**Application**

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

**Reference Number: 076/RECC/G/UNEP 2025 EA 007**

|  |  |
| --- | --- |
| **Contract Title:** | **Consultancy Services for Pasturelands Identification and Registration Support in Dedoplistskaro Biosphere Reserve** |
| **Contract Type:** | Fee-based |
| **Contracting Organisation:** | The Regional Environmental Centre for the Caucasus (REC Caucasus) |
| **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) |

**SUBMITTED by:**

<Full name of the applicant>

<Full address>

<E-mail / Phone>

**Date**: dd/mm/yyyy

|  |  |  |  |
| --- | --- | --- | --- |
| **To:** | Ms. Nino NadibaidzeProject Technical Assistant, REC Caucasus48-50, Mtskheta Street0179 Tbilisi, GeorgiaTel: + (995 32) 2-25-07-75E-Mail: *nino.nadibaidze@rec-caucasus.org* | **cc:** | Ms. Sophiko Akhobadze Executive Director, REC CaucasusE-Mail: *sophiko.akhobadze@rec-caucasus.org*Mr. Davit Mironidze Project Financial Assistant, REC Caucasus E-Mail: *david.mironidze@rec-caucasus.org* |

Dear Ms. Nadibaidze,

This cover letter and its attachments constitute the Technical Part and Financial Part of the application by me, which I am submittingin response to the announcement with Reference Number **076/RECC/G/UNEP 2025 EA 007** for procurement of the consultancy service contract that is to be concluded with *Consultancy Service Contract for Development of Guidelines on Sustainable Management of Pasturelands within Emerald Sites of Georgia* within the framework of the above-mentioned Project. This letter also serves as my **Application Submission Form** and I hereby make the following declarations:

1. I am available and willing to work during the periods required by the assignment which is the subject of the Terms of Reference;
2. I declare that I am not in a situation of conflict of interest or unavailability;
3. I will inform the REC Caucasus immediately if there is any change in the above circumstances at any stage during the selection procedure or during the implementation of the tasks;
4. I fully recognise and acknowledge that, should I have made false declarations, committed substantial errors, irregularities or fraud, I shall be subject to exclusion from selection procedure and contract;
5. I am aware that, for the purposes of safeguarding the financial interests of the REC Caucasus, my personal data may be transferred to REC Caucasus internal audit services.

Sincerely,

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

TECHNICAL PART

*Technical offer*

REFERENCE

076/RECC/G/UNEP 2025 EA 007

A. Organisation & Methodology

**To be completed by the applicant**

# Rationale, Strategy and time table of activities

* ***Any general comments on the Terms of Reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the contract. An opinion on the key issues related to the achievement of the assignment task***

<*write your comments here*: ………………………………………………..>

*or write:*

<No general comments on the Terms of Reference*.*>

* ***Any comments or explanation of the risks and assumptions that may affect the execution of the contract***

<*write your comments here*: ………………………………………………..>

*or write:*

<No comments on the risks and assumptions*.*>

* ***List of the activities considered to be necessary to achieve the contract objectives in addition to the activities proposed under the Terms of Reference***

<*write your comments here*: ………………………………………………..>

*or write:*

<No additional activities are required in addition to the activities proposed under the Terms of Reference.>

* ***Any comments on related deliverables***

<*write your comments here*: ………………………………………………..>

*or write:*

<No comments on the related deliverables*.*>

* ***A description of the specific and/or additional back-stopping that the National Expert finds necessary from the REC Caucasus for the execution of the contract***

<*write your comments here*: ………………………………………………..>

*or write:*

<No specific and/or additional back-stopping is required for the execution of the contract*.*>

* ***Any comments on the timing, sequence and duration of the proposed activities***

