

**REQUEST FOR PROPOSALS
RFP/ QCBS / GEO-2013-003**

MILLENNIUM CHALLENGE ACCOUNT - GEORGIA

**On Behalf of:
THE GOVERNMENT OF GEORGIA**

Funded by

**THE UNITED STATES OF AMERICA
through
THE MILLENNIUM CHALLENGE CORPORATION**

Procurement of Consultant Services

**Studies of Labor Demand, Barriers to Participation in
STEM Education Programs and Occupations in Georgia**

Date: February 7, 2013

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Letter of Invitation for Proposals

**Re: Studies of Labour Demand, Barriers to Participation in STEM Education
Programs and Occupations in Georgia
RFP Ref: QCBS / GEO-2013-003**

1. The Board of Directors of MCC has determined that Georgia is eligible for assistance from MCC, and is seeking to enter into a Millennium Challenge Compact with Georgia to advance economic growth and poverty reduction in Georgia. The Government of the Georgia (GoG) has received grant funding of US\$2,700,000 from the Millennium Challenge Corporation (MCC) of the United States Government to enable the GoG to support such activities, under the authority of Section 609(g) of the Millennium Challenge Act of 2003.
2. The Government, acting through **MCA-Georgia** (“MCA Entity”), intends to apply a portion of the MCC Funding to eligible payments under a contract for which the Request for Proposals is issued. Any payments made under the proposed contract will be subject, in all respects, to the terms and conditions of the 609(g) Agreement and Compact and related documents, including restrictions on the use of MCC funding and conditions to the disbursements of MCC funding. No party other than the Government and the MCA Entity shall derive any rights from the 609(g) Agreement or the Compact or have any claim to the proceeds of MCC funding.
3. The GoG has recently concluded a five-year, \$395 million grant agreement with MCC that improved the country's physical infrastructure and invested in small and medium enterprises in agricultural and rural development. On December 15, 2011, MCC’s Board of Directors re-selected Georgia as eligible for MCC assistance for a second grant. An analysis of economic growth in Georgia conducted by the GoG in 2011 identified human capital as a binding constraint to continued growth. The GoG is developing an investment proposal for a package of investments in a) general education, including facility improvement in rural schools and teacher training, b) TVET, and c) the delivery of high quality, English language bachelor degree and other university programs in priority fields.
4. This Invitation for Proposals follows the Specific Procurement Notice that appeared in dgMarket on December 28, 2012.
5. The MCA Entity now invites proposals to provide the consultant services referenced above (“Proposals”). More details on these consultant services are provided in the Terms of Reference.
6. The Request for Proposal (“RFP”) is open to all eligible entities or persons (“Consultants”) who wish to respond. Consultants may only associate with each other in the form of a joint venture or in a sub-consultancy agreement to complement their respective areas of expertise to enhance their capacity to successfully carry out the assignment and so long as any association is otherwise formed in accordance with the terms of the RFP.
7. A Consultant will be selected under the **Quality and Cost Based Selection**, the

- evaluation procedure for which is described in sections of the RFP in accordance with “MCC Program Procurement Guidelines” which are provided on the MCC website www.mcc.gov.
8. The RFP Document includes the following Sections:
- Section 1 Instructions to Consultants**
This section provides information to help potential Consultants prepare their Proposals; it also provides information on the submission, opening, and evaluation of Proposals and on the award of the proposed contract.
- Section 2 Proposal Data Sheet**
This section includes provisions that are specific to this procurement and that supplement Section 1, Instructions to Consultants.
- Section 3 Qualification and Evaluation Criteria**
This section specifies the qualifications required of the Consultant and the criteria to be used to evaluate the Proposal.
- Section 4A Technical Proposal Forms**
This section provides the Technical Proposal Forms which are to be completed by a potential Consultant and submitted in a separate envelope as part of a potential Consultant’s total Proposal.
- Section 4B Financial Proposal Forms**
This section provides the Financial Proposal Forms which are to be completed by a potential Consultant and submitted in a separate envelope as part of a potential Consultant’s total Proposal.
- Section 5 Contract Forms:**
I Contract Agreement
II General Conditions of Contract
III Special Conditions of Contract
IV Appendices
- Section 6 Terms of Reference**
This section includes the detailed Terms of Reference for this procurement that describe the nature, tasks and duties of the consultant services to be procured.
9. Consultants interested in submitting a Proposal should register their interest by sending an e-mail, giving full contact details of the Consultant, to

Procurement Director
4 Sanapiro str.,
Tbilisi, 0105, Georgia
Email: procurement@mcageorgia.ge

- A pre-Proposal meeting will be held in Tbilisi, Georgia on February 27, 2013 if so specified in the Proposal Data Sheet. Attendance is strongly advised for all prospective Consultants or their representatives but is not mandatory.
10. The closing time for receipt of Proposals is **March 25, 2013 at 6:00 pm** local time in **Georgia (GMT+4)**. Proposals received after this time and date shall not be considered and will be returned unopened. Consultants should be aware that distance and customs formalities may require longer than expected delivery time.

Yours sincerely,



George Zurabashvili
CEO
MCA-Georgia

Section 1 Instructions to Consultants

Definitions

- (a) “associate” means any entity or person with whom the Consultant associates in order to provide any part of the Services.
- (b) “Compact” has the meaning given the term in the Letter of Invitation.
- (c) “confirmation” means confirmation in writing.
- (d) “Consultant” means any entity or person that may provide or provides the Services to the MCA Entity under the Contract.
- (e) “Contract” means the contract proposed to be entered into between the MCA Entity and the Consultant, including all attachments, appendices, and all documents incorporated by reference therein, a form of which is included in Section 5 of this RFP.
- (f) “day” means a calendar day.
- (g) “FBS” means Fixed Budget Selection method.
- (h) "Financial Proposal" has the meaning given the term in ITC Sub-Clause 3.6.
- (i) “Fraud and Corruption” means any of those actions defined in the GCC (including the phrases “coercive practice,” “collusive practice,” “corrupt practice,” “fraudulent practice,” “obstructive practice,” and “prohibited practice” as defined in GCC Sub-Clause 1.1, according to which action may be taken against the Consultant, Personnel or MCA Entity personnel.
- (j) “GCC” means the General Conditions of Contract.
- (k) “Government” means the Government of **Georgia**.
- (l) “Instructions to Consultants” or “ITC” means Section 1 of this RFP, including any amendments, which provides Consultants with all information needed to prepare their Proposals.
- (m) “in writing” means communicated in written form (e.g., by mail, e-mail, or facsimile) delivered with proof of receipt.
- (n) "Key Professional Personnel" means the key professional personnel nominated pursuant to ITC Sub-Clause 3.4(d).

- (o) “LCS” means Least Cost Selection method.
- (p) “MCA Entity” means **MCA-Georgia**, the party with which the selected Consultant signs the Contract for the provision of the Services.
- (q) “MCC” means the Millennium Challenge Corporation, a United States Government corporation, acting on behalf of the United States Government.
- (r) “PDS” means the Proposal Data Sheet, in Section 2 of this RFP, used to reflect specific country and assignment conditions.
- (s) “Personnel” means professionals and support staff provided by the Consultant, or by any Sub-Consultants, or associates that are assigned to perform the Services or any part thereof.
- (t) "Pre-Proposal Meeting" means the pre-proposal meeting specified in the **PDS**, if any.
- (u) “Proposal” means the Technical Proposal and the Financial Proposal for the provision of the Services submitted by a Consultant in response to this RFP.
- (v) “QBS” means Quality-Based Selection method.
- (w) “QCBS” means Quality and Cost-Based Selection method.
- (x) “RFP” means this Request for Proposals, including any amendments that may be made, prepared by the MCA Entity for the selection of the Consultant.
- (y) “SCC” means the Special Conditions of Contract.
- (z) “Services” means the tasks to be performed by the Consultant pursuant to the Contract.
- (aa) “Sub-Consultant” means any person or entity with whom the Consultant subcontracts any part of the Services.
- (bb) “Taxes” has the meaning given the term in the 609(g) Agreement or the Compact.
- (cc) “TEP” means the Technical Evaluation Panel, selected for the purpose of evaluating the Proposals received, that submits a report with recommendation for award of the Contract for which this RFP is being issued.
- (dd) "Technical Proposal" has the meaning given the term in ITC Sub-Clause 3.4.
- (ee) “Terms of Reference” or “TOR” means the

document included in this RFP as Section 6 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the MCA Entity and the Consultant, and expected results and deliverables of the assignment.

(ff) “609(g) Agreement” has the meaning given the term in the Letter of Invitation.

1. Introduction
 - 1.1 The MCA Entity named in the **PDS** will select a Consultant in accordance with the selection method specified in the **PDS**.
 - 1.2 Throughout this RFP except where the context requires otherwise, words indicating the singular also include the plural and words indicating the plural also include the singular; and the feminine means the masculine and vice versa.
 - 1.3 Consultants are invited to submit a Technical Proposal and a Financial Proposal for consulting services required for this assignment as specified in the **PDS**. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
 - 1.4 Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Consultants are encouraged to visit the MCA Entity before submitting a Proposal and to attend a Pre-Proposal Meeting if one is specified in the **PDS**. Attending any Pre-Proposal Meeting is strongly advised, but not mandatory. Attending any Pre-Proposal Meeting and/or a site visit shall not be taken into account for the purpose of evaluation of Proposals.
 - 1.5 The MCA Entity will timely provide, at no cost to the Consultant, the inputs and facilities specified in the **PDS**, assist the firm in obtaining licenses and permits needed to carry out the Services, and make available relevant project data and reports. No other inputs will be provided. Therefore, a Consultant shall plan to cover all incurred expenses that may be foreseen to initiate and sustain the Services in a timely manner, including but not limited to office space, communication, insurance, office equipment, travel, etc. not otherwise specified in

the **PDS**.

1.6 Consultants shall bear all costs associated with the preparation and submission of their Proposals and contract negotiation.

1.7 The MCA Entity is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to any Consultant.

Conflict of Interest

1.8 The MCA Entity requires that Consultants provide professional, objective, and impartial advice and at all times hold the MCA Entity's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests, and act without any consideration for future work.

1.8.1 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be selected, under any of the circumstances set forth below:

Conflicting Activities

(a) A Consultant that has been engaged by the MCA Entity to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a Consultant hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods, works or services other than consulting services resulting from or directly related to such consulting services for such preparation or implementation. For the purpose of this paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

Conflicting Assignments

(b) A Consultant (including its associates, if any, its Personnel and Sub-Consultants and any of its affiliates) shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the

MCA Entity or for another client. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a client in the privatization of public assets shall not purchase, nor advise purchasers of, such assets. Similarly, a Consultant hired to prepare terms of reference for an assignment should not be hired for the assignment in question.

Conflicting Relationships

(c) A Consultant (including its associates, if any, its Personnel and Sub-Consultants and any of its affiliates) that have a business or family relationship with a member of the MCA Entity's board of directors or the MCA Entity staff, or with the Procurement Agent or Fiscal Agent (as defined in the 609(g) Agreement or the Compact or related agreements) hired by the MCA Entity who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to MCC throughout the selection process and the execution of the Contract.

1.8.2 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the MCA Entity, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of the Contract.

1.8.3 No member of the MCA Entity's board of directors or current employees of the MCA Entity shall work as, or on behalf of, any Consultant.

1.8.4 No current employees of the Government shall work as Consultants or as Personnel under their own ministries, departments or agencies.

1.8.5 Recruiting former MCA Entity or Government employees to work for their former ministries, departments or agencies is acceptable provided no

conflict of interest exists.

1.8.6 If a Consultant nominates any Government employee as Personnel in their Technical Proposal, such Personnel must have written certification from the Government confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the MCA Entity by the Consultant as part of its Technical Proposal.

1.8.7 In the case where a Consultant seeks to engage the services of any person falling under ITC Sub-Clauses 1.8.3 – 1.8.6, who may have left the MCA Entity within a period of less than twelve (12) months of the date of this RFP, it must obtain a “no-objection” from the MCA Entity for the inclusion of such a person, prior to the Consultant’s submission of its Proposal.

Unfair Advantage

1.8.8 If a Consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the MCA Entity shall make available to all Consultants, together with this RFP, all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

Fraud and Corruption

1.9 MCC requires that all beneficiaries of MCC Funding, including the MCA Entity and any bidders, suppliers, contractors, subcontractors and consultants under any MCC-funded contracts observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the MCA Entity:

(a) will reject a Proposal if it determines that the Consultant recommended for award has, directly or through an agent, engaged in Fraud and Corruption in competing for the Contract;

(b) as the right to sanction a Consultant, including declaring the Consultant ineligible, either indefinitely or for a stated period of time, to be awarded an MCC-funded contract if at any time it determines that the Consultant has, directly or through an agent, engaged in Fraud and Corruption in competing for, or in executing such a contract; and

(c) has the right to require that a provision be included

in the Contract requiring the selected Consultant to permit the MCA Entity, MCC, or any designee of MCC, to inspect its accounts, records and other documents relating to the submission of a Proposal or performance of the Contract, and to have such accounts and records audited by auditors appointed by MCC or by the MCA Entity with the approval of MCC.

In addition, MCC has the right to cancel the portion of MCC Funding allocated to the Contract if it determines at any time that representatives of a beneficiary of the MCC Funding engaged in Fraud and Corruption during the selection process or the execution of the Contract, without the MCA Entity or the beneficiary having taken timely and appropriate action satisfactory to MCC to remedy the situation.

MCC may also invoke, on its own behalf, any of the rights identified for the MCA Entity in ITC Sub-Clause 1.9(a)-(c) above.

Eligibility

1.10 Consultants (including their associates, if any), their Sub-Consultants and Personnel, shall satisfy the eligibility criteria set forth below, as applicable.

Ineligibility and Debarment

1.10.1 Consultants (including their associates, if any), their Personnel and Sub-Consultants shall not be any person or entity under a declaration of ineligibility for Fraud and Corruption in accordance with ITC Sub-Clause 1.98, or that have been declared ineligible for participation in a procurement in accordance with the procedures set out in Part 10 of the MCC Program Procurement Guidelines (Eligibility Verification Procedures) that can be found on MCC's website at www.mcc.gov. This would also remove from eligibility for participation in a procurement any firm that is organized in or has its principal place of business or a significant portion of its operations in any country that is subject to sanction or restriction by law or policy of the United States. The countries, firms, organizations and individuals subject to these sanctions and restrictions are subject to change from time to time and it is necessary to refer to the websites identified in Part 10 of the MCC Program Procurement Guidelines for the most current listing of sanctioned and restricted countries. Consultants (including their associates, if any), their Personnel and Sub-Consultants not

otherwise made ineligible for a reason described in the immediately preceding paragraph shall be excluded if:

- (a) as a matter of law or official regulation, the Government prohibits commercial relations with the country of such Consultant, associates, Personnel or Sub-Consultants;
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government prohibits any import of goods from the country of such Consultant, associates, Personnel or Sub-Consultants or any payments to persons or entities in such country; or
- (c) such Consultant, associates, Personnel or Sub-Consultants are otherwise deemed ineligible by MCC pursuant to any policy or guidance that may, from time to time, be in effect as posted on the MCC website at www.mcc.gov.

Qualification and Eligibility of Consultants

1.10.2 Consultants must satisfy the legal, financial and litigation criteria requirements stated in Paragraphs 3.1 to 3.3 of Section 3 of this RFP.

1.10.3 Consultants must also satisfy the eligibility criteria set forth in this RFP and as contained in the “MCC Program Procurement Guidelines” governing MCC-funded procurements under the 609(g) Agreement or the Compact.

Eligibility of Associates

1.10.4 In the case where a Consultant intends to associate with another Consultant and/or individual expert(s), then such associates shall also be subject to the eligibility criteria set forth in this RFP and as contained in the “MCC Program Procurement Guidelines” governing MCC-funded procurements under the 609(g) Agreement or the Compact.

Eligibility of Government-owned Entities

1.10.5 Government-Owned Enterprises (GOEs) are not eligible to compete for MCC-funded contracts. GOEs (i) may not be party to any MCC-funded contract for goods, works, or services procured through an open solicitation process, limited bidding, direct contracting, or sole source selection; and (ii) may not be pre-qualified or shortlisted for any MCC-funded contract anticipated to be procured through these means. This prohibition does not apply to

Government-owned Force Account units owned by the Government of the MCA Entity's country, or Government-owned educational institutions and research centres, any statistical, mapping or other technical entities not formed primarily for a commercial or business purpose, or where a waiver is granted by MCC in accordance with Part 7 of MCC's Program Procurement Guidelines. All Consultants must certify their status as a part of their submission in form Tech 1.

Trafficking in Persons

- 1.10.6 MCC has a zero tolerance policy with regard to trafficking in persons. Trafficking in persons (TIP) is the crime of using force, fraud, and/or coercion to exploit another person. Human trafficking can take the form of domestic servitude, peonage, forced labor, sexual servitude, bonded labor, and the use of child soldiers. This practice deprives people of their human rights and freedoms, increases global health risks, fuels growing networks of organized crime, and can sustain levels of poverty and impede development. MCC is committed to working with partner countries to ensure appropriate steps are taken to prevent, mitigate, and monitor TIP risks in the countries it partners with and projects it funds.
- 1.10.7 A Consultant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this RFP or its Proposal and during execution of the assignment if the Consultant is awarded the Contract, as requested in the Financial Proposal submission form (Section 4B).
- 1.10.8 Additional information on MCC's requirements aimed at combating TIP can be found in Part 15 of MCC's Program Procurement Guidelines.

Commissions and Gratuities

- 1.11 A Consultant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this RFP or its Proposal and during execution of the assignment if the Consultant is awarded the Contract, as requested in the Financial Proposal submission form (Section 4B).

Origin of Goods and Consulting Services

- 1.12 Goods supplied and consulting services provided under the Contract may originate from any country subject to the same restrictions specified for Consultants (including their associates, if any), their Personnel and

Sub-Consultants set forth in ITC Sub-Clause 1.10.

Only one Proposal

1.13 Consultants may only submit one Proposal. If a Consultant submits or participates in more than one Proposal, all such Proposals shall be disqualified. However, this does not limit the participation of the same Sub-Consultant, including individual experts, to more than one Proposal.

