

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

CONFIDENTIAL

**Consultancy services for "Tactical Urbanism in Batumi – Reclaiming Public Space"**

**Project number/  
cost centre:  
G-012312-001**

**Tender number  
7000000019**

0.	List of abbreviations .....	2
1.	Context.....	3
2.	Tasks to be performed by the contractor .....	5
3.	Concept.....	8
	Technical-methodological concept .....	8
4.	Personnel concept.....	8
	Key expert 1 – Architect 1 .....	9
	Key expert 2 – Architect 2 .....	10
	Key expert 3 – Evaluation Expert .....	10
	Pool of up to 5 support staff (subcontractors) .....	10
5.	The tenderer must provide the team portfolio (3.1.) of relevant projects showcasing aims, approach-methodology and outcomes, the team and relevant visualization.....	11
6.	Costing requirements .....	11
	Assignment of personnel and travel expenses .....	11
	Sustainability aspects for travel .....	11
7.	Inputs of GIZ or other actors.....	13
8.	Requirements on the format of the tender .....	13
9.	Outsourced processing of personal data .....	14
10.	Attachments .....	14

## **0. List of abbreviations**

ToRs	Terms of reference
GHG	Greenhouse gas
CG	Connect Georgia
BMZ	German Federal Ministry for Economic Cooperation and Development
SUMP	Sustainable Urban Mobility Plan
UNDP	The United Nations Development Programme
BCH	Batumi City Hall
BH	Buro Happold
TL	Team Leader
KE	Key Expert
DC	Development cooperation
GDPR	General Data Protection Regulation

## 1. Context

The transport sector is one of the largest contributors to greenhouse gas (GHG) emissions in Georgia, accounting for 33% of energy-related emissions. Poorly developed alternative means of mobility lead to increasing motorisation, congestion, high rate of traffic fatalities, and reduced air quality. Since 2010, the number of vehicles has grown from 700,000 to 1.49 million as of December 2021 (National Statistics Office of Georgia, 2023), with a significant concentration in cities (36% of all vehicles in Tbilisi alone).

### 1.1. Connect Georgia

GIZ's bilateral project Sustainable and Connected Mobility (Connect Georgia) (CG), commissioned by the *German Federal Ministry for Economic Cooperation and Development (BMZ)*, commenced in October 2023 as part of the technical cooperation between the German and Georgian governments in the mobility sector.

The project's vision of sustainable and connected mobility in Georgia rests on three key pillars of action:

- *Connecting Georgia* by creating national framework conditions for sustainable mobility.
- *Connecting Regions* by developing a replicable model for integrated regional transport services in Adjara.
- *Connecting Cities* by designing and implementing sustainable mobility solutions in Tbilisi and Batumi.

Key principles underpinning the project's approach in these areas include:

- Multi-level stakeholder engagement across different territorial decentralisation levels.
- Customised solutions that link international expertise with local needs.
- Scalable cooperation with international financial institutions.