<*write your time of Submission in the table* >

*or write:* <No comments on timing, sequence and duration of the proposed activities.>

|  |  |  |
| --- | --- | --- |
| **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.
 |  |
| R2 | a) Documentation necessary for land plots registration (including cadastral planning/measurement drawings for land plots for all identified pasturelands that are not registered.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. |  |
| R2-A  | Documentation a) and b) for land plots located in 5 administrative units of Dedoplistskaro Municipality  |  |
| R2-B | Documentation a) and b) for land plots located in 5 administrative units of Dedoplistskaro Municipality |  |
| R2-C  | Documentation a) and b) for land plots located in 4 administrative units of Dedoplistskaro Municipality and land plots located in Dedoplistskaro Municipality but owned by Akhmeta Municipality |  |
| R3 | Final thematic map 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.  |  |

# Professional Experience of Service Provider Entity

**List of same or similar contracts** (*performing of land cadastral survey, preparation of cadastral surveying/measurement drawing for land plots, data gathering and processing on agricultural land (including pasture land)* **successfully completed in the past 5 years and evidences of successful completion.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of the Contract** | **Date (year)** | **Total Budget in GEL** | **Evidences of successful Completion****(e.g. publication links)** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

Name and first name: <[…………………………………………………………………>

Duly authorised to sign this tender on behalf of: **<**…………………………………………………………………………………… …**>**

Place and date: <…………………………………………………………….………….>]

FINANCIAL PART

*Financial offer*

REFERENCE NUMBER

076/RECC/G/UNEP 2025 EA 007BUDGET BREAKDOWN FOR FEE-BASED CONTRACTS

 **Reference Number: 076/RECC/G/UNEP 2025 EA 007**

 Date: *dd/mm/yyyy*

|  |  |  |
| --- | --- | --- |
| **Deliverable/Output** | **Price Per Deliverable/Output (GEL)** | **Total Amount (GEL)** |
| Creation 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 | ---- | ---- |
| 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 | ----- | ---- |
| Preparation of documentation necessary for land registration and proposals for changes in the registered land title data | ------ | -------- |
| **TOTAL CONTRACT VALUE** |  | **-----** |

Name and first name: <[…………………………………………………………………>

Duly authorised to sign this tender on behalf of: **<**…………………………………………………………………………………… …**>**

Place and date: <…………………………………………………………….………….>]

**Stamp of the firm/company**

C. Curriculum Vitae Template

*Technical Offer*

REFERENCE

 **076/RECC/G/UNEP 2025 EA 007**

Curriculum vitae

*NOTE: Template is optional and it could be completed in Georgian language and in any other format as well*

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

Date: dd*/mm/year*

**CV**[[1]](#footnote-1)

|  |  |
| --- | --- |
| **Proposed Role in the Project:** | **Key Expert** |
| **Client:** | **The Regional Environmental Centre for the Caucasus**(REC Caucasus)  |
| **Project Title:** | **GEF Financed Project “Achieving Land Degradation Neutrality Targets of Georgia through Restoration and Sustainable Management of Degraded Pasturelands”** (*GEF Project ID: 10151*) |
| **REC Caucasus Ref. No.:** | *076/RECC/G/UNEP* |

**Personal Data:**

|  |  |
| --- | --- |
| Family name |  |
| First name/s |  |
| Date of birth (dd/mm/yyyy) |  |
| Country of Citizenship/Residence |   |
| Civil status |   |

**1. Education:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** | **Date from mm/yyyy** | **Date to mm/yyyy** | **Degree(s) or diploma(s) obtained** |
|   |   |   |  |
|   |   |   |   |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|   |   |   |   |

**2. Present position**:

|  |  |
| --- | --- |
| Present position*[[2]](#footnote-2)* |   |
| Years within the organisation*[[3]](#footnote-3)* |   |

**3. Professional Work/Permanent Work Experience**[[4]](#footnote-4):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date from mm/yyyy** | **Date to** **mm/yyyy** | **Location****(*Country*)** | **Organisation** | **Position** | **Remark** |
|  |  |   |   |  |  |
|  |  |   |   |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |   |   |  |  |
|  |  |   |   |  |  |

**4. Participation in relevant National and/or International Projects/Programmes**[[5]](#footnote-5)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date from mm/yyyy** | **Date to** **mm/yyyy** | **Location****(*Country*)** | **Contracting Organisation/****Company** | **Project/ Programme****Donor** | **Project /Programme Title** | **Position** | **Description**  |
|  |  |   |   |  |  |  |  |
|  |  |   |   |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |   |   |  |  |  |  |

