

## TERMS OF REFERENCE

<b>Implementing organisation:</b>	<b>WWF Caucasus Programme Office</b>
<b>Post / Contract Title:</b>	<b>Arranging the Kharagauli Visitor Centre for Borjom-Kharagauli National Park</b>
<b>Contract type:</b>	<b>Goods, works and associated services</b>
<b>Period:</b>	<b>30<sup>th</sup> of November, 2019 – 30<sup>th</sup> of March, 2020</b>
<b>Duty Station:</b>	<b>South Caucasus - Georgia</b>

### A. Background of the Assignment

Borjomi-Kharagauli National Park is one of the largest national parks in Europe, established in 1995. Well preserved and protected forest habitats, rare flora and fauna, as well as indigenous landscapes are presented at the national park.

Borjomi-Kharagauli National Park Administration manages four different categories of protected areas. Namely: Borjomi-Kharagauli National Park (60,576.4 ha, IUCN category II), Borjomi Nature Reserve (13,168.6 ha, IUCN category I, established in 1935, purpose of establishment – preservation of unique forest areas and protection of Caucasian Noble Deer - *cervus elaphus maral*), Ktsia-Tabatskuri (IUCN category IV, 20,476ha), Nedzvi Managed Reserve (IUCN category IV, 9,212.5 ha, established in 1995 for the protection of Caucasian fir-tree (*albies nordmanniana*), unique copses and lynx (*lynx lynx*)) and Goderdzi Petrified Forest Natural Monument (36 ha).

Borjomi-Kharagauli National Park is located in central part of Georgia and creates eastern part of lesser Caucasus Mountains. The total area amounts to 103,469.5 ha (more than 1.4% of the territory of Georgia). The territory is bordered by river Mtkvari and Tbilisi-Akhalsikhe road and railway from South-East, covers Adjara-Imereti range to the North and spreads to Tskaltsiteli river valley along 30 kms from the East to the West. The national park covers three administrative territorial units – Samtskhe-Javakheti, Imereti and Shida Kartli and six municipalities – Akhaltsikhe, Bagdati, Kharagauli, Adigeni, Khashuri and Borjomi. Administrative and visitor centres of the national park are located in Borjomi and Kharagauli.

Borjomi-Kharagauli National Park has been a member of Protected Areas of Europe – PAN Parks<sup>1</sup> since 2007 and received PAN Parks certificate in 2010, which demonstrates international recognition of natural values and touristic potential of the park.

Borjomi-Kharagauli Protected Areas play a crucial role in conservation and restoration of natural biodiversity as well as maintaining pristine environment. At the same time the protected areas have potential of eco-tourism development. Demand for visiting protected areas in Georgia is increasing. Expanding demand on eco-tourism activities at national parks of Georgia created the need of strategic tourism planning and sustainable development. Guideline Document of Eco-tourism Development Strategy (ETDS), based on the requirements of European Charter and guiding principles

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<sup>1</sup>The fund of PAN Parks was established in 1998. Its main goal was the protection of European wild-life and incorporated 13 national parks from 12 European countries. Ceased to function in 2014.

of EUROPARC Federation, was developed by TJS in 2017 with the aim of taking into consideration common format and guideline principles. The Guideline Document is the basis of Eco-Tourism Development Strategy and Action Plan of Borjomi-Kharagauli National Park and assists the administration in the process of achieving sustainable tourism development goals. The document takes into consideration existing management plan of Borjomi-Kharagauli National Park Administration as well as opinions and recommendations of Sh. Shuleini, which was elaborated at Borjomi-Kharagauli National Park with the aim of strategic tourism development (within the auspices of CNF program).

One of the most attractive existing visitor infrastructure in BKNP is the Visitor Centre in Borjomi - including the exhibition space, which according to the ETDS need to be renewed. In 2018, design for Borjomi exhibition space was done by CNF's support. In 2019, the space has been renovated and exhibits have been installed by EU funded ENPARD Project's and CNF's funding support. The visitor centre in Kharagauli has been refurbished in 2017 (with CNF's support) but the exhibition space is not arranged yet.

In the framework of the TJS programme (TJS – III), in 2018, the modern design and the technical project with detailed drawings for the Kharagauli visitor center was elaborated. Project was developed in close collaboration with the Agency of Protected Areas/APA and BKHNP. For implementation of the project and arranging the Kharagauli visitor centre CNF (Caucasus Nature Fund) allocated funding.

