

Goethe-Institut Georgien

Terms of Reference (ToR)

Call for external service providers for site-specific and experimental performance works in Kobuleti Municipality

1.BACKGROUND

Creative Compass Georgia (CCG) is a 4-year project funded by the European Union (EU), co-funded and implemented by the Goethe-Institut Georgien. This initiative contributes to sustainable growth and employment in cultural and creative industries (CCIs). Through empowering the cultural and creative sectors across regions in Georgia, the project aims to enhance the socioeconomic environment of the country.

This will be achieved through the facilitation of capacity building, networking, collaboration, and providing funding opportunities to different CCI stakeholders with a special focus on regional cities and towns in Georgia. Within the framework of this call, activities are limited to Kobuleti municipality.

2. OBJECTIVE AND SCOPE OF THE ASSIGNMENT

2.1 Objective

Creative Compass Georgia (CCG) announces a tender to commission external service provider to support Performing arts works in the municipality of Kobuleti. This assignment strengthens the local cultural and creative ecosystem through the development and site-specific and experimental performance practices between July 2026 and July 2027.

2.2. Tender Description

This call for services consists of one comprehensive service package. Tenderers must submit one complete proposal covering all services and deliverables described in the Scope of Services.

Scope of Services

The service provider must design and deliver **site-specific or experimental events performances** that showcase original site-specific or experimental performance works. Events must ensure professional presentation quality, audience accessibility, and effective engagement with the community.

Deliverables:

- Creation and presentation of **two (2) site-specific or experimental performance works**
- Full production management: selection and preparation of non-traditional performance spaces, creation of simple scenography and spatial concepts - tailored to community

- venues and unconventional settings. Coordination of rehearsals and delivery of public performances in accessible community spaces.
- Performances must:
 - Be conceivable in a non-traditional or site-specific environment: public spaces: parks, abandoned buildings, open air places - expanding access to theatre beyond conventional venues.
 - Have a minimum duration of 45 minutes
 - Public presentation:
 - Two (2) public performances.
 - Minimum audience capacity:
 - minimum 30 attendees per performance
 - Activities must be implemented within the geographical scope in the following municipality: **Kobuleti**.

Time Frame:

Service Delivery period: between contract periods 07.2026 - 07.2027

1. Site Research & Concept Development (July–September 2026)
 - Identification of non-traditional spaces, securing local permissions, development of spatial and creative concepts for two works.
2. Production Design & Preparation (September 2026–February 2027)
 - Creation of site-specific scenography, safety and logistical planning, coordination with community partners.
3. Rehearsals & On-Site Technical Preparation (February–May 2027)
 - Rehearsals conducted directly in selected locations, spatial adjustments, integrated technical setup and on-site testing.
4. Public Performances & Completion (May–July 2027)
 - Spring 2027 premieres for both works, followed by the required public performances, documentation.

3. ELIGIBILITY CRITERIA

All eligibility criteria must be demonstrated through clear, objective, and verifiable documentation. Only bidders who meet these requirements will proceed to the next stage of the procurement process.

1. Type of Entity

- ✓ **Single service providers - legal entities registered in Georgia (outside Tbilisi) or an EU member state are eligible to apply:**
 - ✓ CSO/NGO (Civil Society Organisation)
 - ✓ Individual Entrepreneur (IE)
 - ✓ LTD (Limited Liability Company)

2. Professional Experience

Tenderers must demonstrate:

- A proven track record in cultural and creative industries (CCI), particularly in the fields of theatre, dance, the performing arts, site-specific or experimental performing arts.
- Minimum 3 years of relevant professional experience (CVs required for all team members)
- Experience in community-based work, with a clear focus on Kobuleti municipality
- Evidence of relevant work through at least two of the following:
 - Portfolio of projects and previous performances (with descriptions/links)
 - Photo/video documentation of completed productions
 - Programs, brochures, or festival catalogues showing participation and role
 - Press reviews, media articles, or public documentation of previous artistic work

3. Project Management & Coordination

Tenderers must demonstrate experience in implementing multidisciplinary and community-based projects in regional contexts, supported by:

- Project portfolio and references
- Contracts, reports, or evaluation documents
- Evidence of coordination with local stakeholders

4. Technical and Organisational Capacity

Tenders must demonstrate the capacity to design and deliver the required services, including:

- Qualified team with clearly defined roles (CVs)
- Organisational and logistical capacity
- Experience in managing similar-scale activities
- Access to appropriate infrastructure and technical equipment

4. THE OFFER

Tenderers are required to submit a unified PDF outlining their approach to implementing the services. The document must include the following:

Written Concept (Maximum 4 A4 Pages):

Implementation Approach

- Description of the planned activities and the overall methodological approach
- Detailed presentation of the concept format, and planned deliverables
- Clear explanation of where, when, how, and for whom the service will be delivered

Regional Experience and Multiformat Approaches

- Work carried out in Georgian regions outside Tbilisi, particularly in Kobuleti municipality.

