

# **Facility for the Implementation of the Association Agreement in Georgia**

## **Location – Georgia**

EuropeAid/136107/DH/SER/GE

### **Overall objective**

The overall objective of the project of which this contract will be a part is as follows:

To assist the Government of Georgia to deepen its integration with the European Union in line with the priorities set out in the Association Agreement (AA) and in the Association Agenda.

### **Purpose**

The purposes of this contract are as follows:

1. To support the implementation of the EU-Georgia bilateral agreements (Association Agreement, DCFTA), VLAP, and the Association Agenda at the level of the Government, focusing on (i) strengthening the overall internal coordination, monitoring and reporting mechanisms, (ii) including strengthening the target institutions' capacity in that regard; (iii) increasing the effectiveness of donor assistance programming and coordination, in regards to the implementation of the Association Agenda.
2. To support the identification and implementation of reforms required in the framework of the implementation of the bilateral Agreements, including support to the legal approximation process in Georgia in sectors required by the AA and other bilateral agreements.
3. To support the further development and the implementation of the Communication and Information Strategy of the Government of Georgia in relation with the GE-EU bilateral agreements, and respective Action Plans.

The Contractor is being contracted to deliver policy advice, and, on specific matters, capacity building support. It is meant to support the institution with high quality expertise, advice and training in order to allow the Georgian institutions to perform their tasks in a more effective and sustainable way, and not to provide interpretation, translation, other secretarial tasks or replace civil servants in the execution of their daily tasks. Should such needs arise, approval from the EU Delegation may be given only on exceptional basis and according to the budget available within the incidentals of the project.

To this effect a pool of policy advice and expertise will be available for the governmental institutions responsible for implementation of the priorities set out in the AA and Association Agenda.

### **Location**

The project will be based in Tbilisi, Georgia. Project activities may nevertheless require in-country travels. The location of the mission of each non-key expert will be defined in the specific terms of reference for this mission.

## **Start date & period of implementation**

The intended start date is July 2015 and the period of implementation of the contract will be 30 months from this date. Please see Articles 19.1 and 19.2 of the Special Conditions for the actual start date and period of implementation.

The project may be extended at the discretion of the Contracting Authority for a period not exceeding the original implementation period and not exceeding the original contract value.

## **Key experts**

Key experts have a crucial role in implementing the contract. These terms of reference contain the required key experts' profiles. The tenderer shall submit CVs and Statements of Exclusivity and Availability for the following key experts:

### **Key expert 1: Team Leader; Senior Expert on Policy planning/EU Harmonisation and Approximation (minimum 510 days)**

The Team Leader shall be the principal policy advisor to the State Minister of European Euro-Atlantic Integration on legal harmonisation process stemming from EU-Georgia Association Agreement. The Team Leader will be a senior expert and will have the overall responsibility for the co-ordination and smooth implementation of the project and the efficient use of project human and financial resources. This includes the timely submission of reports and the responsibility for all contractual and logistic arrangements related to the project.

The Team Leader will lead the daily operations of the project and will also provide substantial technical input in the planning and execution of project activities. This will require full-time work in Georgia, throughout the project. The Team Leader will manage the team of experts, supervise and co-ordinate all aspects of the projects work, ensure good and regular communication with the Project Partner and the Contracting Authority and will organise all administrative and logistic support for the project.

She/He is expected to actively collaborate with the Government institutions, in particular OSMEAI; and with the EU Delegation.

Content wise, the Team Leader will be responsible of the implementation of component 1 and 3 of the project.

### ***Qualifications and skills***

- Master's degree in Public Administration, Law, Economics, Social Sciences, Political Science, EU affairs, International Relations or Bachelor's degree with at least 12 years professional experience in these fields;
- Outstanding communication skills and leadership skills to manage a team composed of international and local experts;
- Ability to ensure good communication and co-ordination with project partners, contracting authority and other local partners and stakeholders

- Excellent presentation and organisational skills, strong intercultural communication skills
- Fluency in oral and written communication in English, computer literacy.

#### ***General professional experience***

- Minimum 10 years' international (outside country of origin) experience in policy planning and coordination at government's level

#### ***Specific professional experience***

- Minimum 3 years' experience as team leader managing mixed teams of international and local experts
- Experience as TL in min. one policy assistance project of nature similar to this contract (min. 1M€),
- At least 5 years' experience as policy adviser/consultant to public institutions in candidate (or potential candidate) countries, new Member states (as from 2004) or ENP East countries;
- Very good knowledge of EU approximation and harmonization procedures;
- Very good knowledge of EU cooperation instruments is an asset;
- Experience in the coordination of Association Agreement process with the EU is an asset;
- Work experience in Georgia is an asset.

### **Key expert 2: Deputy Team Leader/Expert in institutional reforms-legal approximation; (minimum 510 days)**

The main task of the Deputy Team Leader will be to ensure performance of the project activities, Together with the Team Leader; she/he will be responsible for the smooth and efficient project management and facilitate the ownership of the project by the project partner institution. This will require full-time work in Georgia, throughout the project. He will back-up the TL in her/his absence.

Content wise, the Deputy Team Leader will be responsible of component 2 of the project.

#### ***Qualifications and skills***

- Master's degree in Public Administration, Law, Economics, Social Sciences, Political Science, EU affairs, International Relations or Bachelor's degree with at least 12 years professional experience in these fields;
- Outstanding communication skills and leadership skills to manage a team composed of international and local specialists;
- Ability to ensure good communication and co-ordination with project partners, contracting authority and other local partners and stakeholders
- Excellent presentation and organisational skills, strong intercultural communication skills
- Fluency in oral and written communication in English, computer literacy.
- Knowledge of Georgian is an asset.

#### ***General professional experience***

- Minimum 10 years' international (outside the country of origin) experience in policy planning and coordination at government's level.

***Specific professional experience***

- Minimum of 2 years' experience as Deputy Team leader or Team leader managing mixed teams of international and local experts;
- Minimum of 5 years' experience as policy adviser; either as representative of national authorities or as a consultant on issues related to the transposition and application of EU legislation in candidate (or potential candidate) countries, new Member states (as from 2004) or ENP East countries;
- Experience in EU approximation and harmonisation processes;
- Experience in capacity building in government institutions is an asset;
- Experience in the coordination of Association Agreement process with the EU is an asset;
- Work experience in Georgia is an asset.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.