



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: July 24, 2015
	REFERENCE: Expansion and Improved Management Effectiveness of the Adjara Region's Protected Areas (Project ID: #00088000)

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Provision of Services for Community Profiling and Participatory Development Planning of Settlements within the Support Zone Areas of Forest Protected Areas in Adjara Region.**

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

Proposals in sealed and stamped envelopes may be submitted on or before **17:00(GMT +4) Monday, August 17, 2015** via courier mail to the address below:

United Nations Development Programme
UN House, 9 Eristavi Street Tbilisi 0179, Georgia
Contact person: Mr. Irakli Goradze
E-mail: irakli.goradze@undp.org
Mob: 577 454 882

Box at the entrance of UN House marked as:
Provision of Services for Community Profiling and Participatory Development Planning of Settlements within the Support Zone Areas of Forest Protected Areas in Adjara Region

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

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/procurement/protest.shtml>.

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

Thank you and we look forward to receiving your Proposal.



Sincerely yours,

Irakli Goradze
Project Manager
7/24/2015

Description of Requirements

Context of the Requirement	Provision of Services for Community Profiling and Participatory Development Planning of Settlements within the Support Zone Areas of Forest Protected Areas in Adjara Region										
Implementing Partner of UNDP	LEPL- Agency of Protected Areas of Georgia										
Brief Description of the Required Services ¹	<p>Provision of Services for Community Profiling and Participatory Development Planning of Settlements within the Support Zone Areas of Forest Protected Areas in Adjara Region. Service provider is sought to produce three main outputs:</p> <ol style="list-style-type: none"> 1. A baseline assessment of the socio-economic conditions in support zone communities around Mtirala NP and KintrishiPAs. 2. An in depth baseline assessment of the socio-economic conditions in the support zone area of the newly established Machakhela NP. 3. A plan of action for the UNDP / GEF project and NP Administrations to a). Support relevant community mobilization and development that brings benefits to both the NPs and communities, b). Establishes an effective means / mechanisms for interaction and coordination between communities in support zones and NP Administrations. 										
List and Description of Expected Outputs to be Delivered	Provision of Services for Community Profiling and Participatory Development Planning of Settlement within the Support Zone Areas of Forest Protected Areas in Adjara Region in accordance with the Terms of Reference provided in Annex 4.										
Person to Supervise the Work/Performance of the Service Provider	UNDP Adjara PAs Project Manager and Project expert- Technical Advisor for Community Involvement;										
Frequency of Reporting	Upon submission of each deliverables (1,2,3,4)										
Progress Reporting Requirements	Written Progress Report according to ToR upon presenting each deliverables of Annex # 4.										
Location of work	<input checked="" type="checkbox"/> Support zone/adjacent villages of Machakhela, Kintrishi and Mtirala Protected Areas (Adjara Autonomous Republic)										
Expected duration of work	8 months										
Target start date	September 2015										
Latest completion date	April 2016										
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>Target Date/s</th> </tr> </thead> <tbody> <tr> <td>Ajara 'Support zones of Machakhela, Kintrishi,Mtirala Protected Areas</td> <td>As required</td> <td>Work with community; Meetings with self-governance bodies; Presentation of results of study;</td> <td>As required</td> </tr> </tbody> </table>			Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Ajara 'Support zones of Machakhela, Kintrishi,Mtirala Protected Areas	As required	Work with community; Meetings with self-governance bodies; Presentation of results of study;	As required
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Special Security Requirements	Not Applicable																								
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not applicable																								
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																								
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (Payment for local company/Vendor will be made in Georgian Lari (GEL) according to the UN Exchange rate at the time of payment.)																								
Value Added Tax on Price Proposal ²	<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																								
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² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<ol style="list-style-type: none"> 1. Project Technical Advisor for Community Involvement (Review/Inspect of the outputs and completed services); 2. Adjara PAs Project Manager (Approve outputs/completed services and authorize disbursement)
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) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a 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	<p>Technical Proposal (70%) 700</p> <input checked="" type="checkbox"/> Expertise of the Firm 15% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 35% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20% <p>Financial Proposal (30%)300</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>Total maximum of obtainable points: 1000</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP	<input checked="" type="checkbox"/> Description of Requirements(Annex 1); <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 Terms of Reference -(Annex 4); <input checked="" type="checkbox"/> Evaluation Matrix (Annex 5); <input checked="" type="checkbox"/> Company Qualification record-List of Performed Projects. (Please see the form in Annex 6) <input checked="" type="checkbox"/> Delivery Schedule Form (Annex 7)
Contact person for inquiries	<p>Mr. Irakli Goradze - Expansion and Improved Management Effectiveness of the Adjara Region's Protected Areas Project Manager Irakli.goradze@undp.org Cell: 577 454 882 Office : (995 422) 27 39 44 Any delay in UNDP response shall be not 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.</p>
Other information	Bidder must submit fully filled Form for Submission of Proposal (Annex 2 of given RFP) via sealed envelope as required

