

**Call for Service:**  
**Expert-Consultant in the Field of Engineering/Construction and Civil/Renovation Works**

**FSM-2025-04-07**

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.

When it comes to the development of the connectivity infrastructure, first of the two main directions of the project, it will be implemented as a follow-up of the Open-Net Programme's project "Log-in Georgia" and will focus on providing access to the Internet and technology to inhabitants of rural areas from ≈200 selected villages from target regions with a minimum effort required.

Second direction of the project is to establish 25 Digital Rural Hubs (DRHs) in the villages of Georgia. In order to go test the whole cycle of the activity, project team decided to pilot the establishment of seven (7) DRHs in 7 villages of Guria and Racha regions of Georgia. Each DRH will be set up in a single room, within existing community/municipal or other available buildings in each village. The selected rooms designated for the DRHs will require immediate civil (renovation) works to render them suitable for the establishment of the hubs. The renovation works will be carried out by the contracted renovation company. To ensure timely and high-quality completion of the renovation works, regular monitoring, evaluation and progress reporting by the field expert will be essential for the project team.

In this regard, the REDI team is seeking to establish a service contract with an expert-consultant who has extensive experience in the field of engineering/construction and civil/renovation works.

**Service requested: Provide expert consultations for the project Rural Empowerment through Digital Inclusion (REDI).**

**Responsibilities:**

- Oversee and monitor the renovation works conducted by the renovation service provider company to ensure compliance with technical specifications, project documentation, required scope of work, and quality standards.;
- Assess the completeness of the renovation works performed and provide reports (if necessary) on quality performance;
- Conduct periodic field visits to selected villages in Guria and Racha regions to monitor and evaluate renovation works;
- Analyze renovation/engineering plans, and technical documentation related to the renovation to ensure accuracy and feasibility; provide consultation to the customer and confirm the compliance of the works.
- Advise the REDI team on technical matters related to building renovation and engineering solutions and attend the meetings if necessary;

- Detect potential risks, delays, or deviations during the renovation process and provide recommendations for corrective actions; supervise the implementation team and provide them with instructions.
- Verify that all renovation works are carried out in line with Georgian construction regulations;
- Be involved in the formal handover of completed works, including the final inspection and validation that the site is ready for the setup of the Digital Rural Hub.

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

During the year 2025 (until December 31 2025), with possible terms of extension upon mutual agreement no later than December 31, 2026.

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

Selected expert-consultant will be required to conduct occasional field trip(s) to the selected villages of Guria and Racha regions. Online and in-person meetings in Tbilisi will also be required.

*\*The list of villages will be finalized at the signing stage of the contract.*

### **3. Minimum requirements**

#### **3.1 Mandatory requirements:**

- 3.1.1 Higher Education in Civil Engineering/Construction/Civil Works/Architecture and/or related fields from reputable Georgian and/or International University.
- 3.1.2 Minimum of 5 years of working experience in the field of Construction-Engineering/Civil Works/Architecture or related fields;
- 3.1.3 Working experience in Engineering/Construction/Civil Works monitoring, and building sites supervision;
- 3.1.4 Ability to conduct occasional field trips to the selected villages of the REDI target regions (Guria, Racha-Lechkhumi and Kvemo Svaneti).

#### **3.2 Additional requirements:**

- 3.2.1 Experience working with international donors/organizations will be an asset;
- 3.2.2 Good oral and written communication skills in English will be an asset.

*Offers from service providers that do not meet the minimum mandatory criteria (3.1) will be rejected for formal reasons.*

### **4. Assessment criteria for selection will be assessed based on the points provided (max. 80 points)**

#### **4.1 Experience - max. 30 points**

4.1.1 Experience of working in the field of Civil Engineering/Construction/Civil Works/Architecture and/or related fields – **(15 points)**

- Over 10 years of experience – 15 points
- 8 to 10 years of experience - 10 points
- 5-7 years of experience- 5 points

4.1.2 Working experience in Engineering/Construction/Civil Works monitoring, and building sites supervision – **(15 points)**

- Over 5 years of experience – 15 points
- 3-5 years of experience - 10 points
- 1-2 years of experience- 5 points
- Less than 1 year of experience – 0 points

#### **4.2 Cost of service (one working day equals 8 hours) – max. 30 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:

$$P = P_{min} / P_{of} \times 30 \text{ points}$$

where:

P<sub>min</sub> - the lowest proposed price

P<sub>of</sub> – 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 settlement between the contracting authority and the contractor shall be carried out in the euro equivalent in GEL, in accordance with the exchange rate established by the National Bank of Georgia.

#### **4.3 Interview – max. 20 points**

The interview process will be aimed at verifying the candidate's suitability for the position and execution of specific task(s) listed in the announcement.

*Only shortlisted candidates will be invited for an interview.*

### **5. SUBMISSION**

Application must be submitted no later than **May 5, 2025 23:59 Tbilisi time** to the email address: [redi@solidarityfund.pl](mailto:redi@solidarityfund.pl)

The application must contain:

- Diploma;
- Detailed CV (Resume) and/or Portfolio in a PDF format.
- Contact information of at least 2 professional recommenders (previous clients/colleagues) or 2 recommendation letters from them;
- Application form that has been filled-out, signed, scanned and submitted in a PDF format. To download the application form please click [HERE](#)
- Service Provider Fiscal Statement that has been filled-out, signed, scanned and submitted in a PDF format. To download the application form please click [HERE](#)

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

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

6. The contracting authority will reject any tenders/questions submitted after the deadline for submission of tenders.

7. 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/>

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. A contract will be signed with the selected contractor/contractors.

9. The Contractor(s) whose tender was selected as the most advantageous shall be informed by the Contracting Authority about the place and date of signing the contract.

10. Prior to concluding the contract, the Contractor shall provide all information necessary to complete the content of the contract at the request of the Contracting Authority.

11. If the Economic Operator(s) whose tender(s) was selected as the most advantageous evades the conclusion of the contract, the Contracting Authority may re-examine and evaluate the tenders from among the tenders of the remaining Economic Operators in the procedure or cancel the procedure.

12. Persons representing the Economic Operator at the time of signing the contract should present documents confirming their authorisation to represent the Economic Operator, if such authorisation does not result from the documents attached to the tender.

13. 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.

14. 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.