



## **UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION**

### **TERMS OF REFERENCE (TOR)**

#### **Development and Implementation of Informational Website on Pesticide Management in Georgia "Pesticide Platform"**

#### **UNIDO's Global Quality and Standards Programme (GQSP) – Phase 2, GQSP Georgia: Strengthening pesticide management in the fruits and vegetables value chains.**

**(SAP: 220007)**

**1 July 2025**

### **1 Background Information**

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes Inclusive and Sustainable Industrial Development (ISID) for poverty reduction, inclusive globalization and environmental sustainability. The mandate of UNIDO is to promote and accelerate inclusive and sustainable industrial development in developing countries and economies in transition. UNIDO's vision is a world where economic development is sustainable and economic progress is equitable.

One of the projects of UNIDO is the Global Quality and Standards Programme (GQSP), with an overall objective of the specific intervention in Georgia is linked to Outcome 2, namely: SME compliance with international standards and technical regulations is strengthened.

The specific objective of the intervention in Georgia will focus on strengthening pesticide management in the fruits and vegetables value chains by enhancing the technical competence and sustainability of the conformity assessment bodies (laboratories) and enhancing the awareness and capacity of FBOs and MSMEs to comply. This specific objective will be achieved through the following interventions:

1. The creation of a pesticide database and increasing capacity of conformity assessment bodies in pesticide residue testing
2. The creation of a network of mobile laboratories to improve access of FBOs and MSMEs to accredited testing methods
3. Building awareness of FBOs and MSMEs on pesticide management through sectoral associations and other support institutions

To learn more about UNIDO go to [www.unido.org](http://www.unido.org), and to learn more about UNIDO tools for QI and value chains analysis go to [https://www.unido.org/sites/default/files/files/2021-06/Factsheets\\_KNOWELEDGE\\_HUB\\_links.pdf](https://www.unido.org/sites/default/files/files/2021-06/Factsheets_KNOWELEDGE_HUB_links.pdf).

### **2 Background Information Relevant to the Required Services**

Despite the opportunities introduced by Association Agreement and DCFTA and the efforts made by Georgia to strengthen integration into the EU market systems with its membership application in 2022, the country still lacks the ability to prove compliance with market requirements and did not manage to substantially increase export of high value-added products to EU and EFTA markets. Although national laboratories are operational and well-equipped, the technical staff lacks the knowledge and skills to internationally recognized conformity assessments.

Given the potential of the agriculture sector, the project will contribute to the efforts of the Georgian Government and agricultural producers to increase the competitiveness of agricultural production in the fruits and vegetables value chain by translating key documents into Georgian languages, supporting the creation of a workable pesticide database and promoting international best practices in pesticide application among FBOs and MSMEs in close cooperation with the Georgian Laboratory Association (GeLab) and other sectoral associations.

### **3 Scope of Required Services**

The objective of the required services is to develop and implement a centralized, transparent, and bilingual (Georgian and English) information website on pesticide management in Georgia — the National Pesticide Platform ([www.pesticide.gov.ge](http://www.pesticide.gov.ge)). The platform will serve as a hub for disseminating legal, technical, and practical information related to pesticide regulation and management in Georgia.

This includes:

#### **1. System Development and Integration**

- Design and develop a centralized platform with role-based access for stakeholders (farmers, importers, producers, laboratories, governmental institutions, international partners, and the general public);
- Integrate the system with existing national databases, namely the website falls under the informational category of the Ministry of Environmental Protection and Agriculture of Georgia (MEPA).
- The website will host technical and practical information regarding pesticide regulation and management in Georgia.

#### **2. Website Design**

- The system should have a user-friendly web-based interface with dashboard functionalities, including real-time tracking, alerts, and reporting;
- The design must comply with modern UX/UI standards.

#### **3. Technical Specifications of the Website**

- General Features:
  - Social media buttons (Facebook, Instagram, YouTube, TikTok)
  - Online chat and video call support chat
  - Accessibility for persons with disabilities
- Source Code:
  - The website's source code must be exclusive, must not contain third-party copyrighted elements, and must be accessible for editing/modification by authorized representatives of the client.
  - The contractor bears full responsibility for any copyright infringements involving third parties.
- Search Engine Optimization (SEO):
  - The website must be optimized for major search engines (Google, Yahoo, Bing, etc.) upon delivery.