Proposal Validity

1.14 The **PDS** indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Key Professional Personnel nominated in the Proposal. The MCA Entity will make its best effort to complete negotiations within this period. Should the need arise, however, the MCA Entity may request Consultants to extend the validity period of their Proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Key Professional Personnel nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants could submit new Key Professional Personnel in replacement, which would be considered in the final evaluation for Contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

Source of Funds;
Compact Terms and
Conditions

1.15 MCC and the Government intend to enter into the Compact to help facilitate poverty reduction through economic growth in **Georgia**. The Government, acting through the MCA Entity, intends to apply a portion of the proceeds of MCC Funding to eligible payments under the Contract. Payments under the Contract will be subject, in all respects, to the terms and conditions of the 609(g) Agreement or the Compact and related documents, including restrictions on the use of MCC Funding and conditions to disbursements. No party other than the Government and the MCA Entity shall derive any rights from the 609(g) Agreement or the Compact or have any claim to the proceeds of MCC Funding. The 609(g) Agreement or the Compact and its related documents are available at www.mcc.gov or at the website of the MCA Entity.

2. Clarification and
Amendment of RFP
Document

2.1 Consultants may request a clarification of the RFP documents up to the number of days indicated in the **PDS** before the Proposal submission date. Any request

for clarification must be sent in writing or by email or fax to the MCA Entity at the address indicated in the **PDS**. The MCA Entity will respond in writing or by email or fax and will send written copies of the response (including an explanation of the query, but without identifying the source of inquiry) to all Consultants by the date specified in the **PDS**.

- 2.2 Should the MCA Entity deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under ITC Sub-Clause 2.4.
- 2.3 At any time prior to the deadline for submission of Proposals, the MCA Entity may, for any reason and at its sole discretion, amend the RFP by issuing an amendment following the procedure under ITC Sub-Clause 2.4.
- 2.4 Any amendment issued under ITC Sub-Clauses 2.2 or 2.3 shall (a) become a part of the RFP and (b) be communicated in writing to all shortlisted Consultants or Consultants who have registered or obtained the RFP directly from the MCA Entity, as the case may be.
- 2.5 To give prospective Consultants reasonable time in which to take an amendment into account in preparing their Proposals, the MCA Entity may, at its discretion, extend the deadline for the submission of Proposals

3. Preparation of Proposals

- 3.1 The Proposal, as well as all related correspondence exchanged by the Consultants and the MCA Entity, shall be written in the English], as specified in the **PDS**.
- 3.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- 3.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:
 - (a) In the case where there has been no shortlisting of Consultants, if a Consultant considers that it may enhance its expertise for the assignment, it may associate with another Consultant. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.

In the case where there has been shortlisting of Consultants, if a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other Consultants in a joint venture or Sub-consultancy, it may associate with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultant(s) if so indicated in the **PDS**. A shortlisted Consultant must first obtain the approval of the MCA Entity if it wishes to enter into a joint venture with non-shortlisted or shortlisted Consultant(s). In case of association with non-shortlisted Consultant(s), the shortlisted Consultant shall act as association leader. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.

- (b) The estimated number of person-months for Key Professional Personnel envisaged to execute the assignment may be shown in the **PDS**. However, the evaluation of the Proposal shall be based on the number of person-months estimated by the Consultant.

For fixed-budget-based assignments, the available budget is given in the **PDS**, and the Financial Proposal shall not exceed this budget, while the estimated number of Professional staff-months shall not be disclosed.

- (c) Alternative Key Professional Personnel shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position indicated in the TOR.

Technical Proposal
Format and Content

- 3.4 Consultants are required to submit a technical proposal, which shall provide the information indicated in the following paragraphs (a) through (g) using the standard forms provided in Section 4A (the “Technical Proposal”). A page is considered to be one printed side of A4 or US letter-size paper.

- (a) Information on the Consultant’s financial capacity is required (Form TECH-2 of Section 4A). A brief description of the Consultants’ organization and an outline of recent experience of the Consultant and of each associate, if any, on assignments of a similar nature is required (Form TECH-3 and TECH-4 of Section 4A). For each

assignment, the outline should indicate the names of associates or Key Professional Personnel who participated, duration of the assignment, contract amount, and Consultant's involvement.

Information should be provided only for those assignments for which the Consultant was legally contracted as a corporation or as one of the major firms within a joint venture. Assignments completed by individual professional staff working privately or through other consultants cannot be claimed as the experience of the Consultant, or that of an associate, but can be claimed by the professional staff themselves in their CVs.

Consultants should be prepared to substantiate the claimed experience if so requested by the MCA Entity. References of the Consultant are also required (Form TECH-5 of Section 4A).

- (b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by the MCA Entity (Form TECH-7 of Section 4A).
- (c) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposal is provided (Form TECH-6 of Section 4A). The work plan should be consistent with the Work and Deliverables Schedule (Form TECH-10 of Section 4A) which will show in the form of a bar chart the timing proposed for each activity.
- (d) The list of the proposed Key Professional Personnel by area of expertise, the position that would be assigned to each person, and their tasks (Form TECH-8 of Section 4A).
- (e) Estimates of the staff input (person-months of foreign and local professionals) needed to carry out the assignment (Form TECH-9 of Section 4A). The person-months input should be indicated separately for home office and field activities, and for foreign

and local professional staff.

- (f) CVs of the Key Professional Personnel signed by the staff themselves and/or by the authorized representative (Form TECH-11 of Section 4A).
- (g) A detailed description of the proposed methodology and staffing for training, if the **PDS** specifies training as a specific component of the assignment.

3.5 The Technical Proposal shall not include any financial information other than the required information in Form TECH-2. A Technical Proposal containing financial information will constitute grounds for declaring the Proposal non-responsive.

Financial Proposals

3.6 The Consultant's financial proposal shall be prepared using the forms provided in Section 4B (the "Financial Proposal"). It shall list all prices associated with the assignment, including remuneration for Personnel (foreign and local, in the field and at the Consultants' home office) and travel expenses, if indicated in the **PDS**. All activities and items described in the Technical Proposal shall be assumed to be included in the price offered in the Financial Proposal.

Taxes

3.7 Except as may be exempt pursuant to the 609(g) Agreement or the Compact, a Consultant (including its associates, if any), Sub-Consultants, and their respective Personnel shall be subject to certain Taxes (as defined in the 609(g) Agreement or the Compact) under applicable law (now or hereafter in effect). The Consultant, (including its associates, if any), Sub-Consultants and their respective Personnel shall pay all such Taxes. In the event that any Taxes are imposed on the Consultant, its associates, Sub-Consultants, or their respective Personnel, the Contract price shall not be adjusted to account for such Taxes. The MCA Entity shall have no obligation to pay or compensate the Consultant, its associates, Sub-Consultants, or their respective Personnel for any Taxes.

Currencies

3.8 Consultants must submit their Financial Proposals in the currency or currencies specified in the **PDS**.

3.9 Commissions and gratuities, if any, paid or to be paid by Consultants and related to the assignment should be listed in the Financial Proposal Form FIN-1 of Section

4B.

4. Submission, Receipt, and Opening of Proposals

- 4.1 The following applies to the **“ORIGINAL”** of the Technical Proposal, and of the Financial Proposal. The **“ORIGINAL”** shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person signing the Proposal must initial such corrections, as well as initial each page of the relevant **“ORIGINAL”**. The submission letters for the Technical Proposal and for the Financial Proposal should respectively be in the format shown in (Form TECH-1) and (Form FIN-1).
- 4.2 If required in the **PDS**, the authorized representative of the Consultant signing the **“ORIGINALS”** of the Technical and of the Financial Proposal shall provide within the Technical Proposal an authorization in the form of a written power of attorney demonstrating that the person signing has been duly authorized to sign the **“ORIGINALS”** on behalf of the Consultant, and its associates. The signed Technical Proposals and the signed Financial Proposals shall be clearly marked **“ORIGINAL”**.
- 4.3 Copies of the Technical Proposal and the Financial Proposal shall be made, in the number stated in the **PDS**, and each shall be clearly marked **“Copy”**. It is preferred that all copies required should be made by photocopying the **“original”** as appropriate. However, the Consultant should note that if copies are made by any other means and discrepancies are found between the original and any of the copies of the relevant documents, then the **“original”** shall govern.
- 4.4 The **“Original”** and each **“Copy”** of the Technical Proposal shall be placed in a sealed envelope/parcel clearly marked **“Technical Proposal”**. Similarly, the **“ORIGINAL”** and each **“COPY”** of the Financial Proposal shall be placed in a separate sealed envelope/parcel clearly marked **“Financial Proposal”**.

Each envelope/parcel shall bear the name and address of the MCA Entity as stated in the **PDS** (ITC Sub-Clause 4.4), the name and address of the Consultant (in case they have to be returned unopened, and the Name of the Assignment as stated in the **PDS** (ITC Sub-Clause 1.3).

In addition, the envelope/parcel containing the original and copies of the Financial Proposal shall be marked with a warning “Do Not Open With the Technical Proposal.” If the Financial Proposal is not submitted in a separate sealed envelope/parcel duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

The two envelopes/parcels containing the Technical Proposal and the Financial Proposal shall then be placed into one outer envelope or carton (as appropriate) and securely sealed to prevent premature opening. This outer envelope/carton shall bear the submission address, name and address of the Consultant, name of the assignment reference number, and be clearly marked “Do Not Open, Except In Presence of the Official Appointed, Before [state submission time and date] as indicated in the PDS. The MCA Entity shall not be responsible for misplacement, losing or premature opening if the outer envelope/carton is not sealed and/or marked as stipulated. This circumstance may be cause for Proposal rejection.

4.5 Proposals must be received by the MCA Entity at the address and no later than the time and on the date specified in the PDS, or any extension of this date in accordance with ITC Sub-Clause 2.5. Any Proposal received by the MCA Entity after the deadline for submission shall be declared late, rejected and returned unopened to the Consultant.

4.6 The MCA Entity shall open the outer envelopes/cartons as soon as possible after the deadline for submission and sort the Proposals into Technical Proposals or Financial Proposals as appropriate. The Technical proposals will be opened as specified in the PDS. The envelopes with the Technical Proposals shall remain sealed until the TEP is ready to convene. The MCA Entity shall ensure that the Financial Proposals remain sealed and securely stored until such time as the public opening of Financial Proposals takes place.

5. Proposal Evaluation 5.1 From the time Proposals are opened to the time the Contract is awarded, Consultants may not contact the MCA Entity on any matter related to its Technical Proposal or Financial Proposal. Any effort by a Consultant to influence the MCA Entity in the

examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultant's Proposal.

Evaluation of Technical Proposals 5.2 The TEP shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in Section 3. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the PDS.

Financial Proposals 5.3 Following completion of the evaluation of Technical Proposals, and after receiving a "no objection" from MCC (if applicable), the MCA Entity shall notify all Consultants who have submitted Proposals of (a) those Proposals which were considered non-responsive, (b) the technical scores of those Proposals which were deemed responsive and (c) to those who achieved the minimum qualifying mark, the date, time and location for the opening of the Financial Proposals.

The notification shall also advise those Consultants whose Technical Proposals did not meet the minimum qualifying mark, or which were considered non-responsive, that their Financial Proposals will be returned unopened after the MCA Entity has completed the selection process.

5.4 Financial Proposals shall be opened publicly in the presence of those Consultants' representatives who choose to attend at the date, time and location stated in the notice issued pursuant to ITC Sub-Clause 5.4. All Financial Proposals will first be inspected to confirm that they have remained sealed and unopened. Only the Financial Proposals of those Consultants who met the minimum qualifying mark following the Technical Evaluation stage will be opened. The Technical Score (St) and only the Total Proposal Price, as stated in the Financial Proposal Submission Form (Form FIN-1) shall be read out aloud and recorded. A copy of the record shall subsequently be sent to those Consultants whose Financial Proposals were opened and to MCC.

5.5 The TEP will correct any computational errors, and in

cases of a discrepancy between a partial amount and the total amount, or between words and figures the former will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In cases where an activity or line item is quantified differently in the Financial Proposal from the Technical Proposal, no corrections will be applied to the Financial Proposal in this respect. If Consultants are not required to submit financial proposals in a single currency, prices shall be converted to a single currency for evaluation purposes using the selling rates of exchange, source and date indicated in the PDS.

5.6 For Quality and Cost Based Selection (QCBS), the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in Section 3: Qualification and Evaluation Criteria. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in Section 3. $S = St \times T\% + Sf \times P\%$. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.

5.7 Prior to execution of a contract, the MCA Entity shall reserve the right to conduct a verification of the market-reasonableness of the prices offered. A negative determination (either unreasonably high or unreasonably low) could be a reason for rejection of the proposal at the discretion of the MCA Entity. The Consultant shall not be permitted to revise its submission after a determination that its offered price is unreasonable. In addition, the MCA Entity may also verify any information provided on Form TECH-5 in the proposal. A negative determination in the post-qualification could lead to the rejection of the Proposal and the MCA Entity may, at its discretion, move to invite the next-ranked Consultant for negotiation.

6. Negotiations

6.1 Negotiations will be held at the address indicated in the **PDS**. The invited Consultant will, as a pre-requisite for

attendance at the negotiations, confirm the availability of all the Key Professional Personnel listed in the Technical Proposal. Failure to confirm such Personnel may result in the MCA Entity proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude the Contract on behalf of the Consultant.

Technical Negotiations 6.2 Negotiations will commence with a discussion of the Technical Proposal, including (a) proposed technical approach and methodology, (b) work plan, (c) organization and staffing, and (d) any suggestions made by the Consultant to improve the Terms of Reference.

The MCA Entity and the Consultant will then finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract under “Description of Services.” Special attention will be paid to clearly defining the inputs and facilities required from the MCA Entity to ensure satisfactory implementation of the assignment.

The MCA Entity shall prepare minutes of negotiations which will be signed by the MCA Entity and the Consultant.

Financial Negotiations 6.3 It is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the local Tax amount to be paid by the Consultant under the Contract. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates.

Availability of Professional Staff/Experts 6.4 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Key Professional Personnel, the MCA Entity expects to negotiate a Contract on the basis of those Personnel named in the Technical Proposal. Before Contract negotiations, the MCA Entity will require assurances that the proposed Key Professional Personnel will be actually available.

During Contract negotiations, the MCA Entity will not consider substitution of any Key Professional Personnel unless both parties agree that undue delay in the

selection process makes such substitution unavoidable or for reasons such as death or medical incapacity of one of the Personnel. If this is not the case and if it is established that any Key Professional Personnel were offered in the Proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate.

- Conclusion of the Negotiations 6.5 Negotiations will conclude with a review of the draft Contract and Appendices, following which the MCA Entity and the Consultant will initial the agreed Contract. If negotiations fail, the MCA Entity will invite the Consultant whose Proposal received the second highest score to negotiate a Contract.
7. Award of Contract 7.1 After the award of Contract, the MCA Entity shall publish on its website, at dgMarket or/and at UNDB online the results identifying the procurement, the name of the winning Consultant and the price, duration, and summary scope of the Contract. The same information shall be sent to all Consultants who have submitted Proposals. After Contract signature, the MCA Entity shall return the unopened Financial Proposals to the unsuccessful Consultants.
- 7.2 The Consultant is expected to commence the assignment on the date and at the location specified in the **PDS**.
8. Confidentiality 8.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may subject the Consultant to the provisions of the Government's, the MCA Entity's and MCC's antifraud and corruption policies.
9. Bid Challenge System 9.1 Any Consultant has the right to complaint and appeal, but must do so in the manner and format set down below. MCA-Georgia shall entertain a bid challenge from any contractor, supplier, or consultant that claims to have suffered or that may suffer loss or injury due to a breach of a duty by the MCA-Georgia in the conduct of

this procurement. Any bid challenge shall be submitted in writing (may be in electronic form) to MCA-Georgia within five (5) working days of when the contractor, supplier or consultant submitting the bid challenge became aware, or should have become aware, of the circumstances giving rise to the bid challenge. Unless the bid challenge is resolved by mutual agreement, the MCA-Georgia shall, within fifteen (15) days after submission of the bid challenge, issue a written decision stating the reasons for the decision and, if the bid challenge is upheld in whole or in part, indicating the corrective measures that are to be taken. The bid challenge shall be addressed to:

Coordinator
Millennium Challenge Account- Georgia
Dimitri Kemoklidze
Procurement Director
4 Sanapiro str.,
Tbilisi, 0105, Georgia
Telephone: +995591199996
Email: dkemoklidze@mcageorgia.ge

In certain cases, a contractor, supplier, or consultant may seek review by MCC after it has exhausted all remedies with MCA-Georgia. MCC's review will be limited to claims that MCA-Georgia failed to entertain its bid challenge, or failed to issue a written decision on the bid challenge, or claims that MCA-Georgia violated the procedures set out in the solicitation documents. The appeal to MCC must be received in writing (may be in electronic form) within five (5) working days of the date the contractor, supplier or consultant learned or should have learned of an adverse decision by MCA-Georgia or other basis of appeal to MCC. The appeal should be addressed to:

Millennium Challenge Corporation
Attention: Vice President for Compact Operations
(with a copy to the Vice President and General Counsel)
875 Fifteenth Street, N.W.
Washington, DC 20005
United States of America
Fax: (202) 521-3700
Email: VPOperations@mcc.gov (Vice President for Compact Operations)
VPGeneralCounsel@mcc.gov (Vice President and General Counsel)

10. Compact
 Conditionalities

- 10.1 Consultants are advised to examine and consider carefully the provisions that are set forth in Appendix G to the Contract, as these are a part of the Government's and the MCA Entity's obligations under the 609(g) Agreement or the Compact and related agreements, which, under the terms of the 609(g) Agreement or the Compact and related agreements, are required to be transferred onto any Consultant (including any associate) or Sub-Consultant who partakes in procurement or subsequent contracts in which MCC funding is involved.
- 10.2 The provisions set forth in Appendix G to the Contract apply both during the RFP procedures and throughout the performance of the Contract.

