

CONFIDENTIAL

## Contents

I. General information	1
II. Tender requirements	3
1. Qualifications of proposed staff .....	3
LOT 1: one local governance expert to be involved in the juries of all four funding lines ....	4
1.1 General qualifications.....	4
1.2 Experience in the region/knowledge of the country .....	4
LOT 2: one local governance expert to be involved in the juries of all four funding lines ....	4
1.1 General qualifications.....	4
1.2 Experience in the region/knowledge of the country .....	4
LOT 3: one expert on economic development to be involved in the jury for Funding Line 3 – Local Economic Development.....	4
1.1 General qualifications.....	4
LOT 4: one expert on social entrepreneurship to be involved in the jury for Funding Line 3 – Local Economic Development.....	5
1.1 General qualifications.....	5
2. Quantitative requirements .....	5
III. Requirements on the format of the tender	6

## I. General information

### 1. Brief information on the Local Development Fund

Since 2021, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) has been implementing the Local Development Fund (LDF), aimed at enhancing socio-economic development in Armenian regions, improving the capacities of local actors and promoting multi-stakeholder dialogue and cooperation at the local level. Since then, 47 projects have been completed or in progress in all marzes of Armenia, resulting in, among others, creation of 228 jobs and improved farming opportunities for 2,800 households.

In the framework of the LDF, commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), and co-financed by the European Union (EU) and the Swiss Agency for Development and Cooperation (SDC), GIZ announced a new call for proposals from Armenian municipalities, private sector organisations, civil society organisations and other interested stakeholders.

The LDF consists of four main funding lines, with unique focus and requirements:

1. Renewable energy and energy efficiency (RE/EE)
2. Municipal services
3. Local economic development (LED)
4. Women empowerment and inclusivity

The full text of the Call for Proposals and the document packages per each funding line are annexed to this ToR.

The overall goal of the LDF is to foster and enhance socio-economic development in communities beyond the capital city. The specific objectives include:

- triggering cross-sectoral dialogue and collaboration among different local actors (such as municipalities, private sector representatives and CSOs),
- promoting ownership and pro-active participation as well as the ability to cooperate and compromise in shaping inclusive community development,
- cross-project collaboration, leveraging expertise from various sectors.

## 2. Context

The applications submitted under the LDF will undergo a thorough evaluation, starting with an administrative review by the GIZ team. This review will assess the completeness of the applications, compliance with eligibility criteria, and adherence to the general requirements outlined above. Applications that fail to meet one or more key requirements – such as eligibility criteria, minimum co-financing, or alignment with the LDF topics – will not proceed to further evaluation.

Applications that successfully pass the administrative review will be forwarded to a professional jury for further evaluation. A separate jury will be established for each funding line, consisting of representatives from various sectors. The assessment will be conducted using the evaluation grid, which includes a general section, common across all funding lines, and a sector-specific section, weighted at 40% and 60%, respectively. The assessment grids operate on a 1,000-point scale, with each criterion scored from 1 (lowest) to 10 (highest) and weighted accordingly. Projects must achieve a minimum score of 500 points to be eligible for financing. However, meeting this threshold does not guarantee funding. The selection process is competitive and depends on the availability of funds. If the number of eligible projects exceeds the funding capacity, projects with the highest scores will be prioritized for financing.

The assessment grid is attached to this ToR.

Additionally, at its discretion, the jury may conduct site visits for shortlisted projects to assess the plausibility of the application and the on-site feasibility of the proposed project.

The purpose of this Terms of Reference (ToR) is to select independent experts to serve as jury members for evaluating applications submitted under the LDF. The jury will ensure a transparent and high-quality assessment of proposals across the four funding lines, applying their sector-specific expertise to support an objective selection process.

Experts are expected to maintain impartiality and confidentiality throughout the evaluation process. In particular, they must strictly adhere to GIZ's regulations on corruption and conflicts of interest.

The selection of independent experts will be conducted through a tender process divided into four lots:

- **Lot 1:** one local governance expert to be involved in the juries of **all four funding lines**.
- **Lot 2:** one local governance expert to be involved in the juries of **all four funding lines**.

- **Lot 3:** one expert on economic development to be involved in the jury for **Funding Line 3 – Local Economic Development.**
- **Lot 4:** one expert on social entrepreneurship to be involved in the jury for **Funding Line 3 – Local Economic Development.**

The services to be provided by each expert are similar in nature but differ in scope, as experts under lots 1 and 2 will evaluate all applications, while those under lots 3 and 4 will focus exclusively on applications submitted under Funding Line 3: Local Economic Development.

