



## REQUEST FOR PROPOSAL (RFP)

UNDP Georgia Project Improving Rural Development in Georgia/ENPARD3	DATE: June 6, 2019 REFERENCE: 00101419
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Dear Sir / Madam:

We kindly request you to submit your Proposal for **providing support in strengthening the role of civil society in advocacy for sustainable and equitable rural development of Georgia.**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before 17:00 PM, Friday, June 21, 2019 via courier mail in sealed envelopes as described to the address below:

**United Nations Development Programme**

UN House 9, Eristavi St. Tbilisi, 0179, Georgia

***Nodar Kereselidze "Improving Rural Development in Georgia" National Project Manager***

[nodar.kereselidze@undp.org](mailto:nodar.kereselidze@undp.org)

Your Proposal must be expressed in English, and valid for a minimum period of 90 days

**A pre-proposal conference will be held on:**

Time: 16:00 PM

Date: 13 June 2019

Venue: IRDG Project Office, VII Floor, 14 Mtskheta Street. 0179 Tbilisi, Georgia

The UNDP focal point for the arrangement:

Ms. Liliana Gureshidze; E-mail: [liliana.gureshidze@undp.org](mailto:liliana.gureshidze@undp.org); Telephone: 577 343 341.

**The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder.** The outer envelopes shall:

**Bear the name and address of the bidder;**

**Be addressed to UNDP;**

**Bear a warning that states "Not to be opened before the time and date for proposal opening".**

If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Nodar Kereselidze  
National Project Manager  
6/06/2019

## Description of Requirements

Context of the Requirement	<p>Rural development has an important role to play in the sustainable development of Georgia. Evidence from the delivery of Rural Development Programmes in the EU confirms the role that rural development can play in terms of increasing the welfare of rural populations and reducing the economic imbalance between rural and urban areas. The rural potential to deliver innovative, inclusive and sustainable solutions for current and future societal challenges such as economic prosperity, food security, climate change, resource management, and social inclusion should also be better recognized. UNDP project “Improving Rural Development in Georgia” under EU-funded ENPARD has at its core a capacity building component one of the aims of which is to develop effective and inspiring advocates of rural development within the Civil Society Organizations.</p> <p>UNDP support within the framework of ENPARD 3 aims to ensure adoption of the best practices for the most effective and efficient way of delivering sustainable rural solutions. Local community involvement will be supported and widespread participation from community groups and CSOs in the rural development will be pursued and facilitated. The emphasis is placed on the European experience of supporting rural areas through fostering knowledge, innovations and bottom-up participatory processes leading to the delivery of sustainable rural development outcomes.</p>
Implementing Partner of UNDP	Inter-Agency Coordination Council for Rural Development of Georgia (IACC) Rural Development Council of Ajara AR
Brief Description of the Required Services	The overall objective of the technical assistance is to strengthen the capacity of civil society organizations to more effectively promote awareness, advocacy and activism in rural areas, and to support civil society's ability to engage with the national Inter-Agency Coordination Council for Rural Development of Georgia as well as local governments for shaping rural development policy and ensuring government accountability.
List and Description of Expected Outputs to be Delivered	For Detailed Description of Services Required and objectives refer to Annex 4 – Terms of Reference (ToR)
Person to Supervise the Work/Performance of the Service Provider	“Improving Rural Development in Georgia” National Project Manager “Improving Rural Development in Georgia” Capacity Development Adviser
Frequency of Reporting	<i>Bimonthly and upon deliverables, as per Annex 4 - TOR</i>
Progress Reporting Requirements	Bimonthly
Location of work	Georgia
Expected duration of work	Up to 130 calendar days after signing the Contract
Target start date	Mid-July 2019
Latest completion date	Mid-December 2019
Travels Expected	Please refer to Annex 4 – Terms of Reference (ToR), Scope of Work.
Special Security Requirements	<input checked="" type="checkbox"/> N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others N/A

Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <i>Refer to Annex 2 – Section C – Qualifications of Key Personnel.</i>			
Currency of Proposal	<input checked="" type="checkbox"/> <b>GEL</b>			
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted			
Payment Terms	Outputs	%	Timing	Condition for Payment Release
	Workshop agenda, draft materials for the workshop, logistics note for participants and implementation schedule submitted.	25	September 2019	Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	6 (six) rural development advocacy workshops implemented; workshop dossier (list of participants, contact data, relevant material and high-resolution photos from the workshops submitted.	25	October 2019	
	Synthesized report for use by the CSOs in their action and advocacy and for use by the national governments (with recommendations on rural development policy and state measures) submitted.	25	November 2019	
	Advocacy manual: “Influencing policies and budgets to enhance opportunities for rural communities” elaborated and agreed.	25	December 2019	
Person(s) to review/inspect/ approve completed services and authorize	“Improving Rural Development in Georgia” National Project Manager			

the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) respectively, where the minimum passing score of technical proposal is 70%.  <b>Detailed breakdown of points obtainable is provided in Technical Proposal Evaluation Form - Annex 5.</b>  <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is mandatory criteria and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Qualifications of the Service Provider 30 % <input checked="" type="checkbox"/> Methodology and Process, its Appropriateness to the Condition and Timeliness of the Implementation Schedule 30 % <input checked="" type="checkbox"/> Management Structure and Qualifications of Key Personnel 40 %  <b><u>Financial Proposal (30%)</u></b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.  If the offeror does not meet any of the minimum technical qualification criteria/requirements defined in the forms 1, 2, and 3 of the Technical Proposal Evaluation (presented below), it will be given score (0) zero and will be automatically disqualified and there is no more need for further evaluation of disqualified offeror.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One or only one Service Provider.
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> Technical Proposal Evaluation Form (Annex 5) <input checked="" type="checkbox"/> Financial Proposal Form (Annex 6)
Contact Person for Inquiries (Written inquiries in English only) <sup>1</sup>	Ivane Shamugia, "Improving Rural Development in Georgia", Capacity Development Adviser. E-mail: <a href="mailto:ivane.shamugia@undp.org">ivane.shamugia@undp.org</a>  Any delay in UNDP's response shall not be used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
Other Information [pls. specify]	N/A

<sup>1</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>2</sup>)*

Tbilisi, Georgia  
[insert: Date]

To: Nodar Kereselidze, "Improving Rural Development in Georgia" National Project Manager

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**A. Qualifications of the Service Provider**

*The Service Provider Organization must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Track Record indicating description of list of clients, contract scope, contract duration, contract value, contract references;
  - 1b. At least 5 years of a proven track record in promoting rural development and social inclusion **(minimum requirement)**;
  - 2b. Experience in strengthening CSO networking and promoting partnerships between the government and civil society will be a strong asset.
- c) Letters of recommendation;
  - 1c. 2 letters of recommendation from previous **similar** assignments as those required by this RFP **(minimum requirement)**;
- d) Business Licenses – Registration Papers, Tax Payment Certification issued by the Revenue Authority evidencing that the Proposer is updated with its tax payment obligations and certificate of No Debts towards budget **(minimum requirement)**;
- e) Financial Statements:
  - 1e. Bank letter evidencing financial turnover for the last 3 years. Minimum required annual turnover is USD 100,000 per year and a bank requisite **(minimum requirement)**;
- f) Quality Assurance Procedure **(minimum requirement)**;
- g) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or other UN Ineligibility List;
- h) If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the

<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between those that were undertaken together by the JV, Consortium or Association and those that were undertaken by the individual entities of the JV, Consortium or Association.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

## B. Proposed Methodology and Process for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

## C. Qualifications of Key Personnel

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services.
- b) CVs demonstrating qualifications:
  - (1) **Team Leader** with at least 5 years of project coordination and contribution in promoting community-based activism and advocacy (**minimum requirement**);  
Experience in facilitating events similar as those required by this RFP is an asset.
  - (2) **Expert 1 (SME Sector, Local Economic Development)** with at least 5 years of professional experience on SME sector and Local Economic Development (**minimum requirement**);
  - (3) **Expert 2 (Environment and Forestry)** with at least 5 years of professional experience specialized in Environmental Issues and Forestry (**minimum requirement**);
  - (4) **Expert 3 (Public Finance Management)** with at least 5 years of professional experience in Public Finance Management and Fiscal Governance in Georgia (**minimum requirement**);
  - (5) **Communications Assistant** with at least 5 years of experience in managing project communication and visibility activities in line with donor requirements (**minimum requirement**);
  - (6) One additional staff if deemed appropriate by the contractor to fulfill the requirements of the TOR.

