

Goethe-Institut Georgien

Terms of Reference (ToR)

Call for External Service Providers to Design, Produce and Deliver an Exhibition and Symposium Programme on the Physical Mapping of under-used/not-used Infrastructure in Georgia

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.

In 2024, Creative Compass Georgia implemented a *Physical Mapping initiative* across 35 municipalities in 10 regions of Georgia. Using a dedicated methodology developed within the project framework, municipalities identified and documented cultural, industrial, public, and other underutilised infrastructures with potential relevance for cultural and creative development. The initiative resulted in a comprehensive database, photographic documentation, spatial data, and analytical findings concerning the condition, use, ownership, and development potential of these sites. The exhibition and symposium programme commissioned under this Terms of Reference shall draw upon and further examine the findings of the Physical Mapping initiative.

2. OBJECTIVE AND SCOPE OF THE ASSIGNMENT

2.1 Objective

Creative Compass Georgia (CCG) announces a tender for external service providers to design, produce, coordinate and deliver an exhibition, and symposium programme drawing on the findings of the Creative Compass Georgia Physical Mapping initiative. The assignment seeks to disseminate and critically engage with the results of the Physical Mapping process through public programming and professional exchange, while fostering broader discussion on post-functional and post-Soviet infrastructure in Georgia, including questions of cultural infrastructure, industrial heritage, adaptive reuse, brownfield regeneration, decentralisation, placemaking, and regional spatial development. Through the exhibition and symposium programme, the initiative shall provide a platform for examining the historical, social, cultural, architectural, and economic dimensions of underutilised infrastructure, as well as its potential future role within Georgia's cultural and creative sectors. The assignment will be implemented **between September -November 2026.**

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 shall be responsible for the design, production, coordination, technical implementation, and delivery of an exhibition and symposium programme drawing on the findings of the Creative Compass Georgia Physical Mapping initiative and addressing broader questions related to post-functional and post-Soviet infrastructure in Georgia.

The Service Provider shall be responsible for:

- Curating the findings, datasets, maps, photographic documentation, and other materials generated through the Creative Compass Georgia Physical Mapping initiative and integrating them into the exhibition and symposium programme;
- Developing the exhibition concept and audience experience;
- Producing and installing exhibition materials, including photographs, maps, research content, graphic panels, captions, and other display elements;
- Providing all technical, logistical, and operational arrangements required for the exhibition, including installation, maintenance, staffing, and dismantling;
- Designing and delivering a symposium programme that examines the findings and implications of the Creative Compass Georgia Physical Mapping initiative while fostering wider discussion on post-functional and post-Soviet infrastructure, industrial heritage, adaptive reuse, brownfield regeneration, decentralisation, placemaking, and spatial transformation;
- Coordinating speakers, moderators, logistics, and technical requirements for symposium activities;
- Providing event management, audience coordination, registration support, and visitor services throughout the implementation period;
- Ensuring high-quality documentation of activities, including photography, participant statistics, and reporting.

Deliverables:

The selected service provider shall deliver the following:

Exhibition

- Design, production, installation, operation, and dismantling of **one (1) public exhibition** presenting selected findings of the Creative Compass Georgia Physical Mapping initiative and exploring broader themes related to post-functional and post-Soviet infrastructure in Georgia;

- Exhibition content shall include photographic documentation, maps, research findings, municipal case studies, and interpretive materials;
- The exhibition shall present the Physical Mapping methodology and key findings in an accessible format for both professional and general audiences;
- The exhibition shall be accessible to both professional and general audiences during the Tbilisi Architecture Biennial 2026;
- Ensure participation of a minimum of 100 visitors during the exhibition period.

Symposium Programme

- Design and delivery of **one (1) symposium programme** comprising a minimum of:
 1. three (3) expert talks or presentations;
 2. two (2) panel discussions or public conversations.
- The programme shall include at least one dedicated session addressing the methodology, key findings, and implications of the Creative Compass Georgia Physical Mapping initiative;
- The programme shall engage researchers, architects, urbanists, historians, heritage specialists, municipal representatives, cultural practitioners, policymakers, and other relevant stakeholders;
- Ensure participation of a minimum of 50 attendees across symposium activities.

