



Consultation Meeting Minutes within

Call for Expression of Interest for Selection of NGO for Improving Capacity and Opportunities for Local Communities in Machakhela Valley to provide touristic services

Project Title: Expansion and Improved Management Effectiveness of the Achara Region's Protected Areas, № 00088000

Date: November 21, 2016

Time: 15:00 hrs (GMT+4)

Address: UNDP project office, 71 Melikishvili Street, Batumi 6009, Georgia

Participants: Irakli Goradze - UNDP Project Manager

Mark Anstey - UNDP Project Chief Technical Adviser

Guranda Kartvelishvili - UNDP Project Admin/Finance Assistant

Marina Metreveli joined via Skype - International Centre for Caucasus Tourism

Zviad Eliziani - International business development and investment promotion centre

The objective of the Call for Expression of Interest (EoI) is to identify the qualified non-governmental organization as a partner for implementing specific activities from the Machakhela support community development action plan and Machakhela national park tourism strategy aiming at improving capacity and opportunities for local communities in Machakhela Valley to provide touristic services. The respective Call for EoI was announced on 14 Nov 2016 with the deadline on 28 Nov 2016.

The consultation meeting took place on 21 Nov 2016 at 15:00 Georgian local time. The aim of the meeting was to clarify questions related to the announced Call for EoI for the potential proposers.

Irakli Goradze, Project Manager opened the meeting by welcoming and thanking prospective proposers for their participation. The UNDP project representatives provided general information on the solicitation. The proposals should be submitted to UNDP project office (71 Melikishvili Street, Batumi 6009, Georgia) in accordance with the Call for EoI requirements.

Following a brief introduction, Project Manager made an overview of the activities of the assignment to be undertaken under the Improving Capacity and Opportunities for Local Communities in Machakhela Valley to provide touristic services. The potential proposer noted that Terms of Reference was quite clear.

The following questions were asked during the consultation meeting:

1. Q: How much is grant amount for the activities to be undertaken by NGO?
A: The budget estimates range is around USD 40,000.00 - 45,000.00. The proposals will be evaluated on the basis of proposed activities, NGO qualification and quoted price.
2. Q: Will the selected NGO implement all 8 activities under scope of work?

A: One organisation will be selected to undertake all 8 activities.

3. Q: Should application include budget for all 8 activities?

A: Yes, please provide a breakdown of proposed budget, based on each activity.

4. Q: How long will contract last?

A: Expected duration of contract is one year for implementing 8 activities.

5. Q: When will be qualified NGO identified?

A: The selection of the qualified NGO will be finalized in 2016.

6. Q: Should administration/logistic costs be included in the proposed budget?

A: The proposed budget must reflect all related costs, i.e. logistics, administration, audit fees, etc. In case of Micro Capital Grant Agreements (MCGA), administration costs including management is usually around 10-15%, though in some cases it may be different.

7. Q: With reference to Activity "Organising local festivals (in cooperation with the Community Development contractor)", how many festivals are implied? Should service provider finance total festival costs?

A: Please be informed that this activity, Macakhela community development program, is implemented by other company. The role of the tourism contractor for this particular activity is to provide consultancy service and coordination. The main tasks are:

In relation to Machakhloba:

- To promote an event on local and international market;
- To support local community members in participation;
- To prepare product, souvenirs and promo materials for event.

In relation to other festivals, gastronomic events:

- Collecting and generating ideas; such as Organization gastronomic workshops, Annual food festival, designing the gastronomic tour offering traditional dishes (with local products);
- design the above events/services and prepare the proposal for their implementation (including necessary trainings;

8. Q: The selected NGO will be a partner for implementing specific activities. What is implied under partnership? Especially with regards to budget.

A: In addition to the tasks indicated under scope of work, it is expected that the contractor provides relevant feasibility, evaluation and analyses, prepares recommendations to implement various activities. It might be festival or infrastructure development, which will be implemented by PAs project or any other donor organization.

The UNDP project representatives thanked the attendees for showing their interest.

The Consultation Meeting lasted around an hour.

