



TOR for STE-Assignments / Advisory / Services Contract

Programme:	Private Sector Development South Caucasus and TVET South Caucasus: EU co-financing “Clusters 4 Development: Better Business Sophistication in Georgia” Project
PN:	16.2179.6-007.00
Activity:	Technical support to the “Clusters 4 Development: Better Business Sophistication in Georgia” Project – Amendment and Update of selected project activities and documents in response to COVID-19 crisis
Period:	May 4, 2020 – June 30, 2020

1. Brief introduction

“Clusters 4 Development: Better Business Sophistication in Georgia” Project (hereafter – “the Project”) is an EU funded action implemented by the Private Sector Development and TVET South Caucasus Programme at the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) on behalf of German Federal Ministry for Economic Cooperation and Development (BMZ).

The Project is an integral part of the EU Programme “Economic and Business Development in Georgia”, Component 3: greater business sophistication, in particular related to the strengthened policy framework to facilitate the development of SME, clusters and incubators (Result 3.1) and the development and functioning of the clustering approach in at least 5 pilot sectors in Georgian regions (Result 3.2).

In line with these results, the specific objectives of the Project are: 1) Enhanced business performance of private sector actors in the construction, tourism and apparel sectors through cooperation mechanisms (Components 1-3); and 2) Improved institutional framework for cluster and business development (Component 4). The Project will build on the cluster development approach introduced by the Private Sector Development Programme South Caucasus commissioned by the German Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ.

The Project is implemented across four components:

Component 1: Development and pilot implementation of a market-oriented cluster in the construction sector.

Component 2: Development and pilot implementation of a market-oriented cluster in the tourism sector.

Component 3: Development and pilot implementation of a market-oriented cluster in the apparel sector.

Component 4: Enhancement of institutional capacities for cluster and business development.

Within components 1-3, it is foreseen to support the establishment of sectoral clusters. These include: a cluster on “Quality and Innovation in Construction Materials”, up to three thematic clusters in tourism (Cluster 1: Kakheti and Imereti Local Wine and Food Tourism Cluster; Cluster 2: Imereti Authentic Accommodation Cluster; Cluster 3: Imereti Cultural Heritage Cluster) and a cluster “Sustainable Apparel Made in Georgia”. In Component 4, it is foreseen to support a conducive cluster development framework at the national level as well as to provide specific assistance to Enterprise Georgia with regard to strengthening their role for promoting business development, providing demand-oriented services and support to the private sector.

Key Implementing Partner:

Ministry of Economy and Sustainable Development of Georgia (MoESD).

2. Context and current situation in the field of assignment

The Project came into existence in July 2019 with the objective to upscale the cluster development approach previously tested successfully and to establish sustainable business clusters. Furthermore, to the project aims to strengthen institutional capacities of government bodies and agencies in pursuing policies conducive to business clustering and in providing useful services to members of existing or prospective business clusters.

With the support of Project’s national and international experts, the streams of actions of the Project included the establishment of the project’s steering structure, monitoring & evaluation and learning frameworks, the implementation of baseline studies, the organization of study tours for companies, the implementation of cluster mapping exercises, establishment of cluster core team and elaboration of cluster development framework, implementation of measures for institutional strengthening of the Enterprise Georgia (EG), etc.

However, development agenda of the Ministry of Economy and Sustainable Development (MoESD), existing programs of the EG and operational life of Georgian SMEs have been impacted by the COVID-19 related crisis. This has immediate implications for the C4D project

support to the Government of Georgia and Georgian SMEs. While the project's focus remains unchanged, some interventions need to be amended and adapted. This requires refocusing the work of national and international experts.

Considering this background, the Project is seeking to acquire technical and advisory services from a qualified local consultant to uphold the efforts of the current phase of the project and ensure and monitor the coherence of experts work to crisis related interventions.

3. Conditions of the assignment

Within the scope of this assignment, the consultant will support the project with following activities:

- a) Review the ToR and work plans of national and international experts (up to 10 in total) contracted by C4D against current interventions of the project;
- b) Based on the review, advise the team leader and respectful programme experts concerning amendments to the ToRs, tasks and deliverables of running contracts of the Project;
- c) Support the programme experts in the development of new ToRs for short-term consulting and /or service contracts pertinent to the COVID-19 related support measures to the government;
- d) Review of the reports by the project consultants and support the Project team in assessing the quality of deliverables by contractors;

4. Coordination and reporting

The local consultant reports to Mr. Philipp Steinheim, the Project Team Leader, and to relevant programme experts as appropriate.

5. Payment terms and conditions

5.1 The Consultant shall be provided up to 12 expert-days per calendar month over the implementation period of the contract.

6. Other provisions

6.1 Achievement of deliverables must be documented.

6.2 All deliverables must be submitted in professional English. The level of proficiency will be determined as sufficient at the discretion of GIZ. In case of need, the local consultant will be requested to edit the deliverables until the level of proficiency will be deemed as

acceptable. Any costs associated with professional editing (in case of need) will be borne by the local consultant.

6.3 The Project shall grant the Consultant access to materials, premises and resources without which the successful completion of the preagreed tasks is not possible.

7. Criteria for the consultant

Education

- Master's degree in Economics, Business Administration, Public Policy, or a related discipline

Knowledge and skills

- Strong research and analytical skills
- Excellent communication and facilitation skills;
- Advanced computer skills including Microsoft Office and web-based applications;
- Excellent knowledge of English and Georgian languages

Work experience

- At least 10 years of relevant professional experience;
- At least 5 years of working in the realm of private sector development support with an international organization;
- Proven track record in the institutional capacity building / service development of SME support bodies in Georgia;
- Proven track record in designing monitoring, evaluation and knowledge sharing systems for complex development cooperation projects;
- Proven track record of undertaking analytical work and prepare working papers, reports and studies;
- Proven track record of fulfilling assignments for the international organizations working in Georgia;
- Good knowledge of GIZ's Capacity WORKS development cooperation management model is considered as a strong advantage.

Submission Requirements for technical proposal:

- Technical proposal explaining how the consultant will implement the requested tasks
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