

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

CONFIDENTIAL

Development of Practical Handbooks for Almond and Blueberry farming and orchard management in Georgia	Project number/ cost centre: G-011989-003
	Tender number 10062707

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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

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 Cooperation 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.

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 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 developed comprehensive knowledge modules in national language and elaborated practical, hands-on mentoring and learning program to expand and enhance their service offers.

The objective of this assignment is to develop handbooks on almond and blueberry growing agrotechnologies including irrigation and fertigation topics.

Crucial aspect of this assignment is the engagement of an agricultural educational institution in the process of handbook development. Furthermore, involvement of sectoral associations and their feedback is highly desirable.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- **Assessment and mapping of existing educational materials**
 - Review and assess existing educational materials in Georgian language on almond and blueberry cultivation, including agrotechnologies, irrigation and fertigation.
 - Map relevant educational resources, guidance materials, manuals and other sector-specific sources currently available in Georgia.

- Identify gaps and areas where additional or updated information is required.
- **Development of the methodology and structure for the handbooks**
 - Develop the overall methodology and approach for the preparation of the handbooks, ensuring that the content is practical, technically sound and adapted to the needs of different users (e.g. farmers, students and local support structures).
 - Prepare a draft structure and detailed table of contents for the almond and blueberry handbooks.
 - Organise and facilitate a consultation workshop with relevant stakeholders to discuss and validate the proposed structure and content.
 - Incorporate stakeholder feedback and finalise the structure and content framework of the handbooks.
- **Development and preparation of the handbook contents**
 - Develop and consolidate the technical content of the handbooks, covering key aspects of almond and blueberry production, including relevant agrotechnologies, irrigation and fertigation practices. Ensure that the content is practical, user-friendly and supported by relevant technical and scientific sources.
 - Test the draft contents with selected group of students and incorporate relevant feedback.
 - Conduct technical cross-reading and review of the handbooks with relevant experts and stakeholders.
 - Finalize the handbook content based on the testing and review process.
- **Editing, Proof-reading, Design and Layout**
 - Conduct professional proofreading and language editing of the handbooks in Georgian to ensure consistency in terminology, style, structure.
 - Develop the graphic design and visual layout of the handbooks, including tables, figures, illustrations, diagrams and other visual elements where appropriate.
 - Prepare the final layout and print-ready versions of the handbooks.

The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

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

Milestones/process steps/partial services	Deadline/place/person responsible
Kick-off meeting	Three weeks after signing the contract
Assessment and mapping of existing educational materials	30.12.2026

Draft Methodology and structure	15.12.2026
Conduct the consultation workshop on structure	30.01.2026
Draft handbook on almond production, including agrotechnology, irrigation and fertigation in Georgian	30.03.2027
Draft handbook on blueberry production, including agrotechnology, irrigation and fertigation in Georgian	30.04.2027
Conduct the consultation meeting with students	30.04.2027
Design concept, graphic design and layout of the handbooks	30.05.2027
Final Handbooks in Georgian, including finalised content, proofreading, graphic design and print-ready layout	30.06.2027
Presentation of the handbooks to relevant stakeholders	30.07.2027
Final report (in English) summarising the activities undertaken, stakeholder engagement, feedback received and key outcomes of the assignment	10.08.2027

Period of assignment: from 01.12.2026 until 30.08.2027.

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 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).

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 in agricultural sciences, rural development, agricultural economics, environmental management, agri-business or related field
- Language (2.1.2): Native Georgian speaker (5 points); English C1 (5 points).
- General professional experience (2.1.3): 10 years of professional experience in agriculture, rural development, agricultural education, agri-business or related sector

- Specific professional experience (2.1.4): 5 years in coordinating assignments/projects related to agricultural production, agricultural extension, development of technical/educational materials, knowledge transfer or capacity development
- Leadership/management experience (2.1.5): 5 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 Georgia
- Development cooperation (DC) experience (2.1.7): 3 years of experience in DC projects

Key expert 1 – Agricultural knowledge and education expert

Tasks of key expert 1

- Assess existing educational and technical materials
- Develop the overall structure and content framework of the handbooks in cooperation with the technical experts.
- Facilitate consultations with the relevant sectoral stakeholders.
- Ensure the handbooks structure are appropriate for their users, are practical, accessible and easy to use
- Coordinate the testing of draft handbook content with a selected student group and incorporate relevant feedback.
- Contribute to the development of practical learning materials, tables, illustrations, exercises or other educational elements, where appropriate.
- Ensure consistency of terminology, educational approach and presentation across the two handbooks.

