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General information

a. Brief information on the programme

The Green Economy and Sustainable Private Sector Development Programme (in the following called the Programme) is aiming at strengthening the transition towards an inclusive green economy, designed to enhance the well-being of the Kyrgyz population. In collaboration with our partners, including the Ministry of Economy and Commerce of the Kyrgyz Republic (MoEC) as the main political implementation partner, other state agencies, business associations, micro, small and medium enterprises (MSMEs), NGOs, private individuals, and educational and media institutions, we support the promotion of green economy principles for development. These principles aim to enhance the well-being of the population and foster social equity while concurrently reducing environmental risks. This approach also entails the preservation and constant multiplication of natural capital, efficient resource use, and conservation of the country's natural ecosystems.

To achieve this, the Programme works through the following three strategic intervention areas:

- 1. Strengthening evidence-based employment-oriented green economy policies, such as the Green Economy Program, Green Economic Modelling, and the introduction of Green Finance.
2. Support micro, small, and medium-sized enterprises (MSME) to employ economically, socially, and environmentally beneficial green economic practices. The support is catered to enhance sustainable tourism development and production systems in agriculture - fruit and vegetables, rice, and cereal crops. In 2023, a newly introduced approach will promote the adoption of heat pumps as an energy-efficient technology.
3. Advance capacities of associations, public institutions, NGOs, universities, and media institutions in the Kyrgyz green economy to promote green products and services, greener lifestyles, and pro-environmental practices amongst promising selected target groups.

The Green Economy and Sustainable Private Sector Development Programme is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)

GmbH and co-funded by the German Federal Ministry of Economic Cooperation and Development (BMZ), the European Union, and the Swiss Government from June 2023 to May 2026.

## Context

The green economy is a model of economic development that assumes a responsible human attitude to resources. It is aimed at finding a reasonable compromise between economic growth and the preservation of natural wealth. This is the sustainability of development, and it remains the most important long-term goal of many countries in the world, including the Kyrgyz Republic. But to achieve it, it is necessary to transition to a green economy. In the Kyrgyz Republic, the understanding of the green economy is defined as an economy that leads to improved human well-being and social justice while significantly reducing risks to the environment, preserving, and multiplying natural capital, efficiently utilizing resources, and promoting the conservation of the country's natural ecosystems. In a green economy, income and employment growth are driven by public and private investments to reduce carbon emissions and pollution, create green jobs, create a favorable environment for the life and health of the population, and improve energy, resource, and ecosystem service efficiency. This type of economy also intends to reach urban and rural areas addressing topic of gender, youth and overall principles of Leave No One Behind. More information available on a dedicated website of the Ministry of Economy and Commerce of the Kyrgyz Republic ([MoEC 2024](#)) and, among other, website of UNEP on green economy here ([UNEP 2024](#)).

Output 3 of the Programme is designed to support its partner institutions in the promotion of green practices among the population of the country that will support people in adopting pro-environmental habits. The Programme will provide services and/or financial support to the selected institutions willing and able to promote green practices nationwide that help Kyrgyzstan in its green transformation efforts. The output of the Programme aims to lower structural barriers and empower individuals and communities to adopt greener practices in daily life throughout the Kyrgyz Republic. The output is designed to blend scientific knowledge with community insights to promote greener practices. The direction of the Programme will support institutions in encompassing a set of strategies and interventions that influence drivers of green shifts and support local action towards greener societies while considering various disciplines.

Within the design of this Programme direction, several activities are foreseen to support partner institutions such as technical audit; series of capacity building measures; communication strategy development; support in the promotion of green practices; mentorship; development and implementation of monitoring and evaluation systems; support in sustainability of activities. Institutions that will receive support from the Programme will include a variety of representatives such as governmental structures of the Kyrgyz Republic, the private sector, and public foundations. Thematics of the institutions will include topics such as sustainable tourism, inclusion of people with disabilities and environmental practices. As this assignment requires the involvement of several specialists on various topics it was decided to hire a professional consultant company to implement this assignment. Such a decision is based on human resources, time, and financial efficiency for the Programme and partners.