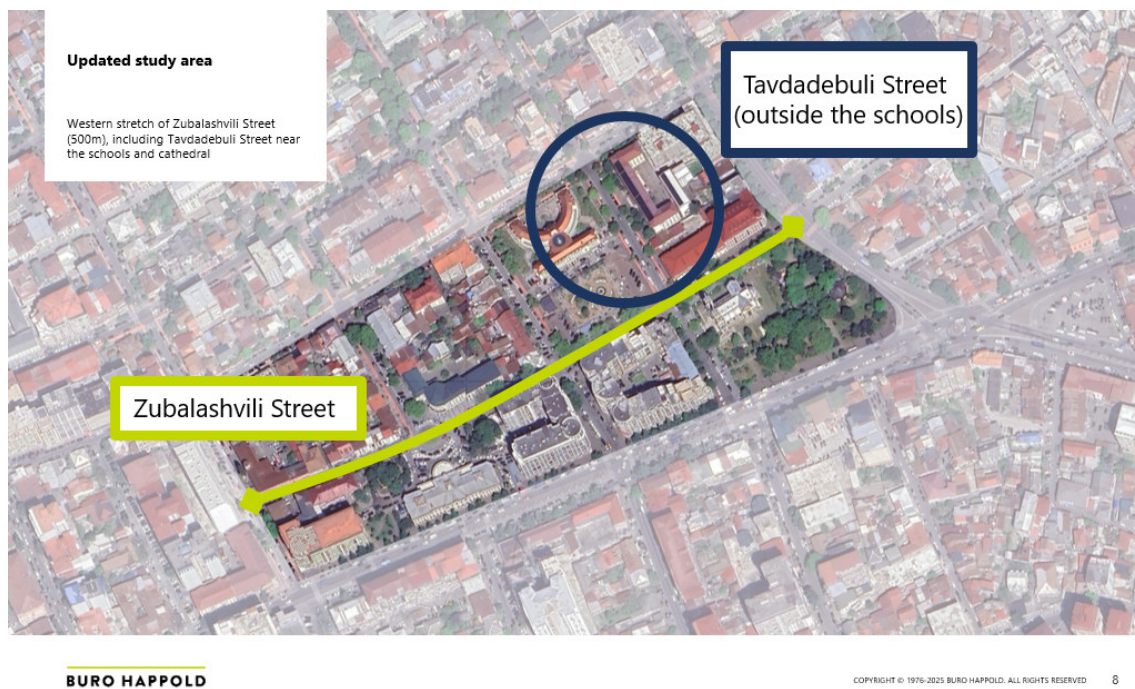
### 1.2. Pilot Sustainable Infrastructure Measures in Batumi

Batumi Municipality began addressing sustainable urban mobility in 2017, following the adoption of the Batumi Integrated Sustainable Urban Mobility Plan (SUMP), prepared with support from UNDP Georgia. This plan serves as the main strategy for sustainable mobility development over the next decade. Within the GIZ *Mobility4Cities* programme, Batumi has also developed and approved other sectoral strategies, such as the Cycling Master Plan and Walkability Concept.

In line with the measures outlined in these strategies, CG is implementing a Pilot Sustainable Infrastructure Measures project in Batumi. The pilot project consists of three components:

- Community-led street redesign
- Improvement of junction design
- Development of bus stop design guidelines and a bus shelter design standard

Within the street redesign component, led by Buro Happold, Zubalashvili Street has been selected for intervention. The first stage focused on identifying challenges and opportunities through data analysis and engagement with local communities. In the second stage, draft design proposals have been prepared. These draft designs have been reviewed and refined through a second round of consultations with the local community and other key stakeholders. As a result, Buro Happold proposed not only the redesign of Zubalashvili Street but also the temporary closure of a section of Tavdadebuli Street (between Gorgasali and Zubalashvili streets) to vehicle traffic to reclaim public space and calm the traffic near school.



*Image 1. Pilot Infrastructure Measures Intervention areas – Zubalashvili and Tavdadebuli street sections.*

### 1.3. Objective of the tendered services

The objective of the tendered service is to **support the implementation of a tactical urbanism intervention, namely pop-up public space, on the section of Tavdadebuli street** (see Image 1), from the design phase through to post-implementation evaluation.

The consultancy services will comprise the following four components:

**Component 1:** Development and implementation of an urban design competition for school pupils.

**Component 2:** Preparation of a site plan and urban furniture designs for the pop-up public space.

### **Component 3: Post-implementation evaluation of the tactical urbanism intervention.**

The aim is to reclaim public space for the local community, reduce car traffic and improve road safety, particularly in the vicinity of two schools, encourage walking and cycling, and enhance the overall quality of the public realm and urban environment, as well as to increase awareness and ownership of the project in local community.

To test and demonstrate the impacts of this intervention for both decision-makers and the community, the street is planned to be temporarily closed and pop-up public space to be organized at the beginning of June 2026. Post-implementation evaluation will support the assessment of intervention and lessons learned.

The description of each component and relevant tasks is in the next chapter.