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[insert: Location].

[insert: Date]

To: **Mr.Irakli Goradze**

Dear Sir,

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated 7/24/2015 , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. **Qualifications of the Service Provider**

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

- *Profile – describing the nature of business, field of expertise, (licenses, certifications, accreditations **if any**)*
- *Business Licenses – An Extract from the National Agency of Public Registry; Reference from respective Revenue Service on no debt towards the budget; Detailed Bank Requisites.*
- ***Track Record** - The list of performed projects including description of works , name of the employer, contract amount, period of project implementation ; employer's contact person (Please see sample form in Annex 6)-*

Minimum 5 years previous experience in:

- *Community profiling and participatory development planning of rural areas **(Minimum Requirement)***
- *Baseline assessment of socio –economic conditions of rural communities. **(Minimum Requirement)***
- *Identifying community priorities and community mobilization in protected Areas context- **(Minimum Requirement)**.*

⁴ *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

B. Proposed Methodology 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

Names and qualifications of the key personnel that will perform the services indicating who Team Leader is, who are supporting-Particularly:

Team Leader/Senior Expert

- *A minimum of 8 years of relevant experience in community socio-economic assessment and mobilization (Min.Requirement)*
- *At least 5 years' experience /proven record of supporting communities to identify priorities and support needs, and identifying/implementing actions to address them.(Min.Requirement)*
- *At least 2 years' experience /proven record of undertaking participatory planning with rural communities, preferably in the context of Protected Areas.(Min.Requirement)*

At Least 2 key experts

- *At least 3 years of experience in conducting assessment of the socio-economic conditions of rural Communities in Georgia ,identifying of community priorities and community mobilization.(Min. Requirement)*
- *CVs demonstrating qualification of Team Leader/Senior Expert and Key Experts must be submitted.*
- *Written confirmation of each personnel that they are available for the entire duration of the contract is a must.*

Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Detailed methodology, division of roles and responsibilities among experts and implementation plan	10%	
2	General Baseline Description of Communities in the Support Zones of Achara Forest PA's Kintrishi and Mtirala SZ Community Profiles	25%	
3	1 st report containing: -In-depth Assessment of Communities in Machakhela NP Support Zone -Community long term development "visions" -Recommendations on effective mechanisms for community / municipal government / PA Administration cooperation and coordination -Priority community level support needs, and methods / approaches for addressing them in Machakhela SZ area	40%	
4	Practical Plan of Action for UNDP GEF project and PA Administrations to support relevant community development in Support Zones and effectively interact and coordinate with Pa Administrations.	25%	
5	Total sum (Lump sum, all inclusive)	100%	

**This shall be the basis of the payment tranches*

D. Cost Breakdown by Cost Component:

Description of Activity	Remuneration per Day	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Team Leader				
a. Expert 1				
b. Expert 2				
c. Other Team Members....				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
other				
III. Other Related Costs				

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

[Designation]

[Date]

Annex 3

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 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

Community Profiling and Participatory Development Planning of Settlements within the Support Zone Areas of Forest Protected Areas in Adjara Region.

