

Terms of reference (ToRs) for the procurement of services

[PUBLIC]

0.	List of abbreviations	2
1.	Context.....	3
2.	Tasks performed by the contractor	3
3.	Concept.....	4
	Technical-methodological concept	5
	Project management of the contractor	5
4.	Personnel concept.....	5
	Team Leader	5
	Key Expert 1 – Institutional Expert.....	7
5.	Cost Calculation Requirements	8
	Seminars and trainings.....	8
6.	Contribution of GIZ and other parties	9
7.	Tender Proposal Format Requirements.....	9

0. List of abbreviations

AVB	General Terms and Conditions of Contract for supplying services and work
ToR	Terms of Reference
AFOLU	Agriculture, Forestry and Other Land Use
NDA	Nationally Designated Authorities

1. Context

The activities of the Regional Program "Integrative and Climate-Sensitive Land Use in Central Asia" (hereinafter referred to as the Program) are aimed at more effective implementation of integrated approaches to land use in all countries of Central Asia. The implementation of this goal is expected through the achievement of the following results: 1 - The basis for national monitoring systems that provide data for climate-informed and gender-sensitive decisions on integrative land use planning and climate investments in the AFOLU sector has been laid in Central Asia; 2 - Central Asian countries have at their disposal roadmaps for integrative climate-informed land use planning processes; 3 - Co-operation on integrative land use at regional level between actors from Central Asian countries has been improved; 4 - The NDAs in Kyrgyzstan and Tajikistan have strengthened their capacities to mobilize climate finance, including for the land use sector. The Program's areas of activity in the AFOLU sector are forests, pastures and protected areas.

To achieve Output 2, it is necessary to assess the current status of planning processes in the Agriculture, Forestry, and Other Land Use (AFOLU) sector. Considering that the activities of the Program are aimed at providing technical support in the forest, pasture, and biodiversity sectors, this assignment envisions assessing the current planning processes in these fields. The task involves identifying existing gaps, defining needs in improvements, and based on the information obtained, developing a roadmap for strengthening planning processes in these sectors.

Thus, the purpose of this task includes:

- 1) Analysis of the current state and effectiveness of land-use planning processes in the Kyrgyz Republic in the agriculture, forestry and biodiversity conservation sectors, including the identification of existing institutional, procedural and methodological gaps.
- 2) Based on the results of the analysis and considering international standards and best practices, developing a proposed model of a national land-use planning system in these sectors. The model should contribute to the formation of a sustainable mechanism for intersectoral and interdisciplinary coordination that ensures integrated planning considering climate change.
- 3) Development of a practice-oriented roadmap for the implementation of the proposed model of the national land use planning processes.

2. Tasks performed by the contractor

To achieve these objectives, the contractor is responsible for ensuring that the following tasks are fulfilled:

1. Provide a description and agreement on the process of step-by-step completion of the task.
2. Carry out the necessary preparatory work. Provide for the need for political support for the process and organize appropriate measures.
3. Conduct an analysis of land use planning processes (carried out by government agencies) in the field of agriculture, forestry, and biodiversity protection. The analysis should cover the current state of procedures, approaches and mechanisms for inter-agency collaboration, as well as an assessment of the opportunities and constraints for collecting, processing and using the data needed for climate-sensitive and gender-sensitive planning. In addition, there is a need to identify existing gaps and needs in enhancing processes to improve their ability to inform decision-making and attract climate investment.
4. Based on the analysis, prepare a preliminary map of the processes that need to be described, clarified or institutionalized, as well as the processes necessary to integrate climate and gender aspects into planning. The map should consider the institutions involved, current and potential

coordination mechanisms, and the data needed to make informed decisions and attract climate investment.

5. Develop a draft roadmap for the implementation of the proposals under paragraph 4 above. The draft document should consider the diverse views and needs of the relevant stakeholders.
6. Provide expert support for the process of coordination and approval with interested state bodies.
7. Undertake other measures necessary for the successful implementation of the ToR.