- All pages must include properly generated meta tags (description, title, og:tags).
- Social Media Integration:
  - Website pages must be integrated with social networks. Internal pages should allow for proper and functional content sharing and liking on Facebook. Shared content that includes an image and a short text must be correctly displayed.
- Google Analytics:
  - The contractor is required to correctly integrate Google Analytics into the website's code. Installation and activity tracking scripts will be provided during the development process.
  - Analytical data should be accessible in both real-time and monthly breakdowns (user count, platform distribution, activity, page views, etc.).

#### 4. Additional Technical Requirements:

- Server-side and client-side applications must be developed in one of the following languages: C#, Python, or Java.
- Use of additional modules must be approved by the Ministry's IT Department.
- The client-side must be a web application.
- The public website and the admin portal must be developed as separate projects with appropriately restricted database access.
- User authentication must be integrated with the Ministry's Microsoft Windows Server-based Active Directory system, using Windows Authentication Protocol for user identification and authorization via pre-existing AD user groups.
- Automatic authentication and authorization must be possible from Ministry domain network-registered computers upon site access (using Trusted Intranet Site setup).
- Data must be processed using at least MS SQL Server 2016.
- GIS data must be processed using the ArcGIS platform.
- Database standardization methods must be applied.
- Application logic must be implemented primarily on the database side.
- Database logic must be executed using stored Procedures capable of DML, TCL commands, and calling other Stored Procedures, Functions, and views.
- Use of '\*' in database object queries is prohibited. All output fields must be explicitly listed.~
- SQL hints may be used, except in Insert, Update, and Delete operations, which must be fully transactional and revert changes on error. Transactions are not required for data retrieval procedures.
- Use of any ORM (Object-Relational Mapping) tools (e.g., Entity Framework, NHibernate, Dapper, Enterprise Library, etc.) is strictly prohibited.
- The application must not generate SQL/TSQL scripts outside the database for any database operations.

- Files (e.g., images, documents, large objects) must be stored separately from metadata in the database (e.g., file ID and metadata in one table, BLOBs in another), and BLOBs must be fetched using the WITH (NOLOCK) hint.
- The web application must be SEO-optimized.
- The website must be responsive across various screen sizes.
- Database integration with existing Ministry (MEPA) systems must be ensured, as agreed with the IT Department.
- The source code must be delivered to the MEPA's IT Department before the official launch, including rights for future modifications.
- The source code must also be submitted to MEPA for security compatibility testing before the site is officially launched.

#### 5. Functional and Technical Recommendations:

- Multilingual support (Georgian and English) with language switcher
- Keyword search and filtering features (e.g., for pesticides, labs, analysis methods, etc.)
- Downloadable document repository
- Responsive design, adapted for both desktop and mobile devices
- Internal content management system (CMS) for updating news and managing content, with integrated tools for collecting user feedback to drive continuous improvement of both the platform and the CMS.
- Security: data protection, GDPR compliance, secure data processing
- Additional requirements subject to agreement with the IT specialist

#### 6. Digital and Public Engagement

Digital Resources:

- A centralized online platform for pesticide-related information
- MEPA's website to serve as a digital hub

#### 7. Training and Capacity Building:

- Conduct training sessions for MEPA staff, and other relevant stakeholders;
- Provide technical documentation, SOPs and user manuals;
- Handover of admin control and source code to MEPA IT Team

#### 8. Support and Maintenance:

- Continuous tracking of system performance, uptime, and potential failures;
- Regular patches and updates to protect against cyber threats and ensure alignment with national and international regulations;
- Scheduled backups and disaster recovery testing to prevent data loss;
- Fine-tuning system components to ensure smooth operation under increased workload.

- Transition to MEPA IT Team and Exit Strategy:
- Establishing clear timelines for bug fixes, updates, and response times;
- Ensuring gradual transfer of maintenance responsibilities to national counterparts;
- Defining an Exit and Sustainability Strategy for long-term system sustainability without external IT dependency;
- Signing a service level agreement with MEPA (if needed).

For a more detailed description of the technical specifications of the platform go to ANNEX B.