**Written confirmation from each personnel that they are available  
for the entire duration of the contract.**

[Name and Signature of the Service Provider's Authorized Person]  
[Designation]  
[Date]

## ***General Terms and Conditions for Services***

### **1.0 LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

### **2.0 SOURCE OF INSTRUCTIONS:**

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

### **3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

### **4.0 ASSIGNMENT:**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

### **5.0 SUB-CONTRACTING:**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

### **6.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

### **7.0 INDEMNIFICATION:**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.



## **8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:**

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
  - 8.4.1** Name UNDP as additional insured;
  - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
  - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

## **9.0 ENCUMBRANCES/LIENS:**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

## **10.0 TITLE TO EQUIPMENT:**

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

## **11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

**12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

**13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

- 13.1** The recipient ("Recipient") of such information shall:
- 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
  - 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.
- 13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:
- 13.2.1** any other party with the Discloser's prior written consent; and,
  - 13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

**13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,  
**13.2.2.2** any entity over which the Party exercises effective managerial control; or,  
**13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

- 13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

#### **14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract.

#### **15.0 TERMINATION**

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

## **16.0 SETTLEMENT OF DISPUTES**

- 16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

## **17.0 PRIVILEGES AND IMMUNITIES:**

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

## **18.0 TAX EXEMPTION**

- 18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.
- 18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

## **19.0 CHILD LABOUR**

- 19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.
- 19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

## **20.0 MINES:**

- 20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.
- 20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

## **21.0 OBSERVANCE OF THE LAW:**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

## **22.0 SEXUAL EXPLOITATION:**

- 22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor

shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

**23.0 AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

### ***Terms of Reference (ToR)***

## **Strengthening the role of civil society in advocacy for sustainable and equitable rural development of Georgia**

### **1. Background**

Article 333 of the Association Agreement (Cooperation between EU and Georgia in the field of agriculture and rural development) provides with the clauses on ‘facilitating the mutual understanding of agricultural and rural development policies. Article 332 of the Association Agreement states that the “Parties shall cooperate to promote agricultural and rural development, in particular through progressive convergence of policies and legislation”. A National Rural Development Strategy elaboration process has been supported by FAO and UNDP and with UNDP’s support to Ajara Autonomous Republic of Georgia within the framework of EU supported ENPARD. Government of Georgia approved the first ever National Rural Development Strategy (Programme) in December 20016, which provided country’s vision for the coming years (2017-2020) in key areas of rural development – growth and diversification of local economies, improvement of social and public services, increase of employment and sustainable use of national resources. The strategy represents a new approach to rural development in Georgia grounded on the European Union practice and the EU Member State (MS) knowledge and experience in this field.

The adoption of the national strategy was followed by the establishment of an Inter-Agency Coordination Council (hereinafter referred to as IACC) for Rural Development which is led by the Ministry of Environmental Protection and Agriculture of Georgia. The Ajara Rural Development Strategy approved by the Government of Autonomous Republic (A.R.) was followed by the establishment of the Rural Development Council of Ajara (hereinafter referred to as RDC) which is led by the Ministry of Agriculture of Ajara A.R.

Both Councils coordinate the implementation of RDP and promote cooperation and coordination between and among its members. The membership of IACC and RDC involves representatives from various state agencies/line ministries, grouped under the 3 pillars of the Rural Development Strategy: economic, environment and social. Thematic Working Groups were established to contribute to advances in knowledge about rural development and enable the Strategy and respective Action Plans to become more effective in terms of delivering sustainable rural development outcomes.

