

# **Call for Service: Legal Expert for the project Internet Access Flagship: Rural Empowerment through Digital Inclusion (REDI)**

**FSM-2024-12-06**

INTERNET ACCESS FLAGSHIP: Rural Empowerment through Digital Inclusion (REDI) is an EU funded project that Solidarity Fund PL in Georgia (SFPL in GEO) began implementing on December 1st, 2023, together with our partner - the e-Governance Academy from Estonia (eGA).

By virtue of its innovative approach, this action will reduce the existing digital division and include those traditionally left behind by improving access to affordable digital infrastructure and developing digital literacy skills in rural areas of the target regions of Imereti, Guria, Racha-Lechkhumi, Kvemo Svaneti and Kakheti.

## **Service requested:**

Provide expert legal consultations and support for the project Rural Empowerment through Digital Inclusion (REDI). This includes provision of legal advice and analysis, preparation of contracts, agreements, delivery-acceptance acts and other legal documents in the English and Georgian languages.

### **1. Duration of the assignment:**

Upon request, during the year 2025, with possible terms of extension.

### **2. Place(s) of Assignment**

The selected tenderer will be providing service mostly remotely. Physical presence might be requested from time to time.

### **3. Minimum requirements**

3.1 A law degree from an accredited law school.

3.2 A minimum of 3 years of legal experience in drafting legal documents, legal analysis, oral legal consultations.

3.3 Fluency in the English language.

3.4 Availability to perform requested tasks within decent deadlines to be suggested by the applicant.

*Offers from service providers that do not meet the minimum criteria will be rejected for formal reasons.*

### **4. Apart from minimum requirements, following criteria for selection will be assessed based on the points provided (max. 55 points)**

**4.1 More than 5 years of legal experience in drafting legal documents, legal analysis, oral legal consultations - max. 15 points**

5 to 10 years – 10 points

Over 10 years – 15 points

#### **4.2 Legal experience in the telecommunications field – max. 10 points**

1 to 3 years – 5 points

Over 3 years – 10 points

#### **4.3 Responsiveness/Availability – max 10. Points**

Available to respond to a task sent via email within 24 to 48 hours – 5 points

Available to respond to a task sent via email within 24 hours or less – 10 points

#### **4.4 Cost of a single consultation (a single consultation equals 8 hours) – max. 20 points**

Cost should be provided in the designated field in the application form.

Assessment under the criterion „cost” will be processed based on the following formula:

$$P = P_{min} / P_{of} \times 20 \text{ points}$$

where:

$P_{min}$  - the lowest proposed price

$P_{of}$  – price presented in the examined offer

$P$  – the number of points awarded to the examined offer under the price criterion, rounded to the full number.

The workload in a number of hours needed to implement a special task will be agreed in a written form prior to the execution of the tasks. Settlements between the Contracting Authority and the Contractor will be conducted in EUR depending on the Contractor's place of tax residence and in relation to the current EUR exchange rate of the National Bank of Georgia.

## **5. SUBMISSION**

**Application must be submitted no later than January 12, 2025 24:00 Tbilisi time to the email address: [redi@solidarityfund.pl](mailto:redi@solidarityfund.pl)**

**The application must contain:**

- A CV submitted in a PDF format.
- Application form that has been filled-out, signed, scanned and submitted in a PDF format.
- Service Provider Fiscal Statement that has been filled-out, signed, scanned and submitted in a PDF format.

*If one of the documents is missing, the applicant will be excluded on a formal basis.*

**Questions regarding the call for proposals, can be directed to [redi@solidarityfund.pl](mailto:redi@solidarityfund.pl) before the expiration of the deadline.**

6. 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> and <https://participatoryhub.ge/>

7. 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 SFPL (except for personal data, which will be anonymized).

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

9. 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 "The data controller is Solidarity Fund PL in Georgia, 20 Chavchavadze Avenue, Apartment #3, floor 2, 0179 Tbilisi, Georgia. To exercise your rights, please contact the SFPL in Georgia directly at [georgiarep@solidarityfund.pl](mailto:georgiarep@solidarityfund.pl) – we are committed to protecting your rights to the best of our ability