1. Background Information

1.1. General Information about the Project. The project “Expansion and Improved Management Effectiveness of the Achara Region’s Protected Areas” is designed to enhance the management effectiveness, bio-geographical coverage and connectivity of Protected Areas of the Achara Autonomous Republic of Georgia in order to better conserve the globally unique Colchic Forests (temperate rainforest).

The project will support the government to bring about the functional operation of the recently gazetted Machakhela National Park which will form the last link in a chain of 4 protected area units established to conserve the Colchic forests of the region (i.e. Kintrishi, Mtirala and Machakhela in Georgia and Jamili in Turkey).

It will further support the Agency for Protected Areas (APA), the national management unit of PA system of Georgia and the targeted PA Administrations to improve financial planning, better integrate local communities into protected areas management and build capacity for applying, adaptable and participatory approaches most likely to achieve long term conservation and sustainable local rural livelihoods.

1.2. Geographical coverage of the Project.

Georgia, in its entirety (69,500km²), forms part of the Caucasus Eco-region (covering 12%), and harbors a representative sample of its biodiversity endowment. It is located on the isthmus between the Black and Caspian Seas. The country has a diverse landscape and climate: West Georgia is characterized by a relatively humid subtropical climate while East Georgia has a drier, moderately humid climate.

Within Georgia, and indeed the Eco-region as a whole, the Achara region is of particularly high conservation significance. The region covers an area of 2,900 km² covering 0.5% and 4.2% of the total area of the Caucasus Eco-region and Georgia respectively. Achara is located on the south-eastern coast of the Black Sea and lies at the northern edge of the Lesser Caucasus Mountain Range. The area forms part of an important priority conservation area in the Caucasus Eco-region (West Lesser Caucasus Priority Conservation Area) that stretches into Turkey. The area is of biodiversity importance because of the humid Pliocene flora refugium, high proportion of narrow-ranged (local endemic) plants (including two rhododendron and other evergreen shrubs and trees), high percentage of endemics among fish, amphibians, lizards and small animals; endemic snails and beetles; and as a well-known bottle-neck for migratory birds. Colchic Forests (temperate rainforest) dominate in Achara with 67% of the landmass covered by such forests.

The region of Achara is an autonomous Republic within Georgia and has its own local Parliament and legislative system. Today, Achara is the fast-growing tourist region. Locals and foreigners are attracted by the beautiful nature of Ajara, its rich culture, history and hospitality of local people. The proximity of the sea and mountains creates good opportunities for the development of different types of tourism. The tourist staying in the coastal part of the region need only 30 minutes to get to the mountainous part of Ajara to swim in one of local rivers or waterfalls, see its wildlife and visit the locals’ house.

1.3. Protected Areas System and Management in Georgia. The first protected area of the modern era was Lagodekhi State Reserve in 1912, which was also the first such reserve in the whole Caucasus region. The first protected areas in the Achara region were the Kintrishi and Tsiskara State Reserves created during the Soviet era in 1969. The period following the Soviet Union collapse and the early period of independence were marked by significant economic and political instability, which negatively impacted the financing and management capacity of the PA system. However, in the last 15 years, and particularly the last 7 years, Georgia has made steady and very significant efforts to re-establish, reform, expand and bring into line with international norms its PA system. The NBSAP (1996) identified the PA system as a key element of biodiversity conservation efforts in Georgia and the new Protected Areas Law (1996) brought about a radical redefinition of its components in conformity with IUCN recommended PA

categories and management priorities.