The successful implementation of the rural development policy in Georgia requires technical support to national agencies and relevant frontline departments in increasing effectiveness, efficiency and performance of the RD policy/strengthening the strategic approach; ensuring better coordination and complementarity with other policy areas; enhancing RD policy potential to better address specific development needs of rural areas; making RD intervention logic more user friendly and supportive for beneficiaries; and facilitating the movement of labor out of agriculture to sectors with higher productivity. With the objective to support multi-stakeholder dialogue and cooperation among government and non-government actors, there is formal consultation process that seeks to take broad stakeholder voices in the delivery of Rural Development Strategy, however the stakeholder consultation procedures have not been formalized in detail, IACC still needs to shift from a suggested and loosely defined good practice to a well codified obligatory task, well integrated in the functioning of the public institutions involved in RD policy implementation. The formal mechanisms for CSO participation in the work of IACC still needs to be enhanced through a strengthened, more formalized structure for engagement. It is expected that participatory planning will continue to be used as a mechanism for civic activation and inclusive decision-making through the UNDP project “Improving Rural Development in Georgia” (IRDG) under EU-funded ENPARD 3.

In support for diversifying the rural economy and improving the quality of life in rural areas, the Georgian Government agreed to introduce, on a pilot basis, the LEADER model - that is operating successfully in the EU since 1991. Hence, since July 2015, eight pilot projects were launched in regions where agriculture by itself cannot become a sufficient source of income for the rural population, such as locations with little access

to markets. The European Union has recently launched a new rural development project in Akhmeta municipality. The project follows the earlier EU-supported rural development actions under ENPARD in Borjomi, Lagodekhi, Kazbegi, Dedoplistskaro, Tetrtskaro, Akhalkalaki, Keda and Khulo. This year, EU launches rural development projects in four new municipalities that include Akhmeta, Tsalka, Tskaltubo and Mestia. Furthermore, the Ministry of Agriculture of Ajara A.R. established 46 LEADER-type platforms known as AMAGs (the Union of Local Active Citizens). AMAGs in Ajara are considered as a good mechanism for local community engagement in identification of local needs which could contribute to elaboration of relevant policies and programmes at AR Governmental level. As only operational for 2 years AMAGs are still establishing their role and value.

These projects are implemented as a pilot measure aiming to introduce and adapt the LEADER model to the Georgian situation, with a view to add a rural development component to the ENPARD Programme in line with the declared intention of the Georgian Government to encourage non-farm rural enterprise development and merging the Agriculture and Rural Development Strategies. More importantly, these pilots are meant to assist the elaboration of a coherent approach and policy framework for rural development in Georgia. That said, sustainability prospects of the project results, namely of the adoption of the LEADER model in Georgia, remain weak as the introduction of the model is still at the early stages and is not financially supported by the government due to limitations of the budget, additionally, the public administration reform towards local self-government is progressing slowly. Hence, the financial sustainability of Georgian LEADER Groups, introduced with EU support, is not yet secured beyond the completion dates of all projects.

As these projects are pilots for implementing the LEADER approach in Georgia, it is crucial to embed the Georgian LEADER Groups into the network of initiatives and stakeholders involved in agriculture and rural development such as the Georgian Association of Local Action Groups (GALAG) and the Georgian Rural Development Network (GRDN). GRDN was launched with the aim to promote sustainable development of rural areas of Georgia by sharing, generating and advocating knowledge, ideas and dialogue for the benefit of rural communities of Georgia. GRDN is acknowledged by the ENPARD stakeholders, including Local Action Groups, AMAGs in Ajara A.R., Georgian Association of LAGs (GALAG), respective NGOs, the Ministry of Environmental Protection and Agriculture and the Ministry of Agriculture of Ajara A.R. This is confirmed by the Memorandum of Understanding (MoU) signed on 19 December 2018.

Out of ENPARD 3 funds, the LEADER model will be further promoted in Georgia as an effective mechanism to enhance rural development at municipality level. Concerning GRDN and GALAG and the sustainability aspects at macro level, the ongoing and future planned EU support is instrumental in assisting the Georgian Government in its endeavor to develop the institutional and human capacities for management of the rural development sector. Networks of this kind can be a powerful force for good in promoting the well-being of rural people. They can provide a unified focus to express the interests of rural communities, to connect with government and to influence the policies and actions of governments and other rural stakeholders.

