

Evaluation Scheme for Technical Assessment of Offers

Section/ Division: 3800	Assignment Title: Administrative support of the „Georgian Apparel and Fashion Association”	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		(2)	(5)	(6)
	<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> 1. <i>Local or international project</i> 2. <i>Team or division of an organization</i> 3. <i>CEO / director of local or international organization / Association</i>		20		
	Subtotal for 2		70	0	0
	Grand Total		100	0	0