

CONFIDENTIAL

Contents

I. General information	1
II. Tender requirements	4
1. Qualifications of proposed staff	4
1.1 Expert 1:	4
1.1.1 General qualifications	4
1.1.2 Experience in the region/knowledge of the country	5
1.1.3 Language skills:	5
1.2 Expert 2:	5
1.2.1 General qualifications	5
1.2.2 Experience in the region/knowledge of the country	5
1.2.3 Language skills:	5
2. Quantitative requirements	5
3. Conceptual	7
III. Requirements on the format of the tender	7

I. General information

1. Brief information on the project

The project 'Promoting Green Deal Readiness in the Eastern Partnership Countries' (PROGRESS) is implemented on behalf of the International Climate Initiative (IKI) of the Federal Government of Germany. Within the Federal Government, the IKI is anchored in the Federal Ministry for the Environment, Climate Action, Nature Conservation and Nuclear Safety (BMUKN). Selected project is also the responsibility of the Federal Foreign Office (AA). PROGRESS is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, as the lead agency, in partnership with the Organisation for Economic Co-operation and Development (OECD), the Regional Environmental Centre for the Caucasus (REC), the European Business Association (EBA) Moldova and the Institute for Economics and Forecasting of the National Academy of Sciences of Ukraine (IEF).

The project supports the countries of the Eastern Partnership in their transition to climate-oriented, resilient, and green economic development. More concretely, PROGRESS supports the introduction of more sustainable production patterns in various agricultural value chains in the partner countries through the improvement of institutional framework conditions as well as measures in the related industrial and financial sectors. The value chains of fruits, berries (including processed products, such as dried fruit, canned fruit, juice, and others), and nuts in agriculture and resource-efficiency of the respective agro-industrial value chain (such as input industry (e.g., fertilizers, saplings), transport, logistics, processing, packaging, storage, cooling), have been selected based on the missions and recommendations of partners in Georgia.

2. Context

Within the framework of PROGRESS the analysis of Almond, Blueberry, Strawberry and Tangerine value chains was conducted in Georgia. Two value chains – Almond and Blueberry - and several good practices were outlined, along with possible green interventions and extended valuable information on sector and market challenges. In consultation with experts and the Ministry of Environmental Protection and Agriculture of Georgia, some good practices and green intervention ideas were selected.

In order to increase the capacity of public and private local support structures (such as farmers associations, business associations, trade associations, local authorities, extension services, laboratories, inspectors, certification bodies, educational institutes, etc.) and enhance their service offers, the project aims to develop comprehensive **knowledge packages** in national language and provide practical, hands-on **mentoring and learning opportunities** to expand and enhance their service offers. This will support the implementation of climate-oriented, resilient, and green economic measures in agriculture and industry, integrating cross-cutting dimensions such as gender transformation, biodiversity conservation, innovation, and digitalization. By providing accessible, practical, and inclusive knowledge, local structures will be better equipped to advise farmers, businesses, and other stakeholders on sustainable practices and compliance with international norms.

3. GIZ shall hire the contractor for the anticipated contract term, from 15.01.2026 to 30.07.2026

4. The contractor shall provide the following work/service

The **objective** of this task is to (1) **design, elaborate, and deliver** a set of knowledge packages that strengthen advisory and extension capacities of the selected public and private local support structures towards climate-oriented, resilient and green economic development practices; and (2) develop tailored **mentoring and learning on the job program** for local support structures to assist them technically and administratively in the designing and delivery of outreach, demonstration, capacity-building and etc. activities.

Task 1: Develop three knowledge packages (in Georgian language) with view to enhancing service offers of each public or private local support structure to scale the implementation of climate-oriented, resilient and green economic measures in agriculture or industry, incl. gender transformative, biodiversity, innovation, digitalization aspects (e.g. development of guidelines, success stories for farmers and businesses, good agricultural practices, such as alternatives to pest control that do not rely on pesticides and avoidance of the use of pesticides, information about workers' rights according to ILO norms and standards) and information features of existing information tools.

The knowledge packages should:

- Provide clear, practical, and country-specific guidance to support the scaling of climate-resilient and green economic information sharing and measures.
- Include gender-transformative approaches, biodiversity-friendly practices, and innovative and digital solutions.
- Incorporate relevant standards and guidelines, including workers' rights as per ILO norms and standards.
- Serve as user-friendly resources for farmers, agribusinesses, and industrial stakeholders.

