

## Invitation to bid

### Establishment and operation of an Environmental information center in the capital city of Mongolia, Ulaanbaatar

The GTZ Programme "Climate change and Biodiversity" is inviting qualified NGOs, consultancy firms and groups of experts to cooperate for the establishment and operation of an Environmental information center in Ulaanbaatar.

#### Expected outcomes /Purpose

The environmental information center will be opened in Ulaanbaatar city and it will be responsible for the followings:

- Organise public activities such as cognitive and advertising activities about environment, nature conservation and sustainable use of natural resources
- Prepare advertising materials, TV8 radio broadcasts, clips and another materials according to the environment and nature
- Give professional and methodological advices to the information centers of the protected areas and supply them with handouts and materials
- Establish a data base of the environment
- Design a website of the information center

The above mentioned outcomes should make a contribution to the improvement of the public environmental awareness and environmental action.

#### Target groups of the information center

- Citizen
- Children, youth
- Tourists
- Governmental and non-governmental organizations

#### Duration

Establishment of the environmental information center will continue from February 2010 till July 2010, for 5 months

#### Conditions to the participation in bid

- Action of minimally three years as an organization
- Experience in public activities regarding environmental issues

- Experience in environmental education and ESD /Education for sustainable development/
- Experience in working with governmental and non-governmental organizations
- Experience in working with international organizations, programmes and projects
- Experienced staffs/ experts
- Office and rooms for operating activities

#### Documents comprising the bid

- Application /explanations of participating on bid / (Maximum 1 page)
- Brief information about the candidates (maximum 2 pages)
- Copy of the state registration certificate (certified by notary)
- Business plan (maximum 15 pages)
- CVs of related experts

#### Submissions of the materials and deadline

The materials must be submitted in English and Mongolian to the office of "Climate change and Biodiversity" programme.

The deadline is  
**January 21th, 2010, 12.00pm**

#### Further information

- Interested candidates may obtain further informations at the following e-mail addresses: [Barbara.schichler@gtz.de](mailto:Barbara.schichler@gtz.de) and [altangerel.amgalan@gtz.de](mailto:altangerel.amgalan@gtz.de).
- Informations about GTZ, including it's programme "Climate change and Biodiversity" can be found on the websites [www.gtz.de](http://www.gtz.de) and [www.biodiversity.mn](http://www.biodiversity.mn).

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