Section 2 Proposal Data Sheet

ITC 1.1	The name of the MCA Entity is MCA-Georgia . The method of selection is the Quality and Cost Based method.
ITC 1.3	The Name of the assignment is: Studies of Labor Demand, Barriers to Participation in STEM Education Programs and Occupations in Georgia
ITC 1.4	A Pre-Proposal Meeting will be held at 4p.m. (local time) on February 27, 2013 in Tbilisi, Georgia . Attendance is strongly advised for all prospective Consultants or their representatives but is not mandatory.
ITC 1.5	The MCA Entity will provide the following inputs and facilities: N/A
ITC 1.14	Proposals must remain valid for ninety (90) days after the deadline for the submission of Proposals specified in PDS ITC 4.5.
ITC 2.1	Clarifications may be requested by e-mail not later than 20 days before the deadline for submission of the Proposals, so that responses can be issued to all Consultants not later than 10 days prior to the deadline for submission of Proposals. The address for requesting clarifications is: MCA-Georgia Att.: The Procurement Director 4 Sanapiro str., Tbilisi, 0105, Georgia Email: procurement@mcageorgia.ge
ITC 3.1	Technical and Financial Proposals shall be submitted in English
ITC 3.4(g)	Training is not a specific component of this assignment.
ITC 3.6	Per diem and in-country travel will be included in the total price in form FIN-2
ITC 3.8	Consultants must submit Financial Proposals in: USD .
ITC 4.2	Written Power of Attorney required Yes [<input type="checkbox"/>] No [<input checked="" type="checkbox"/>]

Section 2: Proposal Data Sheet

ITC 4.3	A Consultant must submit the Technical Proposal and the Financial Proposal in separate documents/files, in the language specified in PDS ITC 3.1.
ITC 4.4	The address for the submission of Proposals is: Email : procurement@mcageorgia.ge
ITC 4.5	Proposals must be submitted no later than 6:00 pm (local time in Georgia GMT+4) on March 25, 2013.
ITC 4.6	Technical Proposals will not be opened publicly.
ITC 5.2	The minimum technical score St required to pass is 75 out of 100 possible points.
ITC 5.6	The single currency for price conversions is US Dollars for the purposes of evaluation.
ITC 5.9	The criteria for post-qualification requirements are: N/A
ITC 6.1	The expected date for Contract negotiations is 10 days after the opening of the Financial Proposals and will be held at the : 4 Sanapiro str., Tbilisi, 0105, Georgia
ITC 7.2	The date for commencement of the Services is 2 weeks after the effective date of the Contract.

Section 3 Qualification and Evaluation Criteria

3.1 Legal Status

The Consultant shall attach to form TECH-1 a copy of its letter of incorporation, or other such document, indicating its legal status, as well as any other document showing that it intends to associate, or it has associated with, the other associates who are submitting a joint proposal. In case the Consultant is a joint venture, letters of incorporation, or other such documents, shall be attached for all associates of the joint venture.

3.2 Evaluation Criteria

Criteria, sub-criteria, and point system for the evaluation of Technical Proposals.		
ITC 5.2	Criteria, sub-criteria	Points
	SubFactor 1: Management Approach, Organizational Chart and Staffing Plan	55
	MCA-Georgia will review plans for the overall management of the contract. The standard has been met when you clearly demonstrate that adequate, qualified staffing is available to support the project. Documentation supporting work effort (whether mostly in-house forces with minimal subcontractor support or mostly management effort with majority of subcontractor support) reflects a logical organization and staffing approach.	
	A. Overall management approach and effectiveness for ensuring that the contract requirements will be met or exceeded.	[5]
	B. Organizational chart and staffing plan. Indicate the number of people by position in terms of Full Time Equivalents (FTEs) and which persons are part time and which are full time.	[5]
	C. Proposed key personnel for this contract. Resumes should clearly demonstrate the proposed key personnel relevant experience and qualifications to perform their duties in this contract.	[45]
	Team Leader	[15]
	Team Leader – Study 1 (Labor Market)	[8]
	Team Leader – Study 2 (Gender)	[11]
	Team Leader – Study 3 (Social)	[11]
	The number of points to be assigned to each of	

	the above positions shall be determined considering the following two sub-criteria and relevant percentage weights:	
	Education and training, including knowledge of English and Georgian.	[50 %]
	Knowledge of conducting socioeconomic studies in international settings, as well as the necessary technical capability and experience on similar projects to complete all aspects of the work.	[50 %]
	Total weight	100%
	D. Demonstrated capacity to accomplish the work in the required time	[5]
	E. Subcontracting plan and experience/references of subcontractors (if applicable)	[5]
	Total Points for this criterion	[50]
	SubFactor 2: Technical Approach	
	A. Clearly demonstrates an understanding of the scope of work by illustrating your technical approach	[20]
	B. Quality Control Plan clearly demonstrates how you will meet all the requirements of the statement of work, including staffing and personnel who will be implementing and performing the work.	[15]
	Total Points for this criterion	[35]
	SubFactor 3: Relevant Past Performance	
	Successful experience in projects of a similar type, magnitude and complexity to the project contemplated for placement under this contract.	[5]
	References of Past Performance The standard has been met when you demonstrate to the GoG's satisfaction that it has sufficient past experience in the requirements of this effort to perform the specific tasks in the statement of work.	[5]
	Total Points for this criterion	[10]
	Total Points for the three (3) Criteria	100
	The minimum technical score S_t required to pass is 75. However, proposals may not pass with a score less than 10 points for any of the Team Leaders under (C) above.	[75]
ITC 5.7	The formula for determining the financial scores is the following: $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the Proposal under consideration. The weights given to the Technical and Financial Proposals are: $T = [\text{insert}]$ and $F = [\text{insert}]$	

Section 4 A: Technical Proposal Forms

TECH-1	Technical Proposal Submission Form
TECH-2	Financial Capacity of the Consultant (not required for this proposal)
TECH-3	Organization of the Consultant
TECH-4	Experience of the Consultant
TECH-5	References of the Consultant
TECH-6	Description of Approach, Methodology and Work Plan for Performing the Assignment
TECH-7	Comments and Suggestions
TECH-8	Team Composition and Task Assignments
TECH-9	Staffing Schedule
TECH-10	Work and Deliverables Schedule
TECH-11	Curriculum Vitae (CV) of Proposed Key Professional Personnel

Note: Comments in brackets on the following pages serve to provide guidance for the preparation of the Technical Proposal and therefore should not appear on the Technical Proposal to be submitted.

Form TECH-1. Technical Proposal Submission Form

[Location, Date]

To: Mr. or Ms.
Procurement Director **MCA-Georgia**

Address:

Email:

Dear Sirs,

**Re: Studies of Labour Demand, Barriers to Participation in STEM Education Programs
and Occupations in Georgia
RFP Ref: QCBS / GEO-2013-003**

We, the undersigned, offer to provide the consulting services for the above mentioned assignment in accordance with your Request for Proposal (RFP) dated [Insert Date] and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal, each sealed in separate and clearly marked envelope/parcel.

We are submitting our Proposal in association with:

[Insert a list with full name and address of each Associated Consultant].¹

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We are attaching herewith information to support our eligibility in accordance with Section 3 of the RFP.

We hereby certify that we are not engaged in, facilitating, or allowing any of the prohibited activities described in Part 15 of the MCC Program Procurement Guidelines (Combating Trafficking in Persons) and that we will not engage in, facilitate, or allow any such prohibited activities for the duration of the Contract. Further, we hereby provide our assurance that the prohibited activities described in Part 15 of the MCC Program Procurement Guidelines will not be tolerated on the part of our employees, or any sub-consultants, or sub-consultant employees. Finally, we acknowledge that engaging in such activities is cause for suspension or termination of employment or of the Contract.

If negotiations are held during the initial period of validity of the Proposal, we undertake to negotiate on the basis of the nominated Key Professional Personnel.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations, and we undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in this RFP.

We understand you are not bound to accept any Proposal that you may receive.

¹ [Delete in case no association is foreseen.]

Yours sincerely,

Authorized Signatory

Name and title of Signatory

Name of Consultant

Address of Consultant

Annexes:

1. Power of Attorney demonstrating that the person signing has been duly authorized to sign the Proposal on behalf of the Consultant and its associates;
2. Letter(s) of Incorporation (or other documents indicating legal status); and
3. Joint Venture or Association Agreements (if applicable, but without showing any Financial Proposal information).
4. Government-Owned Enterprise Certification Form [Attached to this Form]

Annex 4

Government-Owned Enterprise Certification Form

Government-Owned Enterprises are not eligible to compete for MCC-funded contracts. Accordingly, GOEs (i) may not be party to any MCC-funded contract for goods, works, or services procured through an open solicitation process, limited bidding, direct contracting, or sole source selection; and (ii) may not be pre-qualified or shortlisted for any MCC-funded contract anticipated to be procured through these means.

This prohibition does not apply to Government-owned Force Account units owned by the Government of the MCA Entity's country, or Government-owned educational institutions and research centers, or any statistical, mapping or other technical entities not formed primarily for a commercial or business purpose, or where a waiver is granted by MCC in accordance with Part 7 of MCC's Program Procurement Guidelines. The full policy is available for your review on the Program Procurement Guidelines page at the MCC Website (www.mcc.gov). As part of the eligibility verification for this procurement, **please fill in the form below to indicate the status of your entity.**

For purposes of this form, the term "Government" means one or more governments, including any agency, instrumentality, subdivision or other unit of government at any level of jurisdiction (national or subnational).



CERTIFICATION

Full Legal Name of Bidder:

Full Legal Name of Bidder in Language and Script of Country of Formation (if different from above):

Address of Principal Place of Business or Chief Executive Office of Bidder:

Full Name of Three (3) Highest Ranking Officials of Bidder (for any Bidder that is an entity):

Full Legal Name(s) of Parent Entity or Entities of Bidder (if applicable; if Bidder has no parent, please so state):

Full Legal Name(s) of Parent Entity or Entities of Bidder in Language and Script of Country of Formation (if applicable and if different from above):

Address(es) of Principal Place of Business or Chief Executive Office of Parent Entity or Entities of Bidder (if applicable):

Does a Government own a majority or controlling interest (whether by value or voting interest) of your shares or other ownership interest (whether directly or indirectly and whether through fiduciaries, agents or other means)?

Yes No

If your answer to question 1 was yes, are you a Government-owned:

Force Account unit Yes No

Educational institution Yes No

Research center Yes No

Statistical entity Yes No

Mapping entity Yes No

Other technical entities not formed primarily for a commercial or business purpose

Yes No

Regardless of how you answered question 1, please answer the following:

Do you receive any subsidy or payment (including any form of subsidized credit) or any other form of assistance (financial or otherwise) from a Government? Yes No

If yes, describe: _____

Has a Government granted to you any special or exclusive legal or economic rights or benefits that may alter the competitiveness of your goods, works or services or otherwise influence your business decisions? Yes No

If yes, describe: _____

Does a Government have the ability to direct or decide any of the following with respect to you:

any reorganization, merger, or dissolution of you or the formation or acquisition of any subsidiary or other affiliate by you Yes No

any sale, lease, mortgage, pledge, or other transfer of any of your principal assets, whether tangible or intangible and whether or not in the ordinary course of business

Yes No

the closing, relocation, or substantial alteration of the production, operational, or other material activities of your business

Yes No

your execution, termination, or non-fulfillment of material contracts

Yes No

the appointment or dismissal of your managers, directors, officers or senior personnel or otherwise participate in the management or control of your business

Yes No

Have you ever been Government-owned or controlled? Yes No

If your answer to question 4 was yes, please answer the following questions

How long were you Government-owned? _____

When were you privatized? _____

Do you receive any subsidy or payment (including any form of subsidized credit) or any other form of assistance (financial or otherwise) from a Government? Yes No

If yes, describe: _____

Even though not majority or controlling, does a Government continue to hold any ownership interest or decision making authority in you or your affairs? Yes No

If yes, describe: _____

Do you send any funds to a Government other than taxes and fees in the ordinary course of your business in percentages and amounts equivalent to other non-Government-owned enterprises in your country that are engaged in the same sector or industry?

Yes No

If yes, describe: _____

Participants are advised that:

1. Prior to announcing the winning bidder or consultant or any list of pre-qualified bidders or shortlisted consultants for this procurement, the MCA Entity will verify the eligibility of such bidder(s) or consultant(s) with MCC. MCC will maintain a database (internally, through subscription services, or both) of known GOEs and each winning or pre-qualified bidder and winning or shortlisted consultant subject to this provision will be compared against the database and subject to such further due diligence as MCC may determine necessary under the circumstances.

2. Any misrepresentation by any entity submitting a bid or proposal for this procurement may be deemed a "fraudulent practice" for purposes of the MCC Program Procurement Guidelines and any other applicable MCC policy or guidance, including MCC's Policy on Preventing, Detecting and Remediating Fraud and Corruption in MCC Operations.

3. Any entity that is determined by MCC to have organized itself, subcontracted any part of its MCC-funded contract, or otherwise associated itself with any other entity for the purpose of, or with the actual or potential effect of, avoiding or otherwise subverting the provisions of the MCC Program Procurement Guidelines may be deemed to be a GOE for all purposes of those Guidelines.

4. Any credible accusation that any entity submitting a bid or proposal for this procurement is a GOE ineligible to submit a bid or proposal in accordance with the MCC Program Procurement

Guidelines will be subject to review in a bid challenge in accordance with those Guidelines and the MCA Entity's Bid Challenge System.

I hereby certify that the information provided above is true and correct in all material respects and understand that any material misstatement, misrepresentation or failure to provide the information requested in this certification may be deemed a "fraudulent practice" for purposes of the MCC Program Procurement Guidelines and other applicable MCC policy or guidance, including MCC's Policy on Preventing, Detecting and Remediating Fraud and Corruption in MCC Operations.

Authorized Signature: _____ **Date:** _____

Printed Name of Signatory: _____

Form TECH-2. Financial Capacity of the Consultant

[Not required for this Proposal]

Form TECH-3. Organization of the Consultant

[Provide a brief description of the background and organization of your firm/entity and of each associate for this assignment. Include the organization chart of your firm/entity. The Proposal must demonstrate that the Consultant has the organizational capability and experience to provide the necessary administrative and technical support to the Consultant's Project Team in country. The Proposal shall further demonstrate that the Consultant has the capacity to field and provide experienced replacement Personnel at short notice. Further, the Consultant must nominate a home-office project director who would manage the contract on behalf of the Consultant, if awarded, and submit his/her CV (using Form TECH-11).

Maximum 10 pages, not counting the CV of home-office project director]

Form TECH-4. Experience of the Consultant

[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the Terms of Reference included in this RFP. The Proposal must demonstrate that the Consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

Maximum 20 pages]

Assignment name:	Approx. value of the contract (in current US\$):
Country: Location within country:	Duration of assignment (months):
Name of client	Total No. of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

Name of Firm: _____

Form TECH-5. References of the Consultant

[Provide contact information for at least three (3) references that can provide substantial input about:

- (a) The type of work performed
- (b) Confirm the quality of the work experience listed in Form TECH-4.

The MCA Entity reserves the right to contact other sources as well as to check references and past performance.² For each reference, list a contact individual, their title, address, facsimile, phone and e-mail address.

[Maximum 3 pages]

² Beginning in April of 2008, there will be a formal mechanism for reporting and sharing past performance information on all MCC-funded projects. This mechanism is detailed in the guidance paper entitled "[Reporting and Considering Past Performance by Contractors in The MCA Entity Program Procurements](http://www.mcc.gov)" and can be found at www.mcc.gov.

Form TECH-6. Description of Approach, Methodology and Work Plan for Performing the Assignment

[In this section, the Consultant should provide a comprehensive description of how it will provide the required Services in accordance with the Terms of Reference (TOR) included in this RFP. Information provided must be sufficient to convey to the TEP that the Consultant has an understanding of the challenges in performing the required Services and that it has an approach, methodology and work plan to overcome those challenges.

Your Technical Proposal should be divided into the following three (3) chapters:

- (a) Technical Approach and Methodology,
 - (b) Work Plan, and
 - (c) Organization and Staffing
- (a) Technical Approach and Methodology. In this chapter, you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- (b) Work Plan. In this chapter, you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the MCA Entity), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work and Deliverables Schedule of Form TECH-10.
- (c) Organization and Staffing. In this chapter, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

Maximum 50 pages, including charts and diagrams]

Form TECH-7. Comments and Suggestions

[These comments shall not be used for evaluation purposes, but may be discussed during negotiations. The MCA Entity is not bound to accept any modifications proposed. If the proposed modifications/suggestions would require changes in the offered price, it shall be noted as such, without giving the price of the change. **Disclosure of any prices in this form shall be reason for rejection of the Proposal.**

Maximum 5 pages]

A: On the Terms of Reference

[Present and justify here any modifications or improvements to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities).]

B: On the Counterpart Staff and Facilities

[Comment here on the counterpart staff and facilities to be provided by the MCA Entity.]

Form TECH-8. Team Composition and Task Assignments

Key Professional Personnel				
Name of Staff	Organization	Area of Expertise	Position Assigned	Task Assigned

Form TECH-9. Staffing Schedule

		Staff input (in the form of a bar chart) ¹													Total staff-month input			
			12	2	3	4	5	6	7	8	9	10	11	N	Home	Field ³	Total	
Foreign																		
1		[Home]																
		[Field]																
2		[Home]																
		[Field]																
3		[Home]																
		[Field]																
n		[Home]																
		[Field]																
										Subtotal								
Local																		
		[Home]																
		[Field]																
										Subtotal								
										Total								

1. For Key Professional Personnel the input shall be indicated individually; for support staff it shall be indicated by category (e.g.: draftsmen, clerical staff, etc.).
2. Months are counted from the start of the assignment. For each Personnel indicate separately staff input for home and field work.
3. Field work means work carried out at a place other than the Consultant's home office.

██████████ Full time input

Part time input

Form TECH-10. Work and Deliverables Schedule

	Activity	Months											
		1	2	3	4	5	6	7	8	9	10	11	12
1													
3													
4													
5													
5													
N	And so on												
	Deliverable												
1													
2													
3													
N	And so on												

[Indicate all main activities of the assignment, including deliverables and other milestones, such as the MCA Entity approvals. For phased assignments, indicate activities, deliverables and milestones separately for each phase. Duration of activities shall be indicated in the form of a bar chart. See TOR for the full list of deliverables. Above is a sample format (to be further completed by the Consultant based on the TOR requirements) that shall be used by the Consultant as an indicator of the proposed work load. The submission shall be evaluated as part of the Approach and Methodology.]

Activities performed:

13. References:

[List at least three individual references with substantial knowledge of the person's work. Include each reference's name, title, phone and e-mail contact information.] [The MCA Entity reserves the right to contact other sources as well as to check references, in particular for performance on any relevant MCC-funded projects.]

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I, the undersigned, hereby declare that I agree to participate with the [Consultant] in the above-mentioned Request for Proposal. I further declare that I am able and willing to work:

1. for the period(s) foreseen in the specific Terms of Reference attached to the above referenced Request for Proposal for the position for which my CV has been included in the offer of the Consultant and
2. within the implementation period of the specific contract.
- 3.

