

APPENDIX I: Requirements and Merits

Requirements

Requirements			
Criteria	Requirements	YES/No	Description
1	Bachelor's degree/University degree*		
2	Work experience of at least 5 years and/or with international organisations and/or public administrations.		
3	Proficiency in Georgian at native or C2 level.		
4	Proficiency in English at C1 level.		
5	Microsoft Office package domain.		
6	Experience of at least 1 year working with European cooperation instrument		

*provide simple copy of the title.

Merits

Merits				
Merit	Criteria	Description	Max score	Score
1	Specific postgraduate training in European Union Legislation and Economics.* Documentation to be provided: Simple copy of the title		20	
2	Specific actions in/with Georgian public institutions. Documentation to be provided: Cv		20	
3	Support actions as interpreter and/or translator. Documentation to be provided: Cv		20	
4	Actions of administrative support to projects, planning and reports. Management of project files and databases, monitoring of project budget, scheduling and preparation of meetings papers Documentation to be provided: Cv		20	
5	Actions with Twinning Instrument 5 points for each month related to the action Documentation to be provided: Cv		20	

* provide simple copy of the title.

(Place, date and signature of the tenderer)