- b. GIZ shall hire the contractor for the anticipated contract term, from **17.06.2024** to **01.03.2025****

- a. The contractor shall provide the following work/service: **Support for institutions in the introduction and implementation of activities on the promotion of green approaches.**

## **Main tasks and expected results of the consultancy**

### **1. Task 1: Conduction of technical audits of partner institutions.**

A consultant company is expected to:

- a. Conduct technical audits per 4 partner institutions (in total up to 4 technical audits). For the moment of this tender the Programme is selecting partner institutions. Contacts and introduction of partner institutions will be provided by the Programme specialists. Partner institutions are to be located in Bishkek city.
- b. The goal of the technical audits of partner institutions is to evaluate strengths, deficiencies and areas of improvement in three main directions: elements of organizational development; skills and knowledge on the topic of green economy; and communication technologies and skills for promotion of green practices.
- c. Conduct analysis of the partner institutions on existing capacities and identify areas for improvement on organizational development (not limited to): matters for organizational development; human resources structures (policy, efficiency, inclusivity); accounting (availability and efficiency of financial reporting, policy on tenders, taxation, a protocol of previous financial audits if any).
- d. Conduct analysis of the partner institutions on existing capacities and identify areas for improvement in knowledge and skills on the topic of green economy (not limited to): a profound understanding of green economy and its elements; familiarity with the National Programme on green economy; practical experience in green economy elements including topics addressing gender, youth involvement, inclusivity of people with disabilities, and overall principles of Leave No One Behind.
- e. Conduct analysis of the partner institutions on existing capacities on promotion of green practices: (not limited to) skills and knowledge in communications, practical experience in promotion of green practices, work experience with media, conduction of awareness-raising measures, capacities to monitor and evaluate impacts of promotion of green practices, relevant education and training of employees, technical and hardware capacities of the institution, communication channels (radio, social media, podcasts, television, newspaper, events, etc.), outreach (numbers, age, gender, geographic regions in Kyrgyzstan). This part of the assignment requires development of a list (not limited to) of required capacity-building measures, required equipment and software procurement, required period and type of mentorship.
- f. As a result of task 1 of the assignment is to prepare 4 specifically tailored technical audit documents for each institution covering three main directions as elements of organizational development, skills and knowledge on the topic of green economy, communication technologies and practices

for promotion of green practices. The documents are required to include a list of recommendations on building on existing strengths and improving identified areas of deficiencies tailored for each institution.

- g. It is foreseen to conduct a technical audit of 4 institutions until August 2024.
- h. A consultant company is expected to provide all products within this assignment and financial reports by 01.08.2024.

## **2. Task 2: Conduction of capacity-building activities.**

A consultant company is expected to design and conduct a series of measures on capacity building on the topic of:

- a. Promotion of green practices for 4 partner institutions in total up to 76 full training days (8 hours). The main directions of trainings are indicated below in terms of references, however, the topic of each training is to be identified separately for partner institutions according to the results of the technical audit. Each institution can receive up to 19 trainings tailored to their needs and capacities. Amount of allocated trainings per topic within total 76 are listed below in the terms of reference.
- b. Up to 12 trainings on theory and practical tips on promotion of green practices. The main direction of these trainings require to include but is not limited to: goals of promotion of green practices and role of communication technologies (theory); case studies (international and local context); and nuances of promotion of green technologies and practices in private and social sectors (focus on environmental and green transformation topics).
- c. Up to 8 trainings on the theoretical part of monitoring and evaluation for promotional campaigns on green practices. The main direction of these trainings requires to include but is not limited to: definitions; green practices adoption; performance management systems and performance measurement; performance indicators; targets; baseline; data sources; measuring results; and use of Key Performance Indicators system (KPI).
- d. Up to 8 trainings on communication channels for promotion of green practices. The main directions of these trainings requires to include but are not limited to: definitions; importance of choice of communication channels in promotion of green practices; types of communication channels in promotion of green practices; traditional and digital communication channels.
- e. Up to 8 trainings on work with target audience for promotion of green practices. The main directions of these trainings required to include but are not limited to: definition and purposes of work with the target audience; identification of target audience; key messages; outreach in regions and urban areas of the Kyrgyz Republic; ways of reaching out to the target audience; frequency of work with the target audience; examples; and market segments.
- f. Up to 8 trainings on work with mass media for promotion of green practices (focus on media in the Kyrgyz Republic). The main directions of these trainings required to include but are not limited to: types and thematic focus of mass media that work on green topics; statistics (coverage and geographical