Signature of Key Professional Personnel

If this form has NOT been signed by the Key Professional Personnel, then in signing below the authorized representative of the Consultant is making the following declaration.

“In due consideration of my signing herewith below, if the Key Professional Personnel has NOT signed this CV then I declare that the facts contained therein are, to the best of my knowledge and belief, a true and fair statement AND THAT I confirm that I have approached the said Key Professional Personnel and obtained his assurance that he will maintain his availability for this assignment if the Contract is agreed within the Proposal validity period provided for in the RFP.”

Signature of Authorized Representative of
the Consultant

Day / month/ year

Section 4 B. Financial Proposal Forms

[Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under Sub-Clause 3.6 of Section 1: Instructions to Consultants.]

FIN-1 Financial Proposal Submission Form

FIN-2 Price Summary

FIN-3 Breakdown of Price by Activity

FIN-4 Breakdown of Price by Remuneration

Note: Comments in brackets on the following pages serve to provide guidance for the preparation of the Financial Proposal and therefore should not appear on the Financial Proposals to be submitted.

Form FIN-1. Financial Proposal Submission Form

[Location, Date]

To: Mr. Dimitri Kemoklidze
Procurement Director **MCA-Georgia**
Address:
Email:
Dear Sirs:

Re: Studies of Labor Demand, Barriers to Participation in STEM Education Programs and Occupations in Georgia
RFP Ref: QCBS / GEO-2013-003

We, the undersigned, offer to provide the consulting services for the above mentioned assignment in accordance with your Request for Proposal (RFP) dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the lump sum of [Insert amount(s)]³ in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, as indicated in Paragraph ITC 1.13 of the PDS.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:⁴

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signatory

Name and title of Signatory

Name of Consultant

³ Amount must coincide with the ones indicated under total price of Form FIN-2.

⁴ If applicable, replace this paragraph with “No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution”.

Form FIN-2. Price Summary

Re: Studies of Labor Demand, Barriers to Participation in STEM Education Programs and Occupations in Georgia

RFP Ref: QCBS / GEO-2013-003

	US\$	Price ¹ [Local Currency]
Base Year		
Option Year (1) [if applicable]		
Option Year (2)		
Total Price of Financial Proposal		

1. Indicate the total price to be paid by the MCA Entity in each currency. Such total price must coincide with the sum of the relevant sub-totals indicated in Form FIN-3. (Tax provisions relevant to this RFP are set out in Section 5: Contract Forms.)
2. If the RFP contains options, the options will be fully priced and evaluated at 100%.
3. Provide **fully loaded prices** (including any international travel, communication, local transportation, office expenses, shipment of personal effects, direct and indirect rates and profits).
4. See PDS 3.6 regarding travel-related expenses.

Form FIN-3. Breakdown of Price by Activity

Re: Studies of Labour Demand, Barriers to Participation in STEM Education Programs and Occupations in Georgia
RFP Ref: QCBS / GEO-2013-003

[Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the MCA Entity and/or for the purpose of verification of the market reasonableness of the prices offered. Please complete for each phase.]

Group of Activities by Phase ²	Description ³	
	Price ⁴	
	US\$	Local currency
Total		

1. Form FIN-3 shall be completed for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. Include base and option years.
2. Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-10.
3. A short description of the activities whose price breakdown is provided in this Form.
4. Provide **fully loaded prices** (including international travel, communications, local transportation, office expenses, shipment of personal effects, direct and indirect rates and profit).
5. See PDS 3.6 regarding travel-related expenses.

Form FIN-4. Breakdown of Remuneration

Re: Studies of Labor Demand, Barriers to Participation in STEM Education Programs and Occupations in Georgia
RFP Ref: QCBS / GEO-2013-003

[Information to be provided in this form shall only be used to establish price reasonableness and to establish payments to the Consultant for possible additional services requested by the MCA Entity.]

Name ²	Position ³	Person-Month Fully Loaded Rate ⁴		
Foreign Staff			US\$	[Local Currency]
		Home		
		Field		
		Home		
		Field		
		Home		
		Field		
Local Staff				
		Home		
		Field		
		Home		
		Field		
		Home		
		Field		

1. Form FIN-4 shall be filled in for the same Key Professional Personnel and other Personnel listed in Forms TECH- 8 and 9.
2. Professional Personnel shall be indicated individually; support staff shall be indicated by category (e.g., draftsmen, clerical staff).
3. Positions of the Key Professional Personnel shall coincide with the ones indicated in Forms TECH-8 and 9.
4. Indicate separately person-month rates for home and field work. Provide fully loaded prices (including international travel, communication, local transportation, office expenses, and shipment of personal effects, direct and indirect rates and profit).
5. See PDS 3.6 regarding travel-related expenses.

Section 5 Contract Forms

Contract No:

Contract for Consultant's Services

Lump-Sum

For the provision of

[Describe Consulting Services]

between

**MCA-Georgia
Georgia**

and

[name of Consultant]

Dated:

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I. Agreement

This CONTRACT AGREEMENT (this “Contract”) made as of the [day] of [month], [year], between **MCA-Georgia** (the “MCA Entity”), on the one part, and [full legal name of **Consultant**] (the “Consultant”), on the other part.

[Note: If the Consultant consists of more than one entity, the following should be used]

This CONTRACT AGREEMENT (this “Contract”) made as of the [day] of [month], [year], between **MCA-Georgia** (the “MCA Entity”), on the one part, and [full legal name of lead **Consultant**] (the “Consultant”) in [joint venture / consortium / association] with [list names of each joint venture entity], on the other part, each of which will be jointly and severally liable to the MCA Entity for all of the Consultant’s obligations under this Contract and is deemed to be included in any reference to the term “Consultant.”

RECITALS

WHEREAS, the United States of America, acting through the Millennium Challenge Corporation (“MCC”), and the Government of Georgia (the “Government”) executed a Grant and Implementation Agreement on [insert date], 2012 (the “609(g) Agreement”) that sets forth the general terms and conditions on which MCC will provide funding not to exceed two-million seven-hundred thousand U.S. Dollars (US \$2,700,000 under the authority of Section 609(g) of the United States Millennium Challenge Act of 2003, as amended (the “Act”), which activities will facilitate the development and implementation of a Millennium Challenge Compact (as described below);

WHEREAS, it is proposed that MCC and the Government will negotiate and execute a Millennium Challenge Compact (the “Compact”) that will set forth the general terms and conditions on which MCC will provide funding to the Government for a Millennium Challenge Account program to advance economic growth and reduce poverty in Georgia;; and

WHEREAS, the MCA Entity has requested the Consultant to provide certain consulting services as described in Appendix A to this Contract; and

WHEREAS, The Consultant, having represented to the MCA Entity that it has the required professional skills, and personnel and technical resources, has agreed to provide such services on the terms and conditions set forth in this Contract.

NOW THEREFORE, the Parties to this Contract agree as follows:

1. In consideration of the payments to be made by the MCA Entity to the Consultant as set forth in this Contract, the Consultant hereby covenants with the MCA Entity to perform the Services in conformity in all respects with the provisions of this Contract.
2. Subject to the terms of this Contract, the MCA Entity hereby covenants to pay the Consultant, in consideration of the performance of the Services, the Contract Price (as defined below) or such other sum as may become payable pursuant to the provisions of this Contract at the times and in the manner prescribed by this Contract.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of **Georgia** as of the day, month and year first indicated above.

For **MCA-Georgia**:

For **[full legal name of the Consultant]**:

Signature

Signature

Name

Name

Witnessed By:

Witnessed By:

[Note: If the Consultant consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]

For and on behalf of each of the Members of the Consultant
[name of member]

[Authorized Representative]

[name of member]

[Authorized Representative]

II. General Conditions of Contract

1. General Provisions

1.1 Definitions

Capitalized terms used in this Contract and not otherwise defined have the meanings given such terms in the 609(g) Agreement or the Compact or related document. Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) “Applicable Law” means the laws and any other instruments having the force of law in **Georgia**, as they may be issued and in force from time to time.
- (b) “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, persons or their property, to influence their participation in a procurement process, or affect the execution of a contract.
- (c) “collusive practice” means a scheme or arrangement between two or more parties, with or without the knowledge of the MCA Entity, designed to establish prices at artificial, noncompetitive levels or to otherwise deprive the MCA Entity of the benefits of free and open competition.
- (d) “Compact” has the meaning given the term in the recital clauses to this Contract.
- (e) “Consultant” has the meaning given the term in the initial paragraph to this Contract.
- (f) “Contract” means this agreement entered into between the MCA Entity and the Consultant, to provide the Services, and consists of the Contract Agreement, these GCC, the SCC, and the Appendices (each of which forms an integral part of this agreement), as the same may be amended, modified, or supplemented from time to time in accordance with the terms of this agreement.
- (g) “Contract Price” means the price to be paid for the performance of the Services, in accordance with GCC Clause 6.
- (h) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of a public official (including the MCA Entity and MCC staff and employees of other organizations taking or reviewing selection decisions) in the selection process or in contract execution or the making of any payment to any third

- party, in connection with or in furtherance of a contract, in violation of (A) the United States Foreign Corrupt Practices Act of 1977, as amended (15 USC 78a et seq.) (“FCPA”), or any other actions taken that otherwise would be in violation of the FCPA if the FCPA were applicable, or (B) any applicable law in **Georgia**.
- (i) “Effective Date” has the meaning given the term in GCC Clause 2.2.
 - (j) “Force Majeure” has the meaning given the term in GCC Clause 2.5.
 - (k) “fraudulent practice” means any act or omission, including any misrepresentation, in order to influence (or attempt to influence) a selection process or the execution of a contract to obtain a financial or other benefit, or to avoid (or attempt to avoid) an obligation.
 - (l) “GCC” means these General Conditions of Contract.
 - (m) “Government” has the meaning given the term in the recital clauses to this Contract.
 - (n) “Key Professional Personnel” means the Personnel listed in Appendix C to this Contract.
 - (o) “Local Currency” means **[insert]**.
 - (p) “MCA Entity” has the meaning given the term in the initial paragraph to this Contract.
 - (q) “MCC” has the meaning given the term in the recital clauses to this Contract.
 - (r) “Member” means any of the entities that make up a joint venture or other association; and “Members” means all these entities.
 - (s) “obstructive practice” means
 - (i) destroying, falsifying, altering or concealing evidence material to the investigation or making false statements to investigators in order to impede an investigation into allegations of a corrupt, fraudulent, coercive, collusive, or prohibited practice; and threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, and
 - (ii) acts intended to impede the exercise of the inspection and audit rights of MCC provided under the Compact and related agreements.
 - (t) “Party” means the MCA Entity or the Consultant, as the case may be, and “Parties” means both of them.

- (u) “Personnel” means persons hired by the Consultant or by any Sub-Consultants and assigned to perform the Services or any part thereof.
- (v) “prohibited practice” means any action that violates Section E (Compliance with Anti-Corruption, Anti-Money Laundering and Terrorist Financing Statutes and Other Restrictions) of Appendix G to this Contract.
- (w) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented.
- (x) “Services” means the activities to be performed by the Consultant pursuant to this Contract, as described in Appendix A to this Contract.
- (y) “Sub-Consultant” means any person or entity to whom/which the Consultant subcontracts any part of the Services.
- (z) “Substantial Modifications” means modifications which:
 - (i) increase the value of the Contract; or
 - (ii) change the scope of Services or duration of the Contract by more than ten percent (10%).
- (aa) “Tax” and “Taxes” have the meanings given the terms in the 609(g) Agreement or the Compact or related agreement.
- (bb) “US Dollars” means the currency of the United States of America.

1.2 Relationship Between the Parties

Nothing contained in this Contract shall be construed as establishing a relationship of master and servant or of principal and agent as between the MCA Entity and the Consultant. The Consultant, subject to this Contract, has complete charge of Personnel and Sub-Consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf in connection with this Contract.

1.3 Law Governing Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.

1.4 Language

This Contract has been executed in language(s) specified in the SCC. If the Contract is executed in both the English and **Georgian** languages, the English language version shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.5 Interpretation

Unless otherwise indicated, throughout this Contract:

- (a) “confirmation” means confirmation in writing;
 - (b) “in writing” means communicated in written form (e.g., by mail, e-mail, or facsimile) delivered with proof of receipt;
 - (c) except where the context requires otherwise, words indicating the singular also include the plural and words indicating the plural also include the singular;
 - (d) the feminine means the masculine and vice versa; and
 - (e) the headings are for reference only and shall not limit, alter or affect the meaning of this Contract.
- 1.6 Notices
- 1.6.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SCC, or sent by confirmed facsimile or electronic email, if sent during normal business hours of the recipient Party, unless the giving of notice is otherwise governed by Applicable Law.
- 1.6.2 A Party may change its address for receiving notice under this Contract by giving the other Party notice in writing of such change to the address specified in the SCC.
- 1.7 Location
- 1.7.1 The Services shall be performed at such locations as are specified in Appendix A to this Contract and, where the location of a particular task is not so specified, at such locations, whether in **Georgia** or elsewhere, as the MCA Entity may approve.
- 1.8 Authority of Member in Charge
- 1.8.1 In case the Consultant consists of a joint venture or other association of more than one entity, the Members hereby authorize the entity specified in the SCC to act on their behalf in exercising all the Consultant’s rights and obligations toward the MCA Entity under this Contract, including without limitation the receiving of instructions and payments from the MCA Entity.
- 1.9 Authorized Representatives
- 1.9.1 Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the MCA Entity or the Consultant may be taken or executed by the officials specified in the SCC.
- 1.10 Taxes and Duties
- (a) **[This GCC Sub-Clause 1.10(a) may need to be modified to address unique tax arrangements in some**

countries. In situations in which a potential issue exists, the relevant MCC OGC attorney is to be consulted before finalizing a form of contract based on this Standard Bidding Document] Except as may be exempted pursuant to the 609(g) Agreement or the Compact or another agreement related to the 609(g) Agreement or the Compact, available in English at [insert web link], the Consultant, the Sub-Consultants, and their respective Personnel may be subject to certain Taxes on amounts payable by the MCA Entity under this Contract in accordance with Applicable Law (now or hereinafter in effect). The Consultant, each Sub-Consultant and their respective Personnel shall pay all Taxes levied under Applicable Law. In no event shall the MCA Entity be responsible for the payment or reimbursement of any Taxes. In the event that any Taxes are imposed on the Consultant, any Sub-Consultant or their respective Personnel, the Contract Price shall not be adjusted to account for such Taxes.

- (b) The Consultant, the Sub-Consultants and their respective Personnel, and their eligible dependents, shall follow the usual customs procedures of **Georgia** in importing property into **Georgia**.
- (c) If the Consultant, the Sub-Consultants or any of their respective Personnel, or their eligible dependents, do not withdraw but dispose of any property in **Georgia** upon which customs duties or other Taxes have been exempted, the Consultant, the Sub-Consultants or such Personnel, as the case may be, (i) shall bear such customs duties and other Taxes in conformity with Applicable Law, or (ii) shall reimburse such customs duties and Taxes to the MCA Entity if such customs duties and Taxes were paid by the MCA Entity at the time the property in question was brought into **Georgia**.
- (d) Without prejudice to the rights of the Consultant under this clause, the Consultant, the Sub-Consultants and their respective Personnel will take reasonable steps as requested by the MCA Entity or the Government with respect to the determination of the Tax status described in this GCC Clause 1.10.
- (e) If the Consultant is required to pay Taxes that are exempt under the 609(g) Agreement or the Compact or a related agreement, the Consultant shall promptly notify the MCA Entity (or such agent or representative designated by the MCA Entity) of any Taxes paid, and the Consultant shall cooperate with, and take such actions as

may be requested by the MCA Entity, MCC, or either of their agents or representatives, in seeking the prompt and proper reimbursement of such Taxes.

- (f) The MCA Entity shall use reasonable efforts to ensure that the Government provides the Consultant, the Sub-Consultants, and their respective Personnel the exemptions from taxation applicable to such persons or entities, in accordance with the terms of the 609(g) Agreement or the Compact or related agreements. If the MCA Entity fails to comply with its obligations under this paragraph, the Consultant shall have the right to terminate this Contract in accordance with GCC Clause 2.7.2(d).

1.11 Fraud and
Corruption
Requirements

1.11.1 MCC requires that the MCA Entity and any other beneficiaries of MCC funding, including any bidders, suppliers, contractors, subcontractors and consultants under any MCC-funded contracts, observe the highest standards of ethics during the procurement and execution of such contracts.

Measures to
be Taken

1.11.2 MCC may cancel the portion of MCC Funding allocated to this Contract if it determines at any time that representatives of the MCA Entity, the Consultant or any other beneficiary of the MCC Funding were engaged in corrupt, fraudulent, collusive, coercive, prohibited or obstructive practices during the selection process or the execution of this Contract, without the MCA Entity, the Consultant or such other beneficiary having taken timely and appropriate action satisfactory to MCC to remedy the situation.

1.11.3 MCC and the MCA Entity may pursue sanction of the Consultant, including declaring the Consultant ineligible, either indefinitely or for a stated period of time, to be awarded an MCC-funded contract if it at any time determines that the Consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, prohibited or obstructive practices in competing for, or in executing, this Contract or another MCC-funded contract.

1.11.4 The MCA Entity may terminate (and MCC may cause the MCA Entity to terminate) this Contract in accordance with the terms of GCC Clause 2.7.1(d) if it determines that the Consultant has, directly or through an agent, engaged in coercive, collusive, corrupt, fraudulent, obstructive or prohibited practices in competing for, or in the performance of, this Contract or another MCC-funded contract.

1.12 Commissions and Fees The Consultant shall disclose any commissions or fees that may have been paid or are to be paid to agents, representatives, or commission agents with respect to the selection process or execution and performance of this Contract. The information disclosed must include at least the name and address of the agent, representative, or commission agent, the amount and currency, and the purpose of the commission or fee.

1.13 Entire Agreement This Contract contains all of the covenants, stipulations and provisions agreed to by the Parties. No agent or representative of either Party has the authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth in this Contract.

2. Commencement, Completion, Modification and Termination of Contract

2.1 Contract Entry into Force This Contract shall come into full force, and be legally binding on the Parties in all respects, on the date this Contract is signed by the Parties or such other date as may be stated in the SCC.

2.2 Effective Date and Commencement of Services The Consultant shall commence the Services on the date specified in the SCC, which shall be defined as the “Effective Date.”