The Knowledge packages may include, but is not limited to the topics:

- Experience, sustainable practices and trends in almond production
- Experience, sustainable practices and trends in blueberry production

- Gender-transformative practices
- Digitalization in agriculture
- Circularity / waste / resource efficiency
- Introduction to EU Green Deal, Farm to Fork (F2F) Strategy
- Etc.

Task 2: Develop mentoring/learning on-the job program with view to enhancing service offers of each public or private local support structure by assisting technically as well as administratively in the design of outreach campaigns, the implementation of business case/demonstration projects, the delivery of targeted capacity building for the farmers' and business community, the organization of workshops and study visits, the support to developing funding applications.

Specifically, the service should:

- Improve technical and administrative skills of local actors to better serve farmers and businesses.
- Enable effective design and implementation of outreach campaigns, demonstration projects, and business cases.
- Strengthen delivery of capacity-building activities and facilitation of knowledge exchange.
- Support local actors in identifying and accessing funding opportunities

Milestones/partial works	Date/location/ responsibility	Criteria for acceptance
Task 1: Knowledge Packages		
1. Desk Review & Need Assessment: Review existing knowledge materials, information tools, service offers of local support structures and any relevant materials already elaborated in the frame of PROGRESS to identify knowledge gaps and user needs (farmers, agribusinesses, industries). Develop a detailed work plan, methodology, and timeline for the assignment.	15 February 2026 (2 WDs - Team Leader, Expert 1, Expert 2)	Inception Report (in English language) with work plan, methodology, structure and timeline for both tasks
2. Development of 3 Knowledge Packages in Georgian Language: Prioritize key topics/themes for knowledge package development in consultation with the project team, define the objectives, target groups and expected outcomes of each package and develop a detailed outline (chapters, modules, sections). Finalise the knowledge packages incorporating all revisions; include visual, interactive, and digital elements where feasible; ensure integration of gender-transformative approaches across all materials.	15 April 2026 (9 WDs - Team Leader, Expert 1)	Final versions of knowledge packages (in Georgian languages)

Task 2: Mentoring/Learning On-Job

3. Scoping & Needs Assessment: Update and adjust the existing map of local support structures; conduct consultations/interviews to understand priority learning/coaching needs and expectations; define tailored mentoring goals with each support structure.	15 February 2026 (2 WDs - Team Leader, Expert 1, Expert 2)	Needs assessment report & list of priority areas for mentoring/learning on the job (in English language)
4. Design of Mentoring & Learning Program: Define the scope and approaches/directions of mentoring/learning programme, expected outcomes, program phases, duration and principles. Prepare tailored mentoring plans for 3-5 support structures, identify resources and required tools, define expected milestones for each support structure. Develop mentoring/training program (in English language) for 3-5 support structures with interactive modules, clear objectives, timelines, and measurable outcomes. Organize a validation workshop to present training program to target groups/beneficiaries and receive feedback. Revise and finalize the program based on the feedback.	15 June 2026 (10 WDs - Team Leader, Expert 1, Expert 2)	Final version of the mentoring/learning on the job program (in English language)
5. Mentoring/Learning on the Job Session: Organize and facilitate at least one mentoring/learning session among selected support structure based on the developed program (e.g. organize study visits/case exchanges/ peer-to-peer mentoring and etc.). Assess skills uptake and performance improvements, adjust mentoring intensity/methods based on the results, document success stories and lessons learned; Conduct a final evaluation of mentoring effectiveness, collect feedback on capacity improvements, propose priority directions and steps for future mentoring/learning (e.g., advanced training, community of practice, etc.).	15 July 2026 4 WDs - Team Leader, Expert 2)	Final report of the mentoring/learning on the job program implementation (in English language)

II. Tender requirements

1. Qualifications of proposed staff

The tenderer is required to propose personnel for the positions specified here and described with respect to the areas of responsibility and qualifications on the basis of relevant CVs.