areas) of mass media; practical tips on work with mass media on the environmental topics; crisis management in media on the environmental topics (ability to explain scientific materials via communication tools); a pool of mass media experts; and cooperation terms with mass media (building professional relations for promotion of environmental topics with focus on green practices).

- g. Up to 8 trainings on the development of media products for promotion of green practices. The main directions of these trainings required to include but is not limited to: theoretical aspects of the use of media products in promotion of green practices; types of media products effective for promotion of green practices; basics of video production; basics of photography; basics of graphic design; preparation of printing materials (practical tips, ToRs preparation, and pool of printing houses considering geolocation of partner institutions); text preparation; cooperation with media production companies (practical tips, ToRs preparation, and pool of companies considering geolocation of partner institutions).
- h. Up to 8 trainings on work in social media platforms and involvement of influencers (bloggers) for promotion of green practices. The main directions of these trainings required to include but are not limited to: importance of social media platforms in the Kyrgyz Republic for promotion of environmental topics; content creation; choice of social media platforms; cooperation with social media influencers; digital targeting tools (practical knowledge on use of digital marketing tools and SEO); monitoring of coverage and effectiveness.
- i. Up to 8 trainings on event management for promotion of green practices. Main directions of these trainings required to include but are not limited to: event concept creation; identification of goals; development of an action plan; work with service providers; in-house service provision; monitoring of results.
- j. Up to 8 trainings on the budgeting for the promotion of green practices. The main directions of these trainings required to include but are not limited to: development of a budget for promotion of green practices; case studies of international and local examples in small (up to 5000 EUR) and large (above 5001 EUR) scale environmental campaigns; legal and financial requirements of reporting; use of a required software; use of Return On Investment system (ROI).
- k. It is foreseen to conduct a series of 76 trainings for 4 institutions by October 2024.
- l. A format of a series of training for each partner institution will be identified after a technical audit (boot camp, design-sprint, in-class training and other).
- m. This part of the assignment requires the involvement of experts from the company side with different professional backgrounds. Requirements for the experts are listed below in the section on tender requirements.
- n. A consultant company is expected to provide all products within this assignment and financial reports by 01.11.2024.

### **3. Task 3: Development of promotional strategies on popularization of green practices.**

A consultant company is expected to:

- a. Conduct measures (will be identified with each institution separately) with 4 partner institutions in order to develop tailored promotional strategies on popularization of green practices. Minimum requirements for the strategies described in the terms of reference, however, it is expected that a consultant company will provide its expertise on the topic.
- b. Identify together with partner institutions direction of green practices for promotion. Each topic is to be aligned with the green economy elements and the National Green Economy Programme.
- c. Develop 4 action plans with partner institutions on the promotion of green practices. Action plan requires to include but is not limited to: goals of the promotional activities on green practices; communication concept for the promotion of green practices; target audience; timeline; geographic area of coverage; indicators and milestones; detailed budget; elaborated list of activities and measures; involvement of relevant experts; chosen communication tools; visibility requirements of the donors; timeline of monitoring of results; strategy on cooperation with stakeholders and other.
- d. As a result of this assignment 4 partner institutions are required to develop together with a consulting company detailed strategies and set of instructions to successfully promote green practices. Additionally, as a result of this assignment, 4 partner institutions are required to learn all stages of development of the promotional strategies for promotion of green practices for further sustainability on the topic.
- e. It is foreseen to conduct a series of meetings for the development of promotional strategies on green practices for 4 partner institutions by September 2024.
- f. A format of meetings and ways of developing promotional strategies on popularization of green practices for each partner institution will be identified after a technical audit (boot camp, design-sprint, in-class training, and others).
- g. This part of the assignment requires the involvement of experts from the side of a consultant company with different professional backgrounds. Requirements for the experts are listed below in the section on tender requirements.
- h. A consultant company is expected to provide all products within this assignment and financial reports by 01.09.2024.