2.3 Expiration of Contract Unless terminated earlier pursuant to GCC Sub-Clause 2.7, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

2.4 Modifications or Variations 2.4.1 Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. Pursuant to GCC Sub-Clause 7.2, however, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

2.4.2 In cases of Substantial Modifications, the prior written consent of MCC is required.

2.5 Force Majeure Definition

2.5.1 For the purposes of this Contract, “Force Majeure” means an event or condition that (a) is not reasonably foreseeable and is beyond the reasonable control of a Party, and is not the result of any acts, omissions or delays of the Party

relying on such event of Force Majeure, (or of any third person over whom such Party has control, including any Sub-Consultant), (b) is not an act, event or condition the risks or consequence of which such Party has expressly agreed to assume under this Contract, (c) could not have been prevented, remedied or cured by such Party's reasonable diligence, and (d) makes such Party's performance of its obligations under this Contract impossible or so impractical as to be considered impossible under the circumstances.

No Breach of Contract

2.5.2 The failure of a Party to fulfil any of its obligations under this Contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as practicable (and in no event later than five (5) days after the occurrence) about the occurrence of an event giving rise to a claim of Force Majeure.

Measures to be Taken

2.5.3 Subject to GCC Sub-Clause 2.5.6, a Party affected by an event of Force Majeure shall continue to perform its obligations under this Contract as far as is reasonably practical, and shall take all reasonable measures to minimize and otherwise mitigate the consequences of any event of Force Majeure.

2.5.4 A Party affected by an event of Force Majeure shall provide evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

2.5.5 Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.5.6 During the period of its inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon instructions by the MCA Entity, shall either:

(a) demobilize, in which case the Consultant shall be reimbursed for additional costs it reasonably and necessarily incurred and, if the Consultant is required by the MCA Entity to reactive its performance of the

Services at the time of restoration of normal conditions, the additional costs the Consultant reasonably and necessarily incurred as part of such reactivation; or

- (b) continue with the Services to the extent possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.

2.5.7 In the case of disagreement between the Parties as to the existence or extent of and event of Force Majeure, the matter shall be settled in accordance with GCC Clause 8.

2.6 Suspension

The MCA Entity may, by giving thirty (30) days' written notice to the Consultant, suspend all payments to the Consultant under this Contract if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (a) shall specify the nature of the failure, and (b) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) days after receipt by the Consultant of such notice of suspension.

2.7 Termination

By the MCA Entity

2.7.1 Without prejudice to any other remedies that may be available to it for breach of this Contract, the MCA Entity may, upon written notice to the Consultant, terminate this Contract in case of the occurrence of any of the events specified in sub-paragraphs (a) through (i) of this GCC Sub-Clause 2.7.1, and in the case of the occurrence of any of the events specified in paragraphs (h) or (i) of this GCC Clause 2.7.1, the MCA Entity may suspend this Contract.

- (a) If the Consultant, in the judgment of the MCA Entity or MCC, fails to perform its obligations relating to the use of funds set out in Appendix G. Termination under this provision shall (i) become effective immediately upon delivery of the notice of termination and (ii) require that the Consultant repay any and all funds so misused within a maximum of thirty (30) days after termination.
- (b) If the Consultant does not remedy a failure in the performance of its obligations under this Contract (other than failure to perform obligations relating to use of funds as set forth in GCC Clause 2.7.1(a) of this Contract, which such failure shall not be entitled to a cure period) within thirty (30) days after delivery of the

notice of termination or within any further period of time approved in writing by the MCA Entity. Termination under this provision shall become effective immediately upon the expiration of the thirty (30) days (or such further period as may have been approved by the MCA Entity) or on such later date as may be specified by the MCA Entity.

- (c) If the Consultant (or any Member or Sub-Contractor) becomes insolvent or bankrupt, and/or fails to exist or is dissolved. Termination under this provision shall become effective immediately upon delivery of the notice of termination or on such other date as may be specified by the MCA Entity in such notice of termination.
- (d) If the Consultant (or any Member or Sub-Contractor), in the judgment of the MCA Entity has engaged in coercive, collusive, corrupt, prohibited, obstructive or fraudulent practices in competing for or in the performance of this Contract or another MCC funded contract. Termination under this provision shall become effective immediately upon delivery of the notice of termination.
- (e) If, as the result of and event of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days. Termination under this provision shall become effective upon the expiration of thirty (30) days after delivery of the notice of termination or on such later date as may be specified by the MCA Entity.
- (f) If the MCA Entity, in its sole discretion and for any reason whatsoever, decides to terminate this Contract. Termination under this provision shall become effective upon the expiration of thirty (30) days after delivery of the notice of termination or on such later date as may be specified by the MCA Entity.
- (g) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to GCC Clause 8. Termination under this provision shall become effective upon the expiration of thirty (30) days after deliver of the notice of termination or on such later date as may be specified by the MCA Entity.
- (h) If the 609(g) Agreement or the Compact expires, is suspended or terminates in whole or in part in accordance with the terms of the 609(g) Agreement or

the Compact. Suspension or termination under this provision shall become effective immediately upon delivery of the notice of suspension or termination, as the case may be, in accordance with the terms of the notice. If this Contract is suspended pursuant to this GCC Clause 2.7.1(h), the Consultant has an obligation to mitigate all expenses, damages and losses to the MCA Entity during the period of the suspension.

- (i) If suspension or termination is permitted under Applicable Law. Suspension or termination under this provision shall become effective immediately upon delivery of the notice of suspension or termination, as the case may be, in accordance with the terms of the notice. If this Contract is suspended pursuant to this GCC Clause 2.7.1(i), the Consultant has an obligation to mitigate all expenses, damages and losses to the MCA Entity during the period of the suspension.

By the Consultant

- 2.7.2 The Consultant may terminate this Contract, upon written notice to the MCA Entity in accordance with the time period specified below, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (e) of this GCC Clause 2.7.2.
- (a) If the MCA Entity fails to pay any money due to the Consultant pursuant to this Contract that is not otherwise subject to dispute pursuant to GCC Clause 8 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue. Termination under this provision shall become effective upon the expiration of thirty (30) days after delivery of the notice of termination unless the payment that is the subject of such notice of termination is made by the MCA Entity to the Consultant within such thirty (30) days.
 - (b) If, as the result of an event of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days. Termination under this provision shall become effective upon the expiration of thirty (30) days after delivery of the notice of termination.
 - (c) If the MCA Entity fails to comply with any final decision reached as a result of arbitration pursuant to GCC Clause 8. Termination under this provision shall become effective upon the expiration of thirty (30) days after deliver of the notice of termination.
 - (d) If the Consultant does not receive a reimbursement of

any Taxes that are exempt under the 609(g) Agreement or the Compact within one hundred and twenty (120) days after the Consultant gives notice to the MCA Entity that such reimbursement is due and owing to the Consultant. Termination under this provision shall become effective upon the expiration of thirty (30) days after delivery of the notice of termination unless the reimbursement that is the subject of such notice of termination is made to the Consultant within such thirty (30) days.

- (e) If this Contract is suspended in accordance with GCC Clauses 2.7.1(h) or (i) for a period of time exceeding three (3) consecutive months; provided that the Consultant has complied with its obligation to mitigate in accordance with GCC Clauses 2.7.1(h) or (i) during the period of the suspension. Termination under this provision shall become effective upon the expiration of thirty (30) days after delivery of the notice of termination.

Payment upon Termination

2.7.3 Upon termination of this Contract pursuant to GCC Sub-Clauses 2.7.1 or 2.7.2, the MCA Entity shall make, or cause to be made, the following payments to the Consultant:

- (a) payment pursuant to GCC Clause 6 for Services satisfactorily performed prior to the effective date of termination; and
- (b) except in the case of termination pursuant to paragraphs (a) through (d) and (g) of GCC Sub-Clause 2.7.1, reimbursement of any reasonable cost (as determined by the MCA Entity or MCC) incidental to the prompt and orderly termination of this Contract; provided, that in the case of suspension of this Contract pursuant to GCC Sub-Clauses 2.7.1 (h) or (i), the Consultant has complied with its obligation to mitigate in accordance with such clauses.

Disputes about Events of Termination

2.7.4 If either Party disputes whether an event specified in paragraphs (a), (b), (c), (e) or (g) of GCC Sub-Clause 2.7.1 or paragraphs (a) through (d) of GCC Sub-Clause 2.7.2 has occurred, such Party may, within forty-five (45) days after receipt of notice of termination from the other Party, refer the matter to dispute resolution in accordance with GCC Clause 8, and this Contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

- 2.8 Cessation of Rights and Obligations Upon termination of this Contract pursuant to GCC Sub-Clause 2.7, or upon expiration of this Contract pursuant to GCC Sub-Clause 2.3, all rights and obligations of the Parties under this Contract shall cease, except (a) such rights and obligations as may have accrued on the date of termination or expiration, (b) the obligation of confidentiality set forth in GCC Sub-Clause 3.3, (c) the Consultant's obligation to permit inspection, copying and auditing of its accounts and records set forth in GCC Sub-Clauses 3.7 and 3.8 and Appendix G and (d) any right or obligation which a Party may have under the Applicable Law.
- 2.9 Cessation of Services Upon termination of this Contract by notice of either Party to the other pursuant to GCC Sub-Clauses 2.7.1 or 2.7.2, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the MCA Entity, the Consultant shall proceed as provided, respectively, by GCC Sub-Clauses 3.4 or 3.12.

3. Obligations of the Consultant

3.1 General

Standard of Performance

- 3.1.1 The Consultant shall perform the Services and carry out its obligations under this Contract with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the MCA Entity, and shall at all times support and safeguard the MCA Entity's legitimate interests in any dealings with Sub-Consultants or third parties.

Law Governing Services

- 3.1.2 The Consultant shall perform the Services in accordance with Applicable Law and shall take all practicable steps to ensure that any Sub-Consultants, as well as the Personnel of the Consultant and any Sub-Consultants, comply with the Applicable Law.

3.2 Conflict of

- 3.2.1 The Consultant shall hold the MCA Entity's interests

Interests	paramount, without any consideration for future work, and strictly avoid conflict with other assignments or its own corporate interests.
Consultant Not to Benefit from Commissions, Discounts, etc.	<p>3.2.2 The payment of the Consultant pursuant to GCC Clause 6 shall constitute the Consultant’s only payment in connection with this Contract and, subject to GCC Sub-Clause 3.2.3, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations under this Contract, and the Consultant shall use its best efforts to ensure that any Sub-Consultants, as well as the Personnel and agents of either of them, similarly shall not receive any such additional payment.</p> <p>3.2.3 Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the MCA Entity on the procurement of goods, works or services, the Consultant shall comply with the “MCC Program Procurement Guidelines” from time to time in effect as posted on the MCC website at www.mcc.gov and shall at all times exercise such responsibility in the best interest of the MCA Entity. Any discounts or commissions obtained by the Consultant in the exercise of such procurement responsibility shall be for the account of the MCA Entity.</p>
Consultant and Affiliates Not to Engage in Certain Activities	3.2.4 The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-Consultants and any entity affiliated with such Sub-Consultants, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Services.
Prohibition of Conflicting Activities	3.2.5 The Consultant shall not engage, and shall cause its Personnel as well as its Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.
3.3 Confidential Information; Rights of Use	
Confidential Information	3.3.1 Except with the prior written consent of the MCA Entity, or as may be required to comply with Applicable Law, the Consultant and its Personnel shall not (and shall cause any

Sub-Consultants and their Personnel not to) at any time (a) communicate to any person or entity any confidential information acquired in the course of the Services, or (b) make public the recommendations formulated in the course of, or as a result of, the Services.

Rights of Use

3.3.2 The Consultant and its Personnel shall not (and shall cause any Sub-Consultants and their Personnel not to), without the previous written consent of the MCA Entity, disclose this Contract, or any provision of this Contract, or any specification, plan, drawing, pattern, sample or information provided by or on behalf of the MCA Entity in connection therewith, to any person other than a person employed by the Consultant in the performance of this Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

3.3.3 The Consultant and its Personnel shall not (and shall cause any Sub-Consultants and their Personnel not to), without the previous written consent of the MCA Entity, make use of any document or information related to or delivered in connection with this Contract, except for the purpose of performing this Contract.

3.3.4 Any document related to or delivered in connection with this Contract, other than this Contract itself, shall remain the property of the MCA Entity and shall be returned (including, except as provided in GCC Sub-Clause 3.4, all the copies) to the MCA Entity on completion of the Consultant's performance under this Contract.

3.4 Documents Prepared by the Consultant to be the Property of the MCA Entity

All plans, drawings, specifications, designs, reports, other documents and software prepared by the Consultant under this Contract shall become and remain the property of the MCA Entity, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the MCA Entity, together with a detailed inventory thereof in accordance with this GCC Sub-Clause 3.4 and Sub-Clause 3.3.4. The Consultant may retain a copy of such documents and software, and use such software for its own use with prior written approval of the MCA Entity. If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of any such computer programs, the Consultant shall obtain the MCA Entity's prior written approval to such agreements, and the MCA Entity shall be entitled at its discretion to require recovering the expenses

related to the development of the program(s) concerned. Other restrictions about the future use of these documents and software, if any, shall be specified in the SCC.

- 3.5 Liability of the Consultant Subject to additional provisions, if any, set forth in the SCC, the Consultants' liability under this Contract shall be provided by the Applicable Law.
- 3.6 Insurance to be taken out by the Consultant The Consultant (a) shall take out and maintain, and shall cause any Sub-Consultants to take out and maintain, at its (or the Sub-Consultants', as the case may be) own cost but on terms and conditions approved by the MCA Entity, insurance against the risks, and for the coverage specified in the SCC and in Appendix G, and (b) at the MCA Entity's request, shall provide evidence to the MCA Entity showing that such insurance has been taken out and maintained and that the current premiums have been paid.
- 3.7 Accounting, Inspection and Auditing The Consultant shall keep accurate and systematic accounts and records in respect of the provision of the Services under this Contract, in accordance with the provisions of Appendix G and internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, receipt and use of goods and services and the base thereof, together with a detailed inventory thereof.
- 3.8 Reporting Obligations The Consultant shall maintain such books and records and submit to the MCA Entity the reports, documents and other information specified in Appendices B and G, in the form, in the numbers and within the time periods set forth in such Appendices. The Consultant shall submit to the MCA Entity such other reports, documents and information as may be requested by the MCA Entity from time to time. Final reports shall be delivered in an electronic form specified by the MCA Entity in addition to the hard copies specified in Appendices B and G. The Consultant consents to the MCA Entity's sharing of the reports, documents and information delivered by the Consultant pursuant to this Contract with MCC and the Government.
- 3.9 Consultant's Actions Requiring the MCA Entity's Prior Approval In addition to any modification or variation of the terms and conditions of this Contract pursuant to GCC Sub-Clause 2.4, the Consultant shall obtain the MCA Entity's prior approval in writing before taking any of the following actions:
- (a) any change or addition to the Personnel listed in Appendix C;

- (b) entering into a subcontract with a Sub-Consultant for the performance of any part of the Services; and
- (c) any other action that may be specified in the SCC.

- 3.10 Obligations with Respect to Subcontracts
- Notwithstanding the MCA Entity’s approval for the Consultant to enter into a subcontract pursuant to GCC Clause 3.9, the Consultant shall retain full responsibility for the Services. In the event that any Sub-Consultants are found by the MCA Entity to be incompetent or incapable in discharging assigned duties, the MCA Entity may require that the Consultant provide a replacement, with qualifications and experience acceptable to the MCA Entity, or to resume the performance of the Services itself.
- 3.11 Use of Funds
- The Consultant shall ensure that its activities do not violate provisions relating to use of funds and environmental guidelines, as set out in Appendix G.
- 3.12 Equipment, Vehicles and Materials Furnished by the MCA Entity
- Equipment, vehicles and materials made available to the Consultant by the MCA Entity, or purchased by the Consultant wholly or partly with funds provided by the MCA Entity, shall be the property of the MCA Entity and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the MCA Entity an inventory of such equipment, vehicles and materials and shall dispose of such equipment, vehicles and materials in accordance with the MCA Entity’s instructions. While in possession of such equipment, vehicles and materials, the Consultant, unless otherwise instructed by the MCA Entity in writing, shall insure them in an amount equal to their full replacement value plus fifteen percent (15%).
- 3.13 Equipment and Materials Provided by the Consultant
- Equipment, vehicles or materials brought into **Georgia** by the Consultant, Sub-Consultants and Personnel, or purchased by them without funds provided by the MCA Entity, and used either for provision of the Services or personal use shall remain the property of the Consultant, its Sub-Consultants or the Personnel concerned, as applicable.
- 3.14 Combating Trafficking in Persons
- “MCC, along with other United States Government entities, has adopted a zero tolerance policy with regard to trafficking in persons (“TIP”). In pursuance of this policy:
- Defined Terms
- For purposes of the application and interpretation of this GCC Sub-Clause 3.14, the terms, “coercion,” “commercial sex act,” “debt bondage,” “employee,” “forced labor,” “fraud,” “involuntary servitude,” “trafficking in persons,” and “sex

individual by more than ten percent (10%) or one week, whichever is larger and (b) the aggregate of such adjustments shall not cause payments under this Contract to exceed the Contract Price. If so indicated in the SCC, the Consultant shall provide written notice to the MCA Entity of any such adjustments. Any other adjustments shall only be made with the MCA Entity's prior written approval.

4.2.4 If additional work is required beyond the scope of the Services specified in Appendix A, the estimated periods of engagement of Key Professional Personnel set forth in Appendix C may be increased by agreement in writing between the MCA Entity and the Consultant. In a case in which such additional work would result in payments under this Contract exceeding the Contract Price, such additional work and payments will be explicitly described in the agreement and shall be subject in all respects to the provisions of GCC Clauses 2.4 and 6.4.

4.3 Working Hours, Overtime, Leave, etc.

4.3.1 Working hours and holidays for Key Professional Personnel are set forth in Appendix C. To account for travel time, foreign Personnel carrying out Services inside **Georgia** shall be deemed to have commenced, or finished work in respect of the Services such number of days before their arrival in, or after their departure from **Georgia** as is specified in Appendix C.

4.3.2 The Consultant and Personnel shall not be entitled to reimbursement for overtime nor to take paid sick leave or vacation leave except as specified in Appendix C, and except as specified in Appendix C, the Consultant's remuneration shall be deemed to cover these items. All leave to be allowed to the Personnel is included in the staff-months of service set forth in Appendix C. Any taking of leave by Personnel shall be subject to the prior approval by the Consultant who shall ensure that absence for leave purposes will not delay the progress and adequate supervision of the Services.

