

# REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)

## GEORGIA

### Third Regional Development Project (RDP III) – P150696 Loan No. 8494-GE

**Assignment Title:** Consultancy Service for a Training Course in Microsoft Project  
**Reference No.** IBRD/RDP/III/CS/CQS/12-2016

Georgia has received a credit from the World Bank toward the cost of the Third Regional Development Project (RDP III) and intends to apply part of the proceeds for consulting services.

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.

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.

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 (MS 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.

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.

The Municipal Development Fund of Georgia now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

1. A minimum of five years experience in developing and facilitating training workshops for adults and in the Georgian audience. Rating shall be made on a combination of the value and the number of the relevant consultancy contracts. Weighted score for evaluation is 30.
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. Rating shall be made on a combination of the value and the number of the relevant consultancy/design contracts. Weighted score for evaluation is 70.

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.

*Note: the MDF reserves it's right to verify submitted references and use obtained information for evaluation purposes.*

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers - [January 2011, revised July, 2014](#)*. ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms. (Please take into account that form of association acceptable for the World Bank is either sub-consultancy or Joint-Venture and submission must clearly indicate the nature of the association. The experience of sub-consultants will not be taken into account while evaluating the corporate experience of the consultant).

Experience in the projects relevant to the assignment should be submitted in the Form N1 uploaded at MDF website on the following link: <http://mdf.org.ge/wp-content/uploads/2014/02/Form-for-References.pdf>

The consultants are strongly recommended to limit their Expression of Interest to 30 pages. Company brochures may be included as an Annex, and will not be affected by the limit of 30 pages.

A Consultant will be selected in accordance with the Selection Based on the Consultants' Qualification (CQS) method set out in Section III of the [Guidelines: Selection and Employment of Consultants under IBRD Loans and](#)

The Terms of Reference of the assignment is available [here](#).

Further information can be obtained at the address below during office hours from 10:00 a.m. to 17:00 p.m. at the Procurement Unit of MDF, Phone number: +99532 2437001, extension 414, 444 Mrs. Eka Ezugbaia, Procurement Consultant.

Expressions of interest must be delivered in English in a written form to the address below (in person, or by mail or by e-mail) no later than **September 8, 2017, 17:00 hours**.

**Municipal Development Fund of Georgia**  
**Attn: Mr. Galaktion Buadze, Executive Director of MDF**  
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