

Goethe-Institut Georgien

Terms of Reference (ToR)

Call for External Service Providers to Design, Deliver and Operate a Mobile Cultural Space Incl. Socially Engaged Arts Programme in Gori Municipality

1. BACKGROUND

Creative Compass Georgia is a four-year (2023-2027) EU-funded project implemented and co-funded by Goethe-Institut Georgien. Its main goal is to support cultural and creative industries (CCI) in the regions of Georgia (outside Tbilisi) by creating diverse opportunities and fostering knowledge exchange.

2. OBJECTIVE AND SCOPE OF THE ASSIGNMENT

2.1 Objective

Creative Compass Georgia (CCG) announces a tender for external service providers to design, deliver, and operate a mobile cultural space, accompanied by the implementation of Socially Engaged Arts Programme in **Gori Municipality**, including administrative boundary line villages, communities with ethnic minority populations, and IDP settlements. The assignment aims to strengthen local cultural participation, support community engagement, and expand access to cultural and creative activities through innovative and mobile cultural infrastructure between **September 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 selected service provider should design, provide, transport, install, operate, and dismantle a mobile cultural space suitable for hosting cultural, artistic, educational, and community activities for approximately in Gori Municipality and deliver Socially Engaged Arts Programme within the framework of the assignment.

The Service Provider shall ensure the delivery of cultural activities in close proximity to local communities through the creation, management, and operation of a flexible, accessible, and

attractive temporary space. The space shall accommodate artistic, educational, and community-oriented events and be adaptable for use at various locations throughout the municipality

The proposed solution may take the form of a modular pavilion, tent structure, mobile installation, vehicle-based cultural unit, container-based structure, or another equivalent mobile infrastructure solution.

The mobile cultural space should:

- provide a minimum usable area of **20 -30 m²**;
- accommodate approximately **50 attendees**;
- be safe, accessible, weather-resistant, and suitable for public use;
- be adaptable to different locations within Gori Municipality;
- include the infrastructure necessary for cultural and community activities, such as seating, basic lighting, and other functional equipment;
- be suitable for hosting workshops, discussions, exhibitions, performances, screenings, community gatherings, and other participatory cultural activities.

The service provider will be responsible for all logistical, technical, operational, and coordination aspects necessary for the successful implementation of the assignment, including transportation, installation, operation, maintenance, and dismantling of the mobile cultural space.

Deliverables:

- Design and deliver Socially Engaged Arts Programme, consisting of **three (3) interactive events** that encourage community participation, creative expression, cultural exchange, and civic engagement.
- Ensure the participation of a minimum of **30 attendees at each event**.
- Deploy and operate the mobile cultural space, including the delivery of associated activities, at multiple locations within Gori Municipality, including administrative boundary line villages, communities with ethnic minority populations, and IDP settlements.

Service Delivery period: between contract periods 09.2026 - 07.2027

- Concept development & pre-production (September–October 2026)
- Equipment setup, Programme Curation & event Preparation (October 2026 –February 2027)
- Technical Setup & program finalisation Preparation (February–May 2027)
- Public Events & Completion (May–July 2027)

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 - 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:

- Proven track record in cultural and creative industries (CCI), particularly in the design, delivery, and operation of cultural, community-based, participatory, or socially engaged cultural initiatives.
- Minimum 3 years of relevant professional experience in cultural programming, event implementation, community engagement, public space activation, or related fields (CVs required for all team members).
- Experience in community-based work, with a clear focus on Gori municipality
- Evidence of relevant work through at least two of the following:
 - Portfolio of completed projects, cultural programmes, events, installations, or community engagement initiatives (including descriptions and links, where available);
 - Photo and/or video documentation of previous assignments;
 - Event programmes, catalogues, publications, or similar supporting materials;
 - Reference letters, press coverage, or other publicly available documentation demonstrating successful implementation of comparable activities.

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

Tenderers 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

- A brief description of the proposed mobile cultural space, including its functionality, technical setup, and suitability for cultural and community activities.
- A clear methodology for the implementation of the assignment, including transportation, installation, operation, and dismantling of the mobile space.
- A short concept note for Socially Engaged Arts Programme outlining the proposed activities, target groups, and expected outcomes.
- An implementation plan indicating where, when, how, and for whom the activities will be delivered within Gori Municipality.

Regional Experience and Multiformat Approaches

- Experience of implementing cultural activities in Georgian regions, preferably in Gori Municipality or similar local contexts.
- Experience in community engagement and participatory cultural initiatives.