The Legal Entity of Public Law (LEPL) Agency for Protected Areas (APA), was created within the Ministry of Environment and Natural Resources Protection in 2008 which became responsible for management of the majority of nationally significant PAs. APA has been extremely successful at advocating the expansion and financing of the PA estate, particularly within the context of the national tourism development objectives. Thus the total PA coverage has increased from approximately 2.6% of the country at independence to a total approximately 7.3% currently, and state financing almost doubled between 2007 and 2012 (USD 1.3 million to 2.1 million). This has been accompanied by over USD 13.5 million in donor assistance over the past 6 years.

Currently management of the protected areas system is highly centralized with individual PA administrations having limited management flexibility (including financial management). Currently, all generated revenue is returned to the APA budget and then redistributed to PAs as APA deems appropriate. Though this approach is justified in terms of ensuring those PAs with less income generating opportunities, but equal or higher conservation values, are supported, it does remove incentives of PA managers to effectively pursue the income generating options available.

1.4. Increasing role and participation of “Support zone” communities in Protected Areas Management and increasing their incentives and benefits to support PA Administrations.

The UNDP / GEF Project document identified a need to enhance the level of public participation and bring about the greater involvement of local populations in the management of PAs in Adjara.

Though this entails a greater complexity of planning and institutions, it is generally accepted from international experience to be important in reducing long term threats to biodiversity and for improving sustainability of the PAs.

Appropriate co-management approaches can bring gains, not just in terms of greater support and reduced threats, but also in terms of cost effectiveness of management (i.e. through reduced enforcement needs and delegation of management tasks and investments). However, historically such approaches have limited precedent in Georgia and at this stage in the evolution of the national PA system only initial steps in this direction have been attempted.

The task of the project is to test and demonstrate approaches, based on existing national and international experience that will both enhance the benefits local communities gain from PAs (thus increasing their support for them and reducing threats) and increase the effective interaction and coordination of PA administrations and local populations in order to meet mutually beneficial aims.

1.5. Geographical Scope and Focus of Work

The geographical scope of the contract is the 3 support zone areas around Kintrishi, Mtirala and Machakhela PAs (as defined by previous WWF study and work being undertaken by the UNDP / GEF Project).

However, the bulk of the work will focus on the Support Zone of Machakhela NP as this is an NP currently undergoing full functional establishment. The contractor is expected to undertake in-depth sampling and data collection in these communities, **while in Mtirala and Kintrishi the focus is on collation of existing data and undertaking of field work only to fill gaps in existing data if significant gaps are identified.**

In addition, work around Kintrish PAs will be limited as KfW project is already active in these areas and much of the data should be derivable from them.

1.6. Coordination and integration with existing ongoing activities of the project by other contractors and consultants.

There are a number of other ongoing activities that have relevance to this contract and visa versa. These include:

- Machakhela NP boundary demarcation
- Resource Use inventory (baseline study) and zonation for Machakhela NP

- Ajara PA system Tourism strategy and tourism planning for 3 target PAs
- Ecosystem service valuation of Ajara PA system
- Fuelwood Assessment

The contractor is expected to liaise closely with the other contractors / consultants working with the project. In particular it is expected to benefit from mapping and data base materials derived from the boundary demarcation and resource use contractors and should also contribute relevant data to the GIS data bases being developed by the latter.

The contractor is also expected to liaise and be familiar with the work and activities of project partners, Particularly the KfW financed activities in and around Kintrishi PA and EU supported Management Planning activities at Mtirala NP.

2. Overall Objectives of services:

2.1. The overall objective of the service is to help the project identify the practical approaches and mechanisms by which to increase the role of local communities in the management of Ajara Forest Protected areas in a way that minimizes the costs to local communities of such PAs and maximizes the long term sustainable development benefits.

