

Evaluation Scheme for Technical Assessment of Offers

Section/ Division: 3800	Assignment Title: Support representing Georgia and Kakheti & Imereti Authentic regional clusters at the ITB	Project title:	Clusters 4 Development: Better Business Sophistication in Georgia		
		Weighting in %	points (max. 10)	assessment (2)x(5)	(6)
		(2)	(5)	(6)	(6)
1	Credentials of the company and assignment-relevant experience				
	Assignment relevant portfolio – similar past works that demonstrate ability of the company to deliver on this assignment	5			
	At least up to 10 group events organized	4			
	At least 4 years' experience in the field	3			
	Development Cooperation (DC) experience: will be an asset	2			
Subtotal for 1		14			
2	Interpretation of the assignment objectives by the bidder				
	Interpretation of objectives;	3			
	Work schedule and timelines;	3			
	Monitoring and evaluation concept.	2			
Subtotal for 2		8			
3	Professional credentials and qualifications the proposed staff				
3.1	Expert 1: Team Leader				
	5+ years of experience in event organization	5			
	Language: Excellent business language skills in English and Georgian	4			
	experience in managing large scale events /activities on global scale	4			
	Specific professional experience: working with travel organizations, field trip events/degustations/tastings	7			
	Preferable experience in promotion of the tourism / cultural heritage sector	7			
	Development Cooperation (DC) experience: will be an asset	2			
Subtotal for 3.1		29			
3.3	Expert 2: Administrative Task Manager				
	5+ years of experience in administrative tasks	5			
	Language: Excellent business language skills in English and Georgian	3			
	General professional experience: 2+ years' experience in managing international purchases/ international partner communications	4			
	Specific professional experience: 2 years' experience of working with administrative / finances field				
	Development Cooperation (DC) experience: will be an asset	5			
Subtotal for 3.3		17			
3.4	Expert 3: Trade / Export Expert				
	7+ years of experience in trade/export between Georgia and it's trade partner countries	6			
	Language: Excellent business language skills in English and Georgian	6			
	General professional experience: 2+ years' experience in Organization and implementation of information and awareness- raising projects in connection to the reforms and legislative changes to be implemented within the Agreement of Deep and Comprehensive Free Trade Area (DCFTA)	8			
	Specific professional experience: 2 years' experience conducting research and collecting relevant information on technical and legal needs for crossborder trade from Georgia	8			
	Development Cooperation (DC) experience: will be an asset	4			
Subtotal for 3.4		32			
Grand Total		100			