

Section/ Division: 3900	Assignment Title: Management & upkeep of Digital presence of Authentic Imereti & Kakheti Tourism Clusters and their member SMEs	Project title:	Private Sector Development and Technical Vocational Education and Training Programme South Caucasus (PSDTVET SC)		
			Weighting in % (2)	points (max. 100) (5)	assess- ment (2)x(5) (6)
1	Credentials of the company and assignment-relevant experience				
	Company demonstrating its strong record in the area of supporting and improving the digital presence of small and micro-businesses, area of social media development and management and marketing.		5		
	Assignment relevant portfolio – links to similar past works that demonstrate ability of the company to deliver on this assignment and produce creative, high-quality products.		5		
	At least 10-15 social media pages developed		3		
	Portfolio of managing at least 4 accounts last year		3		
	Development Cooperation (DC) experience: will be an asset		3		
	Subtotal for 1		19		
2	Interpretation of the assignment objectives by the bidder				
	Work schedule and timelines;		3		
	Recommended approach to social media for small/micro tourism businesses		3		
	Training and coaching		3		
	Subtotal for 2		9		
3	Professional credentials and qualifications the proposed staff				
3.1	Expert 1: Team Leader / Social Media Manager				
	Education/training: Bachelor's degree in business, PR/marketing, journalism, public relations or related field		3		
	Language: Excellent business language skills in English and Georgian		3		
	General professional experience: 3-5 years of social media management experience & Strong understanding of marketing strategy and how to effortlessly utilize these concepts throughout various forms of outreach		4		
	Specific professional experience: 2 years of working experience in tourism sector with the main focus on experience in implementation of digital tools, assessment of existing trends, requirements and needs of tourism market, Marketing, PR in tourism		5		
	Experience in working with SMEs on social media product development in Tourism sector in the regions of Georgia		4		
	Leadership/management experience: Ability to manage and supervise a diverse group of people and simultaneously work toward many company initiatives at once		3		
	Development Cooperation (DC) experience: will be an asset		2		
	Subtotal for 3.1		24		
3.2	Expert 2: Content Creator (copywriter)				
	Education/training: Marketing/PR/Journalism/Philology (BA)		3		
	Language: Excellent business language skills in English and Georgian		3		
	General professional experience: 3+ years' experience with writing regarding various topics in Georgia		4		
	Specific professional experience: 2 years' experience of excellent writing, editing, and proofreading skills with a knack for storytelling and appropriately representing tone and message for varied audiences both in English and Georgian		3		
	Experience in working with SMEs on content development in Tourism sector in the regions of Georgia		4		
	Preferable experience in promotion of the tourism / cultural heritage sector		4		
	Development Cooperation (DC) experience: will be an asset		2		
	Subtotal for 3.2		23		
3.3	Expert 3: Videographer / visual Content Creator				
	At least 3 years' experience as a photo and/or videographer in a competitive industry		3		
	At least 3 years' experience of social media promotion for businesses		4		
	Preferable experience in promotion of the tourism sector		4		
	Experience in working closely with tourism sector clients to produce high-quality photographic/videographic images		5		
	Experience in working with SMEs on visual product development in Tourism sector in the targeted regions of Georgia		3		
	Experience in using different techniques to enhance the photographs/videos as required and use manipulation software to get desired results		4		
	Development Cooperation (DC) experience: will be an asset		2		
	Subtotal for 3.3		25		
	Grand Total		100		