4.4 Removal and/or Replacement of Personnel

4.4.1 Except as the MCA Entity may otherwise agree, no changes shall be made in the Key Professional Personnel. If, for any reason beyond the reasonable control of the Consultant, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Key Professional Personnel, the Consultant shall, subject to GCC Sub-Clause 3.9(a), provide as a replacement a person of equivalent or better qualifications.

4.4.2 If the MCA Entity (a) finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action, or (b) has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the MCA Entity's written request specifying the grounds therefore and subject to GCC Sub-Clause 3.9(a), provide as a replacement a person with qualifications and experience acceptable to the MCA Entity.

4.4.3 The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

4.5 Resident Project Manager If required by the SCC, the Consultant shall ensure that at all times during the Consultant's performance of the Services in **Georgia** a resident project manager, acceptable to the MCA Entity, shall take charge of the performance of such Services.

5. Obligations of the MCA Entity

5.1 Assistance and Exemptions Unless otherwise specified in the SCC, the MCA Entity shall use its best efforts to ensure that the Government shall:

- (a) Provide the Consultant, Sub-Consultants and Personnel with work permits and such other documents as shall be necessary to enable the Consultant, Sub-Consultants or Personnel to perform the Services.
- (b) Arrange for the Personnel and, if appropriate, their eligible dependents to be provided promptly with all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in the Government's country.
- (c) Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Personnel and their eligible dependents.
- (d) Exempt the Consultant, Sub-Consultants and their Personnel employed for the Services from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity according to the Applicable Law.
- (e) Grant to the Consultant, Sub-Consultants and their Personnel the privilege, pursuant to the Applicable Law, of bringing into **Georgia** reasonable amounts of foreign currency for the purposes of the Services or for the

personal use of the Personnel and their dependents and of withdrawing any such amounts as may be earned therein by the Personnel in the execution of the Services.

- 5.2 Access to Land The MCA Entity warrants that the Consultant, Sub-Consultants and their Personnel shall have, free of charge, unimpeded access to all land in **Georgia** in respect of which access is required for the performance of the Services. The MCA Entity will be responsible for any damage to such land or any property thereon resulting from such access and will indemnify the Consultant, Sub-Consultants and their Personnel in respect of liability for any such damage, unless such damage is caused by the default or negligence of the Consultant or Sub-Consultants or their Personnel.
- 5.3 Change in the Applicable Law Related to Taxes and Duties If, after the date of this Contract, there is any change in the Applicable Law with respect to Taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, payments to the Consultant shall not be adjusted. However, the provisions of GCC Sub-Clause 1.10. (e) shall be applicable in such a situation.
- 5.4 Services, Facilities and Property of the MCA Entity
- 5.4.1 The MCA Entity shall make available to the Consultant and the Personnel, for the purposes of performing the Services and free of any charge, the services, facilities and property described in Appendix F at the times and in the manner specified in Appendix F.
- 5.4.2 In case that such services, facilities and property shall not be made available to the Consultant as and when specified in Appendix F, the Parties shall agree on (a) any time extension that it may be appropriate to grant to the Consultant for the performance of the Services, (b) the manner in which the Consultant shall procure any such services, facilities and property from other sources, and (c) the additional payments, if any, to be made to the Consultant as a result thereof pursuant to GCC Sub-Clause 6.1.
- 5.5 Payment In consideration of the Services performed by the Consultant under this Contract, the MCA Entity shall make to the Consultant payments in the manner provided in GCC Clause 6.
- 5.6 Counterpart Personnel
- 5.6.1 The MCA Entity shall make available to the Consultant free of charge such professional and support counterpart personnel, to be nominated by the MCA Entity with the Consultant's advice, if specified in Appendix F.

- 5.6.2 If counterpart personnel are not provided by the MCA Entity to the Consultant as and when specified in Appendix F, the MCA Entity and the Consultant shall agree on (a) how the affected part of the Services shall be carried out, and (b) the additional payments, if any, to be made by the MCA Entity to the Consultant as a result thereof pursuant to GCC Sub-Clause 6.1.
- 5.6.3 Professional and support counterpart personnel, excluding the MCA Entity's liaison personnel, shall work under the exclusive direction of the Consultant. If any member of the counterpart personnel fails to perform adequately any work assigned to such member by the Consultant that is consistent with the position occupied by such member, the Consultant may request the replacement of such member, and the MCA Entity shall not unreasonably refuse to act upon such request.

6. Payments to the Consultant

- 6.1 Contract Price Except as provided in GCC Sub-Clause 6.5, the total payment due to the Consultant shall not exceed the Contract Price set forth in the SCC (as may be adjusted in accordance with the terms of the SCC). The Contract Price is an all-inclusive fixed-price, lump-sum covering all costs required to provide the Services in accordance with the terms of this Contract. The Contract Price may only be increased above the amounts stated in the SCC (including, without limitation, pursuant to the terms of GCC Sub-Clauses 4.2.4, 5.4.2 and 5.6.2) if the Parties have agreed to additional payments in accordance with GCC Sub-Clauses 2.4 and 6.4.
- 6.2 Currency of Payment Payments shall be made in US Dollars, or **[local currency]** or if justified for sound business reasons and approved by the MCA Entity, a combination of the two currencies.
- 6.3 Terms, Conditions and Mode of Billing and Payment Payments will be made to the account of the Consultant and according to the payment schedule stated in SCC 6.1 and against an invoice. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Consultant has submitted an invoice to the MCA Entity specifying the amount. In all cases, invoices shall be delivered to the MCA Entity no later than 30 days prior to the requested payment date and will not be deemed delivered until they are in form and substance satisfactory to the MCA Entity. Payments will be made to the Consultant within thirty (30) days of the date of receipt by the MCA Entity of a valid and

proper invoice or the date of the MCA Entity's acceptance of required deliverables (e.g., the delivery of reports), whichever is later. The Consultant shall comply with any other instructions related to payment as may be reasonably requested by the MCA Entity.

- 6.4 Payment for Additional Services For the purposes of determining the remuneration due for additional services as may be granted under GCC Sub-Clause 2.4, a breakdown of the Contract Price (lump sum) is provided in Appendices D and E.
- 6.5 Interest on Delayed Payments If the MCA Entity has delayed payments beyond thirty (30) days after the payment date determined in accordance with GCC Sub-Clause 6.3, interest shall be paid to the Consultant for each day of delay at the rate stated in the SCC.

7. Fairness and Good Faith

- 7.1 Good Faith The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.
- 7.2 Operation of the Contract The Parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the life of this Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness.

8. Settlement of Disputes

- 8.1 Amicable Settlement The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of this Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
- 8.2 Dispute Resolution Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after the receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SCC.

9. Compact Conditionalities

9.1 Required Provisions

For the avoidance of doubt, the Parties agree and understand that the provisions set forth in Appendix G reflect certain obligations of the Government and the MCA Entity under the terms of the 609(g) Agreement or the Compact and related documents that are also required to be transferred onto any consultant, sub-consultant or associate who partakes in procurements or contracts in which MCC funding is involved and that, as with other clauses of this Contract, the provisions of Appendix G are binding obligations under this Contract.

9.2 Flow Through Provisions

In any sub-contract or sub-award entered into by the Consultant, as permitted by the terms of this Contract, the Consultant shall ensure the inclusion of all the provisions contained in Appendix G in any agreement related to such sub-contract or sub-award.

III. Special Conditions of Contract	
	Amendments of, and Supplements to, Clauses in the General Conditions of Contract of this Contract
GCC 1.4	This Contract shall be executed in the English language Yes [<input checked="" type="checkbox"/>] No [<input type="checkbox"/>] and in the [Local Language] Yes [<input type="checkbox"/>] No [<input type="checkbox"/>].
GCC 1.6.1	The addresses for serving notices under this Contract are: <u>For the MCA Entity:</u> MCA-Georgia Att.: The Procurement Agent <u>Address :</u> <u>Email :</u> <u>For the Consultant:</u>
GCC 1.8	The Member in charge is [insert name of member] <i>[Note: If the Consultant consists of a joint venture or another association of more than one entity, the name of the entity whose address is specified in SCC 1.9 should be inserted here. If the Consultant consists only of one entity, this SCC 1.8 should be deleted from the SCC.]</i>
GCC 1.9	The Authorized Representatives are: <u>For the MCA Entity:</u> MCA-Georgia [Attention] [Name of the MCA Entity Representative] Address : Email : <u>For the Consultant:</u>
GCC 2.1	This Contract shall enter into force on the date of signing of the Contract by both parties. OR This Contract shall enter into force on [insert date]. <i>[Note: delete whichever is not appropriate].</i>
GCC 2.2	The Effective Date shall be [insert date].
GCC 2.3	The Contract shall expire on [insert date].

GCC 3.4	<p>[the MCA Entity to state here any further restrictions on the use of documents]</p> <p><i>[Note: If there are no additional restrictions on the use of documents, this SCC 3.4 should be deleted from the Contract]</i></p>
GCC 3.5	<p>[the MCA Entity to state here any additional provisions to the Consultant's liability under this Contract.]</p> <p><i>[Note: If there are no additional provisions to the Consultant's liability under the Contract, this SCC 3.5 should be deleted from the Contract]</i></p>
GCC 3.6	<p>The risks and the minimum coverage shall be as follows:</p> <ul style="list-style-type: none"> (a) third party motor vehicle liability insurance in respect of motor vehicles operated in Georgia by the Consultant or its Personnel or any Sub-Consultants or their Personnel, with a minimum coverage of [insert amount and currency]; (b) third party liability insurance, with a minimum coverage of [insert amount and currency]; (c) professional liability insurance, with a minimum coverage of [insert amount and currency]; (d) employer's liability and workers' compensation insurance in respect of the Personnel of the Consultant and of any Sub-Consultants, in accordance with the relevant provisions of the Applicable Law, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and (e) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Consultant's property used in the performance of the Services, and (iii) any documents prepared by the Consultant in the performance of the Services. <p><i>[Note: Delete what is not applicable.]</i></p>
GCC 3.9	<p>[the MCA Entity to state here any additional actions by the Consultant that require the MCA Entity's prior approval.]</p> <p><i>[Note: If there are no additional actions on the part of the Consultant that require the MCA Entity's prior approval, this SCC 3.9 should be deleted from the Contract]</i></p>
GCC 4.2.3	<p>Written notification to the MCA Entity of adjustments [is] [is not] required.</p>
GCC 4.5	<p>A resident project manager [shall] [shall not] be required for the duration of this Contract.</p>
GCC 5.1	<p>[the MCA Entity to state here any assistance it will or will not provide the Consultant in addition to those points stated in GCC Sub-Clause 5.1.]</p> <p><i>[Note: If there are no additions or changes to the assistance the MCA Entity will provide under GCC Sub-Clause 5.1, this SCC 5.1 should be deleted from the Contract]</i></p>

	<i>the Contract]</i>
GCC 6.1	<p>The amount of the lump sum fixed price contract is XXXXX [US Dollars] OR XXXXX [Local Currency] OR XXXXX [US Dollars] and XXXXX [Local Currency] (the “Contract Price”).</p> <p>The accounts are: For US Dollars: [insert account number] For Local Currency : [insert account number]</p> <p>Payments for the deliverables shall be made according to the following schedule of percentages of the amounts included in the Contract: XXXXX [insert payment schedule]</p>
	<p>Payments for remuneration made in accordance with GCC Clause 6 in US Dollars and/or Local Currency/ies shall be adjusted as follows:</p> <p>(a) Remuneration paid in US Dollars pursuant to the rates set forth in Appendix D shall be adjusted every [insert 12, 15 or 18] months by applying the following formula:</p> $R_f = R_{fo} \times \frac{I_f}{I_{fo}}$ <p>where R_f is the adjusted remuneration, R_{fo} is the remuneration payable on the basis of the rates set forth in Appendix D for remuneration payable in US Dollars, I_f is the official index for salaries in the United States of America for the first month for which the adjustment is supposed to have effect, and I_{fo} is the official index for salaries in the United States of America for the month of the date of the Contract.</p> <p>(b) Remuneration paid in Local Currency pursuant to the rates set forth in Appendix E shall be adjusted every [insert 12, 15, or 18] months by applying the following formula:</p> $R_l = R_{lo} \times \frac{I_l}{I_{lo}}$ <p>where R_l is the adjusted remuneration, R_{lo} is the remuneration payable on the basis of the rates set forth in Appendix E for remuneration payable in Local Currency, I_l is the official index for salaries in Georgia for the first month for which the adjustment is to have effect and, I_{lo} is the official index for salaries in Georgia for the month of the date of the Contract.</p>
GCC 6.5	The interest rate to be applied in the case of late payments is the Federal Funds Rate as stated on the website www.federalreserve.gov/fomc/funds/rate.htm
GCC 8.2	<p>All disputes shall be settled by arbitration in accordance with the following provisions:</p> <p><i>[Note: The following provisions 1-6 are by way of an example of acceptable arbitration provisions. The MCA Entity may also propose an alternative</i></p>

arbitration/dispute resolution mechanism]

1. **Selection of Arbitrators.** Each dispute submitted by a Party to arbitration shall be heard by a sole arbitrator or an arbitration panel composed of three arbitrators, in accordance with the following provisions:
 - (a) Where the Parties agree that the dispute concerns a technical matter, they may agree to appoint a sole arbitrator or, failing agreement on the identity of such sole arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, either Party may apply to **[name an appropriate international professional body, e.g., the International Chamber of Commerce]** for a list of not fewer than five (5) nominees and, on receipt of such list, the Parties shall alternately strike names therefrom, and the last remaining nominee on the list shall be the sole arbitrator for the matter in dispute. If the last remaining nominee has not been determined in this manner within sixty (60) days of the date of the list, **[insert the name of the same professional body as above]** shall appoint, upon the request of either Party and from such list or otherwise, a sole arbitrator for the matter in dispute.
 - (b) Where the Parties do not agree that the dispute concerns a technical matter, the MCA Entity and the Consultant shall each appoint one arbitrator, and these two arbitrators shall jointly appoint a third arbitrator, who shall chair the arbitration panel. If the arbitrators named by the Parties do not succeed in appointing a third arbitrator within thirty (30) days after the latter of the two arbitrators named by the Parties has been appointed, the third arbitrator shall, at the request of either Party, be appointed by **[name an appropriate international appointing authority, e.g., the Secretary General of the Permanent Court of Arbitration, The Hague; the Secretary General of the International Centre for Settlement of Investment Disputes, Washington, D.C.; the International Chamber of Commerce, Paris; etc.]**.
 - (c) If, in a dispute subject to SCC Sub-Clause 8.2 1.(b), one Party fails to appoint its arbitrator within thirty (30) days after the other Party has appointed its arbitrator, the Party which has named an arbitrator may apply to the **[name the same appointing authority as in clause (b) above]** to appoint a sole arbitrator for the matter in dispute, and the arbitrator appointed pursuant to such application shall be the sole arbitrator for that dispute.
2. **Rules of Procedure.** Except as stated herein, arbitration proceedings shall be conducted in accordance with the rules of procedure for arbitration of the United Nations Commission on International Trade Law (UNCITRAL) as in force on the date of this Contract.
3. **Substitute Arbitrators.** If for any reason an arbitrator is unable to perform

	<p>his function, a substitute shall be appointed in the same manner as the original arbitrator.</p> <p>4. <u>Nationality and Qualifications of Arbitrators.</u> The sole arbitrator or the third arbitrator appointed pursuant to paragraphs (a) through (c) of Clause SC 8.2 1 shall be an internationally recognized legal or technical expert with extensive experience in relation to the matter in dispute and shall not be a national of the Consultant’s home country [Note: If the Consultant consists of more than one entity, add: or of the home country of any of their Members or Parties] or of the Government’s country. For the purposes of this Clause, “home country” means any of:</p> <ul style="list-style-type: none"> (a) the country of incorporation of the Consultant [Note: If the Consultant consists of more than one entity, add: or of any of their Members or Parties]; or (b) the country in which the Consultant’s [or any of their Members’ or Parties’] principal place of business is located; or (c) the country of nationality of a majority of the Consultant’s [or of any Members’ or Parties’] shareholders; or (d) the country of nationality of the Sub-Consultants concerned, where the dispute involves a subcontract.
	<p>5. <u>Costs.</u> Upon the occurrence of a dispute, the Parties shall agree on the allocation of the costs associated with any settlement efforts before arbitration or associated with arbitration. Where the Parties fail to agree on the allocation, the allocation shall be determined by the arbitrator.</p>
	<p>6. <u>Miscellaneous.</u> In any arbitration proceeding under this Contract:</p> <ul style="list-style-type: none"> (a) proceedings shall, unless otherwise agreed by the Parties, be held in [select a country which is neither the MCA Entity’s country nor the Consultant’s country]; (b) the English language shall be the official language for all purposes; and (c) the decision of the sole arbitrator or of a majority of the arbitrators shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the Parties hereby waive any objections to or claims of immunity in respect of such enforcement.
	<p><i>[Note: The following provision concerning MCC’s right to be included as an observer in any arbitration proceeding is to be included in all contracts]</i></p> <p>7. <u>MCC Right to Observe.</u> MCC has the right to be an observer to any arbitration proceeding associated with this Contract, at its sole discretion, but does not have the obligation to participate in any arbitration proceeding. Whether or not MCC is an observer to any arbitration associated with this Contract, the Parties shall provide MCC with written English transcripts of any arbitration proceedings or hearings and a copy of the reasoned written award within ten (10) days after (a) each such proceeding or hearing or (b)</p>

	<p>the date on which any such award is issued. MCC may enforce its rights under this Contract in an arbitration conducted in accordance with this provision or by bringing an action in any court that has jurisdiction. The acceptance by MCC of the right to be an observer to the arbitration shall not constitute consent to the jurisdiction of the courts or any other body of any jurisdiction or to the jurisdiction of any arbitral panel.</p>
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IV. Appendices

Appendix A – Description of Services

Note: Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by the MCA Entity, etc. See terms of reference in section 6 below for this information.

Appendix B - Reporting Requirements

Note: List format, frequency, and contents of reports; persons to receive them; dates of submission; etc. See terms of reference in section 6 below for this information.