UNDP support within the framework of ENPARD 3 aims to ensure adoption of the best practices for the most effective and efficient way of delivering sustainable rural solutions. Local community involvement will be supported and widespread participation from community groups and CSOs in the rural development will be pursued and facilitated. The emphasis is placed on the European experience of supporting rural areas through fostering knowledge, innovations and bottom-up participatory processes leading to the delivery of sustainable rural development outcomes. UNDP project "Improving Rural Development in Georgia" has at its core a capacity development component one of the aims of which is to develop effective and inspiring advocates of rural development within the Civil Society Organizations.

## **2. Scope of work**

The overall objective of the technical assistance is to strengthen the capacity of civil society organizations to more effectively promote awareness, advocacy and activism in rural areas, and to support civil society's ability to engage with the national Inter-Agency Coordination Council for Rural Development of Georgia as well as local governments for shaping rural development policy and ensuring government accountability.



Bottom-up pressure from CSOs and rural community activists combined with increased buy-in within the government itself can accelerate results.

Specifically, the workshops are aimed to enhance participants' capacity to mobilize and empower rural communities and engage with (local) government to create bottom-up pressure for the implementation of policies and a greater allocation of government budgets on priority issues that address the needs of rural areas. After the workshops, the local actors will be able to use the acquired knowledge and skills to influence and increase community involvement in two key government processes: 1) the government planning process and 2) the development of the annual budgets.

UNDP will not provide the venue, transportation, technical set-up and other logistical arrangements needed. The contractor shall include all respective costs into the financial proposal. Service provider personnel will be expected to prepare relevant material for events related to the scope of work, namely presentation slides, info-graphics, core messages and findings as well as presenting them during the IRDG Project events.

The Contractor will be expected to provide professional services through the following main activities:

1. Plan and implement 6 (six) rural development advocacy workshops for civil society representatives and community activists covering the following geographic areas:
  - a) Samtskhe-Javakheti Region (Municipality of Akhalkalaki);
  - b) Samtskhe-Javakheti Region (Municipality of Borjomi);
  - c) Kvemo Kartli Region (Municipality of Tetritskaro);
  - d) Mtskheta-Mtianeti (Municipality of Kazbegi)
  - e) Kakheti Region (Municipalities of Dedoplistskaro and Lagodekhi);
  - f) Autonomous Republic of Ajara (Municipalities of Keda and Khulo).
2. Conduct workshops no less than 1 day and for no more than 40 participants per each location inter alia with the objective to support the creation and strengthening of national rural civil organizations in those regions. The rural development advocacy workshops shall cover the following:
  - 2.1. Key conceptual and practical aspects of sustainable rural development, information on the policy environment for rural development in Georgia, a summary of key aspects and challenges in rural development in Georgia, and of Government policies and actions in the field;
  - 2.2. The activity of civil society organizations, local authorities, LEADER Groups, government agencies and donors. The role of civil society and the promotion of effective partnership between civil society and government for rural development;
  - 2.3. Examples of cooperation between civil society and governments shall be offered from within the EU;
  - 2.4. Discussion on how rural communities can be supported in pursuing their own well-being;
  - 2.5. Discussion on finding practical solutions which address participants' concerns, for example the role of cooperatives, diversification of farm and rural economies, agri-environment schemes, rural development via natural resource management, links between heritage and tourism, investment in infrastructure, support for young farmers, etc.
  - 2.6. Presentation related to the role of national networks in rural development, with examples from EU member states, Western Balkans and Black Sea countries. The aim of these presentation is to provoke thinking about the potential for such networking;

In addition, specific awareness activities will cover the appropriate mainstreaming of gender, youth and other special groups' needs and considerations.