#### **4. Task 4: Development of Monitoring and Evaluation (M&E) systems for promotional campaigns on popularization of green practices.**

A consultant company is expected to:

- a. Develop 4 monitoring and evaluation systems with partner institutions for promotional campaigns on popularization of green practices. Minimum requirements for the M&E systems described in the terms of reference,

however, it is expected that a consultant company will provide its expertise on the topic.

- b. M&E systems require to include but are not limited to: the definition of indicators; data collection methodology; timeline; role and responsibilities within the M&E system; analysis plan; reporting templates; budget.
- c. As a result of this assignment 4 partner institutions are required to develop together with a consulting company a detailed M&E strategy of conducted promotional campaigns on popularization of green practices. Additionally, as a result of this assignment, 4 partner institutions are required to learn all stages of development of the M&E system for promotional campaigns on green topics for further sustainability on the topic.
- d. It is foreseen to develop M&E systems for 4 partner institutions by September 2024.
- e. A format of meetings and ways of the development of M&E systems for each partner institution will be identified after a technical audit (boot camp, design-sprint, in-class training, and others).
- f. A consultant company is expected to provide all products within this assignment and financial reports by 01.09.2024.

#### **5. Task 5: Support in the launch of promotional campaigns on the popularization of green practices, mentorship and monitoring of results.**

A consultant company is expected to:

- a. Support 4 partner institutions in launching promotional campaigns on popularization of green practices and in implementing developed communication strategies.
- b. Mentor 4 partner institutions in the conduction of promotional campaigns on popularization of green practices by aligning with the developed communication strategies and M&E systems.
- c. Adjust promotional strategies if needed in the middle of the campaigns on popularization of green practices according to the preliminary results.
- d. Mentor and provide support by answering ad hoc questions raised if needed. In total it is estimated to have 24 measures on mentorship with 4 partner institutions (each institution receiving up to 6 measures). Types of the measures will be identified with the partner institutions during implementation of promotional campaign on green practices (meetings, boot camp, design-sprint, in-class training, and others).
- e. Provide support in implementation of monitoring and evaluation measures. In total it is estimated to have 12 measures on monitoring and evaluation with 4 partner institutions (each institution receiving up to 3 measures). Types of the measures will be identified with the partner institution during implementation of promotional campaign on green practices (meetings, boot camp, design-sprint, in-class training, and others).

- f. Support in preparing reporting documents on achieved results in Kyrgyz, Russian, and English languages for further use by the Programme and partner institutions.
- g. It is foreseen to support launch, provide mentorship and monitoring and evaluation measures of 4 partner institutions by November 2024.
- h. A consultant company is expected to provide all products within this assignment and financial reports by 01.11.2024.

## **6. Support in the sustainability of measures.**

A consultant company is expected to:

- a. Support 4 partner institutions in analyzing conducted promotional campaigns on popularization of green practices on the matter of success and lessons learned after the completion of activities. Types of the measures will be identified with the partner institution during implementation of promotional campaign on green practices (meetings, boot camp, design-sprint, in-class training, and others).
- b. In total it is estimated to have 12 measures on sustainability aspects with 4 partner institutions (each institution receiving up to 3 measures).
- c. Advise partner institutions on developing sustainability measures for the promotion of green practices including the search for new financial resources.
- d. Advise partner institutions on the development of business models for promotion of green practices and offer of services to interested parties (governmental structures, private sector, international organizations, and others).
- e. It is foreseen to conduct meetings on the topic of sustainability with 4 partner institutions by February 2025.
- f. This part of the assignment requires the involvement of experts from the side of a consultant company with different backgrounds. Requirements for the experts are listed below in the section on tender requirements.
- g. A consultant company is expected to provide all products within this assignment and financial reports by 01.02.2025.

