

## Call for Service: Social Innovation Expert

FSM-2024-04-10

Solidarity Fund PL in Georgia is looking for a qualified social innovation expert to support Chokhatauri Municipality and project staff in the field of social innovation that is driven by new technologies and has references to and/ or uses renewable energy sources (RES) and energy efficiency (EE) solutions. The expert will be also responsible for preparing technical specifications and tender documentation to purchase equipment for the “Techno Innovation Laboratory” and preparing a detailed agenda for a “Study Tour to Poland” for 10 participants.

### **Service Requested:**

Social innovation expert advice and expertise.

### **1. Background Information**

"Chokhatauri Municipality Towards a Sustainable Energy Future" is an EU-funded project that SFPL in Georgia is implementing with Chokhatauri LSG and a local partner.

The project is based on two priorities identified among local stakeholders: (1) improvement of the local infrastructure and services of the LSG in order to enhance the residential comfort level and investment attractiveness of Chokhatauri; (2) promotion of the public participation, inclusive decision-making and consultative processes to achieve higher quality and accountability of the municipal services.

Local infrastructure in Chokhatauri, one of the lowest income LSG in Georgia, is poor. Energy audits in both 2021 and 2022 have shown that poor technical condition concerns public administration buildings and critical infrastructure (such as ambulatories and kindergartens) similarly. Kindergartens are vital since they are where future generations are raised. Decent infrastructure, heated and not cold, learning premises are pre-conditions for a healthy and prosperous future of Chokhatauri. To achieve this goal, within the framework of the project, it is planned to develop and implement tailored energy efficiency measures in 7 kindergartens.

Also, one of the important activities is setting up Techno-innovation “Laboratory,” which will be a space equipped with high-tech equipment to support solving local problems using EE/



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RES. Such a space is of great importance for the municipality so that social innovation is driven by new technologies, including RES and EE solutions.

The purpose of the activity is to increase the well-being of the local society by promoting innovative culture and encouraging locals to use and adapt the technology for more efficient business models and social innovations.

Multi-sectoral partnership, consensus-based, and result-oriented cooperation and decision-making are all shared principles among all applicants. It is worth mentioning that the expected results will have a positive, long-term impact on the Chokhatauri LSG by improving the quality of services provided for residents and thus reflected in increased accountability of the LSG.

## **2. The tasks under planned assignment are as follows:**

### 2.1. Setting up technological innovation “Laboratory”.

- Support Chokhtauri LSG with preparing procurement documentation and technical specifications for the selection of a service provider to equip technological innovation “Laboratory”
- Review and approve the technical specification for the “laboratory”
- Designing social innovation/(s) for the “Techno Innovation Laboratory”

### 2.2 Study tour to Poland (STP) - „Examples of social innovation and service quality monitoring” - 10 grantees will be selected

- STP plan drafting
- STP execution

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

From June 1<sup>st</sup>, 2024 until December 31<sup>st</sup>, 2024.

## **4. Place(s) of assignment:**

Chokhatauri municipality,  
Georgia; Warsaw, Poland;

## **5. Minimum Requirements**

**Professional requirements:**



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- Previous experience in supporting public institutions and local people and organizations to develop and introduce social innovation designs with the use of new technologies;
- Previous experience in preparing technical specifications for procurement documentation to support social innovations applying new technologies;

**The following types of experience will be considered as an asset:**

- Previous experience in supporting public institutions local organizations or local businesses to develop service-oriented municipal services;
- Previous experience in working international level

**Education/academic background:**

- Higher Education diploma in the relevant field
- Good working knowledge of the English language

*If an applicant does not meet the minimum requirement, he or she will not be evaluated based on the p.6 (below) – “Criteria for selection of the Applicant”*

**6. Criteria for selection of the Applicant (max. 100 points) for a shortlisted applicant**

a) **Experience** (40 points)

- Experience in designing social innovation examples last 10 years. Every developed social innovation example is worth 3 points. (15 points max.)
- Experience in implementing social innovation examples last 10 years. Every implemented social innovation example is worth 3 points. (15 points max.)
- Experience in working with different types of structures, including governmental institutions CSOs/ NGOs and businesses. (10 points max) whereas:
  - Working with one sector only - 2 points
  - Working with two different sectors - 5 points
  - Working with three different sectors – 10 points

b) **Price** (30) points

Economically advantageous offer.

The formula for the calculation of price points:

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

$P_{\min}$  – the lowest proposed price

$P_{\text{of}}$  – the price presented in the offer under consideration

$P$  – the number of points assigned to the considered proposal based on the value criterion. It is rounded up to a whole number

**The contract will be awarded to the tender offering the best value for money.**

c) **Availability** (30 points)

- Availability to hold 10 in-person or online consultations throughout the year 2024 (10 points)
- Availability to attend a Study Tour to Poland at the end of September (1 week) (10 points)
- Timely responsiveness to email communications and adherence to project deadlines throughout the contract (10 points)

## 7. Maximum payment rate and information about price

There are 10 consultations planned during the year 2024. The maximum price for the remuneration for each consultation can be 500 EUR (Gross) - EUR 5,000 (Gross) in total.

## 8. SUBMISSION

The application must be submitted by the 27th of May 2024 at 12:00 pm Warsaw time to the address: [georgiarep@solidarityfund.pl](mailto:georgiarep@solidarityfund.pl)

9. Information on the outcome of the procedure will be sent to the e-mail address indicated by the applicant and will be published on Solidarity Fund PL\_GEO Facebook:

<https://www.facebook.com/solidarityfund.ge>

10. Please be advised that by submitting an application you agree to share the content of the application with other applicants who could submit an appropriate request to the SFPL (except for personal data, which will be anonymized).



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

12. Please be advised that the administrator of personal data contained in the submitted applications is the Solidarity Fund PL with headquarters in Warsaw, ul. Mysłowicka 4, 01- 612 Warsaw. The data will be processed on the basis of art. 6 clause 1 point. c of the Polish law on personal data protection for the purpose related to public procurement procedure. You have the right to access the personal data provided, the right to rectify personal data and the right to request the administrator to limit the processing of personal data, subject to the cases referred to in art. 18 clause 2 of the law. You have the right to lodge a complaint with the President of the Office for Personal Data Protection. Please be advised that Solidarity Fund PL has appointed a personal data protection inspector who can be contacted at: [iod@solidarityfund.pl](mailto:iod@solidarityfund.pl)