In addition, the Contractor will be expected to provide services through the following activities:

3. Monitor results of the workshops by using knowledge evaluation forms;
4. Understand the aspects of central themes which participants' in each region saw as most significant, for example: well-being of small-farming communities, future of mountain communities, the role of cooperatives, enabling young people to stay in countryside, diversification of rural economies, links between heritage and tourism, dealing with high regional diversity, ethnic minorities, IDPs, etc.;

5. Collect offered examples of practical solutions to the needs of rural communities, including the role of cooperatives, land reform, management of mountain pastures, added-value enterprises such as wineries, tourism enterprises, other aspects of diversification of farm and rural economies, youth groups, investment in infrastructure, support for young farmers, etc.; These ideas shall be synthesized in each region into a report, for use by the CSOs in their action and advocacy on behalf of rural people;
6. Summarize and submit to UNDP participants' feedback report (with recommendations on rural development policy and state measures) for use by the national government;
7. Prepare an advocacy manual: "Influencing policies and budgets to enhance opportunities for rural communities", to guide civil society representatives in their future advocacy work. The lessons and experiences from the implemented workshops will be used to develop an Advocacy Manual. The manual aims to guide civil society representatives to advocate for rural development by influencing government policies and budgets to enhance opportunities for rural communities. Manual shall provide a set of guidelines and tools in the advocacy process on how to influence policies and budgets at the county and regional level through advocacy, including:

5.1. Identification of the problem / defining advocacy issues (for example a poorly designed and/or implemented policy that does not promote rural entrepreneurship or total absence of a policy that promotes rural entrepreneurship. The advocacy issues can come from different sources including views of community leaders on challenges and issues they encounter);

5.2. Setting goals and objectives;

5.3. Stakeholder mapping and power analysis;

5.4. Strategy development (this section shall describe organisational and resource implications of advocacy and include networking and alliances building as one of the major strategies for influencing policies, messaging and channels for communication);

5.5. Monitoring and evaluation of advocacy efforts;

5.6. Budget advocacy: the budget process and entry points for engagement (this section shall describe how government budgets are developed in Georgia at both the national and local levels and suggest entry points through which advocates can seek to influence government budgets);

5.7. Framework for advocacy plan and working with the media for budget advocacy;

5.8. Based on the content, develop a great-looking design of the manual in line with the EU communication and visibility guidelines designed to ensure that actions that are funded by the European Union (EU) under ENPARD incorporate information to raise the awareness of specific audiences of the reasons for the action and the EU support for the action in those regions, as well as the expected results of this support.

The contractor is free to propose changes or additional thematic areas with relevant justification. Any addition to the manual shall be agreed with UNDP IRDG Project.

### 3. Duration of work

The work should be finalized within 130 calendar days after signing the contract. The implementation period of the activities is Mid-July 2019 – Mid-December 2019.

### 4. Location of work

Georgia (Samtskhe-Javakheti, Kvemo Kartli, Mtskheta-Mtianeti, Kakheti, Ajara AR).

### 5. Deliverables

During the above-mentioned period, the contractor shall produce and complete the following deliverables:

	Deliverable	Timing
1	Workshop agenda, draft materials for the workshop, logistics note for participants and implementation schedule submitted.	September 2019

2	6 (six) rural development advocacy workshops implemented; workshop dossier (list of participants, contact data, relevant material and high-resolution photos from the workshops submitted.	October 2019
3	Synthesized report for use by the CSOs in their action and advocacy and for use by the national governments (with recommendations on rural development policy and state measures) submitted.	November 2019
4	Advocacy manual: "Influencing policies and budgets to enhance opportunities for rural communities" elaborated and agreed.	December 2019

Deliverables shall be submitted in Georgian. Bimonthly reports should be submitted only in English.

The Service Provider must provide names and qualifications of the key personnel that will perform the services as referenced in Annex 2 Section C.

Key Personnel		Period of Engagement
1	Team Leader	40 days
2	Expert 1 (SME Sector, Local Economic Development)	25 days
3	Expert 2 (Environment and Forestry)	25 days
4	Expert 3 (Public Finance Management)	30 days
5	Communications Assistant	25 days
	One additional staff if deemed appropriate by the contractor	

## 6. Eligibility Criteria

### **Evaluation and selection of the most responsive proposals**

Evaluation and selection of the most responsive proposals will be conducted through applying the Combined Scoring Method, using the 70% - 30% distribution for technical and financial proposals, respectively.

If the offeror does not meet any of the minimum technical qualification criteria/requirements defined in the forms 1, 2, and 3 of the Technical Proposal Evaluation (presented below), it will be given score (0) zero and will be automatically disqualified and there is no more need for further evaluation of disqualified offeror.