## **GENERAL REQUIREMENTS AND INFORMATION**

- a. The assignment in total requires the involvement of up to 12 experts from the side of a consultant company. Requirements for the experts are listed below in the section on tender requirements. Experts are allowed to combine functionals if credentials are met.
- b. Development all products, reports and provide support to partner institutions is expected in Kyrgyz and Russian languages. Reports to the programme are



expected to be delivered in English language. All costs for translations should be taken into consideration in pricing.

- c. Deliver all developed products and reports in PDF, PPTX and WORDX formats to the Programme specialists and partner institutions. Each format of delivery of products and reports to be discussed prior with the Programme specialists and partner institutions.
- d. All developed products and reports are subjects to plagiarism checks. No use of other works is allowed unless used as a citation.
- e. All developed products and reports are subject to approval from the Programme. All further changes should be applied by a consultant company at the request of the Programme specialists.
- f. The consultant company is expected to deliver all developed products and reports in a user-friendly layout for further use by the Programme and partner institutions.
- g. Venue, transport, and other costs of partner institutions for within the assignment will be covered separately by the Programme. Green Economy and Sustainable Private Sector Development in the KR programme leaves a right to decision-making in organizational matters including the use of its premisses.

## **Tender requirements**

### **1. Work experience of a consulting company**

#### **1.1 Portfolio (or CV) with an indication of similar work experience.**

##### **General qualifications:**

*A portfolio of a consultant company should demonstrate work experience of at least 5 previously implemented similar assignments on awareness raising and promotion of green practices in the local context. At least 10 publications in media in Kyrgyz (5) and Russian (5) languages is required. Work experience of least 3 years on the topic of green economy and green transformation is a requirement. A portfolio of the consultant company should include at least 2 cases on the conduction of training on the topic of promotion of green practices and communications. A portfolio is required to include development of media products such as at least 5 videos, 5 photo stories, 5 interviews. A proven record of work is required with the provision of working links to works/publications. Works will be evaluated on the matter of creativity, delivery of key messages and focus on green economy elements. A portfolio is required be provided in English language.*

### **2. Qualification of proposed staff**

## **2.1 Expert on communications / awareness-raising / communications for social behavioral change with at least of 10 years of work experience in conducting media campaigns and capacity-building.**

### **2.1.1 General qualifications:**

*A CV of the proposed expert should demonstrate at least 10 years of experience in communications / awareness-raising. Work experience in related topics such as social behavioral change and awareness-raising is considered as a requirement. Work experience of at least 5 years and knowledge in conducting training is required. Higher education of at least Masters Degree in mass media and journalism or related sphere is required. Knowledge of fluent Kyrgyz, Russian and intermediate English is required. CV of a proposed expert should be provided in English language.*

## **2.2 Expert in green skills and environment with at least of 10 years of work experience.**

### **2.2.1 General qualifications:**

*The CV of the proposed expert should demonstrate at least 10 years of experience in the topic of green economy/environment/green skills. Higher education of at least Masters Degree in environmental sciences is required. At least 10 publications on the environmental topics in scientific literature is required with provision of links to publications or citation in academic APA style. At least 10 years of training conduction work experience is required. Knowledge of fluent Kyrgyz, Russian and intermediate English is required. CV of a proposed expert should be provided in English language.*

## **2.3 Expert in account management with at least of 10 years of work experience.**

### **2.3.1 General qualifications**

*The CV of the proposed expert should demonstrate at least 10 years of experience in account management. At least 10 leading project accounts cases are required. Skills and knowledge in HR are required. Higher education in social sciences is required. Knowledge of fluent Kyrgyz, Russian and intermediate English is required. CV of a proposed expert should be provided in the English language.*

## **2.4. Expert in accounting with at least of 10 years of work experience.**

### **2.4.1 General qualifications**

*The CV of the proposed expert should demonstrate at least 10 years of experience in accounting. Skills in accounting law, taxation, financial audits, development and introduction of financial systems in organizations in commercial and non-commercial sectors in required. Higher education in finances is required. Knowledge of fluent Kyrgyz, Russian and intermediate English is required. CV of a proposed expert should be provided in the English language.*

