



Evaluation Scheme for Technical Assessment of Offers

Section/ Division: 3800	Assignment Title: Administrative support of the „Georgian Construction Materials Cluster“	Project title:	Clusters 4 Development: Better Business Sophistication in Georgia		
		Weighting in %	points (max. 100)	assess- ment (2)x(5) (6)	
1	Appropriateness of suggested concept and work plan				
	<i>Interpretation of objectives</i>	5			
	<i>Work schedule and timelines</i>	5			
	<i>Letter of motivation</i>	10			
	<i>Letter of recommendation</i>	10			
Subtotal for 1		30	0	0	
2	Experience of the Consultant				
	<i>Excellent communication skills both in Georgian and English languages</i>	20			
	<i>Advanced computer skills including Microsoft Office and web-based applications</i>	20			
	<i>Bachelor's degree in Business Administration, Economics, Marketing or a related discipline.</i>	10			
	<i>At least 2 years of relevant professional experience providing administrative support to one of the following:</i> <ol style="list-style-type: none"> 1. Local or international project 2. Team or division of an organization 3. CEO / director of local or international organization / association 	20			
Subtotal for 2		70	0	0	
Grand Total		100	0	0	