Team Composition and Roles

- A brief overview of the proposed team, including key roles and responsibilities for the implementation of the assignment.
- Relevant experience of team members in cultural programming, community engagement, event management, participatory arts, and/or operation, logistics of mobile cultural infrastructure.
- Evidence of the team's capacity to successfully deliver cultural activities, coordinate logistics, and engage local communities.
- A clear and appropriate allocation of roles aligned with the requirements of the assignment.

Financial offer:

- The financial offer must be provided (net, without VAT) in EUR (for non-Georgian bidders) or GEL (for Georgian-based bidders) using the Financial Offer Form provided by Goethe-Institut Georgien. The Goethe-Institut Georgia is exempt from VAT. An electronic signature is not required.

The financial offer must include:

- A package price for the design, provision, transportation, installation, operation, and dismantling of one (1) mobile cultural space suitable for cultural, artistic, educational, and community-based activities in Gori Municipality;
- A package price covering all infrastructure, equipment, furniture, and technical requirements necessary for the operation of the mobile cultural space;
- A package price for the design and implementation of Socially Engaged Arts Programme three (3) interactive events, including artistic facilitation, participant engagement, coordination, and event delivery;

5. SUBMISSION PROCEDURE AND TIMELINE

- The tender, including all required appendices and supporting documents, must be submitted in English, preferably as one single PDF file, to: creativecompass@goethe.de
- Please note that compressed or archived files (e.g. ZIP, RAR) and file-sharing links requiring additional access steps may not be accepted.

Submission Deadline

- The complete tender submission must be received no later than: **05 August 2026, 15:00 (GET/GMT+4)**
- This is a strict deadline. Late submissions may not be considered.

Requests for Clarification

- Questions regarding this tender may be submitted to the same email address no later than: **29 July 2026, 23:59 (GET/GMT+4)**
- Responses to clarification requests will be provided by **31 July 2026**

Evaluation and Selection Process

- Tenderers may be contacted during the evaluation process to provide additional information or clarifications regarding their proposals.
- Incomplete submissions, including missing documents, declarations, or required annexes, may be excluded from further consideration.
- Only proposals achieving a minimum score of **60 points** out of 100 will be considered for contract award.
- The contracting authority expects to complete the evaluation and selection process **by 31 August 2026**.
- The selected tenderer shall remain bound by the submitted offer **until 10 September 2026**.

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

	Criterion	Description	Points
1	Quality and Suitability of the Mobile Cultural Space Concept	- To what extent does the proposed mobile cultural space respond to the objectives and scope of the assignment? (5 points) - Suitability of the proposed structure for hosting cultural, artistic, educational, and community activities for approximately 30 participants. (5 points) - Functionality, flexibility, safety, accessibility, and weather resilience of the proposed mobile space. (5 points) - Overall coherence, feasibility, and attractiveness of the concept. (5 points)	20
2	Methodological Approach, Logistics and Implementation Plan	- Clarity and feasibility of the proposed implementation methodology. (5 points) - Quality of the proposed logistics, transportation, installation, operation, and dismantling arrangements. (5 points) - Realism and coherence of the implementation schedule, workflow and planning. (5 points)	15
3	Quality and Relevance of the Proposed Interactive / Socially Engaged Arts Programme	- Relevance of the proposed events to the objectives of community participation and cultural engagement. (5 points) - Quality and appropriateness of the artistic and participatory methods proposed. (5 points) - Degree of audience interaction, co-creation, and active community involvement. (5 points)	15
4	Team Composition, Role Allocation and Relevant Experience	- Suitability of the proposed team structure, allocation of roles and responsibilities, and overall management approach for the effective implementation of the assignment. (5 points) - Relevance of the team's experience and demonstrated capacity to successfully deliver comparable cultural, community-based, and event-related assignments of similar scope and complexity. (5 points)	10
5	Understanding of the Local Context, Community	- Demonstrated understanding of the cultural and social context of Gori Municipality. (5 points)	10

	Engagement and Expected Impact	- <i>Relevance and appropriateness of the proposed approach to engaging local communities, target groups, and local stakeholders. (5 points)</i>	
6	Financial Offer (Price Sheet)	- <i>Clarity and transparency of the financial proposal.</i> - <i>Consistency of the budget with the proposed methodology, activities, and deliverables.</i> - <i>Overall value for money.</i>	30

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 contract amount will be paid upon completion of the inception phase and signature of the contract, including approval of the work plan and methodology;
- 40% will be paid upon satisfactory completion of the core implementation phases, including pre-production, content development, and community engagement activities;
- The remaining 30% will be paid upon successful completion of all services, including delivery of final outputs and submission of the final report.

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. 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.

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.