

**Municipal Development Fund of Georgia
Asian Development Bank (ADB)**

**Loan N 3063 - GEO: SUSTAINABLE URBAN TRANSPORT
INVESTMENT PROGRAM**

**Request for expression of interest for the position of National Communication Consultant
Ref. No: SUTIP3-IC-11-2018**

The Project is funded by the Government of Georgia (GoG) and the Asian Development Bank (ADB). The Municipal Development Fund of Georgia (MDF) is the project executing agency. Under this project the Municipal Development Fund of Georgia announces Expression of Interest for selection of *National Communication Consultant*.

The main objective of the assignment is to assist the Project Management Unit (PMU, the Municipal Development Fund of Georgia) in preparing a Stakeholder Communication Strategy (SCS) to increase access to information about the ADB – financed project (SUTIP) in Georgia, and to improve communication and information sharing with affected people and other concerned stakeholders (including women and vulnerable groups) throughout the course of the projects. Given the complex nature of the project and the need to engage with multiple stakeholders to successfully deliver safeguards, meaningful two-way communication and consultation will be integral to the projects' success.

In coordination with designated MDF staff and the ADB Project Implementation Team, support the implementation of the project specific Stakeholder Communication Strategy (SCS), including:

- a. Establishment of Project Information Office;
- b. Build Communication Network;
- c. Support for Consultations and Dialogue;
- d. Revising Information Materials;
- e. Information Sharing;
- f. Public outreach / visibility;
- g. Capacity Building Support;
- h. Communication Coordination Mechanism;
- i. Monitoring;
- j. Resource Mapping and Handover;
- k. Conduct Regular and Site Visits with Project Stakeholders;
- l. Arrange and Implement Regular Meetings with Project Stakeholders;
- m. Prepare questionnaire for consultations and other activities according to the ADB request;
- n. Prepare Reports / Minutes of Meetings;
- o. Conduct Regular and Site Visits with Project Stakeholders;
- p. Arrange and Implement Regular Meetings with Project Stakeholders.

The tentative duration of the assignment is 17 months.

Knowledge and qualifications:

Master's Degree;

- Minimum 2 years' experience working with international organizations or on donor funded development projects; Working with ADB funded Projects is considered as an asset.
- Experience in designing and implementing communication and/or community engagement activities in development projects, organizing of public consultation meetings as well as conduct individual consultations especially with people with disabilities.
- High integrity and strong interpersonal skills;
- Demonstrated ability to foster dialogue and understanding in challenging environments;
- Ability to maintain neutrality and serve as "honest broker";
- Proven ability to work in a collaborative, multi-stakeholder team environment;

- Ability to work independently and take initiative to ensure assigned tasks are completed;
- Citizen of Georgia.

Interested Individual Consultants may obtain additional information at the Procurement Unit at the following address # 150 D. Agmashenebeli Avenue, Tbilisi, Georgia, from 10:00 a.m. to 18:00 p.m. Phone number: (+99532) 243 70 01/02/03/04, extension 409, Ms. Mariam Jangulashvili, Procurement Specialist.

Interested Consultant should express interest and submit CV through CMS system at the link below no later than **January 08, 2019:**

https://uxdmz06.adb.org/OA_HTML/OA.jsp?OAFunc=XXCRS_CSRN_HOME_PAGE

in accordance with the instruction given on the ADB web-page:

https://uxdmz06.adb.org/OA_HTML/adb/adbpos/jsp/ADBCMSLogin.jsp