#### 4 Deliverables and General Time Schedule

All activities/deliverables shall be finalized and all stated payment supporting documents shall be submitted to UNIDO no later than five (5) months from the date when the contract is signed by the Contractor.

The following **activities/deliverables** are expected from the Contractor:

**1. Inception Report** (no later than 1 month after the contract signature):

This report shall include:

- Detailed Workplan
- Capacity Building Plan
- System Requirements Specification

**2. Interim Report** (no later than 3 months after the contract signature):

This report shall include:

- Final System Rollout with full production mode with no major expected changes and handover protocols (admin rights, credentials, final documentation)
- Pilot Implementation including User Acceptance Testing (UAT), operational testing, and validation
- Capacity Building and Documentation with training sessions and manuals

**3. Final Report** (no later than 5 months after the contract signature):

This report shall include:

- Complete Capacity Building, Delivery and Final Training Materials
- Final Documentation, including handover protocols (admin rights, credentials, manuals)
- Support and Maintenance Plan with tracking, fine-tuning processes, and final handover to MEPA

The general schedule of expected activities/deliverables is following:

Deliverables / Milestones	1 month		2 month		3 month		4 month		5 month	
<b>Deliverable 1 (Inception report)</b>										
<b>Activities</b>										
Expected signing of contract and start of the work										
Conducting consultative meetings with UNIDO, MEPA, and other stakeholders										
Submission of the final version of the inception report										

Collecting and incorporating UNIDO feedback										
<b>Deliverable 2 (Interim report)</b>										
<b>Activities</b>										
Beta System Deployment with complete functional system ready for testing										
Pilot Implementation with User Testing, System Refinements, and Risk Mitigation, including data mitigation and validation, user acceptance testing (UAT), operational testing, feedback and stakeholder validation and risk mitigation plan										
Final System Rollout with full production mode with no major expected changes and handover protocols (admin rights, credentials, final documentation)										
Capacity Building and Documentation with training sessions and manuals										
Submission of the interim report										
<b>Deliverable 3 (Final report)</b>										
<b>Activities</b>										
Support and Maintenance with continuous tracking and fine-tuning and complete handover to MEPA										
Submission of a final technical report describing all works delivered under the contract										
Collecting and incorporating UNIDO feedback										
Expected closure of contract and final payment release										

All requested documents should be provided to UNIDO in 1 electronic copy, consisting of the following electronic files:

- PDF file
- Original work files (WORD, POWERPOINT, EXCEL, etc.).

The electronic copy can be provided via e-mail if the nature and size of the files make it possible. Otherwise, the electronic copy should be provided through a cloud storage application as per UNIDO's suggestion.

The requested reports should be provided in the English language.

Information pertaining to content developed as part of this contract and all copyrights should be supplied to UNIDO.

## 5 Contractor's Personnel

The Contractor shall assign for this contract a minimum of one (1) Expert to work on the deliverables and one (1) experienced Team Leader for the required services and communication with UNIDO.

The Team Leader assigned by the Contractor shall have the following minimum qualifications:

- Advanced university degree in Project Management, Information Systems, Business Administration, and/or a related field, is required;
- At least 7 years of experience managing large-scale IT system development projects is required;
- Experience working with international organizations, regulatory agencies, or government authorities, is required;
- Excellent command of the English language is required;
- A good knowledge of the Georgian language is desirable.

The respective Expert 1 (Lead Software Architect/Developer) assigned by the Contractor must possess the following skills and minimal qualifications:

- University degree in Computer Science, Software Engineering, Information Systems, and/or a related field, is required;
- At least 5 years of experience in designing and developing large-scale IT systems is required;
- Expertise in database management, API development, and system integration with government or enterprise platforms, is required;
- Experience and proven ability to implement QR code or barcode-based tracking systems, is required;
- A good knowledge of the English language is required;
- A good knowledge of the Georgian language is desirable.

To ensure the successful execution of the project, the Contractor may supplement the core team (Team Leader and Lead Software Architect/Developer) with additional experts in areas such as data integration, interoperability, training, and capacity building, based on the proposed methodology and project needs. The flexibility to expand the team allows for a tailored approach to address specific technical and operational requirements.

The bidder is expected to provide CVs of the assigned personnel to be made available for this contract. The bidder is also to indicate where the assigned personnel will be based.