Appendix C - Key Professional Personnel and Sub-Consultants

Note: List under:

- C-1 Titles [**and names, if already available**], detailed job descriptions and minimum qualifications of foreign Key Professional Personnel to be assigned to work in **Georgia**, and estimated staff-months for each.
- C-2 Same as C-1 for foreign Key Professional Personnel to be assigned to work outside **Georgia**.
- C-3 List of approved Sub-Consultants (if already available) and same information with respect to their Personnel as in C-1 or C-2.
- C-4 Same information as C-1 for local Key Professional Personnel.
- C-5 Working hours, holidays, sick leave and vacations, as provided for in GCC Sub-Clause 4.3 (if applicable)

Appendix D - Breakdown of Contract Price in US Dollars

Note: List here the monthly rates for Personnel (Key Professional Personnel and other Personnel) (fully loaded, including direct and indirect expenses and profit), used to arrive at the breakdown of the lump-sum price - US Dollars portion (from Form FIN-4).

This appendix will exclusively be used for determining remuneration for additional services.

Appendix E - Breakdown of Contract Price in Local Currency

Note: List here the monthly rates for Personnel (Key Professional Personnel and other Personnel) (fully loaded, including direct and indirect expenses and profit), used to arrive at the breakdown of the lump-sum price - Local Currency portion from Form FIN-4

This appendix will exclusively be used for determining remuneration for additional services.

Appendix F - Services and Facilities to be Provided by the MCA Entity

Note: List here the services, facilities and counterpart personnel to be made available to the Consultant by the MCA Entity.

Appendix G – Additional Provisions

Capitalized terms that are used but not defined in this Appendix shall have the meaning given to them in the GCC or in the Compact or related agreements.

The MCA Entity is responsible for the oversight and management of the implementation of the Compact on behalf of the Government, and intends to apply a portion of the proceeds of the Compact to eligible payments under this Contract, provided that (a) such payments will only be made at the request of and on behalf of the MCA Entity and as authorized by the Fiscal Agent, (b) MCC shall have no obligations to the Consultant under the Compact or this Contract, (c) such payments will be subject, in all respects, to the terms and conditions of the Compact, and (d) no party other than the Government and the MCA Entity shall derive any rights from the Compact or have any claim to MCC Funding.

A. MCC Status; Reserved Rights; Third-Party Beneficiary

1. MCC Status. MCC is a United States Government corporation acting on behalf of the United States Government in the implementation of the Compact. As such, MCC has no liability under this Contract, and is immune from any action or proceeding arising under or relating to this Contract. In matters arising under or relating to this Contract, MCC is not subject to the jurisdiction of the courts or any other juridical or other body of any jurisdiction.

2. MCC Reserved Rights.

- (a) Certain rights are expressly reserved to MCC under this Contract, the Compact and other related Compact documents, including the right to approve the terms and conditions of this Contract, as well as any amendments or modifications hereto, and the right to suspend or terminate this Contract.
- (b) MCC, in reserving such rights under this Contract, the Compact or other related Compact documents, has acted solely as a funding entity to assure the proper use of United States Government funds, and any decision by MCC to exercise or refrain from exercising these rights shall be made as a funding entity in the course of funding the activity and shall not be construed as making MCC a party to this Contract.
- (c) MCC may, from time to time, exercise its rights, or discuss matters related to this Contract with the Parties or the Government, as appropriate, jointly or separately, without thereby incurring any responsibility or liability to any party.
- (d) Any approval (or failure to approve) or exercise of (or failure to exercise) any rights by MCC shall not bar the Government, the MCA Entity, MCC or any other person or entity from asserting any right against the Consultant, or relieve the Consultant of any liability which the Consultant might otherwise have to the Government, the MCA Entity, MCC, or any other person or entity. For the purposes of this clause (d), MCC shall be deemed to include any MCC officer, director, employee, affiliate, contractor, agent or representative.

3. Third-Party Beneficiary. MCC shall be deemed to be a third party beneficiary under this Contract.

B. Limitations on the Use or Treatment of MCC Funding

The use and treatment of MCC Funding in connection with this Contract does not, and shall not, violate any limitations or requirements specified in the Compact or any other relevant agreement or Implementation Letter or applicable law or United States Government policy.

C. Procurement

The Consultant shall ensure that all procurements of goods, services or works under, related to or in furtherance of this Contract shall be consistent with the general principles set forth in the Compact and in the MCC Program Procurement Guidelines from time to time in effect as posted on the MCC website at www.mcc.gov. The Consultant shall comply with the eligibility requirements related to prohibited source or restricted party provisions in accordance with U.S. law, regulations and policy, applicable World Bank policies or guidelines and in accordance with other eligibility requirements as may be specified by MCC or the MCA Entity.

D. Reports and Information; Access; Audits; Reviews

1. Reports and Information. The Consultant shall maintain such books and records and provide such reports, documents, data or other information to the MCA Entity in the manner and to the extent required by the Compact or related documents and as may be reasonably requested by the MCA Entity from time to time in order to comply with its reporting requirements arising under the Compact or related documents. MCC may freely use any information it receives in any report or document provided to it in any way that MCC sees fit. The provisions of the Compact and related documents that are applicable to the Government in this regard shall apply, mutatis mutandis, to the Contract Party as if the Contract Party were the Government under the Compact..

2. Access; Audits and Reviews. Upon MCC's request, the Consultant shall permit such access, audits, reviews and evaluations as provided in the Compact or related documents. The provisions of the Compact or related documents that are applicable to the Government in this regard shall apply, mutatis mutandis, to the Contract Party as if the Contract Party were the Government under the Compact..

3. Application to Providers. The Consultant shall ensure the inclusion of the applicable audit, access and reporting requirements in its contracts or agreements with other providers in connection with this Contract.

E. Compliance with Anti-Corruption, Anti-Money Laundering and Terrorist Financing Statutes and Other Restrictions

1. The Consultant shall ensure that no payments have been or will be made by the Consultant to any official of the Government, the MCA Entity, or any third party (including any other government official) in connection with this Contract in violation of the United States

Foreign Corrupt Practices Act of 1977, as amended (15 U.S.C. 78a et seq.) (the “FCPA”) or that would otherwise be in violation of the FCPA if the party making such payment were deemed to be a United States person or entity subject to the FCPA, or similar statute applicable to this Contract, including any local laws. The Consultant affirms that no payments have been or will be received by any official, employee, agent or representative of the Consultant in connection with this Contract in violation of the FCPA or that would otherwise be in violation of the FCPA if the party making such payment were deemed to be a United States person or entity subject to the FCPA, or similar statute applicable to this Contract, including any local laws.

2. The Consultant shall not provide material support or resources directly or indirectly to, or knowingly permit MCC Funding to be transferred to, any individual, corporation or other entity that the Consultant knows, or has reason to know, commits, attempts to commit, advocates, facilitates, or participates in any terrorist activity, or has committed, attempted to commit, advocated, facilitated or participated in any terrorist activity, including, but not limited to, the individuals and entities (i) on the master list of Specially Designated Nationals and Blocked Persons maintained by the U.S. Department of Treasury’s Office of Foreign Assets Control, which list is available at www.treas.gov/offices/enforcement/ofac, (ii) on the consolidated list of individuals and entities maintained by the “1267 Committee” of the United Nations Security Council, (iii) on the list maintained on www.epls.gov or (iv) on such other list as the MCA Entity may request from time to time. For purposes of this provision, “material support and resources” includes currency, monetary instruments or other financial securities, financial services, lodging, training, expert advice or assistance, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

3. The Consultant shall ensure that its activities under this Contract comply with all applicable U.S. laws, regulations and executive orders regarding money laundering, terrorist financing, U.S. sanctions laws, restrictive trade practices, boycotts, and all other economic sanctions promulgated from time to time by means of statute, executive order, regulation or as administered by the Office of Foreign Assets Control of the United States Treasury Department or any successor governmental authority, including, 18 U.S.C. § 1956, 18 U.S.C. § 1957, 18 U.S.C. § 2339A, 18 U.S.C. § 2339B, 18 U.S.C. § 2339C, 18 U.S.C. § 981, 18 U.S.C. § 982, Executive Order 13224, 15 C.F.R. Part 760, and those economic sanctions programs enumerated at 31 C.F.R. Parts 500 through 598 and shall ensure that its activities under this Contract comply with any policies and procedures for monitoring operations to ensure compliance, as may be established from time to time by MCC, the MCA Entity, the Fiscal Agent, or the Bank, as may be applicable. The Consultant shall verify, or cause to be verified, appropriately any individual, corporation or other entity with access to or recipient of funds, which verification shall be conducted in accordance with the procedures set out in the MCC Program Procurement Guidance paper entitled “Excluded Parties Verification Procedures in MCA Entity Program Procurements” that can be found on MCC’s website at www.mcc.gov. The Consultant shall (A) conduct the monitoring referred to in this paragraph on at least a quarterly basis, or such other reasonable period as the MCA Entity or MCC may request from time to time and (B) deliver a report of such periodic monitoring to the MCA Entity with a copy to MCC.

4. Other restrictions on the Consultant shall apply as set forth in the Compact or related

documents with respect to any activities in violation of other applicable U.S. laws, regulations, executive orders or policies, any misconduct injurious to MCC or the MCA Entity, any activity contrary to the national security interests of the United States or any other activity that materially and adversely affects the ability of the Government or any other party to effectively implement, or ensure the effective implementation of, the Program or any Project or to otherwise carry out its responsibilities or obligations under or in furtherance of the Compact or any related document or that materially and adversely affects the Program assets or any Permitted Account.

F. Publicity, Information and Marking

1. The Consultant shall cooperate with the MCA Entity and the Government to provide the appropriate publicity to the goods, works and services provided under this Contract, including identifying Program activity sites and marking Program assets as goods, works and services funded by the United States, acting through MCC, all in accordance with the MCC Standards for Corporate Marking and Branding, available on the MCC website at www.mcc.gov,⁵ provided, however, that any press release or announcement regarding MCC or the fact that MCC is funding the Program or any other publicity materials referencing MCC, shall be subject to MCC's prior written approval and must be consistent with any instructions provided by MCC from time to time in relevant Implementation Letters.

2. Upon the termination or expiration of the Compact, the Consultant shall, upon MCC's request, cause the removal of any such markings and any references to MCC in any publicity materials.

G. Insurance

The Consultant shall obtain insurance or other protections appropriate to cover against risks or liabilities associated with performance of this Contract. The Consultant shall be named as payee on any such insurance. The MCA Entity and, at MCC's request MCC, shall be named as additional insureds on any such insurance or other guarantee, to the extent permissible under applicable laws. The Consultant shall ensure that any proceeds from claims paid under such insurance or any other form of guarantee shall be used to replace or repair any loss or to pursue the procurement of the covered goods, works and services; provided, however, that at MCC's election, such proceeds shall be deposited in an account as designated by the MCA Entity and acceptable to MCC or as otherwise directed by MCC.

H. Conflict of Interest

The Consultant shall ensure that no officer, director, employee, affiliate, contractor, subcontractor, agent, advisor or representative of the Consultant participates in the selection, award, administration or oversight of a contract, grant or other benefit or transaction funded in whole or in part (directly or indirectly) by MCC Funding in connection with this Contract, in which (i) the entity, the person, members of the person's immediate family or household or his or

⁵ Prior to finalizing this as part of a specific contract, confirm that it remains the proper link.

her business partners, or organizations controlled by or substantially involving such person or entity, has or have a financial or other interest or (ii) the person or entity is negotiating or has any arrangement concerning prospective employment, unless such person or entity has first disclosed in writing to the parties under this Contract and MCC the conflict of interest and, following such disclosure, the parties to this Contract agree in writing to proceed notwithstanding such conflict. The Consultant shall ensure that none of its officers, directors, employees, affiliates, contractors, subcontractors, agents, advisors or representatives involved in the selection, award, administration, oversight or implementation of any contract, grant or other benefit or transaction funded in whole or in part (directly or indirectly) by MCC Funding in connection with this Contract shall solicit or accept from or offer to a third party or seek or be promised (directly or indirectly) for itself or for another person or entity any gift, gratuity, favor or benefit, other than items of *de minimis* value and otherwise consistent with such guidance as MCC may provide from time to time. The Consultant shall ensure that none of its officers, directors, employees, affiliates, contractors, subcontractors, agents, advisors or representatives engage in any activity which is, or gives the appearance of being, a conflict of interest in connection with this Contract. Without limiting the foregoing, the Consultant shall comply, and ensure compliance, with the applicable conflicts of interest and ethics policies of the MCA Entity as provided by the MCA Entity to the Consultant.

I. Inconsistencies

In the event of any conflict between this Contract and the Compact and/or the **[Disbursement Agreement or the Procurement Agreement/Program Implementation Agreement]**, the term(s) of the Compact and/or the **[Disbursement Agreement or the Procurement Agreement/Program Implementation Agreement]**⁶ shall prevail.

J. Other Provisions

The Consultant shall abide by such other terms or conditions as may be specified by the MCA Entity or MCC in connection with this Contract.

K. Flow-Through Provisions

In any subcontract or sub-award entered into by the Consultant, as permitted by this Contract, the Consultant shall ensure the inclusion of all the provisions contained in paragraphs (A) through (J) above.

⁶ The appropriate agreement in connection with the particular country for which this form is being used is to be referenced here.

Section 6 Terms of Reference

Studies of STEM Education and Occupations in Georgia: Barriers and Opportunities

1. INTRODUCTION

The Millennium Challenge Corporation (*MCC*) is a U.S. Government corporation that provides grant funding to eligible countries to fund projects that promote economic growth and reduce poverty. MCC provides this assistance pursuant to a *Compact* agreement that it signs with each recipient country. MCC Compacts, which have ranged from approximately US\$70 to US\$700 million, must be implemented by the recipient country within a five year period. MCC funding is awarded to eligible countries that meet certain selection criteria and propose a program that is economically sound and addresses a country's key constraints to growth.

2. BACKGROUND

The Government of Georgia (*GoG*) has identified the low quality of human capital in general and specifically a shortage of skilled technicians and professionals in the areas of science, technology, engineering, and mathematics (*STEM*) as binding constraints to Georgia's long-term economic growth and development. In addition, the GoG has determined that—despite their superior performance in school mathematics and science—a smaller share of young women than young men are applying to and graduating from post-secondary STEM programs, which deprives Georgia of the benefits of these higher performing students. In addition, the GoG has noted that students from socially disadvantaged groups (ethnic minorities, rural students, students from poor families) underperform in STEM areas, which suggests that the quality of secondary STEM programs may be lower in schools serving these groups. (Annexes A and B describe some of these gender and social disadvantages in greater detail).

To address these constraints, the GoG has proposed that MCC help improve math and science education at the Secondary school level as well as to help Georgia's education system to produce skilled STEM technicians and professionals in fields that are in short supply and high demand in the country, particularly in key growth sectors such as agriculture, construction, energy, information technology and transportation/logistics and to ensure that access to and participation in such STEM programs are equitable.⁷ These studies will shed light on the barriers and opportunities for STEM education and occupations in Georgia.

3. OBJECTIVE OF SERVICES

The Millennium Challenge Account – Georgia (MCA-Georgia) seeks to engage a consultant, consulting

⁷ See e.g., USAID Georgia Sector Assessment Report: [http://georgia.usaid.gov/sites/default/files/110126 - EPI Sector Assessment Report_0.pdf](http://georgia.usaid.gov/sites/default/files/110126_-_EPI_Sector_Assessment_Report_0.pdf); IFC Sector Competitiveness Overview: [http://www.ifc.org/ifcext/georgiasme.nsf/AttachmentsByTitle/1GeorgiaManufacturingSectorCompetitivenessAssessmentEng/\\$FILE/1GeorgiaSectorCompetitivenessAssessmentFinalReportEng.pdf](http://www.ifc.org/ifcext/georgiasme.nsf/AttachmentsByTitle/1GeorgiaManufacturingSectorCompetitivenessAssessmentEng/$FILE/1GeorgiaSectorCompetitivenessAssessmentFinalReportEng.pdf)

firm or consortium (hereafter referred to as *Consultant*) to carry out three studies related to STEM education programs and occupations (i) a study to identify barriers to female participation in secondary and post-secondary STEM education programs (related to these occupations), (ii) a study to examine barriers to students from socially disadvantaged groups' participation in secondary and post-secondary STEM education programs (related to these occupations), (iii) a study to determine the types of STEM technicians and professionals that currently are, or are projected to be, in high demand and short supply in Georgia.

The MCA and MCC intend to use the results of these studies to: (i) ensure that the post-secondary institutions that MCC supports under a Georgia Compact produce STEM technicians and professionals that the Georgian market can employ, (ii) identify the educational programs needed to produce such workers, (iii) help identify private companies and donors willing to contribute to and otherwise support such programs,⁸ (iv) inform cost-benefit analysis of the proposed programs, (iv) ensure that MCC investments in secondary and post-secondary education benefit socially disadvantaged groups, (v) help identify areas where possible initiatives under a Georgia Compact could to be undertaken to increase the share of women and students from socially disadvantaged groups in post-secondary STEM education programs, and (vi) to inform MCC investments in Georgia.

4. SCOPE OF SERVICES

The Consultant will perform the following services in furtherance of the Objective and provide all necessary personnel, equipment, tools, materials and supervision to do so. The Consultant will answer the following questions, as listed below for each study.

Study 1: Barriers to Female Participation in STEM post-secondary programs

Study 1 has five main questions that will inform recommendations to the GoG and MCC, regarding: (i) the current situation of women in STEM fields and occupations in Georgia; (ii) social-psychological barriers that limit women's participation in secondary and post-secondary STEM education; (iii) institutional barriers that limit women's participation; (iv) labor market barriers to women in STEM fields; and (v) the characteristics of effective programs to boost women's participation in STEM fields and occupations. On the basis of answers to these questions, interventions for Compact II will be suggested. These are detailed below.

- *Question 1.1: What is the present situation with respect to women and girls in Science, Technology, Engineering and Mathematics in Georgia?* Review and analyze evidence related to: average scores on CAT math and science tests, by gender; average scores on UEE math and science tests, by gender; first year enrollments in university and TVET levels I-V STEM fields, by gender; graduates of TVET STEM fields, by gender; bachelor's degrees earned in selected STEM fields in 2010, by gender; master's degrees earned in selected STEM fields in 2010, by gender; doctorates earned in selected STEM fields in 2010, by gender; employment in selected STEM occupations, most recent year, by gender; female STEM faculty in post-secondary TVET STEM and four-year educational institutions, by discipline and tenure status.
- *Question 1.2: What social-psychological barriers limit women's participation in post-secondary STEM programs?* Review and analyze evidence regarding: beliefs about gender differences in

⁸ E.g., Through scholarships, endowments, fee for services, employment commitments, equipment transfers, etc.

intelligence; stereotypes about gender and STEM subjects; girls' and women's self-perceptions of their abilities in STEM subjects; other topics as appropriate to Georgia.

