

Ref: HSIG/LED/2026/SA/NT/RFP-001

Request for Proposal (RFP)

Facilitation of Market Linkages Between Tourism MSMEs and Tour Operators around Kolkheti National Park

Helvetas invites interested parties to provide services as described below.

1. Contract description

The overall goal of this call is to facilitate sustainable market linkages between tourism MSMEs around Kolkheti National Park and tour operator companies by developing, testing, and monitoring demand-driven tourism products over the 2026 tourism season.

The required services details are annexed in this document.

2. Timetable

	DATE	TIME
Tender announcement	From 09/02/2026 to 22/02/2026	
Deadline for submitting offers to email account ¹ procurement.geo@helvetas.org	22/02/2026	18:00

3. Nature of the contract

Service Contract

4. Negotiations

Helvetas reserves the right to enter into negotiations with all or part of eligible bidders in order to amend and/or complete their original offers.

Negotiations may concern the technical, financial, legal and other aspects of the contract.

5. Eligibility

Participation is open to all companies, consulting entities, with respective sectoral experience (indicated in the ToR), registered in the country.

In case of services, consultants included in an offer cannot be part of other bidders' offer, in which

¹ Any application received after this deadline will not be considered.

Ref: HSIG/LED/2026/SA/NT/RFP-001

case they will be excluded from the procedure without further evaluation.

6. Costs for preparing offers

No costs incurred by the bidder in preparing and submitting the offers are reimbursable. Such costs fall under the responsibility of the bidder, including the costs incurred during negotiating and interviewing process.

7. Sub-contracting

Sub-contracting services to another legal person is not allowed.

8. Provisional commencement date of the contract

February 2026.

9. Initial period of execution and possible extension of the contract

Services are to be provided between February 2026 and November 2026.

10. Evaluation of offers

Each offer will be evaluated in accordance with the criteria and the weighting as detailed below. In the case of offers submitted by a consortium, these criteria will be applied to the consortium as a whole. The criteria for evaluation of goods/services or works will be examined in accordance with the requirements indicated in attachments.

The entire evaluation procedure is confidential. The Purchasing Panel (PP) decisions are collective and its deliberations are held in virtual session. The members of the PP are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the bidders nor to any party other than Helvetas.

10.1 Eligibility criteria

Only the companies that provide signed forms below will be processed for further evaluation:

- Eligibility Documentation Form (See ELIGIBILITY DOCUMENTATION part below) and
- Application Form (See PART 1 – APPLICATION PACKAGE part below)

10.2 Evaluation criteria of eligible offers

Criteria for evaluation of the Technical offer

Requirements	Documentary evidence
1. Understanding of the assignment and proposed methodology: Demonstrated understanding of the market facilitation objective, demand-driven tourism product development, and the role of a	Technical proposal describing methodology,

Ref: **HSIG/LED/2026/SA/NT/RFP-001**

neutral facilitator; clarity, coherence, and feasibility of the proposed approach and workplan.	workplan, and implementation approach.
2. Relevant experience in tourism development and market linkage facilitation: Proven experience in facilitating linkages between tourism MSMEs and tour operators, preferably in nature-based, adventure, or experiential tourism contexts.	Reference to relevant assignments; completion certificates for similar projects.
3. Territorial and contextual experience related to protected areas: Demonstrated experience working in or around protected areas, preferably Kolikheti National Park or comparable destinations, including tourism route development, trail mapping, or feasibility studies.	Description of relevant projects; maps, studies, reports, or publications produced; references.
4. Institutional capacity and team expertise: Adequacy and complementarity of the proposed team, including facilitation, coordination, and stakeholder engagement skills; experience working with municipalities, protected area administrations, and local stakeholders.	CVs of key experts; organizational profile; role descriptions of team members.

The bidders that pass the technical evaluation (**min 50% of technical evaluation scoring**) will be processed for further evaluation.

Criteria for evaluation of the financial offer:

Requirements	Documentary evidence
Financial offer according to instructions in PART 2 of this document	Financial offer in CHF

The weighting of the criteria for evaluation of technical and financial offers are as follows:

Criteria	Max points
Technical offer*	70
Understanding of the assignment and proposed methodology	20
Relevant experience in tourism development and market linkage facilitation	20
Territorial and contextual experience related to protected areas	10
Institutional capacity and team expertise	20
Financial offer	30
Total maximum score	100

*Evaluation of the offers will be done progressively; namely lower quality of elements of the technical offer and higher financial offer will receive less points from the maximum points presented in the table.

