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**Cover Letter**

**Consultancy – Facilitation of Masterclasses on Graphic Illustration for Youth Leaders in Abkhazia – 2019-**

**Scope of Work**

The requested consultancy is provided in the scope of the project “Improved Access to Education and Social Rights for Communities in Abkhazia” supported by the Norwegian Ministry of Foreign Affairs (NMFA). The main purpose of the Consultancy is to facilitate two workshops in the form of Masterclasses on Graphic Illustration with two groups of secondary school-aged pupils in Abkhazia over 5-6 days per group. The assignment foresees up to 7 hours of masterclasses per day to design, develop and produce youth-friendly visual materials **as per the Specific Tasks (2) described in the ToR.**

**How to Apply:**

Interested Applicants whose credentials match the requirements must submit the following documents **in English:**

* CV
* Methodology for the proposed action (max.2 pages)
* Two samples the Poster and two samples of the Comics Strip
* Filled and signed Request for Quotation Form (RFQ attached)

The documents must be sent in PDF format to: [procurement@drc-sc.org](mailto:procurement@drc-sc.org) no later than **18:00, June 24, 2019.** Please indicate the following assignment title in the subject line of the email – “Consultancy on facilitating the Masterclasses on Graphic Illustration for Youth Leaders in Abkhazia”.

**Selection:**

**Evaluation criteria:**

All candidates will be evaluated as per the Principe of Best Value for Money with the following three types of evaluation: administratively, technically and financially. Administrative evaluation – all requested documents should be submitted accurately and fully; Technical evaluation – required key competencies, relevance of proposed methodology, quality of already produced materials/samples, Financial evaluation – cost of the service.

The final decision will be made by DRC after reviewing the requested documentation, considering the candidates relevant experience, qualification and cost efficiency of the offer.

**Consultancy fee:**

Consultancy fee (in gross) must include the cost of the flight from the City of origin to Tbilisi and back.

DRC will solely provide transportation of the Consultant from Tbilisi to Gali. Also, DRC will book an accommodation for the Consultant only in Gali, as well as procures the stationary needed for workshop preparation upon approval by DRC management within the available budget.