Service Delivery period: between contract periods 09.2026 - 11.2026

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 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 the cultural, architectural, heritage, research, or creative sectors, particularly in the design and delivery of exhibitions, public programmes, conferences, symposiums, cultural events, or similar public engagement initiatives.

- Minimum 3 years of relevant professional experience in exhibition production, event management, cultural programming, architecture, heritage interpretation, research dissemination, or related fields (CVs required for all key team members).
- Experience in organising public events involving diverse stakeholders, including researchers, cultural practitioners, architects, artists, academics, policymakers, and local communities.
- Evidence of relevant work through at least two of the following:
 - Portfolio of completed exhibitions, conferences, symposiums, public programmes, cultural events, research dissemination projects, or similar assignments (including descriptions and links, where available);
 - Photo and/or video documentation of previous assignments;
 - Exhibition catalogues, event programmes, 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 cultural, research, architectural, heritage, or public engagement projects, 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 exhibition concept, including its concept and visual presentation.
- A clear methodology for the design, production, installation and postproduction of the exhibition as well as the delivery of the symposium programme.

- A short concept note outlining the proposed exhibition and symposium including target audiences, key thematic areas, and expected outcomes.
- An implementation plan indicating when, where, and how the exhibition and the symposium activities will be delivered, including key milestones, logistical arrangements, and community engagement approaches.

Regional Experience and Multiformat Approaches

- Experience in designing and delivering exhibitions, symposiums and other public programmes, including the communication of architectural, cultural, heritage, or research-based content to diverse audiences.
- Experience in audience engagement and participatory public activities

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 exhibition curation and production, architecture and heritage-related programming, event management, symposium organisation, public engagement, and the communication of research-based cultural content
- 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, production, installation, operation, and dismantling of one (1) exhibition on post-functional and post-Soviet infrastructure in Georgia;
- A package price covering all exhibition materials, graphic design, production, equipment, technical requirements, and logistical arrangements necessary for the successful delivery of the exhibition;
- A package price for the design and implementation of one (1) symposium programme including speaker coordination, moderation, participant engagement, logistics, 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: **23 August 2026, 23:59 (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: **5 August 2026, 23:59 (GET/GMT+4)**
- Responses to clarification requests will be provided by: **7 August 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 **75 points** out of 100 will be considered for contract award.
- The contracting authority expects to complete the evaluation and selection process **by 28th of August 2026**.
- The selected tenderer shall remain bound by the submitted offer **until 20 September 2026**.

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

	Criterion	Description	Points
1	Quality and Relevance of the Exhibition Concept	- Clarity of the curatorial approach. (10 points) - Relevance to the themes of Physical mapping findings, post-functional and post-Soviet infrastructure, spatial transformation, and brownfield regeneration. (5 points)	20

		- Quality of the proposed visitor experience and presentation methods. (5 points)	
2	Methodological Approach, Logistics and Implementation Plan	- Feasibility and coherence of the implementation methodology. (5 points) - Quality of the work plan, timeline, and logistical arrangements. (5 points) - Capacity to successfully deliver the exhibition and symposium programme. (5 points)	15
3	Quality and Relevance of the Proposed Symposium Programme	- Relevance of the proposed topics, formats, and activities. (5 points) - Potential to engage professional and public audiences. (5 points) - Contribution to knowledge exchange, public discourse, and audience participation. (5 points)	15
4	Team Composition, Role Allocation and Relevant Experience	- Qualifications and experience of key personnel. (5 points) - Previous experience with exhibitions, conferences, symposiums, or similar public programmes. (5 points)	10
5	Understanding of the Local Context, Community Engagement and Expected Impact	- Understanding of the Georgian context and Proposed approach to audience outreach and engagement. (5 points) - Expected cultural, educational, and public impact of the programme. (5 points)	10
6	Financial Offer (Price Sheet)	- Clarity and transparency of the financial proposal. - Consistency of the budget with the proposed methodology, activities, and deliverables. - Overall value for money.	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 two instalments:

- 60% upon contract signature and approval of the work plan, methodology, exhibition concept, and symposium programme concept;
- 40% upon completion of all services, including the production, installation, operation, and dismantling of the exhibition; delivery of the symposium programme and submission of the final report and supporting documentation.

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.