**Technical Proposal Evaluation Form**

<b>Summary of Technical Proposal Evaluation Forms</b>		<b>Score Weight</b>	<b>Points Obtainable</b>
1.	Qualifications of the Service Provider	30%	300
2.	Methodology and Process, its Appropriateness to the Condition and Timeliness of the Implementation Schedule	30%	300
3.	Management Structure and Key Personnel	40%	400
<b>Total</b>			<b>1000</b>

**If the offeror does not meet any of the minimum technical qualification criteria/requirements defined in the forms 1, 2, and 3 of the Technical Proposal Evaluation (presented below), it will be given score (0) zero and will be automatically disqualified and there is no more need for further evaluation of disqualified offeror.**

Technical Proposal Evaluation Form 1		Sub-score	Points obtainable
Qualifications of the Service Provider (Firm/Organization) and Financial Capacity			
1.1	<b>Financial stability</b>		<b>100</b>
	Certificate of no debts towards budget ( <b>minimum requirement</b> )	30 points	
	Bank letter for the last 3 years evidencing the annual turnover of the organization no less than USD 100,000.00 ( <b>USD 100,000.00 per year is a minimum requirement</b> )	40 points	
	Bank letter for the last 3 years evidencing the annual turnover of the organization more than USD 100,000.00 (10 points for every additional \$50,000.00, but no more than 30 points)	70 points	
1.2	<b>Reputation of the Organization</b>		<b>50</b>
	2 letters of recommendation from previous similar assignments as those required by this RFP ( <b>minimum requirement</b> )	30 points	
	More than two recommendation letters from previous similar assignments as those required by this RFP	50 points	
1.3	<b>Quality assurance procedures</b>		<b>50</b>
	Quality assurance procedures/management structure and reporting tools ( <b>minimum requirement</b> )	50 points	
1.4	<b>Relevance of Specialized Knowledge</b>		<b>100</b>
	At least 5 years of a proven track record in promoting rural development and social inclusion ( <b>minimum requirement</b> )	60 points	
	More than 5 years of a proven track record in promoting rural development and social inclusion (10 points for every additional 1 year, but no more than 20 points)	80 points	
	Experience in strengthening CSO networking and promoting partnerships between the government and civil society will be a strong asset.	20 points	
	<b>Total for the Expertise of Firm / Organization</b>		<b>300</b>

Technical Proposal Evaluation Form 2		Sub-score	Points Obtainable
Proposed Methodology and Implementation Schedule			
2.1	To what degree does the Proposer understand the task?		<b>20</b>
	Fair understanding of the task ( <b>minimum requirement</b> )	10 points	
	Full understanding of the task	20 points	
2.2	Have the important aspects of the task been addressed in sufficient detail?		<b>30</b>
	Addressed in fairly sufficient details ( <b>minimum requirement</b> )	20 points	
	Addressed in sufficient details	30 points	
2.3	Is the methodological framework proposed appropriate for the task?		<b>50</b>
	Fairly adopted ( <b>minimum requirement</b> )	40 points	
	Completely adopted	50 points	
2.4	Is the scope of task well defined and does it correspond to the TOR?		<b>100</b>
	Fairly corresponds ( <b>minimum requirement</b> )	70 points	
	Completely corresponds	100 points	
2.5	Is the proposal clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?		<b>100</b>
	Fairly clear proposal with some element of logical and realistic planning, including a work plan ( <b>minimum requirement</b> )	70 points	
	Clear proposal with sound, logical and realistic planning, incl. work plan	100 points	
	<b>Total of Methodology and Implementation Schedule</b>		<b>300</b>