## **2. Tasks to be performed by the contractor**

The contractor is responsible for providing the following services:

### **Component 1<sup>1</sup>: Development and implementation of an urban design competition for school pupils.**

Through this component the school pupils will contribute to the design of the pop-up public space and get familiar with urban design process. The participants of the design contests will be selected from the 9-11 graders of two local schools: The Public School #1 and Gymnasium of St. Andrew. Depending on the interest from the pupils 4 to 6 groups with 3 pupils in each will participate. The winners of the competition will attend the prestigious annual Velo-City conference in Rimini, Italy. Under guidance and coordination of the selected Consultants school pupils will be involved in setting-up the public space as well (see Component 1).

The services include all stages of design contest from development of methodology to organizing the exhibition.

#### **Task 1. Methodology and Timeline**

The conceptual methodology and timeline proposed at the tender stage will be refined in close coordination with CG team as well as school representatives, including:

- detailed description of workshops,
- number and schedule of workshops (and trips),
- detailed timeline,
- criteria for assessment of works,

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<sup>1</sup> Number, timeline and duration of the workshops with school pupils should be proposed by tender participants (see Chapter 3. Concept) and later refined under Task 1. However, please note that frequent travels to Batumi will be required. The ideas and wishes of school pupils should to some extent be integrated into site plan and urban furniture design. Please, consider this while developing the methodological and timeline proposals for this tender

- required materials.
- interlinkage with other components.
- required support from CG team and schools.

### **Task. 2. Workshops with pupils: Vision Stage**

At this stage each group will develop the vision of the space with the support of the consultants.

- Preparation of workshop(s), including introductory lessons, assignment brief for kids, workshop supporting materials.
- Implementation of the workshop.
- Presentations and selection of teams moving to the next stage (if required).

### **Task 3. Workshops with pupils: site plan stage**

At this stage, the consultants will support kids with development of conceptual plans and visuals of the site for the competition and exhibition. The plans should be represented in non-digital medium and preferably 3-dimensional models.

- Preparation of workshop(s), including assignment and guidance for pupils, workshop supporting materials.
- Implementation of the workshop.

### **Task 4. Exhibition**

This task includes the organization of the exhibition and competition.

- Exhibition set up (site to be confirmed)
- Preparing pupils for exhibition and presentation of their work

### **Task 5. Setting-up the pop-up space for opening**

This component includes the opening of the pop-up space and preparatory work before the opening, and public exhibition of the pupils' design works. The Consultant is tasked to support the involvement of school pupils of different ages, and other interested community members in

- Implementation plan
- Setting up space for opening/public exhibition
- Coordination with different stakeholders with support of CG, mobilization of kids for different events/tasks, communication and outreach to local community

## **Component 2: Site plan and urban furniture design for pop-up public space<sup>2</sup>**

In this component the consultant is tasked to develop a site plan for the pop-up space, including urban furniture and other elements. The plan should be based on findings and conceptual plans developed by BH, including community feedback as well as the ideas of the school pupils. Based on the site plan detailed drawings of urban furniture, Preferred materials and costs should be developed.

The furniture should be easily movable and preferably modular. Besides basic furniture, interactive game elements for school pupils should be included.

- Site plan
- Furniture drawings and costs
- Implementation plan

## **Component 3. Post implementation evaluation of tactical urbanism intervention<sup>3</sup>**

To assess the success and shortcomings of the intervention, the consultant is tasked to evaluate the impact in terms of space occupancy and usage by the local community. This includes development of methodology, implementation of surveys and observation on the field and production of evaluation report. The evaluation methodology should include a gender-sensitive approach.

- Development of methodology
- Implementation of survey
- Evaluation report

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

<b>Milestones/process steps/partial services</b>	<b>Deadline/place/person responsible</b>
Component 1: Development and implementation of an urban design competition for school pupils	26.02.2026 – 15.05.2026
Task.1. Methodology and Timeline	09.03.2026/TL, KE1, KE2, pool of support staff
Task. 2. Workshops with pupils: Vision Stage	31.03.2026/Batumi/KE1, pool of support staff
Task 3. Workshops with pupils: site plan stage	30.04.2026/Batumi/KE1, pool of support staff

<sup>2</sup> Note: The production of furniture is not part of this contract.

<sup>3</sup> Note: Assessment from the perspective of impact on modal shift and traffic is not part of this contract.