Team Composition and Roles

- A brief overview of the proposed artistic and technical team, including their roles in the production(s).

- Relevant experience of each team member in performing arts (e.g., directors, choreographers, performers, musicians, designers, technical specialists).
- Evidence of the team's ability to coordinate complex artistic processes, rehearsals, technical implementation, and public presentations.
- Clear and logical allocation of roles aligned with the tender requirements.

5. CONFLICT OF INTEREST

The Tenderers are required to declare that to their knowledge no actual or potential conflict of interest exists through completing the self-declaration template attached in these terms of reference.

6. CONFIDENTIALITY

Service providers must treat all information obtained during the fulfilment of the assignment as confidential in line with the provisions set in the expert contact.

7. MISCELLANEOUS

The payment structure for the services provided will follow a predefined scheme established at the contracting stage. Payments will be made in three instalments: 30% of the total amount will be paid upon signing the contract; 40% will be paid after the completion of stages: Concept Development & Pre-Production; and the remaining 30% will be paid only after the completion of all services.

The documents, samples, etc. sent to the contracting authority in connection with the award of the contract shall not be returned and, unless otherwise agreed, shall become the property of the contracting authority without entitlement to remuneration.

No costs will be reimbursed for participation and preparation of the documents.

8. FORM AND SUBMISSION OF THE OFFER

The tender, including all required appendices, must be submitted in English as a single PDF file to creativecompass@goethe.de.

Please note that compressed/archived files and/or short links cannot be accepted.

The financial offer must be provided (net, without VAT) in EUR (for non-Georgian bidders) or GEL (for Georgian-based bidders). An electronic signature is not required.

The complete offer must be submitted by **30 June 2026, 23:59 (GET/GMT+4)**. This is a strict deadline; late submissions may not be considered.

Questions or requests for clarification can be submitted to the same email address no later than **22 June 2026, 23:59 (GET/GMT+4)**. Responses will be provided by **25 June 2026**.

Tenderers may be contacted for further clarification during the evaluation process.

Incomplete submissions, including missing documents or declarations, may lead to exclusion from the procurement procedure. Offers scoring below 60 points will not be considered for further evaluation. The contracting authority expects to complete the selection process by **15 July 2026**, and the selected contractor will be bound to the offer until **31 July 2026**.

All submitted offers will be reviewed and evaluated based on the criteria outlined below:

1	Criterion	Description	Points
	Quality and Relevance of the Proposed Concept / Creative Approach (Written Concept)	<ul style="list-style-type: none"> - Alignment of the proposed artistic/production concept with the objectives and scope of the assignment. (5 points). - Clarity, coherence, and relevance of the creative approach (theatre, dance, performance art, site specific, experimental formats) (5 points). - Suitability of the proposed artistic vision and formats for the target municipality and audience (5 points). - Overall artistic strength and feasibility of the proposed concept (5 points). 	20
2	Methodological Approach, Implementation Plan, and Deliverables (Written Concept)	<ul style="list-style-type: none"> - Quality and clarity of the proposed methodology across pre-production, production, and post-production stages (5 points). - Feasibility of the workflow and timeline (July 2026-July 2027). (5 points). - Deliverables and risk planning: adequacy of deliverables and realism of risk mitigation measures (5 points). 	15
3	Team Composition, Role Allocation, and Assignment-Specific Experience (Written Concept)	<ul style="list-style-type: none"> - Appropriateness and complementarity of the proposed team composition (5 points). - Clarity of roles and responsibilities relevant to performing arts production (5 points). - Demonstrated assignment-specific experience and alignment of skills to the artistic/technical approach (5 points). 	15
4	Understanding of the Project Context and Target Municipality (Written Concept)	<ul style="list-style-type: none"> - Demonstrated understanding of the regional context and cultural & creative industries (CCI) landscape (5 points). - Appropriateness of community engagement and local collaboration strategies, including suitability for non-urban infrastructures across Kobuleti Municipality (5 points). 	10
5	Artistic Value, Creativity, and Innovation of the Proposal (Written Concept)	<ul style="list-style-type: none"> - Originality and artistic merit of the proposed concept (5 points). - Creativity and innovation in movement language, staging, formats, or use of public/non-traditional spaces, and contribution to contemporary performing arts practice (5 points). 	10
6	Financial Offer (Price Sheet)	Best price according to following criteria: Transparency and clarity of the budget, Proportionality of costs relative to the proposed scope and Overall value for money.	30

9. DATA PROTECTION

The tenderer agrees that the personal data is processed in compliance with GDPR REQUIREMENTS. Any submitted offer will be stored in accordance with GDPR requirements.