

REQUEST FOR EXPRESSION OF INTEREST

Georgia

Project Name: Georgia I2Q - Innovation, Inclusion and Quality – National Consultant

Project No.168481

Assignment Title: Project Manager - National Consultant

Contract/RFP No: GE-MESCS-207179-CS-INDV

Georgia has received financing from the World Bank towards the cost of the **Georgia I2Q - Innovation, Inclusion and Quality Project** and intends to apply part of the proceeds to payments for goods, works, and related services and consulting services to be procured under this project.

The Project consists of the following key components:

Component 1- Improving Quality of and Access to Early Childhood Education and Care: support to facilitate expanded access to quality pre-school education in selected pre-schools.

Component 2 – Fostering Quality Teaching and Learning in General Education: Support to provide a learning environment that is conducive to quality education in selected general education schools.

Component 3 – Strengthening Financing Options and Promoting Internationalization in Higher Education: Support to improve the quality and international competitiveness of higher education.

Component 4 – System Strengthening and Stakeholder Communication: Support to facilitate a shift in attitude towards learning.

Component 5 – Supporting Project Management, Monitoring, and Evaluations: Support capacity building for effective management and monitoring of the Project including provision of Operating Costs, Training, outreach and awareness campaigns, consulting services, M & E and, Project audits for (a) Project Management Team (PMT); and (b) Project Management Unit (PMU).

The Project will be implemented over a six-year period by the Ministry of Education, Science, Culture and Sport of Georgia (MoESCS) and its subordinate government agencies and by the Municipal Development Fund of Georgia (MDF).

The Project Management Unit (PMU) created within MoESCS supports the implementation of the Project's tasks above. The Project Management Team (PMT) created within MDF supports implementation of the separate component aimed to improve the relevant infrastructure and rehabilitate schools under the Project overall objectives.

The Ministry of Education, Science, Culture and Sport of Georgia (MoESCS) now invites Individual Consultants (Consultants) to express their interest in providing the following services: **Project Manager – National Consultant.**

Scope of Work

The Project Manager of “Innovation, Inclusion and Quality Project” reports and is accountable to Executive Director of the project. Project Manager provides assistance to Executive Director in day to day management, coordinates the implementation of the project activities and ensures their compliance with the regulations of Georgian Government (GoG) and the World Bank (WB). Within his/her competencies Project Manager shall perform the following tasks:

For relevance and timely preparation of the project related reports, Project Manager shall:

- Develop the guidelines and templates of the project documentation considering the MESCS and WB regulations, guide the staff on application of the documentation and oversees the implementation process
- Ensure the coordinated working process between project staff and partners for delivering comprehensive and valid reports
- Coordinate the implementation of the work plan and ensure relevant data generation for reporting and analysis.

- Oversee the preparation of draft reports and submit to supervisor for approval within agreed timeline and form.
- Inform the supervisor on possible misconducts or delays in work plan implementation process
- Participate in annual budget preparation and approval process.
- Coordinate the development of annual budget plan and submit the draft budget to the supervisor for approval.
- Oversee the procurement plan development and implementation process and ensure the compliance with MESCS and WB regulations.
- Oversees the preparation of project documentation related to the recruitment of the consultants and procurement of services and ensure that all documents are processed and activities conducted in line with the MESCS and WB regulations. This will include the following (i) implement preparation of all documents required for conducting procurement of goods and works under the Project as well as selection of consultants; ensure their compliance with the WB guidelines and procedures; (ii) ensure the process of preparation contracts and signing, as well as their timely and due execution. Deal with difficult situations arising from contract implementation; i.e. delays, arguments, defaults, defects, force major, penalties, termination, etc.
- Coordinate agreement preparation process and ensure timely execution. Inform the supervisor about potential risks and possible delays.
- Contribute to maintaining the safe, positive and healthy working environment.
- Act in accordance with the current national legislation and MESCS Charter.
- Implement supervisor's separate specific project related assignments

Interested individuals shall provide information demonstrating that they have the necessary experience to perform the aforesaid services. CVs of the candidates should cover experience in relevant to the project activities.

Working Conditions

- Based at PMU Office, Tbilisi;
- May require frequent visits to Project sites.

Duration of Assignment

This is one-year full time assignment with probation period of first 3 months starting on February, 2021. Subject to satisfactory performance as well as operational needs of the Project, the contract can be extended.

Qualification and experience

- Degree in Social Sciences, Education, Public Policy, Law or other relevant fields
- Minimum 5 year experience in management including experience in education sector
- Experience of working closely with the government agencies, donors and non-governmental organizations in Georgia
- Proven knowledge of Georgian education system, policy and programs
- Strong reporting skills
- Experience working both independently and as an effective member and leader of a team
- Strong communication skills – writing, speaking, listening, and reading
- Proficient with various software programs, including MS Office, MS Word, Excel, PowerPoint and other applications
- Expertise in personnel management and governing legislation
- Experience providing support and assistance to Ministry-level staff and officials
- Ability to facilitate timely and effective coordination among multiple agencies/stakeholders at the local and national levels
- Fluency in Georgian and English

Note: The MoESCS reserves it's right to verify submitted references and use obtained information for evaluation purposes.

The attention of interested Consultants is drawn to paragraph 3.14 “Conflict of Interest” of the World Bank’s Guidelines: [*World Bank’s “Procurement Regulations for IPF Borrower, July 2016 revised August 2018”*](#), setting forth the World Bank’s policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment: The consultant shall not receive any remuneration in connection with the assignment except as provided in the contract. The consultant and its affiliates shall not engage in consulting or other activities that conflict with the interest of the client under the contract. The contract shall include provisions limiting future engagement of the consultant for other services resulting from or directly related to the firm’s consulting services in accordance with the requirements of paragraphs 3.16, 3.17 and 3.18 of the Guidelines.

An individual consultant will be selected in accordance with the procedures set out in World Bank’s Guidelines: [*World Bank’s “Procurement Regulations for IPF Borrower, July 2016 revised August 2018”*](#) “Selection of Individual Consultants”.

Interested consultants may obtain further information by email: procurement@iiq.gov.ge

Cover letter and CVs of candidates in English language must be submitted electronically to the address below not later than, **December 30, 2020, 17:00 hours**.

Name: Ia Iashvili

Position: Procurement Specialist

Address: N52 Dimitri Uznadze str., Tbilisi, 0102, Georgia

Email: procurement@iiq.gov.ge

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