Task 4. Exhibition and site set-up - exhibition and competition	08.05.2026/Batumi/ KE1, pool of support staff
Task 5. Setting up the pop-up space for opening	June 2026, Batumi, TM, KE1, KE2, pool of experts
Component 2: Site plan and urban furniture design for pop-up public space	03.04.2026/KE2, pool of support staff
Component 3. Post implementation evaluation of tactical urbanism intervention - Methodology - Survey - Evaluation Reports	22.05.2026/KE4 June 2026/Batumi/KE4, pool of support staff 31.07.2026/KE4

Period of assignment: from 26.02.26 until 31.07.26.

### 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 implementation schedule 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 (methodological concept) 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 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.

Description of high level-technical methodological concept - strategy (1.1) is required specifically for Components 1 and 3. However, the operational plan (schedule) (1.4.1.) should include all components and tasks. Schedules should include contributions of experts and support staff to different components, tasks, and stages as well as workshops and trips to Batumi considering methodology and deadlines.

### 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<sup>4</sup>

##### Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)  
Coordinating and leading the team 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 experts
- Regular reporting in accordance with deadlines

##### Qualifications of the team leader

- Education/training (2.1.1): Bachelor's degree in architecture, urban design, urban planning or another relevant field
- Language (2.1.2): C1 level of English language proficiency (no certificate required/indicate in CV)
- General professional experience (2.1.3): up to 10 years of professional experience in architecture, urban design and or urban planning sectors
- Leadership/management experience (2.1.5): up to 5 years of management/leadership experience as project team leader or manager in a company in relevant field
- Regional experience (2.1.6): up to 2 years of experience in projects in regions of Georgia (outside Tbilisi)
- Development cooperation (DC) experience (2.1.7): up to 2 years of experience in DC projects

#### **Key expert 1 – Architect 1**

##### Tasks of key expert 1

- Lead Component 1: Development and implementation of the urban design competition for school pupils with all its tasks
- Lead and organize pool of support staff under Component 1
- Together with TM and KE2, develop the implementation plan, setting-up public space for opening and public exhibition
- Support Component 2 in terms of feeding school pupils' ideas into site plan and design

##### Qualifications of key expert 1

Education/training (2.2.1): Bachelor's degree in architecture, urban design, urban planning

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<sup>4</sup> Note: the team leader position can be combined with other key expert positions. The assessment will be done separately against the requirements of TL and KE.

Language (2.2.2): C1 level of English language proficiency (no certificate required/indicate in CV)

General professional experience (2.2.3): up to 10 years of experience in architecture, urban design or urban planning

Specific professional experience (2.2.4): up to 5 years of experience of working with students/school pupils on architectural and urban design competitions and exhibitions

Regional experience (2.2.6): up to 2 years of working experience in regions of Georgia (outside Tbilisi) on relevant topics

## **Key expert 2 – Architect 2**

### Tasks of key expert 2

- Lead Component 2: Site plan and urban furniture design for pop-up public space
- Lead and organize pool of support staff for Component 2
- Support TM, KE1 in developing the implementation plan, setting-up public space for opening and public exhibition

### Qualifications of key expert 2

Education/training (2.3.1): Bachelor's degree in architecture, urban design, urban planning

General professional experience (2.3.3): up to 10 years of experience in architecture, urban design, urban planning; Specific professional experience (2.3.4): up to 2 years of experience of working on urban design and (urban) furniture design.

## **Key expert 3 – Evaluation Expert**

### Tasks of key expert 3

- Lead Component 3: Post-implementation evaluation of tactical urbanism intervention
- Lead and organize pool of support staff for Component 3
- Support KE1, KE2 with Component 1 and 2

### Qualifications of key expert 3

Education/training (2.4.1): Bachelor's degree in architecture, urban design, urban planning, sociology

Language (2.4.2): C1 level of English language proficiency (no certificate required/indicate in CV)

General professional experience (2.4.3): up to 10 years of experience in architecture, urban design or urban planning

Specific professional experience (2.4.4): up to 5 years of experience on urban research

Regional experience (2.4.6): up to 2 years of working experience in regions of Georgia on relevant topics

## **Pool of up to 5 support staff (subcontractors)**

Pool of support staff (subcontractors) is required in all components under the guidance of the team leader and relevant key experts. Preferably architecture, urban design or urban planning students or entry level professionals.

