

Call for Service: Financial Expert

FSM-2023-05-26

Solidarity Fund PL in Georgia is looking for a qualified financial expert to support Chokhatauri Local self-government in finance-related issues such as, management of the small grant program, preparing public procurement and tender documentation for the installation of street lighting in Udabno settlement and financial donor reporting.

Service Requested:

Financial expert advice and expertise.

1. Background Information

"Chokhatauri municipality towards a sustainable energy future" is an EU funded project that SFPL in Georgia is implementing with Chokhatauri LSG and a local partner.

The project is based on two priorities identified among local stakeholders: (1) improvement of the local infrastructure and services of the LSG to enhance the residential comfort level and investment attractiveness of Chokhatauri; (2) promotion of the public participation, inclusive decision-making and consultative processes to achieve higher quality and accountability of the municipal services.

Local infrastructure in Chokhatauri, one of the lowest income's LSG in Georgia, is poor. Energy audits in both 2021 and 2022 have shown that poor technical condition concerns public administration buildings and critical infrastructure (such as ambulatories and kindergartens) similarly. Kindergartens are vital since they are where future generations are raised. Decent infrastructure, and heated and not cold, learning premises are pre-condition for a healthy and prosperous future of Chokhatauri. On the one hand, 2021 kindergarten energy audits have shown that some kindergarten premises must have been excluded from the energy efficiency piloting due to dramatic technical conditions. On the other hand, the buildings in a bearable technical condition selected for piloting showed that EE could contribute to the increased comfort level of the kids - which is considered one of the top priorities of both the local authorities and the communities.

Multi-sectoral partnership, consensus-based, and result-oriented cooperation and decision-making are all shared principles among all implementing partners of the project. It is worth mentioning that the expected results will have a positive, long-term impact on the Chokhatauri LSG by improving the quality of services provided for residents and thus reflected in increased accountability of the LSG.

2. The tasks under planned assignment are as follows:

2.1 Implementation of Small Grant Program promoting renewable energy sources (RES) and efficient energy and cost reduction mechanisms for individuals, entrepreneurs, and Civil Society Organizations (CSOs) .

- Support municipality in announcing and managing small grant program.

2.2 Installation of outdoor lighting in Udabno

- Support in preparing public procurement documentation for Udabno street lighting modernization.
- Support in selecting a service provider to modernize existing street lighting system in Udabno.

2.3 Support in financial donor reporting

- Support Chokhatauri municipality in preparing final financial report of the project.

3 Duration of the assignment:

From July 1st, 2023 until November 30th, 2023.

4 Place(s) of assignment:

Chokhatauri Municipality, Georgia

5 Minimum Requirements

Professional requirements:

- Previous experience in working with or supporting public institutions (preferably Georgian LSG units) in finance-related issues
- Previous experience in preparing financial donor reports
- General knowledge of public procurement procedure

Education/academic background:

- Higher Education diploma in the relevant field
- Good working knowledge of the English language

6 Criteria for selection of the Applicant (max. 100 points) for a shortlisted applicant

a) Experience (40 points)

- Experience in working with or supporting public institutions (preferably Georgian LSG units) in finance-related issues.
- Experience in preparing financial donor reports
- Experience in developing public procurement documents

b) Availability (30 points)

- Availability to hold 10 in-person and online consultations for Chokhatauri LSG throughout the year 2023.

c) Price (30 points)

- Economically advantageous offer.

7 Maximum payment rate and information about price

There are 10 consultations planned during the project in 2023. The maximum price for the remuneration for each consultation can be 250 EUR (713.68 GEL) Gross – 2500 EUR (7,136.75 GEL) Gross in total.

8. SUBMISSION

The application must be submitted by the **25th of June 2023** at 24:00 Tbilisi time to the address: georgiarep@solidarityfund.pl

9. Information on the outcome of the procedure will be sent to the e-mail address indicated by the applicant and will be published on Solidarity Fund PL_GEO Facebook <https://www.facebook.com/solidarityfund.ge>

10. Please be advised that by submitting an application you agree to share the content of the application with other applicants who could submit an appropriate request to the SF PL (except for personal data, which will be anonymized).

11. Solidarity Fund PL, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, protected genetic information, or sexual orientation.



**Solidarity Fund PL
in Georgia**

12. Please be advised that the administrator of personal data contained in the submitted applications is the Solidarity Fund PL with headquarters in Warsaw, ul. Mysłowicka 4, 01- 612 Warsaw. The data will be processed on the basis of art. 6 clause 1 point. c of the Polish law on personal data protection for the purpose related to public procurement procedure. You have the right to access the personal data provided, the right to rectify personal data and the right to request the administrator to limit the processing of personal data, subject to the cases referred to in art. 18 clause 2 of the law. You have the right to lodge a complaint with the President of the Office for Personal Data Protection. Please be advised that Solidarity Fund PL has appointed a personal data protection inspector who can be contacted at: iod@solidarityfund.pl