After evaluation of offers, Helvetas reserves the right to enter into negotiations with all or part of eligible bidders in order to amend and/or complete their original offers.

Ref: **HSIG/LED/2026/SA/NT/RFP-001**

Contract will be awarded to the technically most advantageous offer. Helvetas reserves the right to contract only part of required services or cancel this tender procedure should it not be satisfied with the quality of offers.

In case of services, having selected an offer partly on the basis of evaluation of consultants presented in the offer, Helvetas expects the contract to be executed by these specific consultants. However, additional consultants may be proposed/contracted during the implementation period.

11. Submission of offers

Offers must be submitted via email in electronic format only in two separate files using the standard forms provided by the Helvetas (PART 1 and PART 2).

Technical offer (preferably on the company letterhead, where possible) shall contain:

1. **Signed Eligibility Documentation Form²** – as per ELIGIBILITY DOCUMENTATION part below
2. **Signed Application Form** – as per PART 1 – APPLICATION PACKAGE part below
3. Bidders have to supply the Technical offer, accompanied by the following documentation for the bidder:
 - Registration Certificate
 - Company profile (preferably on the company letterhead, where possible)
 - CVs of the technical team
 - List of completed project & references (preferable on the company letterhead, where possible)

The name of the file should have the bidder's name, Reference No: **HSIG/LED/2026/SA/NT/RFP-001** and the text 'Technical offer documents'

(for example - **My Company HSIG/LED/2026/SA/NT/RFP-001 technical offer documents**) and

Financial offer shall contain:

1. **Signed Financial Offer form** - as per PART 2 - Financial offer part below

The Financial offer must be presented in CHF. The fees proposed in this offer should be all inclusive; the contractor will cover all costs to perform their tasks. Helvetas is exempt from VAT, thus the fees offered should be without VAT. The contractor is responsible for all other taxes and duties in compliance with the legislation of the country.

The name of the file should have the bidder's name, Reference No: **HSIG/LED/2026/SA/NT/RFP-001** and the text 'Financial offer documents'

(for example - **My Company HSIG/LED/2026/SA/NT/RFP-001 financial offer documents**).

² Electronic copies of eligibility documentation should be provided only by the winning bidder prior to contract signing.

Ref: **HSIG/LED/2026/SA/NT/RFP-001**

The subject of email should contain only the PRF reference number (for example - *HSIG/LED/2026/SA/NT/RFP-001*).

The body of the email should contain bidder's official name, address and telephone number.

Offers must be submitted in English language exclusively to the following email address:

procurement.geo@helvetas.org. Offers submitted after the deadline mentioned under point 2

Timetable of this RFP will not be considered. The counted official receipt time is the time showing on the email received from the bidder to procurement.geo@helvetas.org.

12 Alteration or withdrawal of applications

Candidates may alter or withdraw their offers by written notification prior to the deadline for submission of tenders. No offer may be altered after this deadline.

Helvetas retains ownership of all offers, which have not been withdrawn. Consequently, bidders do not have the right to have their offers returned to them.

13 Validity of offers

Bidders are bound by their tenders for 60 days after the deadline for submitting offers. In exceptional cases, before the period of validity expires, the Helvetas may ask bidders to extend the period of validity for a specific number of days, which may not exceed 40.

14 Signature of the contract(s)

Within 3 days of receipt of the contract already signed by the Helvetas, the selected bidder shall sign and date the contract. Failure of the selected bidder to comply with this requirement may constitute grounds for annulling the decision to award the contract. In this event, the Helvetas may award the tender to another bidder or cancel the tender procedure.

15 Terms of payments

Helvetas is not a payer of value added tax (VAT). Prices in the application must be submitted, taking into account all expenses.

The payment will be made via bank account transfer to the winner of the tender in GEL based on the official exchange rate established by the National Bank of Georgia on the payment day within a maximum of 10 working days from the date of acceptance of services. Cases of non-performance of obligation and their legal consequences will be separately indicated in the contract.

16 Terms of cooperation

In the case of a contracting, the parties will have to perform according to the established time and in accordance with Helvetas – Service provider contract. Helvetas has the right to increase or decrease the number of ordered items. Helvetas has the right to choose a supplier/ implementer on the given offer according to its own discretion. Helvetas has the right to re-formulate the Request for Proposal (RFP) to its own discretion, if any additional items are needed. In case of failure or non-compliance with contractual obligations, Helvetas has a unilateral right to terminate the contract without incurring any legal obligation.