## **2.5 Expert on media relations with at least of 5 years of work experience.**

### **2.5.1 General qualifications**

*The CV of the proposed expert should demonstrate at least 5 years of experience in media relations. At least 5 publications in media outlets are expected to be provided by the proposed expert. A proven record with functioning links to the publications are required. Works will be evaluated on the matter of creativity, delivery of key messages and focus on green economy elements. Work experience in cooperation with social media influencers is required with the provision of at least 10 work examples. Skills and knowledge in preparation of terms of references in media product production is required. Higher education in media, literature, or related spheres is required. Knowledge of fluent Kyrgyz, Russian and intermediate English is required. CV of a proposed expert should be provided in the English language.*

## **2.6 Expert in monitoring and evaluation with at least of 5 years of work experience.**

### **2.6.1 General qualifications**

*The CV of the proposed expert should demonstrate at least 5 years of experience in monitoring and evaluation in commercial and non-commercial sectors. Development experience of at least 5 monitoring and evaluation systems is required. Work experience in monitoring of results of promotional campaigns is required. Higher education in social studies is required. Knowledge of fluent Kyrgyz, Russian and intermediate English is required. CV of a proposed expert should be provided in the English language.*

## **2.7 Expert in video production with at least of 5 years of work experience.**

### **2.7.1 General qualifications**

*The CV of the proposed expert should demonstrate at least 5 years of experience in the production of video products. Links to at least 5 video products should be indicated in the CV or a portfolio of the company developed by the proposed expert. Work experience of at least 5 cases in the conduction of training on the topic of video production is required. Education in video production or related spheres is required. Knowledge of fluent Kyrgyz, Russian and pre-intermediate English is required. CV of a proposed expert should be provided in the English language.*

## **2.8 Expert in design with at least of 5 years of work experience.**

### **2.6.1 General qualifications**

*The CV of the proposed expert should demonstrate at least 5 years of experience in the development of the design. At least 5 developed design cases should be indicated in the CV or a portfolio of the company implemented by the proposed expert. Work experience of at least 5 cases in the conduction of training on the topic of design products development is required. Education or equal courses on design or related spheres are required. CV of the proposed expert should demonstrate knowledge and skills in relevant digital design tools: 1) Adobe Photoshop; 2) Adobe Illustrator; 3) Adobe InDesign, CorelDraw Graphics, Lunacy or Sketch are required. Knowledge of fluent Kyrgyz, Russian and pre-intermediate English is required. CV of a proposed expert should be provided in the English language.*

## **2.9 Expert in photography with at least of 5 years of work experience.**

**2.9.1 General qualifications**

*The portfolio or CV of a photographer should demonstrate work experience of at least 5 years in photography. Work experience of at least 5 cases in the conduction of training on the topic of photograph development is required. A proven record of work is required with the provision of working links to works/publications. Education or equal courses on photography are required. Knowledge of fluent Kyrgyz, Russian and pre-intermediate English is required. CV of a proposed expert should be provided in the English language.*

**2.10 Expert in digital media with at least of 5 years of work experience.****2.10.1 General qualifications:**

*The CV of expert(s) in digital media should demonstrate work experience of at least of 5 years. Work experience of at least 5 cases in the conduction training on the topic of use of digital media tools is required. Skills in digital targeting are required. A proven record of work is required with provision of working links to works/publications. Examples of at least 2 successfully conducted projects on the topic of digital media targeting will be also evaluated on the matter of the effectiveness of used approaches during digital targeting activities. Education in digital tools or other relevant courses are required. Knowledge of fluent Kyrgyz, Russian and pre-intermediate English is required. CV of a proposed expert should be provided in English language.*

**2.11 Expert in event management with at least of 5 years of work experience.****2.11.1 General qualifications:**

*Portfolio or CV of expert in event management with work experience of at least of 5 years. Skills and knowledge in event concept development, budgeting, and working with service providers are required. Work experience of at least 5 cases in the conduction of trainings on the topic of event management is required. A proven record of work is required with the provision of working links to works/publications. Education in related sphere or respective courses in required. Knowledge of fluent Kyrgyz, Russian and pre-intermediate English is required. CV of a proposed expert should be provided in English language.*

**2.12 Expert in organizational development and sustainability of institutions with at least of 5 years of work experience.****2.12.1 General qualifications:**

