
- g. Developing a concept and guideline for 2 NFI data comparison, including possible challenges and key aspects to be addressed in order to avoid any possible bias and to produce robust results.

The work package shall provide the following outputs:

- Revised and updated field manual / methodology for NFI-2
- Options for using RS in NFI and feasibility assessment of using RS in NFI-2
- Ready-to-use ARENA applications for surveys, data and analyses
- Guiding document on the comparison of NFI-1 and NFI-2.

*Deadlines for the outputs of this work package are as follows:*

Work Package	Deliverable	Deadline
Work Package 3	• Revised NFI field manual / methodology and training materials	Within 24 months after contract signing
	• Advice on the potential of RS application in NFI, particularly on occupied territories.	Within 20 months after contract signing
	• Ready-to-use ARENA environment for NFI-2	Within 30 months after contract signing
	• Guiding document for 2 NFI data comparison.	36 months

In addition to the reports required by GIZ in accordance with the AVB, the contractor submits the following reports:

- Brief inception report (5-7 pages)
- Brief yearly reports on the implementation status of the project (5-7 pages)

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

Period of assignment: from **September, 2026** until **September 2029**.

### 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.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

#### **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**

###### Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners 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 local and international short-term experts
- Regular reporting in accordance with deadlines

###### Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in an area related to environmental policy and management, or forest policy and management.
- Language (2.1.2): C1-level language proficiency in English
- General professional experience (2.1.3): 9 years of professional experience in the environmental policy and management, and/or forest policy and management, with a focus on data management
- Specific professional experience (2.1.4): 7 years in forest inventory methodology and forest monitoring
- Leadership/management experience (2.1.5): 7 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience in projects in the Caucasus (region) (7/10), of which 2 years in projects in Georgia (3/10).
- Development cooperation (DC) experience (2.1.7): 7 years of experience in DC projects

##### **Key expert 1**

###### Tasks of key expert 1

- Providing technical expertise in carrying out the work packages 1-2 related to further development of the FIMS
- Consulting stakeholders
- Supporting capacity development of FIMS users
- Preparing reports

### Qualifications of key expert 1

- Education/training (2.2.1): university qualification (German 'Diplom'/Master) in an environmental policy and management, or forest policy and management.
- Language (2.2.2): C2 -level language in English
- General professional experience (2.2.3): 7 years of professional experience in environmental policy and management, or forest policy and management.
- Specific professional experience (2.2.4):
  - 5 years of experience in forest biometrics, forest monitoring and remote sensing.
  - 5 years of experience in supporting the design of software applications.
- Regional experience (2.2.6): 3 years of experience in the Caucasus region, including with key stakeholders in Georgia's forestry sector.
- Development Cooperation (DC) experience (2.2.7): 5 years of experience in DC
- Other (2.2.8): other experience in forestry

### **Key expert 2**

#### Tasks of key expert 2

- Providing technical expertise in forest inventory data processing and analyses
- Advising on forest data processing tools and programming.
- Supporting in multi-cycle forest inventory planning and preparation of change analysis.

### Qualifications of key expert 2

- Education/training (2.3.1): university qualification (German 'Diplom'/Master) in an environmental policy and management, or forest policy and management.
- Language (2.3.2): C2 -level language in English
- General professional experience (2.3.3): 7 years of professional experience in environmental policy and management, or forest policy and management.
- Specific professional experience (2.3.4):
  - 5 years of experience in forest inventory data processing.
  - 5 years of experience in data cleansing and quality control
  - 5 years of experience in statistical analysis of forest data
  - Working experience in digital data processing and reporting tools (e.g. R, PowerBI).
- Regional experience (2.3.6): 3 years of experience in the Caucasus region, including with key stakeholders in Georgia's forestry sector.
- Development Cooperation (DC) experience (2.3.7): 3 years of experience in DC
- Other (2.3.8): other forest-related experience

## 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 (CO<sub>2</sub> 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 CO<sub>2</sub> efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO<sub>2</sub> 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 Team Leader (TL)	1	110	110	
Designation of key expert 1 (KE1)	1	40	40	
Designation of key expert 1 (KE2)	1	80	80	
Travel expenses	Quantity	Number per expert	Total	Comments

<b>Fixed travel budget</b>	1		10.129	<p>A budget is earmarked for travel to the following countries: Georgia:</p> <p>1 Team Leader, 2 Key Experts travel to Tbilisi, Georgia.</p> <p>A fixed budget of EUR <b>10.129</b> is earmarked for settling travel expenses against evidence for the following:</p> <p>Total number of per-diem allowance will be for 35 work days in Georgia for 1 Team Leader and 2 Key Experts.</p> <p>42 nights stay</p> <p>7 flights during the contract period ( TL - 3 flights</p> <p>KE1 – 2 flights</p> <p>KE2 – 2 flights)</p>
<b>Transport</b>	<b>Quantity</b>	<b>Number per expert</b>	<b>Total</b>	<b>Comments</b>
<b>CO<sub>2</sub> compensation for air travel</b>	7 round-trips	40 EUR per round-trip	280 EUR	<p>A fixed budget of EUR <b>280</b> is earmarked for settling carbon offsets against evidence. This is the rounded amount based on the <a href="#">Atmosfair</a> emission calculator for 7 round-trips from Germany to Georgia.</p>
<b>Other costs</b>	<b>Number</b>	<b>Price</b>	<b>Total</b>	<b>Comments</b>
<b>Flexible remuneration</b>	1	20000	20000	<p>A budget of EUR 20,000.00 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule.</p> <p>Use of the flexible remuneration item</p>

				requires prior written approval from GIZ.
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## 6. Inputs of GIZ or other actors

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

- Up to 3 workspace on GIZ premises (in ECO.Georgia project offices)
- Transportation on site with own project vehicle
- Translation and other logistics for workshops.

## 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.

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.

## 8. Annexes

The following documents are enclosed in the tender package along with the ToR

- FIMS concept report
- FIMS modules fact sheets
- FIMS stocktaking report
- NFI field manual