The contractor provides the following for project management and reporting:

- Selection, training and management of national short-term and long-term experts required to carry out the tasks related to this assignment.
- Provision of the necessary equipment, supplies, and management of related operational and administrative costs in accordance with GIZ requirements.
- Management of costs, expenses and invoicing in accordance with the current General Terms and Conditions of Contract (AVB) of Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.
- Preparation and submission of regular reports, including:
 - Project inception report
 - Interim Report
 - Final Report

Certain milestones, as set out in the table below, must be achieved during the term of the contract:

Expected results / process milestones	Dates / responsible party
An inception report describing the activities implemented, the decisions taken and the materials prepared (in accordance with paragraphs 1–2).	Until May 26, 2025; contractor
An interim report describing the activities implemented, the materials prepared, etc. (in accordance with paragraphs 3-4 above).	Until June 30, 2025; contractor
A final comprehensive report (in Russian and English), including the Inception and Interim Reports and a description of the activities and actions taken to achieve the assignment objectives (including the activities in accordance with the paragraphs 5-7 above).	Until October 13, 2025; contractor

Assignment period: TBD to November 2025.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them, including approval and documentation of the proposed decisions.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to management of knowledge (collected during project implementation) for the partner (1.5.1) and GIZ, and to propose measures for scaling, dissemination of good practices (collected during project implementation) for the purpose of **training and** (dissemination of) **innovations** (1.5.2) (innovative approaches, methods, etc.).

Project management of the contractor

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail (1.6.1).

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule (1.6.2).

4. Personnel concept

The tenderer should propose personnel suitable for the positions based on their CVs (see Chapter 7), a list of relevant tasks and the necessary qualifications.

Below are the eligibility requirements that will allow you to achieve the maximum number of points in the technical assessment.

Team Leader

Tasks of the Team Leader

- Organizing and managing the activities of the expert group to ensure the effective implementation of tasks.
- Distribution of responsibilities among team members, considering their specialization and competencies.
- Ensuring consistency in consultants' approaches and methodologies.

- Ensuring the definition of key criteria and indicators for analyzing the current state of planning processes.
- Conducting a comprehensive review of the current land use planning processes in the target sectors (agriculture, forestry, biodiversity, etc.).
- Assessing the integration of climate change and gender considerations into existing land use plans and practices.
- Analysing existing land use policies and regulations, identifying gaps and inconsistencies with international standards. Identifying institutional, technical, and financial challenges hindering effective land use planning and management.
- Evaluating land use zoning systems and their alignment with national development priorities, climate adaptation strategies, and sustainable development goals (SDGs).
- Analysis of the quality, availability and integration of data for decision-making, including climate investments.
- Assessing the coordination and interaction between various governmental and non-governmental stakeholders in land use planning.
- Leading the development of methodologies for integrated land use planning, with particular attention to climate resilience, biodiversity conservation, and sustainable land management.
- Ensuring that the methodology complies with international standards and best practices in the field of integrative climate-informed land use planning.
- Identification and involvement of key stakeholders, including government agencies, international organizations, scientific institutions and NGOs.
- Organization and moderation of meetings, working groups and interviews with the stakeholders to collect information and develop joint solutions.
- Facilitate the development of a comprehensive national land use planning model that incorporates climate, social, and environmental considerations, fosters cross-sectoral cooperation and coordination, and supports climate investments.
- Develop recommendations for harmonizing national land use planning systems with international standards and best practices.
- Submission of the model for discussion with stakeholders, amendments according to the comments received.
- Documenting the findings and recommendations of the consultations.
- Preparation of presentation materials and participation in discussions with stakeholders.
- Submission of reports and a roadmap for approval by the commissioning party.
- Other tasks necessary for the successful completion of this task.

Qualification requirements for the Team Leader

- Education/training (2.1.1): higher education in Land Use Planning, Environmental Sciences, Sustainable Development, Forestry, Agriculture, or a related field.
- Language (2.1.2): fluency in Kyrgyz and Russian
- General Professional Experience (2.1.3): 10 years of professional experience in public policy, natural resource management (including in agriculture and/or forestry, biodiversity conservation), sustainable development.
- Specific professional experience (2.1.4): 5 years of experience working with government agencies, development partner organizations, non-governmental sector organizations on the development and evaluation of the implementation of sectoral policies in the field of ecology, environment, biodiversity conservation, agriculture and/or forestry.
- Leadership/management experience (2.1.5): 5 years of leadership/management experience as a project manager or team leader in a development project
- Experience in the field of international cooperation (2.1.7): 5 years of experience in the implementation of international cooperation projects

Key Expert 1 – Institutional Expert

Tasks of the Institutional Expert:

- Assessment of the existing institutional framework for land use planning in the agriculture, forestry and biodiversity conservation sector.
- Identification of key institutions involved in land use planning and management (public, non-governmental, private, etc.).
- Assessment of the mandate and functions of such institutions, coordination and effectiveness of their interaction.
- Identification of existing laws, policies, strategies, and international obligations governing land use planning in target sectors.
- Assessment of compliance of the legislation of the Kyrgyz Republic with international standards.
- Identification of gaps, barriers in the legal and institutional environment that limit the effective implementation of integrative land use planning processes.
- Expert participation in the analysis of data exchange mechanisms between the institutions involved.
- Identification of overlapping functions, challenges in cooperation and coordination, and challenges in information management.
- Expert participation in the development of proposals for improving coordination and data integration.
- Identification of key challenges, including in the availability of resources, institutional resilience and inter-agency cooperation capacity.
- Development of proposals for optimizing the institutional structure of land use planning processes.
- Development of recommendations for improving regulation and interdepartmental cooperation.
- Expert participation in the development of proposals to improve land use planning processes to achieve integrative and climate-informed planning with gender considerations.
- Preparation of analytical reports and conclusions based on the results of the analysis of land use planning processes.
- Participation in the preparation of reports and presentation of results, participation in discussions of results with stakeholders, development of a roadmap.
- Participation in other activities necessary for the successful completion of the task.

Qualification requirements for the Institutional Expert

- Education/training (2.2.1): Higher education in law, public policy, public administration, environmental law, ecology, environmental economics or related disciplines.
- Languages (2.2.2): Fluency in Kyrgyz and Russian.
- General Professional Experience (2.2.3): 10 years of relevant experience working with government agencies, international organizations and other stakeholders on issues related to the environment, climate, biodiversity protection. Experience in institutional analysis or development of regulatory legal acts in the AFOLU sector.
- Specific professional experience (2.2.4): 3 years of experience in analysing institutional structures and legal aspects of land use planning processes. Proven experience in the preparation of sectoral policy recommendations and the development of national strategic documents in the AFOLU sector.
- Experience in International Development Cooperation (2.2.7): 5 years of experience in international cooperation projects.

"Soft skills" of group members

In addition to specialized qualifications, team members are required to have the following qualities:

1. Teamwork skills
2. Initiative
3. Communication skills
4. Socio-cultural skills
5. Efficient, partner- and customer-oriented working methods

6. Interdisciplinary thinking

5. Cost Calculation Requirements

The bidder shall proceed in accordance with the table "Quantitative Requirements" while preparing the financial proposal.

Quantitative requirements:

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader	1	70		
Institutional Expert	1	50		
Travel expenses	Number of experts	Number of days per expert	Total	Comments
Per diem in the destination country	n/a	n/a	n/a	
Overnight payment in the destination country	n/a	n/a	n/a	
Transport	Quantity	Number per expert	Total	Comments
Domestic flights	n/a	n/a	n/a	
Travel expenses (car)	n/a	n/a	n/a	
Other costs (workshops)	Quantity	Number of participants	Total	Comments
Lunch	3	40	120	
Coffee break	6	40	240	
Conference hall	3	40		
Other costs	Quantity	Number of supplies sets	Total	Comments
Workshop supplies	1	1		Flipcharts, markers, notepads, pens

Seminars and trainings

The contractor prepares and conducts the following seminars:

1. Presentation of the baseline assessment results (half day) and discussion of the proposed model of land use planning system (half day) in accordance with paragraph 3 of the tasks.
2. Presentation of the draft model (half day) and discussion for roadmap drafting (half day) in accordance with paragraph 4 of the tasks.
3. Presentation of the draft roadmap for improving national land use planning system in accordance with the paragraph 5 of the tasks.

6. Contribution of GIZ and other parties

GIZ and/or other parties will provide the following:

- Communication with the national partners relevant to the project.
- Corporate forms, templates, and branding guides.
- GIZ and the Forest Service can provide meeting rooms in their offices for business meetings other than the workshops described above.

7. Tender Proposal Format Requirements

The structure of the tender offer must correspond to the structure of the terms of reference (TOR). In particular, the detailed framework of the framework (Chapter 3) should be organized according to the criteria that have a positive weight in the scorecard (except for criteria with zero weight).

The tender proposal must be clearly formulated and formatted in a legible font (size at least 11). The document must be prepared in English or Russian.

A complete bid proposal should not exceed 12 pages (excluding CV). If the maximum page size is exceeded, content after the specified limit will not be considered in the evaluation. External sources (e.g. links to websites) will also not be considered.

Resumes of personnel proposed in accordance with the Chapter "Personnel Concept" of the Terms of Reference must be submitted in the format established in the application conditions. The volume of each resume should not exceed 3 pages. The CV should clearly indicate the position and responsibilities of the proposed specialist in the project, as well as the duration of his work. Summaries can also be submitted in English.

The financial proposal must be calculated strictly in accordance with the parameters specified in Chapter 5 "Quantitative Requirements". The contractor is not contractually entitled to full use in excess of the stipulated number of days, travel, seminars or budget. The number of days, trips, seminars and budget constraints will be fixed in the contract as the maximum. Pricing requirements are defined in the pricing schedule.

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero).

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 "Quantitative requirements". The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.