The contractor is sought to produce **three main outputs:**

1. A baseline assessment of the socio-economic conditions in support zone communities around Mtirala NP and Kintrishi PAs, identification of community priorities and the role the PAs can play, and mechanisms / approaches of increasing community cohesion and representation in the NP management
2. An in depth baseline assessment of the same issues in the support zone area of the newly established Machakhela NP.
3. A plan of action for the UNDP / GEF project and NP Administrations to a). support relevant community mobilization and development that brings benefits to both the NPs and communities, b). establishes an effective means / mechanisms for interaction and coordination between communities in support zones and NP Administrations

More precisely the contractor, using qualified and competent experts, will be required to:

A. Prepared a general baseline description of Support zone communities and context:

1. General description of communities in Machakhela support zone, and in Mtirala and Kintrishi support zones
2. Provide historical context of these communities and their relationship to areas now designated as PAs (including impact that creation of PAs had on their location / land use/ livelihoods).
3. Review and describe the existing land use planning context (legal designations, existing planning policies or plans, etc).

Estimated effort (as proportion of overall contract, only indicative): 5%

B. Prepare a specific “profile” of communities in Mtirala and Kintrishi Support zones based on existing information and limited field work: For each community describe -

1. Review of existing studies or materials on socio-economic or rural development situation in SZ of target NPs.
2. Location, geographical and land use, population, number households, age and gender structure, etc.
3. Infrastructure and state institutions (schools, local authority offices, etc.),
4. Main economic activities and average employment (what jobs where),

5. Description of local governance and community decision making process (both formal and informal), any existing cooperative structures (associations, cooperatives, interest groups, clubs, etc),
6. Brief review of past and current support and assistance provided to these communities by outside agencies (PA or other related donors).
7. Identify major gaps in existing data on communities and livelihood / socio-economics,
8. Undertake targeted research to fill gaps if necessary,
9. Prepare basic community profiles for Mtirala and Kintrishi SZ areas.

Estimated effort: 5%

C. In -depth Socio-economic and resource use profile of specific communities in Machakhella NP support zone: estimates (based on sampling within each community) of:

1. average household incomes,
2. sources of these incomes (jobs outside valley, activities inside valley, pensions, etc.),
3. Household budgets (what income is spent on as % - food, fuel, cloths, etc.),
4. Importance of natural resources in livelihoods / household budgets, based on above (i.e. fuel wood, income from agriculture, NTFPs such as honey, etc.),
5. assessment of actual or potential impact of NP creation on existing incomes and livelihoods

Estimated effort: 35%

D. Increased consensus and understanding in communities in Machakhela and Mtirala NPs SZ's of their long term development opportunities and priorities, and role PA might play in achieving them:

1. Instigate community / sub community level meetings and discussions in the SZ areas of Machakhela and Mitirala NPs to review with them the conclusions of studies and to undertake participatory “scenario” planning – I.e. support communities to discuss and identify agreed development priorities and long term “vision” for their communities, and part that PA can play in reaching this vision,
2. Document resulting conclusions into brief and simple community development plans.

Estimated effort: 10%

E. Identifying concrete mechanisms for increasing the practical cooperation / coordination of communities in the Mtirala and Machakhela SZ Areas with PA Administrations (on issues of mutual interest or concern: cooperation - on issues such as damage from wildlife, fuelwood, bee keeping, other use of natural resources, tourism, monitoring, appropriate development planning, etc.).

1. Review the existing formal and informal cooperative and governance structures (based on the previous studies and communications with communities in the SZ areas) and identify their potential roles in coordination and collaboration with the PA Administrations.
2. Make recommendations on the best options for establishing meaningful and effective means of coordination and collaboration between the PA Administrations and communities.

Estimated effort: 10%

F. Identifying specific community level development issues and household level livelihood issues in Machakhela SZ that project can seek to address which have direct or indirect benefits for PA objectives:

1. Identification of community level development priorities (based on systematic participatory consultation undertaken in previous activities) such as infrastructure or other priorities,
2. Identification of options and priorities for enhancing existing livelihoods or reducing household budget costs,
3. Shortlisting of potential “projects” for support based on priority, viability and conformity to NP objectives,

4. Identification of practical methods or approaches (such as FPA) for the project and NP Administration to support the shortlisted “projects”;
5. Development of short project proposals in collaboration with UNDP / GEF project for providing practical support to SZ communities.

