

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES)

GEORGIA

**Emergency Rehabilitation of IDP Housing in Western Georgia
(BMZ No: 2008 66 202)**

KfW Development Bank

**Implementation of accompanied measures for socio-economic integration of IDP
communities**

Reference No.KfW/SEI/CS/01-2015

Accompanied measures for socio-economic integration of IDP communities is additional component of the main grant funded project for “Emergency housing of IDPs in West Georgia”.

As a result of construction works over the 540 IDP families received appropriate accommodation in the newly constructed and rehabilitated houses in Zugdidi, Poti, Kutaisi and Tskaltubo.

The objective of accompanied measures is to help new householders to establish households association as community based organizations and through it organize activities aimed to achieve multiple effects: develop community ownership sense, sustain investment by improving maintenance, create jobs, create economic units capable to generate income.

The present assignment is announced to select NGO/Consulting Firm to conduct community mobilization works, select HA initiative groups, establishing of households associations in 4 selected locations (Tskaltubo, Kutaisi, Poti and Zugdidi), assist registration of organizations; select maintenance task teams and assist HA leadership to organize contractual agreements with selected maintenance and administrative staff, assist in budget planning and accounting and procurement; provide training documentation and hand-out materials, define training modules, select maintenance teams and working manuals; conduct capacity building activities and organize training program; propose maintenance and operational budgets and administrate allocated funds based prior agree it with MDF and Consultant, propose maintenance workshops tools and submit to MDF for procurement; prepare HAs maintenance and operation plans, annual budgets and job descriptions and provide funding according to agreed documents; present regular activity (narrative) and financial reports on quarterly bases and provide final activity report (narrative) and financial report; provide independent audit report for entire project period.

Activities to be performed by NGO/Consulting Firm shall be carried out in three steps: **Step 1). Community mobilization and establishment of Households Associations; Step 2. Design and propose training documentation (including engineering drawings of houses, etc), elaborate buildings maintenance-operational plans, define training modules, select maintenance teams and working manuals; Step 3. Propose maintenance workshops equipment and organize trainings on: maintenance and operation teams, HA’s economic sustainability, insure coaching by Contractor for the start-up period.**

The assignment is expected to be completed within 6 months after contract signature.

The Municipal Development Fund of Georgia now invites eligible NGOs/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. Expression of interest should cover, but not limited to: corporate profile, years in business, experience relevant to the project activities, key staff resources, core business. The shortlisting criteria are:

- Similar experience within the last 5 years (i.e. since January 2010).
- The Consultant is required to provide list of relevant qualified staff and submit the CVs of proposed experts in order to confirm staff experience in working with IDP communities, training and establishing of associations, elaborate and conduct infrastructure maintenance works and training, etc.

Note: the MDF reserves its right to verify submitted references and use obtained information for evaluation purposes.

The attention of interested Consultants is drawn to Annex 4 of the KfW Guidelines for the Assignment of Consultants in Financial Cooperation with Partner Countries, setting forth the KfW's policy on conflict of interest.

Consultants may associate with other firms. (Please take into account that form of association 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>

A Consultant will be selected in accordance with Section 3.3 (solicitation of offers) set out in KfW Guidelines for the Assignment of Consultants in Financial Cooperation with Partner Countries.

Further information can be obtained at the address below during office hours from 10:00 a.m. to 18:00 p.m. at Procurement Unit of MDF, Phone number: +99532 2437001, extension 409, Ms. Nata Peitrishvili, Specialist of Procurement Unit.

Expressions of interest must be delivered in English in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **January 30, 2015, at 17:00.**

Municipal Development Fund of Georgia
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