- *Question 1.3: What organizational-structural barriers limit women's participation in post-secondary STEM programs?* Review and analyze evidence regarding: gender differences in access to secondary-level STEM subjects; gender differences in guidance provided to secondary-level students; gender differences in scholarships for secondary (TVET Level I-III), post-secondary (TVET Level I-V) and higher education STEM fields; gender differences in access to master's and doctoral programs; gender differences in access to faculty mentors in STEM fields; other topics as appropriate to Georgia.
- *Question 1.4: What labor-market barriers limit women's participation in STEM occupations?* Review and analyze evidence regarding: bias in the labor market, family/home expectations regarding women's roles, other topics as appropriate to Georgia.
- *Question 1.5: What programs have been effective in increasing the participation of women and girls in STEM fields, in Georgia and other countries?* Review the literature on effective programs.
- *Question 1.6: What programs could be implemented in Georgia to improve women's participation in STEM occupations?* Based on answers to Questions 1.1-1.5 provide recommendations as to what interventions the GoG and MCC could use to improve women's participation in STEM occupations.

Study 2: Barriers to the Participation of Socially Disadvantaged Students in STEM Programs

Study 2 has four main questions that will inform recommendations to the GoG and MCC: (i) the current situation for socially disadvantaged students in STEM fields and occupations in Georgia, (ii) institutional barriers that limit participation of the socially disadvantaged in STEM fields, (iii) labor market barriers to STEM fields, and (iv) the characteristics of effective programs to boost participation in STEM fields and occupations by the socially disadvantaged. These are detailed below.

- *Question 2.1: What is the present situation with respect to socially disadvantaged students in Science, Technology, Engineering and mathematics in Georgia?* Present evidence related to: upper secondary school enrollment and dropout rates by key categories of social disadvantage so far as these data are available⁹; average scores on CAT math and science tests, by key categories of social disadvantage; average scores on UUE math and science tests, by key categories of social disadvantage; first year enrollments in university and TVET Levels I-V STEM fields, by key categories of social disadvantage; graduates of TVET STEM fields, by key categories of social disadvantage; bachelor's degrees earned in selected STEM fields in 2010, by key categories of social disadvantage; master's degrees earned in selected STEM fields in 2010, by key categories of social disadvantage; doctorates earned in selected STEM fields in 2010, by key categories of social disadvantage; employment in selected STEM occupations, most recent year, by key categories of social disadvantage; STEM faculty in post-secondary TVET STEM and four-year educational institutions, by discipline and tenure status and key categories of social disadvantage.

⁹ As defined by the GoG Decree N 300, dated July 26, 2012 the key categories of social disadvantage are: poverty quintiles; urban/ rural; home language; internally displaced, socially vulnerable.

- *Question 2.2: What organizational-structural barriers limit socially disadvantaged students' participation in secondary and post-secondary STEM programs?* Present evidence regarding: differences in access to secondary-level STEM subjects by key categories of social disadvantage; differences in guidance provided to secondary-level students by key categories of social disadvantage; differences in scholarships for higher education STEM fields by key categories of social disadvantage; differences in access to master's and doctoral programs by key categories of social disadvantage; differences in access to faculty mentors in STEM fields by key categories of social disadvantage; other topics as appropriate to Georgia.
- *Question 2.3: What labor-market barriers limit participation in STEM occupations by socially disadvantaged groups?* Present evidence regarding: bias in the labor market, family/home expectations regarding occupations, other topics as appropriate to Georgia.
- *Question 2.4: What programs have been effective in increasing the participation of socially disadvantaged students in STEM fields, in Georgia and other countries?* Review the literature on effective programs.
- *Question 2.5: What programs could be implemented in Georgia to improve socially disadvantaged students' participation in STEM occupations?* Based on answers to Questions 2.1-2.4 provide recommendations as to what interventions the GoG and MCC could use to improve socially disadvantaged students' participation in STEM occupations.

Study 3: Labor Market Demand for STEM Occupations

This study has four main questions that will inform recommendations to the GoG and MCC, regarding: (i) employer demand for and skill shortages in STEM occupations, (ii) student perceptions of demand for STEM occupations, (iii) past and projected trends in demand for skill shortage STEM occupations, and (iv) types of programs that could address the skill shortages. This study would cover TVET Levels I–V.

- *Question 3.1: What is the current employer demand for STEM occupations?* Present evidence regarding the types of technical and professional STEM occupations¹⁰ that are in high demand by employers, but in short supply, in Georgia.
- *Question 3.2: What is the current student demand for STEM occupations?* Present evidence regarding the types of technical and professional STEM occupations that are in high demand, but are perceived to be in short supply, by actual and prospective post-secondary students in Georgia, disaggregated by sex, ethnicity, and socioeconomic status. Identify salary offers and expectations in STEM occupations with respect to wage premiums for TVET Level I-V and higher education in STEM fields.
- *Question 3.3: What are current and future trends in labor market demand for STEM skill shortages?* Identify trends in labor market demand with respect to the skill shortages identified under Questions 3.1 and 3.2 above (“*Skill Shortages*”), including a trend analysis of the current and projected (over 10 years) number of people needed to fill each Skill Shortage area, and earnings of skilled workers in such shortage areas.

¹⁰ E.g., Technicians such as various types of electricians, mechanics, instrumentalists, welders, etc.; Professionals such as various types of civil, electrical and mechanical engineers, computer science and agriculture science specialists, etc.

- *Question 3.4: What types of post-secondary education programs could reduce the STEM skill shortage?* For each occupation/specialty, present evidence of the degree/certificate level required and of the economic sector and industry for which there is demand.

5. TASKS

In performing such services, Consultant will coordinate and work closely with designated representatives of the GoG and MCC, keep them informed of progress and developments, and notify them of any changes to the agreed work plan and schedule of activities.

Study 1 (Barriers to Female STEM Participation) Tasks

- Task 1.1: Analyze MOES data related to Question 1.1 (above) and prepare relevant figures and charts summarizing the data
- Task 1.2: Review evidence from Georgia, including data from PISA 2010, TIMSS 2011 and the Grade 9 National Assessment in Mathematics, regarding gender differences in girls' beliefs and self-perceptions regarding math and science; conduct analyses of these data as necessary using appropriate statistical approaches.
- Task 1.3: Develop seven interview protocols to be used in surveys/interviews with samples of:
 - Secondary-level female students and their parents in urban, village and mountain schools regarding their perceptions of and experience with STEM subjects and barriers to their school attendance and performance in STEM subjects.
 - Secondary-level teachers of math and science in urban, village and mountain schools regarding their perceptions regarding the importance of STEM fields for girls and boys, and regarding barriers to girl students pursuing STEM post-secondary studies.women faculty in secondary (TVET levels I-III) and post-secondary TVET (Levels IV-V) programs regarding their perceptions of barriers to women in TVET STEM programs
 - women faculty in university STEM fields regarding their perceptions of barriers to women in higher education
 - STEM employers regarding their perceptions of female employees
 - Undergraduate women in university STEM fields
 - Secondary and Post-secondary students in TVET STEM fields
- Task 1.4. Develop a sampling plan to capture a representative group of employers and students
- Task 1.5: Train interviewers and conduct the above interviews with an appropriate number of respondents. GoG and MCC estimate that approximately 25 respondents in each category, for a total of around 150 interviews lasting 1-2 hours each, plus small focus groups with female secondary school students, for a total of around 150 interviews lasting 1-2 hours each, and several additional focus groups (the number needed to be determined by consultant depending on ethnic composition of communities). The consultant should justify its interview work plan with particular emphasis on ensuring the validity of eventual study conclusions. The sample should include students from mountain, village and minority language schools.
- Task 1.6: Data entry, cleaning and analysis of survey/interviews
- Task 1.7: Compile a literature review on effective programs to improve women and girls participation in STEM fields at secondary and post-secondary levels.
- Task 1.8: Develop recommendations to GoG and MCC based on the results of the literature review and the study.
- Task 1.9: Write a report outlining the recommendations to GoG and MCC, drawing on the results of the study. Prepare a power point slide show in English and Georgian to communicate the recommendations and results of the study to GoG and MCC.

Study 2 (Barriers to Participation of Socially Disadvantaged in STEM) Tasks

- Task 2.1: Analyze MOES data related to Question 2.1 (above) and prepare relevant figures and charts summarizing the data
- Task 2.2: Develop seven interview protocols to be used in surveys/interviews with samples of:
 - Secondary-level students and their parents in urban, village and mountain schools regarding their experience with STEM subjects and barriers to their school attendance and performance in STEM subjects.
 - secondary-level teachers of math and science in urban, village and mountain schools regarding their perceptions regarding the importance of STEM fields for socially disadvantaged students and the constraints these students face with respect to school attendance and performance.
 - faculty in post-secondary TVET programs regarding their perceptions of barriers to socially disadvantaged students' enrollment and performance in TVET STEM programs
 - faculty in university STEM fields regarding their perceptions of barriers to socially disadvantaged students' enrollment and performance in higher education
 - STEM employers regarding their perceptions of potential employees from socially disadvantaged backgrounds
 - Socially disadvantaged students in university STEM fields regarding constraints on their enrollment and performance.
 - Socially disadvantaged students in secondary and post-secondary TVET STEM fields regarding constraints on their enrollment and performance.
- Task 2.3. Develop a sampling plan to capture a representative group of employers and students. Samples should include students of different sex and ethnicity.
- Task 2.4: Train interviewers and conduct the above interviews with an appropriate number of respondents. GoG and MCC estimate that approximately 25 respondents in each category, plus small focus groups with secondary school students (held separately with boys and girls and students from ethnic minorities) for a total of around 150 interviews lasting 1-2 hours each, and several additional focus groups (the number needed to be determined by consultant depending on ethnic composition of communities). The consultant should justify its interview work plan with particular emphasis on ensuring the validity of eventual study conclusions.
- Task 2.5: Data entry, cleaning and analysis of survey/interviews
- Task 2.6: Compile a literature review on effective programs to improve the participation of socially disadvantaged individuals in STEM fields at secondary and post-secondary levels.
- Task 2.7: Develop recommendations to GoG and MCC based on the results of the literature review and the study.
- Task 2.8: Write a report outlining recommendations to GoG and MCC based on the results of the study. Prepare a power point slide show in English and Georgian to communicate the results of the study and recommendations to GoG and MCC.

Study 3 (Labor Market Demand for STEM Occupations) Tasks

- Task 3.1 The consultant should determine whether it is necessary to form and convene with the assistance of the GoG and MCC an Expert Commission composed of statisticians, labor market experts, university experts, senior officers from selected government economic and employment branches, professionals from relevant organizations concerned with Georgian labor market information systems, industry councils and employer associations, higher education, and skill gaps, and such other relevant personnel. The committee should have broad social and gender representation as well.

- Task 3.2 Assess labor market information from a range of sources, including labor market and training data, statistics, surveys, studies and other information from government, donors, private companies and civil society organizations. Annex C sets forth such information.
- Task 3.3 Develop interview protocols to be used in surveys/interviews with samples of employers and students.
- Task 3.4. Develop a sampling plan to capture a representative group of employers and students (including male and female employers and students, and those from different ethnic minorities).
- Task 3.5: Train interviewers and conduct the above interviews with approximately 25 respondents in each category, for a total of around 150 interviews lasting 1-2 hours each; the Consultant may offer an alternative to this approach using advanced survey methodology and data collection techniques, such as an internet based survey.
- Task 3.6: Data entry, cleaning and analysis of survey/interviews, as required
- Task 3.7. On the basis of advice from the Expert Committee and the responses from the employer and students surveys, classify STEM skill shortages by occupation/specialty, degree/certificate level, economic sector and industry. This classification should be sufficiently fine-grained to provide guidance in the development of relevant post-secondary education and training programs.
- Task 3.8: Develop recommendations for post-secondary education and training programs to reduce STEM skill shortages. These recommendations should take into account such factors as population growth and migration trends by age group, gender and region; existing capacity of post-secondary institutions to graduate the required fully trained and skilled workers by industry, occupation and region; the stock and flow of existing STEM employees, with particular attention to retirements from 2012-2022; technological, institutional and structural changes in the Georgian economy affecting the demand for fully trained and qualified STEM workers.
- Task 3.9: Write a report outlining the recommendations to GoG and MCC, drawing on the results of the study. Prepare a power point slide show in English and Georgian to communicate the recommendations and results of the study to GoG and MCC in a series of workshops for relevant stakeholders.
- Task 3.10: To the extent possible the Consultant should coordinate and collaborate with the GoG selected foreign university/TVET partner(s) being solicited through a Request for Proposals.

6. DELIVERABLES

For each study, Consultant will be required to provide the GoG and MCC the following deliverables (it is expected that these deliverables will be prepared by the team leader for each study):

Deliverable for Each Study	Due Date	Payment schedule
Inception Report that includes a: <ul style="list-style-type: none"> • Detailed work plan, schedule, staffing and risk strategy; and • Study methodology and approach, including survey instruments, sampling strategies and data collection methods 	10.2.1 Within 30 days of contract Effective Date	10.2.2 25%
10.2.3 Mid-term progress report #1 that includes progress on data collection for all three studies	10.2.4 Within 45 days of contract Effective Date	10.2.5 20%
10.2.6 Mid-term progress report #2 that includes the Workshops and the	10.2.7 Within 90 days of Effective Date	10.2.8 20%

results of all three studies		
10.2.9 Draft Final Report with all relevant attachments, including: <ul style="list-style-type: none"> • Excel, Stata, SAS or SPSS data sets; • Tables summarizing data; and • Statistical tables and figures. 	10.2.10 The GoG and MCC shall provide comments on the Draft Final Report within 3 weeks submission.	10.2.11 10
10.2.12 Final Report	10.2.13 Within 2 weeks after receiving comments from the GoG and MCC on the draft Final Report.	10.2.14 25%

Unless specifically instructed by the MCA otherwise, all such reports are to be submitted in English, in three (3) hard copies, and an electronic copy using WINDOWS based MS-Office 2010 products including WORD for text, data tables in EXCEL, appropriate MS-Office 2010 programs for exhibits, and schedules using MS-Project. Original drawing files should be submitted in AUTOCAD 2002 (or later), and also in PDF printable version. Digital photo files should be submitted in JPG format. Presentations should be prepared with PowerPoint. All work files shall be submitted to the MCA along with PDF files.

Contractor will establish and maintain a comprehensive reference index of all relevant documents reviewed by Contractor. Any and all such documents made available and collected by Contractor, will be compiled in usable form and delivered in an organized fashion to the GoG and MCC at the end of the contract.

Contractor will establish and maintain all survey data collected and will make these data available in rectangular files that will be delivered to MCA and MCC at the end of the contract.

Performance Standard: The reports shall be accurate, clear, logical, and technically sound, contain no omissions, and be free of major grammatical and clerical errors.

Acceptance: The reports must meet the requirements of the terms of reference and be to the satisfaction of the GoG. Reports will be evaluated according to the following criteria:

- Thoroughness and timeliness in complying with all of the elements in the tasks specified;
- Quality and clarity of analyses and work produced; and
- Timeliness and efficacy of communications with the MCA and relevant counterparts at MCC.

7. CONTRACT PERFORMANCE MONITORING

Quality Assurance. Contractor shall have in place and maintain a Quality Control Plan (**QCP**) that covers, as a minimum how Contractor intends to meet the requirements of all performance objectives, monitor and proactively manage contract requirements. It shall also include the mechanism by which the MCA will be notified of performance related incidents that are likely to affect quality of services or impact mission accomplishment. Contractor shall provide a copy of its QCP to the Contracting Officer within 30 days of the effective date of contract award. Any proposed changes to the QCP shall be provided to the Contracting Officer for review and comment no later than 10 working days prior to the effective date of the proposed changes.

Quality Monitoring. Contractor shall be in compliance with FAR Clause 52.246-6, Inspection – Time-and-Material and Labor-Hour and its QCP when performing all services required under this contract.

8. REQUIRED EXPERTISE AND STAFFING

Key Staff. Subject to MCA approval, key positions may be filled by the same staff member if that consultant possesses the necessary skills to perform both functions. For example, the Team Leader may also perform a technical role as well.

Team Leader. The Team Leader will have an advanced degree in sociology or economics, with at least 7 years' experience in leading complex teams of social scientists in conducting field research. The position requires expertise in designing and implementing studies to address specific policy questions, as well as experience providing support and assistance to Ministry-level staff and officials. Ability to facilitate timely and effective coordination among the study team leaders in order to meet the timelines established by the MCA and MCC will be imperative. Experience in countries similar to Georgia is essential.

Study 1 Team Leader. A gender analyst/researcher with an advanced degree and expertise in women's studies and/or sociology with a focus on education and labor markets, and extensive practical experience with survey and interview data collection and analysis. The Study 1 team leader should have strong written and oral English skills. Strong written and oral Georgian skills are highly desirable.

Study 2 Team Leader. A sociologist or anthropologist analyst/researcher with an advanced degree and expertise in poverty, rural, and language disadvantage with a focus on education and labor markets, and extensive practical experience with survey and interview data collection and analysis. The Study 2 team leader should have strong written and oral English skills. Strong written and oral Georgian skills are highly desirable.

Study 3 Team Leader. A labor market analyst / researcher with an advanced degree in a social science or economics with at least 5 years of professional experience in labor market analysis in international context; familiarity with the labor market condition in Georgia; and demonstrated previous experience in performing labor market surveys. The Study 3 team leader should have strong written and oral English skills. Strong written and oral Georgian skills are highly desirable.

Other staff and short-term specialists as needed to support the contract activities, including a team member with quantitative (survey) data collection and analysis, a team member with qualitative (interview, focus group) data collection and analysis, field survey staff and interviewers who are fluent in Georgian, data entry personnel with demonstrated accuracy in data entry

Non-Key Staff. Bidders should identify other important staff who will support the key personnel, including, others: Program Manager, Workshop Facilitator, Costing Specialist, Translator.

9. PERIOD OF PERFORMANCE

The period of performance for the services is no more than four (4) months.

10. PLACE OF PERFORMANCE

This contract will take place in the country of Georgia, and travel within the region may be required.