

Call for Service: Financial Expert

FSM-2024-08-26

Solidarity Fund PL in Georgia is looking for a qualified financial expert to support Chokhatauri Local self-government in finance-related issues such as the development of at least 2 (two) mechanisms for calculating and reinvesting savings from energy-efficient solutions 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 in order 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. Under the overall objective to improve the local ecosystem for an increased share of renewable energy sources (RES) and energy-efficient (EE) packages cross-sectorally, Chokhatauri LSG aims to strengthen the local infrastructure, housing, and investment environment, which would lead (in a long-term) to development of an incentive policy for RES/EE with an active role of the local self-government and the involvement of business and civic sectors. In the project lifecycle, Chokhatauri LSG intends to modernize seven (7) kindergartens by applying "optimal" EE packages that would entail (i) Thermal insulation of the ceiling/walls/floors; (ii) Replacement of the existing inefficient woodstoves with EE stoves; (iii) Installation of the on-grid solar mini-PV system; (iv) Replacement of inefficient indoor lighting system with LEDs or (v) other EE measures, depending on the building envelope. Furthermore, the LSG wants to disseminate the possible benefits of the EE/RES to the broader public via grant schemes and awareness-raising campaigns that portray EE/RES as a practical measure for both energy & money saving and comfort level upgrade. The last component strives to develop a systemic solution for other low-income LSGs that create a saving generation mechanism for LSGs heavily dependent on the money transfers from the central budget.

result-oriented cooperation and decision-making are all shared principles among all applicants. 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 Development of tools for calculating and reinvesting savings from energy efficient (EE) solutions. (2 different mechanisms to be developed)

- Together with the institutional expert and the project team participate in multilateral format discussions with line ministries (Ministry of Finance, Ministry of Infrastructure and Regional Development, Ministry of Economy and Sustainable Development), financial institutions of Georgia and specialized institutions of energy audit of public buildings to discuss available financial instruments for reinvestment EE savings across Georgia.
- Support the institutional expert in the development of a portfolio of financial instruments available for reinvestment EE savings (Standard Operating Procedure).
- Together with the institutional expert present SOP and best saving and reinvesting mechanisms for 15 low-income LSGs, during a regional conference dedicated to EE/RES savings and reinvesting potential.

2.2 Support project team in financial donor reporting

- Support the project team in preparing financial reports for the donor.

3 Duration of the assignment:

From September 25th, 2024 until June 30th, 2025.

4 Place(s) of assignment:

Chokhatauri Municipality/Tbilisi, Georgia

5 Minimum Requirements

Professional requirements:

- Experience in working with public institutions (preferably with Georgian local self-government units, ministries, and financial institutions) on finance-related issues.
- Previous experience in preparing financial reports for international donors.

The following types of experience will be considered as an asset:

- Experience in developing calculating and/or reinvestment mechanisms for various institutions

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** (50 points)

- Experience in working with or supporting public institutions (preferably Georgian LSG units, ministries, financial institutions) in finance-related issues.

Whereas:

- Working with only one structure – 2 points
- Working with two different structures - 5 points
- Working with three and more different structures - **10 points**
- Experience in preparing financial reports for the donors:
 - Each prepared financial report is worth 5 points (**max. 20 points**)
- Experience in developing a calculating and/or reinvestment mechanism from energy-efficient savings:
 - Every implemented reinvesting mechanism is worth 5 points (**max. 20 points**)

b) **Availability** (20 points)

- Availability to hold 10 in-person and online consultations for Chokhatauri LSG and the project team until the end of the service contract. (10 points)
- Timely responsiveness to email communications and adherence to project deadlines throughout the contract. (10 points)

c) **Price** (30 points)

- Economically advantageous offer.

The formula for the calculation of price points:

- $P = P_{min} / P_{of} \times 30 \text{ points}$
- P_{min} – the lowest proposed price
- P_{of} – the price presented in the offer under consideration
- P – the number of points assigned to the considered proposal based on the value criterion. It is rounded up to a whole number

7 Maximum payment rate and information about price

There are 10 consultations planned in total. 6 consultations will be held in 2024, and 4 consultations - in 2025. The maximum price for the remuneration for each consultation can be 714 GEL Gross – 7,140 GEL Gross in total.

8. SUBMISSION

The application must be submitted by the **16th of September 2024** at 18:00 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.

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