

«APPROVE»

Chairman
of the National Committee
of Geologists of Uzbekistan



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TERMS OF REFERENCE

*for the engagement of an international expert
to provide consultancy services for the preparation of the
Kitab National Geological Natural Park for the inclusion*

Tashkent, 2026

1. General project information

1.1. Contractor

This Technical Assignment has been developed within the framework of the implementation of the state policy of the Republic of Uzbekistan on the development of geological heritage, sustainable tourism, international scientific cooperation, as well as the preparation of the Kitab Geopark for inclusion in the UNESCO Global Geoparks network.

The works are performed in accordance with:

- the requirements and guidelines of UNESCO Global Geoparks;
- national strategies for tourism and regional development;
- approved roadmap of the geopark project;

International geopark management practices;

Scope of services: Provision of consultancy services for preparing the “Kitab Geopark” for inclusion in the UNESCO Global Geopark Network.

1.2. The Geographical scope of the territory: Republic of Uzbekistan, Kashkadarya region, Kitab district.

1.3. Place of performance: Geopark territory, Ministry, as well as the other sites determined by the Contractor.

1.4. Form of cooperation: Service agreement (civil law contract).

1.5. Project implementation period: 9 months from the date of contract signing.

1.6. Project implementation cost: 60 thousand dollars (USD), including income tax.

1.7. Proposed source of funding: funds that are not prohibited by the legislation of the Republic of Uzbekistan.

1.8. Position objective: to ensure comprehensive, systematic, and internationally aligned preparation of the Kitab Geopark for obtaining UNESCO Global Geopark status.

In order to achieve this goal, it is necessary to:

- to establish an effective geopark management system in accordance with the international standards;
- to provide a scientific justification of the uniqueness of the geological heritage;
- to create the conditions for the sustainable socio-economic development of the region;
- to integrate the geopark into the international geopark network;
- to create the conditions for the sustainable socio-economic development of the region;
- to increase the tourism attractiveness of the region;
- to ensure the preparation of the complete set of documents (nomination dossier) for submission to UNESCO;
- to implement best international practices in the management of natural and cultural heritage.

2. The main functions and tasks in which the contractor offers consultancy.

2.1. Strategic, institutional and managerial tasks

- to conduct an analysis of the current state of geopark management;
- to elaborate of the geopark development concept in accordance with the requirements of UNESCO Global Geoparks;
- to prepare a Roadmap for project implementation;
- to elaborate the organizational structure for geopark management;
- to develop proposals regarding the establishment of new staff positions and the distribution of functional duties;
- to develop a geopark governance model;
- to establish the organizational identity of the geopark, including:
 - the brand development (logo, corporate identity)
 - the concept of the website and digital platforms;
- to prepare the proposals for the formation of the geopark budget;
- to elaborate the business-plan for geopark development;
- to establish a Scientific Advisory Board;
- to develop a Geopark Management Plan in accordance with UNESCO requirements;
- to establish a system for monitoring and evaluating the effectiveness of geopark activities.

2.2. The development of the geopark infrastructure.

- to develop a geopark infrastructure concept;
- to form the proposals for the creation of:
 - visit-center;
 - geopark museum;
 - tourist routes;
- to develop the concept of accommodations:
 - pedestrian trails;
 - bicycle paths;
 - camping and recreation areas;
 - geomonuments and observation platforms;
- to develop a system for navigation and interpretation of geological heritage;
- to prepare recommendations for site improvements.

2.3. A sustainable development of partnership and cooperation

- to determine key stakeholders;
- establish a stakeholder engagement system;
- to develop mechanisms for local community participation;
- to develop partnership models (business, science, education);
- to draft and support the conclusion of partnership agreements;
- to ensure that activities comply with UNESCO sustainable development principles;
- to integrate the “bottom-up approach” principle into geopark management.

2.4. Education, staff training and promotion

- to elaborate educational programs for various target groups;
- to organize training and professional development for local guides;
- to conduct workshops, training sessions, and practical exercises;
- to develop interactive educational formats;
- to prepare and to organize the events dedicated to international commemorative dates (including International Geoheritage Day);
- to develop activities for the promotion of the geopark;
- to create of informational, educational, and methodological resources

2.5. Promotion and Communication Strategy

- to develop a comprehensive geopark promotion strategy;
- to create and develop the official geopark website;
- to establish and manage social media accounts;
- to design and publish:
 - geopark maps;
 - brochures, booklets, and books;
- to prepare materials for TV and radio programs;
- to develop a geoparks tourism brand.

2.6. The preparation on the UNESCO nomination dossier

- to develop the structure of the nomination dossier;
- preparation of all mandatory sections;
- ensuring compliance with UNESCO Global Geoparks requirements;
- building the evidentiary base;
- preparation of the final version of the application;
- supporting the submission process;
- interaction with UNESCO experts and international organizations.

2.7. International cooperations and integrations

- establishing cooperation with international geoparks;
- participation in international educational and scientific programs;
- preparation for participation in the Geoparks Congress;
- studying and implementing advanced international practices;
- organizing collaboration with international organizations;
- facilitating the inclusion of the geopark in international networks.

3. The Conditions for Organizing Work

3.1. The work shall be carried out in full compliance with the requirements of this Terms of Reference.

3.2. The timing, cost of individual Services, and the frequency of work shall be conducted strictly in accordance with the agreed Schedule.

