REQUEST FOR EXPRESSIONS OF INTEREST

**Georgia**

**Project Name: Georgia I2Q - Innovation, Inclusion and Quality**

**Loan No. 89550-GE**

**Assignment Title: Competitive Innovation Fund (CIF) Administration Unit – Financial Specialist/Contract Manager**

**Reference No. GE-MESCS-287461-CS-INDV-2**

Georgia has received financing from the World Bank towards the cost of the **Georgia I2Q - Innovation, Inclusion and Quality Project** (“the Project”)and intends to apply part of the proceeds to payments for goods, works, and related services and consulting services to be procured under this project. The Project will support the establishment of a Competitive Innovation Fund (CIF) (for public and private universities). The CIF will be established as a competitive grant mechanism coordinated by the Ministry of Education and Science of Georgia (MES), to award up to 40 CIF grants over a 3-year period from 2022-2024.

The Project is seeking the qualified Financial Specialist/Contract Manager (“the Consultant”) to provide administrative support to the MES in managing the day to day implementation of the CIF. The consulting services (“the Services”) of the Financial Specialist/Contract Manager include work with the assigned Head of CIF Administration Unit (AU) and provide assistance to the implementation process of the CIF.

The Consultant will be responsible for the following activities:

1. Ensure administrative and project expenditures meet budget objectives and approval processes;
2. Prepare relevant documents for processing payments;
3. Overseeing all aspects of contract negotiations, conclusion and implementation; ensure contracts move quickly and smoothly from negotiation to execution based on the CIF OM;
4. Work in coordination with a Financial Specialist at PMU; assist in developing the annual budget and all relevant finance related reports;
5. Participation in the evaluation process of the CIF project proposals and based on the CIF OM contribute to the stage of the eligibility and completeness of the submitted Project;
6. Contribute to monitoring and evaluation process based on the CIF OM by ensuring that grant projects are being implemented according to the plan (including, expenditure monitoring) and are achieving a satisfactory level of outcomes and results;
7. Assist audit processes, prepare the project annual financial documentation as requested by PMU Financial Specialist;
8. Ensure that documentation for processing the payments are made on a timely basis and according to contract terms and conditions;
9. Coordination with financial units of beneficiaries/HEIs; ensure their financial documents and invoices are in accordance with project budget and guidelines;
10. Maintain procedures for collecting, checking and preparing documentation required for verifying beneficiaries’ invoices;
11. Collecting, organizing, and storing information and filing of project related documentation;
12. Report progress to the Head of the CIF AU; Fulfil other tasks and contribute to project activities as assigned by the Head of CIF AU.

This is one-year full time assignment including probation period of first three months. The contract can be extended by PMU Executive Director subject to satisfactory evaluation of Consultant’s performance. The assignment is expected to commence in October 2022.

The Terms of Reference (TOR) for the primary procurement stage for the can be found at the following link: <https://www.dropbox.com/s/s1ostc9txkxlljt/CIF_Financial%20Specialist_ToR_as%20issued.docx?dl=0>

The Ministry of Education and Science of Georgia now invites eligible Individual Consultants (“the 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. At least a Bachelor's degree in Finances, Economics, Business Administration or Social Sciences;
2. Minimum 7 years of professional experience;
3. Demonstrated experience in the area of grant schemes/programs/contract management;
4. Experience in managing/administration of grants programs/schemes/contracts for Higher Education Sector will be an asset;
5. Experience in budget planning and expenditure monitoring will be an asset;
6. Ability to work effectively in a team environment;
7. Fluency in English and Georgian;
8. Knowledge of MS Word, Excel, Project, PowerPoint;
9. Good communication and reporting skills.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” revised on November 2020 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the “Open Competitive Selection of Individual Consultants” described in the Procurement Regulations.

Further information can be obtained at the address below during office hours:

Email: [procurement](mailto:procurement)@iiq.gov.ge

Expressions of interest must be delivered electronically indicating the name of position on the subject to the address below by mail, by **September 9, 2022, COB Tbilisi Time**

Attn: Ia Iashvili, Procurement Specialist of the Georgia I2Q - Innovation, Inclusion and Quality Project

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