Ref: **HSIG/LED/2026/SA/NT/RFP-001**

The Applicant has to be familiar with all instructions, forms and requirements mentioned in the RFP documents. The responsibility for the submission of the offer in accordance with these requirements lies entirely with the Applicant.

Helvetas signs a service contract with the winning bidder. The contract will come into force upon signature by both parties.

17 Ethics clauses/Corruptive practices

Bidders making false declarations may be subject to financial penalties representing 10% of the total value of the service contract being awarded. This rate may be increased to 20% in the event of a repeated offence.

Any attempt by a company/organisation to obtain confidential information, enter into unlawful agreements with competitors or influence the PP or the Helvetas during the process of examining, clarifying, evaluating and comparing offers will lead to the rejection of its offer and may result in penalties as described above.

Companies/organisations must not be affected by any conflict of interest with other bidders or parties involved in the project. Helvetas reserves the right to suspend or cancel the RFP procedure and/or contract if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract.

Companies/organisations will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company/organisation which has every appearance of being a front company/organisation.

Contractors found to have paid unusual commercial expenses related to this project are liable, depending on the seriousness of the facts observed, to have their contracts terminated and/or be penalised.

The Helvetas reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the contract, Helvetas may refrain from concluding the contract and/or terminate the contract.

18 Operational language

All written communications for this tender procedure and contract must be in English.

19 Additional information

The conclusion of the tender and the award of any contract are subject to the availability of funds.

Helvetas reserves the right to annul this tender procedure at any time, without any liability on its side.

Ref: HSIG/LED/2026/SA/NT/RFP-001

ELIGIBILITY DOCUMENTATION FORM

LIST OF REQUIRED DOCUMENTS

Eligibility criteria

Requirements	Documentary evidence
The bidder is registered	The full Registration certificate
The bidder company profile	1-2-page description of company activities on the company letterhead, if possible
The bidder company technical team	CVs of key personnel to be involved in the implementation of the activity
The bidder has carried out in the course of the past 5 years in fields specified in section 1 above.	A list of projects highlighting Professional Capacity of the bidder company in the sector, accompanied by documentary evidence for at least recent 5 years relevant to the requirements of this tender. <i>By documentary evidence, this refers to contracts, references or other documentary evidence issued by a contracting authority. Only documentary evidence found to be relevant for the tender's thematic fields will be considered.</i>

STATEMENT

I, the undersigned hereby declare that we have in possession all documents listed above. All documents are valid as requested in the table above and hard copies or electronic copies can be distributed as/when needed.

Signed on behalf of the bidder

Name:	
Signature:	
Date:	

Ref: HSIG/LED/2026/SA/NT/RFP-001

PART 1 – APPLICATION PACKAGE

APPLICATION FORM

1 SUBMITTED by (i.e. the identity of the bidder)

	Name of entity making this application
Organisation:	
Identification Code:	
Director:	
Legal Address:	
Tel / Mob Number:	
E-mail:	

2 CONTACT PERSON (for this application)

Name:	
Position:	
Tel / Mob Number:	
E-mail:	

3 STATEMENT

I, the undersigned, the authorised signatory of the above bidder, hereby declare that we have examined the tender dossier for the contract referred to above. We hereby accept its provisions in their entirety, without reservation or restriction.

We agree to become one of the parties to the framework contract and to submit an offer whenever requested by the Helvetas in accordance with the terms of the tender dossier and the conditions laid down, without reservation or restriction.

We are making this application for this tender in our own right. We confirm that we are not tendering for the same contract in any other form. We understand that our consultants may be excluded if we propose consultants who have been involved in offers from other bidders.

We will inform Helvetas immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other

Ref: **HSIG/LED/2026/SA/NT/RFP-001**

contracts funded and/or managed by Helvetas and that penalties may be applied as specified in the tender dossier.

We note that the Helvetas is not bound to proceed with this tender and that it reserves the right to award only part of the contract and that it will incur no liability towards us should it do so.

Signed on behalf of the bidder

Name:	
Signature:	
Date:	

Ref: HSIG/LED/2026/SA/NT/RFP-001

Annex 1

TERMS OF REFERENCE

Required service	Facilitation of Market Linkages Between Tourism MSMEs and Tour Operators around Kolkheti National Park
Contract type	Service Contract
Duration	February-November 2026

1. Background

The Swiss-funded Local Economic Development Project (LEDP) supports integrated economic development in Georgia, including the development of sustainable tourism economies around Kolkheti National Park (KNP). The intervention is implemented in close cooperation with six municipalities adjacent to the Park and is anchored in inter-municipal coordination, private sector engagement, and market systems thinking.