**5. Language skills** (*Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic*):

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Speaking** | **Writing** |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |

**6. Membership of professional bodies**:

**7. Other skills** (e.g. computer literacy, etc.):

**8. Key qualifications** (relevant to the project):

**9. Specific experience in Georgia/South Caucasus Region**:

|  |  |  |
| --- | --- | --- |
| **Country/Region** | **Date from mm/yyyy** | **Date to mm/yyyy** |
|   |   |   |
|   |   |   |
|   |   |   |

**10. Other relevant information** (e.g., list of publications):

**11. Contact information:**

|  |  |
| --- | --- |
| E-mail |  |
| Phone  |  |

ANNEXES TO TENDER APPLICATION FORM FOR SERVICE CONTRACT

**Annex 1.**

**Business Registration Extract on entity (*or entities if consortium*) from the *Registry of Entrepreneurs and Non-entrepreneurial (Non-commercial) Legal Entities* issued after announcement date of this call by the National Agency of Public Registry (NAPR)**

***www.napr.gov.ge***

ტენდერის გამოცხადების თარიღის შემდეგ განახლებული ამონაწერი მეწარმეთა და არასამეწარმეო (არაკომერციული) იურიდიული პირების რეესტრიდან.

***www.napr.gov.ge***

**Annex 2.**

**Certificate form from the *Register of Debtors* on entity (*or entities if consortium*) – issued after announcement date of this call by the National Bureau of Enforcement (NBE)**

***www.nbe.gov.ge***

ტენდერის გამოცხადების თარიღის შემდეგ აღებული ცნობა ტენდერში

მონაწილე ორგანიზაციის საჯარო სამართლებრივი შეზღუდვის შესახებ

<https://www.my.gov.ge/ka-ge/services/5/service/182>

ტენდერის გამოცხადების თარიღის შემდეგ აღსრულების ეროვნული ბიუროს

მიერ გაცემული ცნობა ან ამონაწერი ტენდერში მონაწილე იურიდიულ პირზე

მოვალეთა რეესტრში არსებული მონაცემების შესახებ

http://nbe.gov.ge/index.php?lang\_id=GEO&sec\_id=367

**Annex 3.**

**Certificate on absence of tax arrears- issued after the announcement date of this call by the Revenues Services.**

 <https://www.rs.ge>

ტენდერის გამოცხადების თარიღის შემდეგ შემოსავლების სამსახურის

მიერ ტენდერში მონაწილე იურიდიულ პირზე გაცემული ცნობა ან ამონაწერი

დავალიანების არ ქონის შესახებ

 <https://www.rs.ge>

**Annex 4.**

**The details of the bank account issued by a tenderer’s service bank operating in Georgia into**

**which payments should be made [*Bank Details of Account in National Currency*]**

ტენდერში მონაწილე იურიდიული პირის ეროვნულ ვალუტაში ანგარიშის

საბანკო რეკვიზიტები

1. Please note that your personal data will be processed solely for the purposes of the management and monitoring of the contract by the REC Caucasus without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in the application of Georgian law. Certain of this data may constitute protected “personal data” as that term is defined in the Georgia’s Law on Personal Data Protection of 28 December of 2011. Please be informed that transmission of personal data may occur to a donor organization, solely for the purpose of implementing relevant project fininced by the said organisation and monitoring of consequent contracting procedures. [↑](#footnote-ref-1)
2. *If applicant is a freelancer, then “Freelancer” has to be included in this line.*  [↑](#footnote-ref-2)
3. *If applicant is a freelancer, then number of freelance years has to be included in this line.* [↑](#footnote-ref-3)
4. *NOTE: Professional Work/Permanent Work (whether part or full time) is mainly based on employment contract, while Temporary Work is based on fixed-term short- or long- term assignment/contract such as subcontract, service contract, consultancy service contract etc.*  [↑](#footnote-ref-4)
5. *Only those projects and programmes that are not included in Section 3 (Professional Work/Permanent Work Experience).* [↑](#footnote-ref-5)