The Team Leader assigned by the Contractor as the main responsible for communication with UNIDO shall be available from 8.30 am to 5.30 pm Central European Time (CET) during all working days of UNIDO. For emergencies arising while the Contractor's offices are closed, the Contractor shall make all necessary efforts to be available through emails and phone.

## **6 Language Requirements**

All communication with UNIDO will be in the English language.

The requested reports should be provided in the English language.

The documentation, capacity building, system requirement, etc., shall be either in English and/or Georgian.

## **7 Location**

The services could be rendered online with some on-site presence in Georgia required for stakeholder consultations, system deployment, and training sessions.

## **8 Payment Terms**

The timeline and payment terms based on the deliverables, as well as the documents requested for each payment to be processed, are presented in the following table:

No.	Deliverables	Documents required for payment to be processed	Expected completion	Payment
1.	<b>Deliverable 1</b> (Inception report)	<ul style="list-style-type: none"> <li>Counter-signed contract</li> <li>Invoice</li> <li>Completed Bank Information Form</li> <li>Inception report</li> </ul>	1 <sup>st</sup> month	20 %
2.	<b>Deliverable 2</b> (Interim report, including pilot implementation)	<ul style="list-style-type: none"> <li>Invoice</li> <li>Interim report confirming full operationalization, system stability, and compliance</li> </ul>	3 <sup>rd</sup> month	40 %
3.	<b>Deliverable 3</b> (Final report)	<ul style="list-style-type: none"> <li>Invoice</li> <li>Final report describing all works delivered under the contract, including system updates, issue resolution, and final handover</li> </ul>	5 <sup>th</sup> month	40 %

Payments will be payable within 30 days upon receipt and acceptance of the deliverable and invoice (electronic version) indicating the contract number and instalment requested.

## 9 Qualification Requirements

The following are the qualification requirements for the bidder's technical offer to be considered:

- **Corporate registration**

The bidder should provide a certified copy of their Certificate of Incorporation or other documents setting forth the legal basis of the company and therefore proving a legal capacity to enter into a contract.

- **Minimum number of years in business**

The bidder should be able to evidence the existence of operations of at least five (5) years. In order to do so, the bidder is therefore requested to provide a Certificate of Incorporation which is evidencing this requirement.

## 10 Evaluation Criteria

The bidder should meet the following evaluation criteria:

### Technical criteria:

- **Technical proposal**

The bidder should submit a technical proposal in compliance with the Terms of Reference, as well as detailed descriptions of sub-activities and a detailed Gantt chart.

- **Previous experience with similar contracts**

The bidder should be able to evidence relevant experience of at least five (5) years in the provision of the services related to development and implementation of similar information systems and websites indicated in *Section 3: Scope of Required Services*. In order to do so, the bidder is therefore requested to provide an overview listing the bidder's past experience/portfolio overview/samples of the bidder's work showing:



- 1) Five (5) examples of development and implementation of similar Information systems and websites
- 2) At least three (3) reference letters evidencing successfully completed contracts or names and contact details of three (3) companies to which services were provided.

- **Qualification and experience of personnel assigned**

The bidder should evidence the relevant experience and academic qualifications and/or technical competence of key staff assigned by providing CVs of all personnel assigned to the works under the scope of this ToR and copies of obtained certificates as specified in the ToR.

- **Methodology**

The bidder should submit a narrative description of the methodology to be used for the delivery of requested services, including an explanation of the bidder's understanding of the work to be performed and the services to be provided.

- **Workplan**

The bidder should submit a workplan (operational plan) for delivery of requested services (including a proposed timeline/delivery schedule with clear milestones).

**Commercial criteria:**

Bidders should note that only technically compliant offers/proposals should be further considered for commercial evaluation.

- **Financial offer**

The bidder should submit a financial offer in EUR in the format shown under ANNEX A - Financial Proposal Format. Bidders must have an account in the currency in which they provide their financial offer.

The financial offer should contain all costs involved to perform the required services specified in these Terms of Reference, including but not limited to:

- Experts' fees
- Travel costs (if any)
- Miscellaneous (insurance, security costs, proofreading and editing, etc.) (if any)

Offers received in a different currency than the one indicated will be converted to EUR currency at the United Nations Rate of exchange prevailing on the date of the bid closing and the resulting currency price will be used for price comparison and in the contract.