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

1.1 Expert 1 – Capacity Development Specialist/Team Leader

1.1.1 General qualifications

Education: University degree in agricultural sciences, rural development, agricultural economics, environmental management, agri-business or related field

Professional experience: 10 years of professional experience in capacity building (for agricultural extension services, farmers' organizations, cooperatives, or local support structures) in the field of agriculture and rural development, preferably in climate-smart agriculture, sustainable farming practices, value chain strengthening

1.1.2 Experience in the region/knowledge of the country

10 years of experience working in Georgia.

1.1.3 Language skills:

English C1

1.2 Expert 2 - Lead Agricultural Knowledge Expert / Content Developer

1.2.1 General qualifications

Education: University degree in agriculture, agronomy, agricultural economics, rural development, or related field

Professional experience: 10 years of professional experience in developing training modules, knowledge products, or toolkits in the field of agriculture/rural development, preferably in climate-smart agriculture, sustainable farming practices, value chain strengthening.

1.2.2 Experience in the region/knowledge of the country

10 years of experience working in Georgia.

1.2.3 Language skills:

English C1

1.3 Expert 3 - Capacity Building & Mentoring Specialist

1.3.1 General qualifications

Education: University degree in Environmental Policy, Environmental Science, Natural Resource Management, Ecology, or related fields

Professional experience: 10 years of professional experience in designing and implementing training programs/awareness-raising/capacity building campaigns in the fields of agriculture and environment

1.3.2 Experience in the region/knowledge of the country

10 years of experience working in Georgia.

1.3.3 Language skills:

English C1

2. Quantitative requirements

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 \(German only\)](#).

Overnight accommodation allowances are reimbursed as set out in the specification of inputs below.

Reasonable accommodation costs above the specified amounts can also be reimbursed against evidence where specifically justified.

All travel activities must be agreed in advance with the staff member responsible for the project.

Fee days	Number of experts	Number of days per expert	Comments
Preparation/debriefing			
Implementation	3	9	
Travel expenses	Number of experts	Number of days/nights per experts	Comments
Per-diem allowance in country of assignment	2	6	3 missions × 2 days per mission = 6 days per expert. 6 days × 2 experts = 12 days totally
Overnight allowance in country of assignment	2	3	3 missions × 1 overnight per mission = 3 nights per expert. 3 nights × 2 experts = 6 overnights in total
Travel costs (train, private vehicle)	2	3	Round trip travel from Tbilisi to Kakheti, Guria, Imereti and/or other identified location

Since the contract to be concluded is a contract for works, you should offer your services at a fixed lump sum price, which provides **an itemised breakdown of all the relevant costs (fees, travel costs, etc.)**. The specification of inputs should provide **guidance in this respect**. The assessment of the financial bid is based on the lump sum price tendered, which must be realistic for the services to be rendered. In the contract itself, the budgets will be contractually agreed as **maximum amounts**.

Workshops and events, initial and further training

The contractor will conduct the following workshops / study trips / initial and further training courses:

- Validation Workshop
- Mentoring/Learning on the Job Session

GIZ will contribute with the following:

- Logistics for workshops/events: GIZ will select and provide the workshop venues, for capacity building/mentoring and learning events and for internal project meetings.
- Interpretation: GIZ will provide interpretation during workshops, when needed
- Transportation of workshop/event participants on site, when necessary.

3. Conceptual

The tender should indicate how the services outlined in Section I.4 (Tasks) are to be provided. Reference should be made to the following criteria:

- 3.1 Strategy – Develop and explain the strategy for delivering the services put out to tender based on the objectives of the ToR
- 3.2 Cooperation – Presentation of actors relevant for the services and description of the cooperation with them
- 3.3 Processes – Presentation and explanation of the implementation plan: work steps, milestones, schedule
- 3.4 Project Management – Personnel assignment plan (who, when, what work steps) incl. explanation and specification of expert days/months
- 3.5 Steering – Approach towards steering the with the project partners and contribution to results monitoring

III. Requirements on the format of the tender

The CV submitted for each expert can have a maximum of **four** pages. The concept (if required) should not exceed **five** pages. 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).

Payment Plan:

Interim payment should be paid by 30 April 2026 based on the fulfillment and acceptance of Deliverables 1-3 (Milestone 1).

Final payment should be paid by 30 July 2026, based on the fulfillment and acceptance of Deliverables 4-5 (Milestones 2 and 3).