Estimated effort: 20%

G. Providing a practical Plan of Actions for the UNDP / GEF project (to be worked out jointly) of how to:

1. Establish PA / local population communication/coordination / cooperation structure/s ,
2. Undertake support to these structures to start operating in a way that is meaningful and sustainable.
3. Practically support relevant sustainable livelihood / development issues prioritized by communities of Mtirala and Machakhela which have benefits for the PAs in the long term

Estimated effort: 15%

2.2. Outputs of assignment. As the result of undertaking this assignment the following outputs will be produced:

- General Baseline Description of Communities in the Support Zones of Achara Forest PA’s (Tasks A).
- Overall basic profile of Communities in each of the 3 target PA SZ areas (Task B)
- In-depth Assessment of Communities in Machakhela NP Support Zone (Task C)
- Long term development “vision “ of communities around Machakhela and Mtirala NPs (D)
- Recommendations on effective mechanisms for community / municipal government / PA Administration cooperation and coordination (Task E)
- Priority community level support needs, and methods / approaches for addressing them in Machakela SZ area (Task F)
- Practical Plan of Action for UNDP GEF project and PA Administrations to support relevant community development in Support Zones and to increase effectiveness of their interaction and coordination with PA Administrations (Task G)

The contractor is expected to provide a detailed breakdown of how they expect to deliver these outputs as part of their technical proposal.

4. List of deliverables and timetable for submission

At the end of this exercise the following concrete deliverables will be submitted in Georgian and English languages. The schedule of payment will be in accordance with the timetable noted below:

	Deliverables	Schedule	Payment
1	Detailed methodology, division of roles and responsibilities among experts and implementation plan	September 2015	10%
2	General Baseline Description of Communities in the Support Zones of Achara Forest PA’s Kintrishi and Mtirala SZ Community Profiles	October 2015	25%
3	1 st report containing: <ul style="list-style-type: none"> • In-depth Assessment of Communities in Machakhela NP Support Zone • Community long term development “visions” 	December 2015	40%

	<ul style="list-style-type: none"> • Recommendations on effective mechanisms for community / municipal government / PA Administration cooperation and coordination • Priority community level support needs, and methods / approaches for addressing them in Machakela SZ area 		
4	Practical Plan of Action for UNDP GEF project and PA Administrations to support relevant community development in Support Zones and effectively interact and coordinate with Pa Administrations.	April 2016	25%

The payment will be made to the contractor at each payment schedule, upon technical clearance from project technical team and approval of the satisfactory submission of results from project manager.

5. Duration of the assignment:

The assignment should be carried out during the period from September 2015 to April 2016 - for deliverables 1, 2 and 3 should be received within 2015, and deliverable 4 in 2nd Quarter 2016.

6. Supervision and reporting:

The contractor will report to the Adjara PAs Project Manager and be under the direct technical supervision of the NTAC and overall technical supervision of the Chief Technical Advisor (CTA) of Adjara PAs project.

7. Contractor Team Composition

It is expected that contractor team will compose not less than:

- One Senior Expert / Team Leader
- At least 2 expert(s)

The Senior Expert / Team leader is expected to provide overall management of the contract in order to ensure quality and timeliness of expected products.

The expert(s) will ensure the contract deliverables are in accordance with local reality and needs, will lead data collection at a local level, conduct regular communication and consultation with local stakeholders, among them local people (PA Administrations and local municipality and local community in areas around target Pas). The experts will plan, design and report on assignment together with specific roles and responsibilities being assigned to each individual consultant.

