

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

CONFIDENTIAL

Guideline for the Development of Investment Project Management Systems in Georgian Municipalities with the Integration of Disaster Risk Management	Project number/ cost centre: 23.2128.9 - 001.00/3900
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Brief information on the project

Title: Good Financial Governance in Georgia (GFG)

GFG is implemented by *Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH* on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ).

Programme Objective: Selected Georgian municipalities plan and implement their budgets in a more result – oriented, gender - sensitive and participatory way.

Fields of Action:

- a) The municipal budget planning system is geared towards cost efficiency and result orientation
- b) Selected municipalities are fully accountable for implementing their budgets
- c) Citizen participation in local budget planning and implementation processes
- d) The majority of Georgian municipalities align their budgets with the goals of the 2030 Agenda.

Commissioning period: 01/04/2023 – 31/03/2027

1. Background Information

Effective management of investment projects is one of the key determinants for economic development. At the local level, the efficiency of investment project management significantly influences the pace of regional development and the quality of life of the population. Moreover, municipalities are the main institutions responsible for implementing infrastructural projects at the local level.

Despite the progress made, investment management processes in municipalities are often constrained by limited resources, lack of coordination, and weak use of systematic tools. An additional challenge is the growing risk of disasters (natural, climatic, and technological), which can affect both the execution of specific projects and the overall resilience of local economies.

Against this background, on 16th of February 2023, the Government of Georgia adopted Resolution No. 65, which approved the official methodology for investment project management. This methodology provides the general framework for planning, evaluation, and implementation of projects. However, broader interpretation and practical application at the municipal level is necessary to ensure not only the achievement of financial and economic goals, but also public safety and sustainable development.

The purpose of this Terms of Reference is to guide the preparation of a guideline that:

- Is based on the officially approved methodology (Resolution No. 65/2023);
- Systematically integrates disaster risk management;
- Strengthens the institutional capacity of municipalities for effective investment project management;
- Serves as a practical tool for both municipalities and central government institutions.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Analysis of the current system:
 - Examination of planning and implementation processes for investment projects in municipalities;
 - Assessment of the institutional framework, legal documents, and existing practices.
- Assessment of disaster risk management:
 - Review of existing strategies, plans, and mechanisms for disaster management;
 - Evaluation of the extent to which these mechanisms are integrated into the stages of investment project management;
 - Identification of gaps and areas in need of improvement
- Consideration of the official methodology (Government Resolution No. 65/2023)
 - Development of recommendations based on the approaches outlined in the Resolution;
 - Preparation of specific guidance for municipalities on its practical application.
- Review of international best practices
 - Analysis of models from developed countries (e.g., Japan, the Netherlands, Germany, and the Baltic states);
 - Description of best practices concerning the role of municipalities, applied tools, and the integration of risk management;
 - Development of recommendations adapted to the Georgian context.
- Formulation of recommendations

- Strengthening of institutional capacity;
- Optimization and standardization of processes;
- Development of human resources and identification of training needs.
- Preparation of a practical guideline
 - A document containing both analytical sections and practical tools;
 - A user-friendly text designed for practical application by local self-governments.

The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. All activities shall be coordinated and agreed with GIZ's GFG project.

Milestones/partial works	Estimated expert days for orientation	Deadline/place/person responsible	Criteria for acceptance
Analysis of the current system and disaster risk management practices	35	October	First draft is sent to GFG
Review of international best practices and comparative analysis	35	November	First draft is sent to GFG
Preparation of recommendations	25	November	First draft of recommendations is sent to GFG
submission of the final report	15	Beginning of December	Final report is sent to GFG incorporating the recommendations

Period of assignment: from 24.10.2025 until 12.12.2025.

Expected Deliverables

A guideline (report) that includes:

- Analysis of Georgia's current system;
- Assessment of disaster risk management practices;
- Review of international case studies;
- Recommendations for improving the system and integrating disaster risk management in line with Government Resolution No. 65/2023;

- A set of practical recommendations presented as short, step-by-step instructions for municipalities.

