

Evaluation Scheme for Technical Assessment of Offers

Section/ Division: 3800	Assignment Title: Support for Info Tours of Tour operators with Kakheti & Imereti Authentic regional cluster members	Project title:	Clusters 4 Development: Better Business Sophistication in Georgia			
		Weighting in % (2)	points (max 10) (5)	assess- ment (2)x(5) (6)		
1 Credentials of the company and assignment-relevant experience						
<i>Assignment relevant portfolio – similar past works that demonstrate ability of the company to deliver on this assignment</i>		5				
<i>At least up to 10 group events organized</i>		4				
<i>At least 4 years' experience in the field</i>		3				
<i>Development Cooperation (DC) experience: will be an asset</i>		2				
Subtotal for 1		14				
2 Interpretation of the assignment objectives by the bidder						
<i>Interpretation of objectives;</i>		3				
<i>Work schedule and timelines;</i>		3				
<i>Monitoring and evaluation concept.</i>		2				
Subtotal for 2		8				
3 Professional credentials and qualifications the proposed staff						
3.1 Expert 1: Team Leader						
<i>5+ years of experience in event organization</i>		5				
<i>Language: Excellent business language skills in English and Georgian</i>		4				
<i>Experience in managing the group training/workshop/activities</i>		4				
<i>Specific professional experience: working with travel organizational, field trip events</i>		9				
<i>Preferable experience in promotion of the tourism/ cultural heritage sector</i>		9				
<i>Development Cooperation (DC) experience: will be an asset</i>		2				
Subtotal for 3.1		33				
3.3 Expert 2: Administrative Task Manager						

	<i>5+ years of experience in administrative tasks</i>	5		
	<i>Language: Excellent business language skills in English and Georgian</i>	3		
	<i>General professional experience: 2+ years' experience in managing the groups /workshops/activities</i>	4		
	<i>Specific professional experience: 2 years' experience of working with administrative / finances field</i>	5		
Subtotal for 3.3		17		
3.4	Expert 4: Videographer / visual Content Creator			
	<i>At least 3 years' experience as a photo and/or videographer in a competitive industry</i>	5		
	<i>Preferable experience in promotion of the tourism sector</i>	5		
	<i>Experience in working closely with tourism sector clients to produce high-quality photographic/videographic images</i>	5		
	<i>Able to follow instructions clearly to achieve desired results</i>	3		
	<i>Experience in using different techniques to enhance the photographs/videos as required and use manipulation software to get desired results</i>	5		
	<i>Portfolio</i>	5		
Subtotal for 3.4		28		
Grand Total		100		