Technical Proposal Evaluation Form 3		Sub-Score	Points Obtainable
<b>Management Structure and Key Personnel</b>			
3.1	<b>Team Leader</b>		<b>100</b>
	Qualification		
	At least 5 years of project coordination and contribution in promoting community-based activism and advocacy ( <b>minimum requirement</b> )	60 points	
	More than 5 years of project coordination and contribution in promoting community-based activism and advocacy (10 points for every additional 1 year, but no more than 20 points)	80 points	
	Experience in facilitating events similar as those required by this RFP is an asset	20 points	
3.2	<b>Expert 1 (SME Sector, Local Economic Development)</b>		<b>80</b>
	Qualification		
	At least 5 years of professional experience on SME sector and Local Economic Development ( <b>minimum requirement</b> )	60 points	
	More than 5 years of professional experience on SME sector and Local economic Development (10 points for every additional 1 year, but no more than 20 points)	80 points	
3.3	<b>Expert 2 (Environment and Forestry)</b>		<b>80</b>
	Qualification		
	At least 5 years of professional experience specialized in Environmental Issues and Forestry ( <b>minimum requirement</b> )	60 points	
	More than 5 years of professional experience specialized in Environmental Issues and Forestry (10 points for every additional 1 year, but no more than 20 points)	80 points	
3.4	<b>Expert 3 (Public Finance Management)</b>		<b>80</b>
	Qualification		
	At least 5 years of professional experience in Public Finance Management and Fiscal Governance in Georgia ( <b>minimum requirement</b> )	60 points	
	More than 5 years of professional experience in Public Finance Management and Fiscal Governance in Georgia (10 points for every additional 1 year, but no more than 20 points)	80 points	
3.5	<b>Communications Assistant</b>		<b>60</b>
	Qualification		
	At least 5 years of experience in managing project communication and visibility activities in line with donor requirements ( <b>minimum requirement</b> )	40 points	
	More than 5 years of experience in managing project communication and visibility activities in line with donor requirements (10 points for every additional 1 year, but no more than 20 points)	60 points	
	<b>Total for the Management Structure and Key Personnel</b>		<b>400</b>

### **Financial Proposal Form**

The Proposer is required to prepare the Financial Proposal in a password protected PDF file separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items should be listed separately.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

#### **D. Cost Breakdown per Deliverables\***

	Deliverables [as referred to in the TOR]	Percentage of Total Price (Weight for payment)	Price in <b>GEL</b> (Lump Sum, All Inclusive)
1	Workshop agenda, draft materials for the workshop, logistics note for participants and implementation schedule submitted.	25%	
2	6 (six) rural development advocacy workshops implemented; workshop dossier (list of participants, contact data, relevant material and high-resolution photos from the workshops submitted.	25%	
3	Synthesized report for use by the CSOs in their action and advocacy and for use by the national governments (with recommendations on rural development policy and state measures) submitted.	25%	
4	Advocacy manual: "Influencing policies and budgets to enhance opportunities for rural communities" elaborated and agreed.	25%	
	<b>Total</b>	<b>100%</b>	

*\*Basis for payment tranches*

#### **E. Cost Breakdown by Cost Component:**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Description of Activity	Fee	Period of engagement (days*)	Number of people	Total in <b>GEL</b>
<b>I. Personnel</b>				
Team Leader		40 days	1	
Expert 1 (SME Sector, Local Economic Development)		25 days	1	
Expert 2 (Environment and Forestry)		25 days	1	
Expert 3 (Public Finance Management)		30 days	1	
Communications Assistant		25 days	1	
One additional staff if deemed appropriate by the contractor to fulfill the requirements of the TOR**			0-1	
<b>Subtotal</b>				



<b>II. Other Related Costs***, such as</b>				
Transportation of participants			40 (max)	
Transportation of personnel			6 (max)	
Per diem/accommodation of participants				
Per diem/accommodation of personnel				
Venue rental costs per workshop day		6 days		
Catering services per workshop day		6 days		
Sound equipment rental costs per workshop day		6 days		
Stationary per workshop day		6 days		
Design costs for the manual				
Other related costs please specify				
Subtotal				
Total				

Note:

\*UNDP strongly recommends companies to use days where possible as a primary unit of time when providing respective calculations under the Cost Breakdown.

\*\*If the prospective bidder will provide additional technical and administrative staff and other related costs it can be subject to review and approval from UNDP side.

\*\*\*Under other related costs companies shall include detailed list of all costs associated with implementation of the tasks and deliverables, each cost shall be justified and clearly calculated. Other related costs can be subject to UNDP review and if applicable consideration for exclusion similar to the existing note about additional staff.