Kolkheti National Park and its surrounding areas hold significant potential for nature-based, adventure, cultural, gastronomic, and experiential tourism. However, tourism MSMEs in and around KNP remain at an early and emerging stage of development. This is not due to a lack of entrepreneurial interest or natural assets, but rather to the absence of predictable and structured market demand that would justify investment, business formalization, and service upgrading.

In response, LEDP deliberately works in parallel on both the supply and demand sides of the local tourism system:

- On the supply side, the project supports emerging tourism MSMEs through access to finance (micro-grants and blended finance), targeted business development support, and plans capacity-building in hospitality, service quality, and basic business management.
- On the demand side, LEDP engages tour operator companies to create concrete market entry points for these MSMEs by integrating them into demand-driven tour itineraries.

To operationalize this approach, LEDP seeks to contract a qualified service provider to facilitate market linkages between emerging tourism MSMEs around Kolkheti National Park and national tour operator companies, especially those working in Batumi and Mestia. The assignment focuses on the co-creation, testing, and validation of tourism products, while generating credible market signals that incentivize MSMEs to start, upgrade, or expand tourism services. The selected service provider must act as a neutral market facilitator and must not have a direct commercial interest in the sale of tour packages developed under this assignment.

Within this broader market facilitation mandate, tourism product co-creation, information tours, and market uptake monitoring represent practical instruments to activate demand, test commercial viability, and translate emerging interest from tour operators into concrete business opportunities for local enterprises. The consultancy therefore goes beyond isolated and ad hoc tasks and encompasses preparatory market alignment, product development, post-tour follow-up, and systematic monitoring of

Ref: **HSIG/LED/2026/SA/NT/RFP-001**

market uptake, ensuring that emerging visitor flows translate into measurable business outcomes for local MSMEs.

2. Objective(s) of the consultancy

To facilitate sustainable market linkages between tourism MSMEs around Kolkheti National Park and tour operator companies by developing, testing, and monitoring demand-driven tourism products over the 2026 tourism season.

Specific Objectives

- To align tour operator demand with emerging tourism supply around KNP.
- To co-create and test 1–3-day tour itineraries responding to market demand.
- To integrate tourism MSMEs into tour operator packages in a way that creates incentives for investment and upgrading.
- To make necessary corrections and adjustments to the packages as per monitoring and observations throughout 2026.

3. Expected results (or Output)

The consultancy is expected to deliver the following results:

- 5-7 demand-driven tourism itineraries (1–3 days) around Kolkheti National Park are co-created and tested in collaboration with tour operator companies.
- 15-20 existing and emerging tourism MSMEs, including those identified in the 2025 LEDP-commissioned KNP tourism potential study, are matched with tour operator demand and integrated into tour packages.
- 3-5 Information tours are implemented as a structured market-testing mechanism, generating concrete feedback and interest from tour operators.
- Tour operator engagement results in early market uptake, including pilot bookings, inclusion of MSMEs in tour offers, and initial visitor flows during the 2026 season.
- Tourism MSMEs demonstrate early business responses (e.g. service upgrades, extended operating periods, staffing adjustments, or new investments) in response to clearer market demand.
- LEDP receives structured learning insights to assess the effectiveness of market linkage facilitation and to inform adjustments and scaling decisions.

4. Main Tasks and Activities of the Assignee

The assignment will be implemented as a time-bound market facilitation cycle and will include the following main tasks and activities:

Ref: HSIG/LED/2026/SA/NT/RFP-001

4.1 Preparatory Market Alignment and Use of Existing Studies

- Review and utilize the 2025 LEDP-commissioned KNP tourism potential study, including the list of operational and emerging tourism businesses identified therein.
- Conduct rapid readiness screening of identified MSMEs along the KNP backbone routes identified in the pre-investment study to assess suitability for market engagement at this stage.
- Conduct field visits across the six municipalities surrounding Kolkheti National Park, with attention to both accessible and more remote or left-behind areas.
- Identify underutilized sites or experiences, including those linked to community-based initiatives, environmentally responsible practices, and green or low-impact tourism solutions, and assess their potential inclusion in tour products.
- Communicate with the tourism MSMEs market demand, readiness, and geographic logic, while actively identifying opportunities to include enterprises led by or employing women, youth, internally displaced persons (IDPs), persons with disabilities (PWDs), and other underrepresented groups, where these enterprises meet minimum service requirements.
- Engage tour operator companies to validate demand, preferred itinerary formats, service expectations, and timing.