3. GIZ shall hire the contractor for the anticipated contract term, from April 2025 to October 2025.

*The services described in Section 4 shall be provided until 10.06.2025.*

4. Each expert shall provide the following services (applicable to all lots):
  - Attend the joint preparatory meeting for the detailed presentation of the evaluation criteria, assessment methodology, and procedural guidelines before the assessment process.
  - Evaluate the submitted applications based on the predefined assessment grids following the administrative and eligibility check conducted by GIZ, and deliver individually filled out assessment grids to GIZ.
  - Attend the mid-term session to examine the ranking table compiled by GIZ based on the jury's scores and approve the shortlisted projects.
  - Conduct additional due diligence (if required) by participating in site visits<sup>1</sup>, either individually or as part of a team, to verify the feasibility and plausibility of shortlisted projects and, as necessary, adjust the scoring based on the information collected during the site visits.
  - Participate in the conclusive jury meeting to discuss the final evaluation results, address any outstanding concerns, and approve the final ranking table.

## **II. Tender requirements**

### **1. Qualifications of proposed staff**

The tenderer is required to propose personnel for the positions specified here and described with respect to the areas of responsibility and qualifications on the basis of relevant CVs.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

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<sup>1</sup> Applications received under Funding Line 1 (Renewable Energy and Energy Efficiency) will undergo a rigorous energy audit, and no site visits by the jury members is required.

## **LOT 1: one local governance expert to be involved in the juries of all four funding lines**

### **1.1 General qualifications**

- Education: University degree in Economics, Public Administration or a related field
- Professional experience: 5 years of experience of working in a municipality / local self-governance body, especially in charge of managing infrastructural development projects
- 2 years of experience in expert assessment of grant proposals related to socio-economic infrastructure projects for municipalities

### **1.2 Experience in the region/knowledge of the country**

7 years of experience of working with Armenian municipalities in various marzes

## **LOT 2: one local governance expert to be involved in the juries of all four funding lines**

### **1.1 General qualifications**

- Education: University degree in Economics, Public Administration or a related field
- Professional experience: 5 years of experience of working in a municipality / local self-governance body, especially in charge of managing infrastructural development projects
- 2 years of experience in expert assessment of grant proposals related to socio-economic infrastructure projects for municipalities
- Extensive professional experience and expertise in municipal finances and public procurement procedures

### **1.2 Experience in the region/knowledge of the country**

7 years of experience of working with Armenian municipalities in various marzes

## **LOT 3: one expert on economic development to be involved in the jury for Funding Line 3 – Local Economic Development**

### **1.1 General qualifications**

- Education: Masters degree in Economics or a related field
- Professional experience: 10 years of experience managing economic development and innovation-related projects
- Extensive work with public sector institutions and private enterprises on policy and private sector development initiatives

Expertise in international technical assistance projects funded by the German and US governments and the EU

4 years of management experience in a company engaged in economic development

Extensive experience in international development projects, particularly in the area of being a jury member in similar grant schemes

## **LOT 4: one expert on social entrepreneurship to be involved in the jury for Funding Line 3 – Local Economic Development**

### **1.1 General qualifications**

Education: Masters degree in Economics or a related field

Professional experience: 7 years of experience in social entrepreneurship development, ecosystem design, and innovation-driven projects

5 years of experience in consulting, training, and research on economic and entrepreneurial development

4 years of management experience in a company engaged in social entrepreneurship, particularly in the area of managing and designing educational programmes for the development of social enterprises

Extensive experience in international development projects, particularly in the area of being a jury member in similar grant schemes

### **2. Quantitative requirements**

Overnight accommodation allowances are reimbursed as set out in the specification of inputs below.

All travel activities must be agreed in advance with the staff member responsible for the project.

#### **Sustainability aspects for travel**

GIZ is required to reduce greenhouse gas emissions (CO<sub>2</sub> emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as using means of transport with a higher CO<sub>2</sub> efficiency. For short distances, e-mobility should be the preferred option.

Cost type	Measurement	LOT 1	LOT 2	LOT 3	LOT 4
Fee days	Number of days for preparation / debriefing	1	1	1	1
	Number of days for implementation	18	18	9	9

Overnight allowance <sup>2</sup>	Number of days/nights	5	5	2	2
Travel costs <sup>3</sup>	Number of km	3,000	3,000	1,050	1,050

**Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above.** There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price schedule.

### III. Requirements on the format of the tender

The CV submitted for each expert can have a maximum of four pages. If the maximum page length is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered). The CVs shall be submitted in English.

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<sup>2</sup> Overnight accommodation costs are reimbursed by 5.000 AMD per night as a lump sum or upon provision of evidence based on market prices for overnight accommodation.

<sup>3</sup> The travel costs are reimbursed by 120 AMD per km upon provision of evidence. As the destinations of site visits are to be determined based on the shortlist of applications, payments will be made based on actual trips conducted.