Qualifications of key expert 1

- Education/training (2.2.1): University degree in agricultural sciences, agricultural education, agronomy, rural development, agricultural economics, or a related field.
- Language (2.2.2): Native Georgian speaker
- General professional experience (2.2.3): 8 years of professional experience in agricultural education, extension, rural development or related fields.
- Specific professional experience (2.2.4): 4 years of experience in developing educational, training or knowledge-transfer materials in the field of agriculture.
- Regional experience (2.2.6): 3 years of professional experience in Georgia

Key expert 2 – Scientific and technical editor

Tasks of key expert 2

- Review and technically edit the draft handbooks to ensure scientific and technical accuracy, consistency and coherence.
- Consolidate and harmonise contributions provided by the different technical experts
- Review the handbooks for consistency in terminology, units of measurement, technical concepts, recommendations and references
- Conduct cross-reading of the two handbooks and identify inconsistencies, gaps and duplications.
- Coordinate the proofreading and final language editing of the Georgian versions.
- Review tables, figures, diagrams and other visual elements from a technical and editorial perspective

Qualifications of key expert 2

- Education/training (2.2.1): University degree in agricultural sciences, agronomy, horticulture, biology, environmental sciences, agricultural engineering or a related field.
- Language (2.2.2): Native Georgian Speaker
- General professional experience (2.2.3): 8 years of professional experience in agriculture, agricultural research, education, technical writing, editing or related fields.
- Specific professional experience (2.2.4): 4 years of experience in scientific/technical editing, preparation of agricultural publications, manuals, guidelines or educational materials.
- Regional experience (2.2.6): 3 years of professional experience in Georgia

Key expert 3 – Almond cultivation expert

Tasks of key expert 3

- Provide technical expertise for the development of the almond production handbook
- Develop content on almond production technologies, including site selection, orchard establishment, varieties and rootstocks, planting, pruning, pollination, nutrition, pest and disease management, harvesting and post-harvest practices.
- Develop practical recommendations on irrigation and fertigation for almond production under Georgian conditions.
- Assess the applicability of recommended production practices to the climatic, soil and production conditions of Georgia.
- Contribute to the identification and integration of climate-smart and climate-resilient almond production practices.
- Participate in the technical review, testing and finalisation of the handbook.

Qualifications of key expert 3

- Education/training (2.2.1): University degree in agronomy, horticulture, plant sciences, agricultural sciences or a related field
- Language (2.2.2): Native Georgian Speaker
- General professional experience (2.2.3): 6 years of professional experience in crop production, horticulture or related agricultural fields.
- Specific professional experience (2.2.4): 4 years of specific professional experience in almond production, including orchard establishment and management, crop nutrition, irrigation and/or fertigation.
- Regional experience (2.2.6): 3 years of experience in almond production or related agricultural projects in Georgia

Key expert 4 – Blueberry cultivation expert

Tasks of key expert 4

- Provide technical expertise for the development of the blueberry production handbook.
- Develop content on blueberry production technologies, including site selection, soil and substrate requirements, varieties, planting, orchard/plantation establishment, pruning, nutrition, pest and disease management, harvesting and post-harvest practices.

- Develop practical recommendations on irrigation and fertigation for blueberry production under Georgian conditions.
- Address key soil, water quality, pH, nutrient management and other production requirements relevant to blueberry cultivation.
- Assess the applicability of recommended production practices to the climatic and production conditions of Georgia.
- Contribute to the identification and integration of climate-smart and climate-resilient blueberry production practices.
- Participate in the technical review, testing and finalisation of the handbook.

Qualifications of key expert 4

- Education/training (2.2.1): University degree in agronomy, horticulture, plant sciences, agricultural sciences or a related field
- Language (2.2.2): Native Georgian Speaker
- General professional experience (2.2.3): 6 years of professional experience in crop production, horticulture or related agricultural fields.
- Specific professional experience (2.2.4): 4 years of specific professional experience in blueberry production, including plantation establishment and management, crop nutrition, irrigation and/or fertigation.
- Regional experience (2.2.6): 3 years of experience in blueberry production or related agricultural projects in Georgia

Short-term expert pool 1 with 2 members – Agribusiness expert and Administrative Assistant