3. Reporting and payments Terms of contract and reporting

The selected service provider must submit the final report, taking into account all comments and suggestions, no later than December 12, 2025.

As requested by GIZ, the provider must also submit information on the project's progress, including details of all stages.

Payment for the work performed will be made in a single installment after submission of the final report, no later than December 12.

The reporting on the performance of the work shall be submitted in Georgian, while the main summary of the report shall also be provided in English.

4. Tender requirements

Concept

In the tender, the tenderer is required to demonstrate how the objectives defined in Section 2 (*Tasks to be Performed by the Contractor*) will be achieved, taking into account any additional method-related requirements (technical–methodological concept), where applicable. In addition, the tenderer must provide a description of the project management system to be applied for service delivery.

Technical-methodological concept (1.1):

The tenderer is required to address the tasks to be performed with reference to the objectives of the services put out to tender. The technical proposal shall provide a detailed explanation of how the company will plan the work and deliver the results specified in the Terms of Reference. **(1.1.1).**

The technical proposal shall demonstrate the organization's experience and competence in Public Financial Management (PFM), practical work in local self-government, and investment project management and assessment. The proposal shall also provide evidence of specific experience in conducting similar assignments. **(1.1.2).**

The tenderer is required to describe its familiarity with Government Resolution No. 65/2023 and its ability to apply it in practice, as well as to demonstrate experience in analyzing international practices. **(1.1.3).**

The tenderer is required to describe the experience and capabilities of the organization's team in conducting similar assignments in the field of public investment management. **(3.1.1).**

5. Personnel concept

The tender is required to provide personnel who are suited to filling the positions described, on the basis of their CVs, the range of tasks involved and the required qualifications.

In the period from 24.10.2025 to 12.12.2025 for the implementation of the services described in these ToR up to 4 persons (in total up to 110 expert days) are planned:

Personell	Number of Experts (up to)
Project Manager*	1
Senior Expert**	2
Expert***	1

6. Qualifications of personnel

*Project Manager

Qualifications of the project manager (with assessment grid number)

- Education (2.1.1): University degree in Economics, Finance and Business or related field
- General professional experience (2.1.2): 10 years of professional experience in the PFM sector
- Specific professional experience (2.1.3): Experience in Project Investment Management (PIM) issues
- Leadership/management experience (2.1.4): Project manager of similar projects

**Senior expert 2 members

Qualifications of senior expert (with assessment grid number)

- Education (2.2.1, 2.3.1): University degree in Economics, Finance and Business, Management or related field
- General professional experience (2.2.2, 2.3.2): 5 years professional experience in the PFM Sector
- Specific professional experience (2.2.3, 2.3.3): Participation in similar projects on the topic of project investment management

***Experts 1 members

Qualifications of expert (with assessment grid number)

- Education (2.4.1): University degree in Economics, Finance and Business or related field
- General professional experience (2.4.2): 3 years professional experience in the PFM Sector

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

More detailed information on assessment criteria is provided in the annexed assessment grid.

Requirements on the format of the tender

Technical proposal shall include the following information:

1. Title page

Name and registration number of organization; legal address, telephone number, e-mail address, director of organization, signature and stamp of a director.

2. Project Description

2.1 Project name and implementation period (month/year-month/year)

2.2. project goals and objectives

2.3 Activities defined by the project and implementation schedule

#	Activity	October	November	December	Comment
1	X				<i>If relevant</i>
2	Y				
3	Z				
...	...				

2.4 Persons involved in the project and their functions

Please, indicate the list and functions of persons, who will be involved in the implementation of the project and will be respectively indicated in the budget. Resumes of the respective persons should be attached to the application.

2.5 Annex

Respective Resumes (CV) of the people involved in the implementation of the project should be attached to the application.

Applicant may attach any additional relevant information to the application.

6. The Financial offer

Please calculate your price bid based exactly on the costing requirements. The specifications for pricing are defined in the attached price schedule which is required to be used for the preparation of the financial offer.

Budget should not contain the costs that are not relevant for the activities envisaged under the project. Ongoing costs of the organisation won't be covered by budget.