## **11 Submission of Offer**

Bidder's Technical and Financial Proposals should be submitted via email addressed to [n.manvelidze@unido.org](mailto:n.manvelidze@unido.org) no later than 5:00 pm (GET), 21 July 2025.

The terms outlined in this ToR and in [UNIDO General Conditions of Contract](#) will form a part of any contract should UNIDO accept the bidder's offer.

Any requests for clarifications, additional information, etc., relating to this Terms of Reference must be addressed to [n.manvelidze@unido.org](mailto:n.manvelidze@unido.org). If such requests are addressed to others or if additional information is obtained from others, it may lead to disqualification of the offer.

The bidder's offer must be signed by an official legally authorized to enter into contracts on behalf of the bidder.

## ANNEX A: Financial Proposal Format

### FINANCIAL PROPOSAL FORMAT in EXCEL

- A. This form is a standardized document which the bidder must submit to UNIDO in connection with this contract for services.
- B. Where a particular cost element is not appropriate for the proposed contract, please indicate "Not applicable" or "NA" on the form.
- C. In addition to the cost breakdown on this form, the bidder, in good faith, should submit with this form any additional data, supporting schedules and substantiation which are reasonably necessary for the conduct of an appropriate review of the proposed contract costs. Failure to furnish the information requested on this form may render his proposal non-responsive.
- D. If a cost is included in a particular item, do not duplicate the cost or any portion thereof in another item on the form.
- E. Unless otherwise advised, all costs on the form should be stated in equivalent EUR.
- F. Explanation and supplementary instructions for use of the cost analysis form by item.

*To be completed as applicable.*

#### Grand Total and Sub-totals

State the total of all costs you propose in order to accomplish the contract.

### BREAKDOWN OF THE OFFERED PRICE

Activity XX	Note	TOTAL EUR
Activity XX	Note	
Activity XX	Note	
<u>Other Costs</u> (Specify cost per each item)	Note	
GRAND TOTAL		

## ANNEX B: Development and Implementation of Informational Website on Pesticide Management in Georgia "Pesticide Platform"

<b>1. Pesticide Information</b> <b>Format:</b> Text content + downloadable PDF files
<b>General Information:</b> <ul style="list-style-type: none"> <li>○ Pesticide names (generic and brand).</li> <li>○ Active ingredients.</li> <li>○ List of officially approved pesticides in Georgia.</li> <li>○ Permitted doses and usage regulations.</li> <li>○ Target pests and diseases.</li> </ul> <b>Application Details:</b> <ul style="list-style-type: none"> <li>○ Crops the pesticide can be applied to.</li> <li>○ Dosage per crop.</li> <li>○ Interval between applications.</li> <li>○ Pre-harvest waiting periods.</li> <li>○ Safe handling rules and pictograms for hazards.</li> </ul> <b>Environmental and Health Data (Optional):</b> <ul style="list-style-type: none"> <li>○ Toxicological information.</li> <li>○ Environmental impact assessment.</li> <li>○ Antidotes for poisoning.</li> <li>○ Symptoms and severity of pesticide poisoning.</li> </ul>
<b>2. Regulations</b> <b>Format:</b> Text content + downloadable PDF files
<b>Georgian Legislation:</b> <ul style="list-style-type: none"> <li>• DCFTA - Legislation related to plant health</li> <li>• Current national legislation in the field of pesticides and fertilizers ; (List - dates of adoption and entry into force)</li> <li>• Obligations for primary production from the Code and from 173 N14</li> <li>• Resolution of the Government of Georgia No. 623, December 29, 2016 - "On approval of the technical regulation on maximum levels of pesticide residues in food (s) of plant and animal origin/animal feed (s)"</li> <li>• Current legislation in the field of pesticides and fertilizers in the European Union (link)</li> </ul> <b>Regulatory Oversight:</b> <ul style="list-style-type: none"> <li>• Compliance with EU regulations (Regulation 1107/2009/EC (consolidated version 21.Nov 2022).</li> <li>• Certification of professional pesticide users (e.g., "driving license" concept).</li> <li>• (Record of companies registering pesticides.)</li> <li>• Regularly updated lists of approved pesticides and their applications in Georgia &amp; EU.</li> </ul> <b>Enforcement and Monitoring: (optional)</b> <ul style="list-style-type: none"> <li>• Enforcement triggers and conditions for intervention.</li> <li>• Control of refilling and rebottling operations.</li> <li>• Accreditation status of laboratories and bodies.</li> </ul>
<b>3. Pesticide and Agrochemical Data</b> <b>Format:</b> Downloadable Excel files + filterable tables
<ul style="list-style-type: none"> <li>• List of registered pesticides in Georgia; (List - Excel))</li> <li>• List of registered fertilizers in Georgia; (Excel)</li> </ul>