## **B. Objective of the Assignment**

The objective of the assignment is to arrange the Kharagauli visitor centre according to the agreed design and the technical project (please see the Paragraph "J" to see the project link), which envisages installations of furniture, shelves, banners, posters, space for interactive games, ecoOeducational and informational corners, glass floor at the entrance, innovative glass ceiling, purchasing and installation of electric equipment, printing the stickers of banners and posters and other elements given in the technical project. Details of the design is given in the format of short video as well (Please follow link to see the video) which gives overall impression about the design of the Kharagauli visitor centre.

The total area of the Kharagauli Visitor centre is 103.25 m<sup>2</sup>, which is divided in to a two parts/halls (35.71 m<sup>2</sup> and 48.15 m<sup>2</sup>), linked with a 19.39 m<sup>2</sup> corridor.

When arranging the visitor center, company should consider the following:

- Only ecologically clean and environment friendly materials will be used ;
- All materials for arranging the visitor center will be purchased according to the specification given in the technical project. If other material are suggested by the company, it should have at least the same or better specification. All materials will be purchased with consultation of the project manager and/or the monitoring team.
- Before submission of the quotation interested companies are strongly advised to visit Kharagauli visitor center and have consultation with TJS project coordinator;
- The Financial Proposal shall be prepared using the attached form (see the link below. Paragraph "J").

The company will work in close collaboration with representatives of the TJS, WWF, Agency of Protected Areas, CNF, Administration of the BKHNP and "William Hamblton", which is responsible for the monitoring of the project implementation.

### C. Implementation of the services

**Location:** Georgia, Kharagauli, Borjom- Kharagauli National Park with visits to Tbilisi.

**Time schedule:** 30<sup>th</sup> of November, 2019 – 30<sup>th</sup> of March, 2020

### D. Qualification requirements of Company / Experts

- Demonstrated experience in design and projects of similar character
- At least 5 years of individual experience of key experts in space design and project development (architect, engineer, electrician, financial specialist to prepare detailed cost estimation for implementation of the project and other specialists in the team as needed);
- Knowledge of Protected Areas of Georgia;
- Working experience with the national and international NGOs, bi-lateral and multi-lateral development agencies and projects, and with academic institutions

### E. Checklist of Documents

CHECKLIST OF DOCUMENTS TO BE PROVIDED				
<ul style="list-style-type: none"><li>• Schedule of the assignment;</li><li>• Financial Proposal</li><li>• Organization Profile including:<ul style="list-style-type: none"><li>- Name of the organization;</li><li>- Contact information (<i>contact person, phones, e-mail, web-site if available</i>);</li><li>- Copies of registration documents, charter of the organization from the entrepreneurial registry if such exists;</li><li>- Tax Department reference on no debt towards the budget;</li><li>- Bank statement reflecting company's financial turnover for last three years, minimum 100 000 GEL</li><li>- Bank Details (Bank title, address, code, account number).</li><li>- CVs of Task Manager and Key Experts and short description of their capacities;</li><li>- Information on the similar assignments already provided by the organization;</li><li>- At least 2 letters of recommendation from previous contract providers.</li></ul></li></ul>				

### F. Evaluation of bidders

Summary Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of Firm / Organization submitting Proposal	20%	200					
2.	Personnel	20%	200					
3.	Financial Proposal	60%	600					
<b>Total</b>			<b>1000</b>					

#### **G. Period of validity of proposals**

Proposals shall remain valid for sixty (60) days after the date of Proposal submission prescribed by the procuring entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring entity on the grounds that it is non-responsive.

#### **H. Late Proposals**

Any Proposal received after the deadline for submission of proposals will be rejected.

#### **I. Proposal currencies**

All prices shall be quoted in GEL. Payment will be made in Georgian Lari.

#### **J. Attachments**

1. Design and the technical project for Kharagauli visitor centre:

<https://we.tl/t-dLJTg2Q9EA>

2. Short video- design of the visitor centre:

[https://drive.google.com/file/d/1\\_lgsC-OyDLoZEaJfJ-bO1Dne5OMEJKBx/view?usp=sharing](https://drive.google.com/file/d/1_lgsC-OyDLoZEaJfJ-bO1Dne5OMEJKBx/view?usp=sharing)

3. The Financial Proposal form:

[https://drive.google.com/file/d/1K\\_bFLqGn2nBkBMyPxP9aDG9gu20OybK4/view?fbclid=IwAR0N571XUSZVsrHS1DcOG-csbCipl2RCR6yMfMSgGshdQOc5yW2luKG8hQE](https://drive.google.com/file/d/1K_bFLqGn2nBkBMyPxP9aDG9gu20OybK4/view?fbclid=IwAR0N571XUSZVsrHS1DcOG-csbCipl2RCR6yMfMSgGshdQOc5yW2luKG8hQE)