8. Qualification requirement

Profile of the potential **firm** shall demonstrate:

Minimum 5 years previous experience in:

- *Community profiling and participatory development planning of rural areas*
- *Baseline assessment of socio –economic conditions of rural communities.*
- *Identifying community priorities and community mobilization in protected Areas context.*

The competencies of the **Team Leader** shall include strong background in participatory development planning with rural communities, preferably in the context of protected areas. The **Experts** will have a strong background in undertaking socio-economic assessments of rural communities, identification of community priorities and community mobilization.

Senior expert / team leader

Experience:

- A minimum of 8 years' of relevant experience in community socio-economic assessment and mobilization.
- At least 5 years' experience/proven record of supporting communities to identify priorities and support needs, and identifying / implementing actions to address them.
- At least 2 year experience/proven record of undertaking participatory planning with rural communities, preferably in the context of Protected Areas.

Expert(s)

Experience:

-At least 3 years of experience in conducting assessment of the socio-economic conditions of rural Communities in Georgia, identification of community priorities and community mobilization.

Criteria for Contract award and the assessment of Proposal:

Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)

Technical Proposal (70%) 700

Expertise of the Firm 15%

Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 35%

Management Structure and Qualification of Key Personnel 20%

Financial Proposal (30%)300

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

Total maximum of obtainable points: 1000

Technical Proposal Evaluation Matrix

Technical Proposal Evaluation Matrix	Percentage Weight in total score	Maximum Points Obtainable
1. Expertise of the firm	15%	150
Experience in community profiling and participatory development planning of rural areas - (Minimum requirement) - at least 5 years' experience: 40 - more than 5 years' experience: 50	5%	50
Experience in Baseline assessment of socio-economic conditions of rural communities (Minimum requirement) - Minimum of 5 years' experience - 40 - more than 5 years of experience - 60	6%	60
Experience in Identifying community priorities and community mobilization in the protected Areas context (Minimum requirement) -Minimum of 5 years' experience -30 - more than 5 years of experience -40	4%	40
2. Methodology for completion of services	35 %	350
Has the offeror demonstrated comprehensive and clear approach/methodology for implementation of the study according to the overall objectives of the service specified in ToR? - <i>Comprehensive and systematic approach/methodology</i> : 250 - <i>Fairly appropriate</i> : 140 (Minimum requirement)	25%	250
Have the important aspects of the task been addressed in sufficient detail? - <i>High description of tasks</i> - 100 - <i>Fairly appropriate</i> - 80 (Minimum requirement)	10%	100
1. Qualification of the key personnel	20 %	200

<p>Team Leader/Senior Expert -with a minimum of 8 years’ of relevant experience in community socio-economic assessment and mobilization. (Min.Requirments) - 45; -more than 8 years – 50 - At least 5 years’ experience/proven record of supporting communities to identify priorities and support needs, and identifying / implementing actions to address them. (Min.Requirments)-45 -More than 5 years – 50 - At least 2 years’ experience/proven record of undertaking participatory planning with <i>rural communities preferably in the context of Protected Areas</i> -40 (Min.Requirments); -More than 2 years – 50</p>	15%	150
<p>Expert (s) with <i>at least 3 years of experience in conducting assessment of the socio-economic conditions of rural Communities in Georgia, identification of community priorities and community mobilization.</i> (Min.Requirement) -30 -more than 3 years – 50</p>	5%	50
	70 %	700

Please note if the company does not comply any of the minimum requirements will be disqualified for further evaluation.

Qualification Information -საკვალიფიკაციო ინფორმაციაList of the Performed Projects

Description of works განხორციელებულ სამუშაოთა ჩამონათვალი	Name of Employer დამკვეთის დასახელება	Contract amount საკონტრაქტო თანხა	Period of implementation შესრულების პერიოდი	Employer's Contact person დამკვეთის საკონტაქტო პირი

Delivery schedule

Annex 7

Deliverables	September	October	November	December	January	February	March	April