<ul style="list-style-type: none"> <li>• State Catalog of Pesticides; (Text)</li> <li>• State Catalog of Agrochemicals; (Text)</li> </ul>
<b>4. Registration and Legal Obligations</b> <b>Format:</b> Text + downloadable documents in Georgian, English, and Russian
<ul style="list-style-type: none"> <li>• Reference to the law regarding the obligation to register. Administrative penalties</li> <li>• Documentation required for registration of pesticides and pesticides in Georgian, English and Russian;</li> <li>• Information on the term and fee for services required for registration of pesticides and fertilizers;</li> </ul>
<b>5. Market Information</b> <b>Format:</b> Tables or lists
<ul style="list-style-type: none"> <li>• List approved retail shops of pesticides and fertilizers;</li> <li>• Register of importers and local producers of pesticides and agrochemicals;</li> </ul>
<b>6. Laboratory and Testing Framework</b> <b>Format:</b> Tables + lists
<ul style="list-style-type: none"> <li>• GeLab, Georgian Laboratory Association (link)</li> <li>• List of accredited laboratories capable of pesticide testing (SLA, Multitest, etc.) (links)</li> <li>• Details on tests available (e.g., LOD/LOQ capabilities) and if tests are accredited.</li> <li>• Integration with existing databases like the EU Pesticides Database providing MRL data etc.</li> <li>• Online access to EU pesticide database and MSDS via API.</li> <li>• Reports on pesticide residues and compliance trends.</li> </ul>
<b>7. Educational Materials</b> <b>Format:</b> Links, embedded videos, downloadable brochures (PDF)
<b>Stakeholders:</b> <ul style="list-style-type: none"> <li>• MEPA, NFA, and related governmental agencies.</li> <li>• armers, business operators, and consumers.</li> <li>• Private and public laboratories.</li> <li>• Research institutes and non-governmental organizations (NGOs).</li> <li>• Sellers/resellers.</li> </ul> <b>Training and Awareness:</b> <ul style="list-style-type: none"> <li>• Courses for the certification and recertification of pesticide professionals.</li> <li>• Training on the safe disposal of pesticide containers.</li> <li>• Training for farmers on pesticide management.</li> <li>• Safe use of pesticides, refill procedures (for sellers/resellers), etc.</li> <li>• Antidotes – not sure if this is relevant for this platform.</li> </ul> <b>Interactive Tools:</b> <ul style="list-style-type: none"> <li>• Pesticide use calculator (e.g., dosage per crop).</li> <li>• Geo-based mapping of laboratories or approved pesticide retailers (optional, but very useful).</li> <li>• Complaint or reporting function for illegal pesticide sales or misuse.</li> <li>• Video Clips (Links)</li> <li>• Electronic versions of brochures</li> </ul> <b>Stakeholders:</b> <ul style="list-style-type: none"> <li>• MEPA, NFA, and related governmental agencies.</li> <li>• Farmers, business operators, and consumers.</li> <li>• Private and public laboratories.</li> <li>• Research institutions and NGOs.</li> <li>• Sellers/Resellers</li> </ul>
<b>8. News</b>

<b>Format: Dynamically updated content via CMS</b>
<ul style="list-style-type: none"><li>• Legislative updates</li><li>• Events</li><li>• Information notices</li><li>• Control results</li></ul>
<b>9. External Resources</b>
<b>Format: Hyperlinks</b>
<b>Examples:</b> <ul style="list-style-type: none"><li>• Website on pesticide residues in food</li><li>• <a href="#"><u>EU Pesticides Database</u></a></li><li>• <a href="#"><u>EU Reference Laboratories for Residues of Pesticides</u></a></li><li>• Etc.</li></ul>