4.2 Tourism Product Co-Creation and Itinerary Development

- Facilitate consultations and/or workshops with tour operators to jointly identify demand-driven itinerary concepts.
- Validate and present to LEDP 1–3-day itineraries prepared by tour operators integrating accommodation, catering, local experiences, adventure activities, and other services offered by MSMEs around KNP.
- Ensure itineraries reflect realistic capacity, seasonality, and quality considerations.

4.3 Organization and Facilitation of Information Tours

- Design and organize information tours for tour operators prior to the peak tourism season.
- Coordinate participation of tour operators and selected MSMEs.
- Facilitate on-site testing of itineraries and structured feedback sessions.
- Jointly with tour operators, refine itineraries to strengthen unique selling propositions, including through the integration of **inclusive, locally embedded, and environmentally sustainable experiences** that enhance the overall visitor value proposition and align with LEDP's cross-cutting priorities.

4.4 Post-Tour Follow-up and Market Uptake Facilitation

- Facilitate follow-up interactions between tour operators and MSMEs after the information tours.
- Track which itineraries and MSMEs are included in tour operator offers or pilot bookings.
- Support clarification of pricing, scheduling, and service conditions where needed.

5. Working methodology

The assignment shall be implemented using a market system-oriented and facilitative approach, characterized by:

Ref: **HSIG/LED/2026/SA/NT/RFP-001**

- Parallel engagement of supply-side (MSMEs) and demand-side (tour operators) actors.
- Iterative product development, testing, and adjustment rather than one-off activities.
- Use of existing analytical work (including the 2025 KNP tourism potential study) as a foundation for implementation.
- Close coordination with the LEDP team and relevant local stakeholders.
- Practical, results-oriented monitoring focused on behavior change and market uptake rather than promotional outputs.

6. Eligibility/ Responsibilities of the Consultancy Team

Eligible applicants include non-profit organizations, associations, foundations, or consultancy entities with demonstrated experience in tourism development and market facilitation.

Tour operator companies, travel agencies, or entities directly engaged in the commercial sale of tour packages are not eligible to apply, either individually nor as co-applicants, in order to avoid conflicts of interest and to ensure neutrality in market facilitation.

The assignment may be carried out by a proposed consultancy team. Roles and responsibilities of the team members must be clearly defined in the proposal.

The contracted service provider will work under the overall supervision of the LEDP Deputy Team Leader and in close coordination with the LEDP project team.

7. Qualifications and experience

- Legal entity eligible to enter into a service contract, such as a non-profit organization, association, foundation, or consultancy.
- Proven experience in tourism development, destination management, or market linkage facilitation, preferably in nature-based, adventure, or experiential tourism contexts.
- Demonstrated experience working in and around Kolkheti National Park or comparable protected areas, including familiarity with local geography, access routes, trail systems, and tourism assets.
- Strong understanding of tour operator business models and tourism product design, including itinerary development, pricing logic, and market positioning.
- Experience in working with MSMEs in early-stage or emerging destinations, including translating informal or emerging tourism offers into market-ready products.
- Practical experience organizing information tours, familiarization visits, or similar market-testing activities, involving tour operators and local service providers.
- Experience working with municipalities, protected area administrations, and local stakeholders in tourism development processes.

Ref: HSIG/LED/2026/SA/NT/RFP-001

- Strong facilitation, coordination, and communication skills, with the ability to engage diverse stakeholders, including private sector actors and local enterprises.

8. Time Frame and payment

Bidders are expected to propose a comprehensive financial offer inclusive of all costs required to deliver the assignment. An indicative internal cost breakdown may be provided for information purposes upon request; however, financial evaluation will be conducted based on the total lump-sum price, assessed against the proposed methodology and value for money, rather than unit prices per individual activity.

The assignment will be implemented from contract signature date until 20 November 2026. The total budget amount will be broken down in separate tranches. Transfer of each tranche will be tied to the completed deliverable defined in the contract.

