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CALL FOR PROPOSAL

UNDP project: “Inception Phase of the Project - Strengthening the Climate Adaptation Capacities in Georgia” is soliciting a call for proposal for selection of a NGO or a Coalition of Organizations to facilitate elaboration of assessment report on Climate Change Adaptation (CCA) & Integrated Risk Management (IRM) practices in six municipalities of Adjara Autonomous Republic.

I. BACKGROUND INFORMATION

Due to the complex mountainous terrain and climate, Georgia is subject to both geological and hydro-meteorological natural hazards. Climate change studies have indicated that these hazards will increase in frequency, intensity and geographical spread over time and will have significant negative impacts on various sectors. Economic assessment of the impact of hydro meteorological hazards under climate change conditions shows that 1.7 Million people (40% of the population) including the most vulnerable communities in remote rural and densely populated urban areas are at risk from the main hazards.

Considering the above, UNDP Country Office in Georgia in close partnership and with financial support from the Swiss Agency for Development and Cooperation (SDC) is implementing the Inception Phase of the Project “Strengthening the Climate Adaptation Capacities in Georgia. The project will support enhancement of Georgia’s capacities, both on local and national levels, for reduction and management of climate change-induced hazard risks. The primary objective of the Inception Phase of the project, commenced in December 2017 and due to be finished in July 2018, is to collect the missing scientific, technical and statistical data necessary to inform and enrich existing capacities, gaps, challenges and set-up for disaster risk management and climate change adaptation in the country, both on national and local levels with comprehensive analytical information.

With this call for proposal under the ongoing Inception Phase, UNDP is commissioning an analysis of the Climate Change Adaptation (CCA) and Integrated Risk Management (IRM) Practices in Six Municipalities of the Adjara Autonomous Republic. Particularly, the study will provide analysis of climate change adaptation and disaster risk reduction practices that include climate change adaptation planning and implementation, multi-hazard risk management planning, municipal-level multi-hazard response and preparedness planning in six municipalities of Adjara Autonomous Republic.

Preparation of the document will require an intensive consultative process involving all key stakeholders, including autonomous and municipal governmental bodies in Adjara, local representatives from relevant emergency management services in Adjara, experts from the civil society, academic and scientific institutions, and most importantly the local communities. The report will be prepared both in English and Georgian. The findings will be presented to the stakeholders before its finalization.

II. OBJECTIVE OF THE CALL

Objective of the call is to facilitate development of assessment report on Climate Change Adaptation (CCA) & Integrated Risk Management (IRM) practices in Adjara Autonomous Republic municipalities.

III. SCOPE OF WORK

Following tasks should be undertaken by the service providing organization until the end of May 2018:

- Identify the relevant stakeholders from entity responsible for emergency management in Adjara autonomous and municipal/local governments, academia and civil society;
- Develop a detailed work schedule for development of the assignment and present to the stakeholders (SDC, UNDP, representatives from autonomous/municipal government of Adjara, representative from emergency management governing body, civil society and academia);
- Desk research of current practices for climate change adaptation planning, multi-hazard risk management planning, municipal-level multi-hazard response and preparedness planning in six municipalities of Adjara Autonomous Republic;
- Consultation meetings/interviews with relevant stakeholders both on autonomous and local levels;
- Drafting the findings based on the desk review and consultation/interviews, including any challenges, gaps, weaknesses identified and proposed ways to address these;
- Presentation of the preliminary findings to obtain feedback from the wide range of stakeholders (autonomous and local governments, SDC, UNDP and others) for the assessment report finalization.

The organization is expected to provide the following deliverables:

- Detailed schedule of works with identified activities to achieve objective of the assignment with timelines;
- Draft assessment report on CCA/IRM practices in Adjara's six municipalities based on the results of desk review and consultations/interviews;
- Final assessment report prepared after presentation of the findings to the stakeholders

IV. PRINCIPLES OF SELECTION OF QUALIFIED SERVICE PROVIDER AND CONTRACTUAL MODALITY

The selection of the qualified NGO or Coalitions will be performed according to the criteria listed below. The Micro Capital Grant Agreements (MCGA) will be signed with the selected NGO or a leading NGO of a coalition according to UNDP regulations.

Qualification criteria:

1. At least three (3) years of experience in the field of IRM, CCA, environment;
2. Experience in developing research and analytical reports;
3. Experience in creation of action plans and/or strategies;
4. Organizations working in Adjara AR are encouraged to submit the proposals and experience of working in the area will be considered as an asset;
5. Experience of implementing grant project of total value no less than USD 60,000 within last 3 years;
6. Good track record confirmed by at least 2 letters of references from the clients and/or donors supporting projects implemented at least within the last 3 years;
7. Good tax payment record;
8. Accessibility of staff qualified for conducting the research. The key personnel should comply to the following criteria:
 - Coordinator:
 - At least 5 years of working experience in any of following: disaster risk reduction, management, climate change adaptation, environment protection
 - good knowledge of Georgian IRM and CCA practices
 - Analytical expert(s):
 - Experience of developing research/assessment reports
 - At least 5 years of working experience in developing analytical papers

- Expert for community outreach
 - At least 3 years' experience in conducting community level surveys

Documents to be submitted:

- Official stamped letter of expression of interest for implementing the announced scope of work signed by a CEO of an organization;
- Grant Proposal Form filled and signed by the acting head of the applying NGO (please see the template attached) demonstrating:
 - The NGOs profile: the list of the projects implemented at least within last 5 years, indicating budgets, donors, clients and general description (not more than half a page for each project);
 - Detailed description of methodologies and activities;
 - Detailed implementation schedule;
 - Budget proposal;
 - Other information per the template grant proposal;
- CVs of the key personnel to be compliant to the requirements for key staff listed in the section 'Qualification Criteria' above;
- CVs demonstrating qualifications of other personnel engaged in the project;
- Tax Registration/Payment Certificate issued by the National Revenue Authority evidencing that the Proposer is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Proposer;
- At least 2 letters of references from the clients and or donors issued at least within the last 5 years;
- Detailed Bank Requisites;
- Written confirmation from each involved personnel that they are available for the duration of the contract;
- In case proposal is submitted by a coalition, package should include profiles and written confirmation of all organizations willing to participate in implementation.

SUBMISSION OF THE PACKAGE FOR DOCUMENTS FOR EXPRESSION OF INTEREST:

Please submit your proposals to the Project team electronically to eka.zedelashvili@undp.org copied to salome.lomadze@undp.org;

Deadline for the submission proposals was extended from **8 February to 15 February 2018 no later than 15:00 pm GEO time.**

UNDP will not consider any package of expression of interest that arrives after the deadline.