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool 1

- Contribute practical information on the economic and business aspects of almond and blueberry production Identify and describe key cost categories and economic considerations related to establishing and operating almond and blueberry farms.
- Provide practical guidance on farm planning, input management, production costs, productivity and basic profitability considerations.
- Contribute information on market requirements, quality considerations and relevant value-chain aspects, where appropriate. Review the relevant sections of the handbooks and ensure consistency with the technical production recommendations.
- Integrate relevant climate and resource-efficiency considerations into the economic aspects of production.
- Provide administrative and logistical support for implementation of the assignment. Support coordination of meetings, workshops, consultations and presentations.
- Assist with scheduling, invitations, participant communication and preparation of meeting materials.
- Maintain relevant project documentation and records.
- Support communication between the contractor, GIZ, experts and stakeholders.
- Assist with formatting and compilation of deliverables; backstopping
- Provide other administrative support required for the smooth implementation of the assignment.

Qualifications of the short-term expert pool 1:

- Education/training (2.2.1): 1 expert with university degree in agricultural economics, economics, agri-business, business administration, rural development or a related field and 1 expert with the university degree or relevant professional qualification in administration, business administration, management, social sciences or a related field.
- Language (2.2.2): Native Georgian speaker (5 points); C1 level language proficiency in English language (5 points)
- General professional experience (2.2.3): 1 expert with 4 years of professional experience in agri-business, agricultural economics, farm management, value-chain development or related fields and 1 expert with 4 years of relevant professional experience in administrative, coordination or project support functions.
- Specific professional experience (2.2.4): 1 expert with 4 years of experience in economic/business analysis or development of business-oriented guidance for agricultural producers and 1 expert with 2 years of experience providing administrative and logistical support to projects, workshops, training or similar assignments.
- Regional experience (2.2.6): 3 years of professional experience in Georgia

Short-term expert pool 2 with 2 members – Graphic Design and editing Expert

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool 2:

- Develop the overall visual concept, graphic design and layout of the almond and blueberry handbooks based on the approved content structure.
- Design, edit and format tables, figures, charts, diagrams, infographics, illustrations, icons and other visual elements as required.
- Ensure clear and consistent presentation of technical information, e.g. appropriate typography, headings, numbering, captions, references, call-out boxes and other editorial elements.
- Ensure consistency of design and layout across both handbooks.
- Prepare final print-ready and digital versions of the handbooks.
- Provide editable source files of the final designed handbooks and relevant graphic elements.

Qualifications of the short-term expert pool 2:

- Education/training (2.6.1): 1 expert with university degree or professional qualification in graphic design, visual communication, communication design or a related field, 1 expert with university degree or professional qualification in editorial work e.g. structural or stylistic editing or a related field.
- Language (2.6.2): 2 native Georgian speaker experts
- General professional experience (2.6.3): 1 expert with 5 years of professional experience in graphic design, 1 expert with 5 years of professional experience in the publication design, editorial layout or desktop publishing sector
- Specific professional experience (2.6.4): 1 expert with 2 years of professional experience in designing technical, educational, agricultural knowledge products, preferably manuals,

handbooks or guidelines, 1 expert with 2 years of professional experience in editing Georgian manuals, handbooks, guidelines, educational materials or other technical publications.

- Regional experience (2.6.5): 2 experts with 3 years of experience in Georgia.

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

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

5. Costing requirements

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader	1	15	15	Overall project management, coordination with GIZ, personnel management
Key expert 1 – Agricultural knowledge and education expert	1	10	10	
Key expert 2 – Scientific and technical editor	1	10	10	
Key expert 3 – Almond cultivation expert	1	20	20	
Key expert 4 – Blueberry cultivation expert	1	20	20	
Short-term expert pool 1	2	10	20	Providing practical guidance on farm planning, input management, productivity and basic profitability considerations; administrative backstopping.

Short-term expert pool 2	2	6	12	Developing visual concept, graphic design and layout
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6. Inputs of GIZ or other actors

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

- Transportation on site with own project vehicle
- Logistics for workshops: venue, catering and accommodation (if needed).

7. Payment Schedule

- First interim payment up to 30% of total contract value after kick-off meeting in December 2026.
- Second interim payment of 30% of total contract value after draft handbooks are elaborated and delivered in May 2027.
- Final payment of 40% of total contract value after delivering final report in July 2027.

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 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. The CVs can also be submitted in English (language).

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.