9. Schedule of the deliverables

Date	Activity
February 2026	Contract signing; inception meeting with LEDP; review of project documentation and 2025 LEDP-commissioned KNP tourism potential study
February 2026	Preparatory Market Alignment and Use of Existing Studies: review and utilisation of the KNP tourism potential study; rapid readiness screening of identified MSMEs along KNP backbone routes; field visits across six municipalities, including remote and left-behind areas; identification of underutilised and inclusive/green initiatives; initial engagement with tour operators to validate demand, expectations, and timing
March 2026	Tourism Product Co-Creation and Itinerary Development: consultations and/or workshops with tour operators; joint identification of demand-driven itinerary concepts; preparation and validation of 1–3-day itineraries integrating MSMEs; presentation of draft itineraries to LEDP
March-April 2026	Organisation and Facilitation of Information Tours: design and organisation of information tours; coordination with tour operators and MSMEs; facilitation of on-site itinerary testing and

Ref: HSIG/LED/2026/SA/NT/RFP-001

	structured feedback sessions; joint refinement of itineraries to strengthen unique selling propositions, including inclusive and environmentally sustainable elements
May-September 2026	Post-Tour Follow-up and Market Uptake Facilitation: facilitation of follow-up interactions between tour operators and MSMEs; tracking inclusion of itineraries and MSMEs in tour operator offers or pilot bookings; support to pricing, scheduling, and service condition clarification
October 2026	Final reporting and debriefing with LEDP

10. Logistics

The contractor shall be fully responsible for all logistical arrangements and associated costs related to the implementation of the assignment. This includes but is not limited to:

- Organization of meeting, workshops, consultations, and interviews
- Travel, accommodation, and subsistence related to field visits and information tours
- Any other costs required for the delivery of activities under this assignment
- Event organization related logistics costs (such as venue rental) can be covered separately by LEDP.

Where deemed feasible and relevant, members of the LEDP team may accompany the Contractor during selected activities. In such cases, LEDP will cover its own travel and accommodation costs.

11. Reporting / Debriefing

The contractor will submit deliverables electronically in English to LEDP, according to the agreed schedule. Key deliverables include interim notes (market alignment, itinerary concepts, follow-up updates) and a final report (results and learning). Debriefing with LEDP team will be organized upon completion of the assignment and may include presentation with LEDP stakeholders.

Ref: HSIG/LED/2026/SA/NT/RFP-001

2. CVs should contain the following information suggested in the template below

CURRICULUM VITAE

Proposed role in the project:

Family name:

First names:

Education:

Institution (Date from - Date to)	Degree(s) or Diploma(s)/Certificate(s) obtained:

Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing

Membership of professional bodies:

Other skills: (e.g. Computer literacy, driving license, etc.)

Key qualifications: (Relevant to the project)

Professional experience:

Ref no. ³	Date from - Date to ⁴	Location	Company & reference person, where possible ⁵ (name, email)	Position	Description

Other relevant information (e.g., Projects, Publications, etc.)

³ Please clearly mark the reference number in the CV on the relevant documentary evidence.

⁴ In case of part time work or consultancy, please indicate both the overall and NET working period

⁵ The Helvetas reserves the right to contact the reference persons. If you cannot provide a reference, please provide a justification.

Ref: HSIG/LED/2026/SA/NT/RFP-001

3. STATEMENT OF EXCLUSIVITY OF THE PROPOSED CONSULTANTS

STATEMENT OF EXCLUSIVITY AND AVAILABILITY⁶

I, the undersigned, hereby declare that I agree to participate exclusively with the bidder [bidder name] in the tender procedure for the announced services. This includes that I will not be proposed as a replacement consultant in this tender procedure. I declare that I am able and willing to work for the period(s) set for the position for which my CV has been included if this tender is successful, namely:

From	To	Availability
Xx xx xxxx	Xx xx xxxx	Part time

I confirm that I do not have a confirmed engagement as a consultant in any other professional activity incompatible in terms of capacity and timing with the above engagements.

By making this declaration, I understand that I am not allowed to offer my services as a consultant to any other bidder participating in this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, and penalties may be applied.

I also declare that I am not in a situation of conflict of interest or unavailability and commit to inform the bidder(s) of any change in my situation.

Name:	
Signature:	
Date:	

⁶ To be completed and signed by all proposed consultants.

Ref: **HSIG/LED/2026/SA/NT/RFP-001**

PART 2 - FINANCIAL OFFER

Financial offer

Helvetas is exempt from VAT, thus the cost should be without VAT. The contractor is responsible for all other taxes and duties in compliance with the Law of the country.

Services	Lump sum amount in CHF
Preparatory Market Alignment and Use of Existing Studies	
Tourism Product Co-Creation and Itinerary Development	
Organisation and Facilitation of Information Tours	
Post-Tour Follow-up and Market Uptake Facilitation	
Total cost:	

Signed on behalf of the bidder

Name:	
Signature:	
Date:	