

**REQUEST FOR EXPRESSIONS OF INTEREST  
(CONSULTING SERVICES – SELECTION OF INDIVIDUAL CONSULTANTS)**

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

**Local Consultant – PROJECT MANAGER  
Reference No. IBRD/RDP/III/CS/IC/12-2019**

Georgia has received financing from the World Bank to implement the Third Regional Development Project (RDP3). The Project supports investments to promote tourism based economy in Samtskhe-Javakheti and Mtskheta-Mtianeti regions. The Project aims at supporting the local economy in the regions by carrying out an integrated approach to tourism development, focusing on infrastructure, urban regeneration, cultural heritage restoration, skills development and enabling the environment to attract private sector investments. The implementation of RDP3 started in 2015 and is scheduled for completion in December 2019. The project may be extended.

The Municipal Development Fund of Georgia (MDF) is executing the project and provides overall coordination and management of the Project.

The main objective of this assignment is to recruit a Project Manager, who will in charge of planning, coordination and management of all sub-projects under RDP3. The Project Manager will be responsible for overall management of the project, while ensuring compliance with the World Bank's guidelines, requirements and the Georgian legislation.

This is a World Bank project financed Consultancy position.

The specific functional responsibilities of the Project Manager shall include but not limited to:

- a) Be fully knowledgeable of all RDP3 documentation (including Project Legal Agreements, Project Appraisal Document, Project Progress Reports, etc.).
- b) Ensure that Project Operation Manual is closely followed in daily operations.
- c) Serve as a liaison to ensure clear lines of communication between MDF units and departments, Contractors, Engineers, various stakeholders, covering the Local Government Authorities, and project beneficiaries at different levels.
- d) Ensure that all deliverables by RDP3 Consultants are submitted on time and workplans for the infrastructure works are closely followed. Reach out for technical inputs and support of the respective technical staff, as required;
- e) In coordination with MDF staff, provide recommendations for approval/denial of the Contractor's Variation Orders and Claims;
- f) Take a lead on developing investment proposal packages, following the guidelines from the Project Operation Manual;
- g) Prepare RDP3's work programs, including the annual budget, and ensure their effective implementation;
- h) Monitor and advise on risks related to project implementation and make recommendations for risk mitigation measures as required;
- i) Coordinate closely with the FM to support the overall financial management, including disbursement

and management of RDPIII funds in accordance with the accounting, budgeting, internal control and auditing procedures acceptable to the World Bank and the Government of Georgia;

- j) Oversee RDP3 procurement of goods, works and services in accordance with all applicable World Bank policies and guidelines and various legal and project documents;
- k) Work with social and environmental safeguards team to ensure full compliance of all investments with the Bank's guidelines.
- l) Ensure accountability and transparency of all RDP3 operations, provide support to dissemination of project information, and public relations;
- m) Take a lead in drafting and finalizing the RDP3 progress reports to submit to the Bank within the agreed reporting frequencies and set guidelines;
- n) Participate in the Bank missions, prepare for them and ensure smooth coordination and communication with all stakeholders;
- o) Make suggestions, as necessary, on RDP3 activities and processes to ensure smooth implementation of the program. This may include updating of the plans and strategies, revision of the guidelines, etc.
- p) In agreement with the Employer and the Bank, perform other duties, which shall improve the daily operations and expected outcomes of the project.

The employment contract with the Project Manager will be signed for a 5 month period. The contract may be extended, subjected to satisfactory performance and the extension of the RDPIII. This is a fulltime assignment.

The assignment is covered under the World Bank financed Third Regional Development Project (RDP3). The tentative range of monthly remuneration is GEL 3000–4000 plus reimbursable expenditures for accommodation, fuel and other domestic travel costs.

MDF will provide:

- (i) all relevant documents and materials related to the assignment;
- (ii) suitable office in the MDF premises;
- (iii) project related transportation;
- (iv) health insurance;

The Municipal Development Fund of Georgia now invites eligible individual consultants ("Consultants") to indicate their interest in providing the Services. The selection criteria are:

- a. Bachelor's degree in the field of civil engineering, architecture, project management, business administration, economics or other relevant field; Master's degree will be a plus.
- b. Minimum 5-years of proven work experience as a manager (team leader) or coordinator (project coordinator) of large-scale infrastructure projects, funded by a donor community;
- c. Excellent analytical and writing skills - experience in preparation of reports and project documents, as required by donor guidelines;
- d. Good knowledge and experience in interacting with state agencies, authorities and systems;
- e. Experience in interacting with communities and local self-government agencies;
- f. Fluency in Georgian and English (will be tested);
- g. Basic Computer skills (Windows and MS Office applications) and the knowledge of MS Project.
- h. Excellent communication (verbal and written) and interpersonal skills and an ability to work in a team environment and under strict deadlines.

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.

A Consultant will be selected in accordance with the Individual Consultant (IC) method set out in Section V of the *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011, revised July 2014*.

Further information can be obtained at the address below during office hours from 09:00 a.m. to 18:00 p.m. at Procurement Unit of MDF, Phone number: +99532 2437001, extension 444, 414 Ms. Eka Ezugbaia, Procurement Consultant.

Interest expression with CV shall be submitted at the address provided below not later than **17:00 local time of June 10, 2019**.

**Municipal Development Fund of Georgia**  
**Attn: Mr. George Shengelia, Executive Director of MDF**  
**150 David Agmashenebeli Av., 0112, Tbilisi, Georgia**  
**Tel.: +99532 2437001 or/02/03/04**  
**E-mail: [procurement@mdf.org.ge](mailto:procurement@mdf.org.ge)**