*Portfolio of expert in organizational development with work experience of at least of 5 years. Skills and knowledge in implementation of practices, systems, and techniques that affect organizational change and development are required. Skills and knowledge in supporting institutions in sustainability of functions are required. Work experience of at least 5 cases in the organizational development of institutions is required. Work experience of at least 5 cases in the sustainability of institutions is required. Education in related sphere or courses in required. Knowledge of fluent Kyrgyz, Russian and pre-intermediate English is required. CV of a proposed expert should be provided in English language.*

### **3. Specification of inputs**

A consultant company is expected to:

1. In total to conduct 4 technical audits of the partner institutions.
2. In total to conduct 76 capacity-building activities for partner institutions. Types of capacity-building measures to be identified with the partners and service provider.
3. In total to develop 4 communication strategies for promotion of green practices with partner institutions.
4. In total to develop 4 M&E systems for promotional campaigns on green practices for each partner institutions.
5. In total to support launch of 4 promotional campaigns on green practices.
6. In total to provide 24 mentorship activities during implementation of campaigns on promotion of green practices.
7. In total to provide 12 measures on monitoring and evaluation during implementation and after completion of campaigns on promotion of green practices.
8. In total to provide 12 measures on sustainability of institution with review of achievements, strategies and lessons learned with each partner institution for the sustainability of institutions.

### ***4 Fixed lump sum price – contract for work***

Since the contract to be concluded is a contract for work, we would ask you to offer your services at a fixed lump sum price for 1 product multiplied by a number of expected products with the inclusion of all related costs to it. Also, the name of a proposed expert(s) should be indicated as responsible for the implementation of each product development in the financial offer. E.g. Cost for 1 product multiplied by the number of products equal to the final price (1000 KGS x 5 pcs. = 5000 KGS).

### ***5 Copyright requirements for developed products***

#### **5.1 Requirement for GIZ's approval for publications**

Any publications regarding the activities of the contractor within the scope of the project require prior written approval from GIZ. A brief description of the contract and the scope of activities for PR work on the part of the contractor shall not require the approval of GIZ. For the purposes of this provision, a statement noting the subject matter of the contract and the key results constitutes a brief description. The contractor must always express in an appropriate way that its activities are performed on behalf of GIZ, and must also name the ultimate commissioning party/client and any further financing parties.

## **5.2 Rights of use/documentation relating to work results**

Unless otherwise agreed in the contract documents, the contractor shall assign to GIZ all assignable ownership and property rights to its work results. If the work results are protected by copyright or other non-assignable property rights, the contractor shall grant GIZ an exclusive and irrevocable right that is unlimited with respect to time, location and content to use all work results, including commercial use outside the measure. The originator expressly and additionally waives the right to be named as such.

## **5.3 Work results**

Work results are all material and immaterial outputs that are created or procured in performance of the contract, especially studies, drafts, documentation, articles, information, illustrations, drawings, calculations, plans, photos, materials, film negatives, image files and other visual presentations. Work results shall also include any computer programs which the contractor produces, modifies, procures or makes available in the performance of the contract.

## **5.4 Scope of rights of use**

GIZ's rights of use shall include the right to use the work results and existing work products without limitations with respect to time, content and location. GIZ is further entitled to assign to third parties the rights of use granted or to grant third parties simple rights of use.

## **5.5 Freedom from third-party rights**

The contractor warrants that the work results are free from any copyright or other third-party rights that would prejudice the use of the work results pursuant to Section 5.3. The contractor shall indemnify GIZ against all claims of third parties arising from the granting or exercise of the rights of use and shall reimburse GIZ for all costs arising in connection with a corresponding legal defence.

## **5.6 Compensation**

The contractually agreed remuneration also includes the granting of rights of use.

### **Note:**

If any unforeseen restrictions are introduced (example - combating coronavirus/COVID-19: restrictions on air travel and travel in general, entry restrictions, quarantine measures, etc.), GIZ and the contractor are obliged to make adjustments to their contractual services to reflect the changed circumstances on the basis of good faith; this may involve changes to the service delivery period, the services to be delivered and, if necessary, to the remuneration.