*Note: In Costing Requirements table support staff is under Subcontractor.*

Tasks of support staff (subcontractors)

- Support in Component 1 in all tasks, including workshop preparation and implementation
- Supporting pupil teams in developing competition works
- Support in Component 2, specifically in development of site plan and furniture drawings
- Support in Component 3 specifically field research

**5. The tenderer must provide the team portfolio (3.1.) of relevant projects showcasing aims, approach-methodology and outcomes, the team and relevant visualization.**

**6. 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 2025 \(GERMAN ONLY\)](#)).

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.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments

Designation of TL/key experts	4	see column: comments	76	<p>The experts daily remunerations also include per diem and communication allowances for field trips.</p> <p>The number of working days is distributed among experts as follows:</p> <p>TL 16 days KE1 25 days KE2 15 days KE3 20 days</p>
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	4	9	36	<p>Only for Support staff (4) (subcontractors) per diem for 9 days. When accompanying the experts outside the Tbilisi.</p> <p>One support staff member will be based on site in Tbilisi.</p>
Overnight allowance in country of assignment	8	8	64	<p>GlZ limit for overnight allowance (hotel) is 200 GEL per night. Accommodation in Batumi for Experts and Support staff during the project's lifetime. 8 nights per Expert (4) and Support staff (4). GlZ limit for overnight allowance is 200 GEL per night.</p>
Transport	Quantity	Cost	Total	Comments
Travel expenses (train)	56	40 GEL	2240 GEL	<p>The transportation fee includes 28 roundtrips by train (2<sup>nd</sup> class train tickets) during the project's lifetime, to/from: Tbilisi-Batumi-Tbilisi.</p>
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	5000 GEL	5000 GEL	<p>A budget of GEL 5000 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule.</p> <p>Use of the flexible remuneration item requires prior written approval from GlZ.</p>

<b>Workshops</b>			N/A	See chapter 6 Inputs of GIZ or other actors
<b>Subcontracts</b>	5	3000 GEL	15000 GEL	The budget contains the remuneration for:  support staffs for all components (daily remuneration 300 GEL/10 working days per each supporting staff)
<b>Procurement of materials and equipment</b>	1		4000 GEL	The budget contains the costs for design competition workshop and exhibition materials.  Against evidence.

## 7. Inputs of GIZ or other actors

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

- GIZ office in Batumi during field trips.
- The venues/spaces for workshops and exhibition under design competition will be provided by schools and/or other venue will be provided by GIZ
- For outreach and communication materials design and printing will be provided by GIZ
- Road signage during street closure will be provided by Batumi City Hall

## 8. 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 organized 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 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. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs should also be submitted in English (language).

The portfolio should be submitted in accordance with Chapter 4. Each relevant project should not take more than two pages. The portfolio should also be submitted in English.

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.

Deliverables and tranches:

- **Advance Payment 20%** (26.02.2026) – Upon contract signature.

- **Interim Payment 20% (31.03.2026)** - Upon completion of the development of the methodology for an urban design competition for pupils, implementation of a pupil's workshop (Vision Stage).
- **Interim Payment 50% (08.05.2026)**- Upon completion of the preparation of a conceptual site plan, organization of a competition and exhibition in an open public space, and development of draft site plans and urban furniture designs for a pop-up public space.
- **Final Payment 10% (14.08.2026)**- Upon submission and acceptance of the Final Narrative report, including all finalized deliverables and supporting documentation.

## **9. Outsourced processing of personal data**

Personal data collected by GIZ may be entrusted to the contractor in order to fulfil the contract. The contractor is obliged to protect this data under the standards of the GDPR, in particular the Art. 44-50 GDPR. The contractor shall act as an independent data controller for the personal data that he processes in connection with the contract and shall comply with the applicable obligations under data protection legislation.”

## **10. Attachments**

- Initial Assessment and Data Collection Final Report
- Validation of Selected Locations
- Street Strategies and Concept Design