

TERMS OF REFERENCE

For a training course in Microsoft Project

1. INTRODUCTION

The Municipal Development Fund (MDF) of Georgia was established in 1997. The Fund is cooperating with all large investment banks and financial institutions operating in Georgia. It is coordinated by the Supervisory Board approved by the Government of Georgia and the Ministry of Regional Development and Infrastructure of Georgia.

The Municipal Development Fund of Georgia is a legal entity of public law, the objective of which is to support strengthening institutional and financial capacity of local government units, investing financial resources in local infrastructure and services, improving on sustainable basis the primary economic and social services for the local communities, developing renewable energy sources, creating sustainable economic basis, rehabilitating irrigation and drainage systems, provision of low-interest loans to legal entities, liquidation of damage caused to the population and infrastructure during the conflicts in Georgia.

The MDF manages its operations by the top executive managers and a number of units. The Donor Relations and Project Management Unit is one of them. This unit serves as a front line in (1) planning, managing and coordinating various size and scale projects, funded by donors and the government and implemented by the contractors, (2) reporting to the donors, (3) creating the plans for the programmatic needs, (4) setting budgetary plans and forecasts, as requested by the donors and the Government and many more.

2. PURPOSE OF THE ASSIGNMENT

The purpose of the assignment is to plan and deliver a training course, which will aim at building and enhancing the Program Managers' skills, and of those involved in the project management cycle, in better planning, coordination and implementation of the projects planned and implemented by the MDF.

3. OBJECTIVES OF THE CONSULTANCY

The objectives of the consultancy are as follows:

1. To train a group of Program Managers and those involved in program planning and implementation (participants) in Microsoft Project, so that by the end of the training course, each participant is able to independently create a realistic plan of a project with all milestones set and resources allocated, tasks linked, reports generated, etc.
2. To develop effective self-training materials for those who will join the team in the future, so that they are able to learn and self-train how to use the software in the most effective way.

The Consultant is expected to develop and execute a training course for the target audience of up to 20 participants, which should consist minimum of 20 contact hours.

The training course should meet the following minimum criteria:

1. Engages participants in simulating relevant and realistic challenges for practicing and applying the material in practice.
2. Encourages participants to use brief presentations, live demonstrations, engages them in innovative and interactive practical exercises with feedback and coaching on the relevant skills and processes, offers discussion exercises and application of acquired tools.
3. Transfers techniques in best possible way and utilized adult learning principles.

The Consultant is expected to develop a package of the training materials for the participants, which includes e-copies of the following (not exhaustive): guidebook with practical exercises, handouts, and power point

presentation slides with notes for each and as used in the course. After the course, all materials produced for or within the course, will become the property of the MDF.

4. SCOPE OF WORK

The Consultant commits to perform the services with the highest standards of professional and ethical competence and integrity. The Consultant is strongly encouraged to develop a highly interactive and practical outputs for this assignment. The Consultant is required to meet all objectives as set in section 3 of this assignment.

All documents and course materials, including the sessions and handouts, should be developed in Georgian language. Reporting language will be Georgian. The course should take place at the MDF’s office, located at 150 Agmashenebeli Ave, Tbilisi and after business hours. The MDF will ensure that each participant is equipped with required hardware and software for the course.

5. RESULTS AND DELIVERABLES

The Consultant will provide:

- 1. An inception report which details the methodology and timelines associated with this assignment and outlines a draft agenda for the training workshop. To be submitted within one week of signature of the contract.
- 2. The final agreed agenda for the training and the full complement of workshop materials. To be submitted a minimum of two weeks prior to convening the course.
- 3. The final report on the training including a thorough evaluation of the workshop. To be submitted within two weeks of the completion of the course.

6. LEVEL OF EFFORT

Activity	Man Days
Preparation of inception report	1
Design of workshop and preparation of agenda and workshop materials	2
Facilitation of workshop	2
Preparation of final report	1

7. INPUTS OF THE MDF

The MDF will provide technical comments and feedback on the outputs of the assignment; logistical support for convening the training course, general oversight in the roll out of the consultancy.

8. CONSULTANT QUALIFICATIONS

The consultant is required to meet the following criteria:

- 1. A minimum of five years experience in developing and facilitating training workshops for adults and in the Georgian audience
- 2. A minimum of three years experience in planning and facilitating trainings or workshops in computer literacy and at least two years in Ms Project.
- 3. To prove the above-said, the Consultant will be required to provide examples of at least three workshop materials previously developed and used in their sessions/courses (for computer literacy and Ms Project), and respective contracts and reports submitted to the employer.

9. DURATION

The assignment is expected to start in September 2017. The completion date depends on the proposed agenda and is a matter of final agreement between the employer and the consultant.

10. SUBMISSION OF FINANCIAL AND TECHNICAL PROPOSALS

A technical and financial proposal based on the Terms of Reference outlined above must be provided by no later than close of business on (will be defined later).

The proposal must include full Curriculum Vitae for each member of the proposed team, highlighting their experience as required in section 8 of this ToR.