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Evaluation Scheme for Technical Assessment of Offers

Section/ Division: 3800	Assignment Title: Administrative support of the „Georgian Construction and Material Cluster"	**Project title:**	Clusters 4 Development: Better Business Sophistication in Georgia

		Weighting in % (2)	points (max. 100) (5)	assess-ment (2)x(5) (6)	points (max. 100) (5)	assess-ment (2)x(5) (6)	points (max. 100) (5)	assess-ment (2)x(5) (6)	points (max. 100) (5)	assess-ment (2)x(5) (6)
1	**Appropriateness of suggested concept and work plan**									
	Interpretation of objectives	10								
	Work schedule and timelines	10								
	Letter of motivation	10								
	Letter of recommendation	10								
	Subtotal for 1	40								
2	**Experience of the Consultant**									
	Excellent written skills both in Georgian and English languages	10								
	Advanced computer skills including Microsoft Office and web-based applications	10								
	Bachelor`s degree in Business Administration, Economics, Marketing or a related discipline.	10								
	At least 2 years of relevant professional experience providing administrative support to one of the following: *1. Local or international project* *2. Team or division of an organization* *3. CEO / director of local or international organization / Association*	30								
	Subtotal for 2	60								
	Grand Total	100								