	The results	Timeline (from the start of work)	Cost Monthly (USD)	Notes
1	Development of the Geopark Concept and Analysis of the Current State	30 days	6,670	The deadlines may be revised during the course of service delivery
2	Site Inventory, Delimitation of Boundaries, and Zoning	30 days	6,670	The deadlines may be revised during the course of service delivery
3	Development of the Management Model, Organizational Structure, and Management Plan	30 days	6,660	The deadlines may be revised during the course of service delivery
4	Development of Geopark Infrastructure and Preparation of Improvement Proposals	30 days	6,660	The deadlines may be revised during the course of service delivery
5	Preparation of the UNESCO Nomination Dossier (Draft Version)	30 days	6,660	The deadlines may be revised during the course of service delivery
6	Preparation of the Final Version of the UNESCO Dossier"	30 days	6,670	The deadlines may be revised during the course of service delivery
7	Promotion, Public Relations, and International Engagement	30 days	6,660	The deadlines may be revised during the course of service delivery
8	Assistance with Approvals, Expert Reviews, and Material Revision	30 days	6,670	The deadlines may be revised during the course of service delivery
9	Final Report	30 days	6,680	
	Summary:	9 months	60,000	

3.3. All project-related expenses associated with international and domestic travel, including tickets, accommodation, meals, and transfers, are the client's responsibility.

3.4. The contractor is responsible for covering the costs associated with a long-term stay in Tashkent (housing and car rental).

4. Technical Evaluation Criteria for the Candidate

4.1. General Requirements for the Contractor

The Contractor must meet the following requirements:

- a) Knowledge of foreign languages (English — mandatory; Russian and/or other languages — desirable) at a level sufficient for the preparation of international documentation, interaction with UNESCO experts, and participation in international events;

- b) Possession of professional knowledge, qualifications, and practical experience in the fields of geology, geoparks, sustainable development, natural heritage, tourism, or related areas;
- c) Proven work experience of at least 5 (five) year in the relevant field, including participation in scientific, international, or sector-specific projects;
- d) Experience working in international organizations, research institutions, consulting companies, or other entities implementing projects in the fields of geoheritage, sustainable development, or natural area management;
- e) Experience in projects related to the preparation of applications, dossiers, or documentation for international organizations (including UNESCO — considered an advantage);
- f) Possession of skills in developing strategic documents, including concepts, roadmaps, management plans (Management Plan), as well as analytical and expert reports;
- g) Experience in interacting with government authorities, research institutions, local communities, and international organizations;
- h) Knowledge and understanding of the principles of sustainable development, environmental protection, and natural resource management;
- i) Ability to apply international standards and best practices in the development of geoparks and geoheritage;
- j) Proficiency in preparing presentation materials and conducting educational activities, seminars, and training sessions;
- k) Availability of supporting documents:
 Diploma, certificate, or other proof of education;
 Resume/CV confirming work experience.

4.2. Candidate Document Requirements

The Candidate must provide:

- A copy of passport (or other official identification document);
- Diploma, certificates, and other documents confirming qualifications;
- Resume (CV);
- Information on professional experience;
- Proposals for implementing the tasks under the contract (roadmap);
- Contact details (phone number, email address);
- (If available) Recommendation letters

4.3. Additional Qualification Advantages of the Candidate

When selecting candidates, preference is given to specialists who possess the following qualifications:

- Possession of membership in international bodies and structures related to geopark development, including:
- Participation in the Global Geoparks Network;
- Participation in the Asia-Pacific Advisory Committee;
- Relevant education:
- Bachelor's degree in Geology;
- Master's degree in Geography, Tourism, or Regional Planning
- Scientific activity, including:
- Enrollment in a PhD program in a relevant field

5. Expected Results of Services

Within the scope of this Terms of Reference, the Contractor shall ensure the preparation and delivery to the Client of the following results:

- Development of a concept for the development of the "Kitab" Geopark, taking into account the requirements of UNESCO Global Geoparks;
- Development of an organizational management model for the geopark;
- Preparation of a Geopark Management Plan in accordance with international requirements;
- Preparation of the UNESCO Global Geoparks nomination dossier, including all mandatory sections;

- Development of a sustainable development strategy for the geopark;
- Preparation of a final analytical report on the results of the services provided.

The results of the services must comply with the Client's requirements and international UNESCO standards.

6. Reporting Requirements

The Contractor shall ensure the regular submission of reporting materials as follows:

- Submission of monthly progress reports on the execution of work;
- Provision of interim results for individual stages of work;
- Preparation and submission of a final report upon completion of services;
- Preparation of presentation materials (including analytical and visual materials) for presenting the results of the work to the Client and relevant stakeholders.

All reporting materials must be prepared in written form and submitted within the agreed deadlines.

7. Additional Conditions for the Provision of Services

The services shall be provided under the following conditions:

- Work format — hybrid, offline and online
- If necessary, official business trips within the territory of the Republic of Uzbekistan are permitted;
- The Contractor shall ensure interaction with government authorities, scientific institutions, local communities, and international organizations in the course of performing the tasks;
- The Contractor is obliged to comply with confidentiality requirements regarding information obtained during the execution of the contract;
- All results of the work produced under this Terms of Reference shall be delivered to the Client and may not be disclosed to third parties without the Client's written consent.

Submitted:  _____ **Azimov J.**

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