

**Municipal Development Fund of Georgia (MDF)**  
**Livable Cities Investment Project**  
**Program Assistant/ Translator for Project Readiness Financing for Livable Cities Investment**  
**Program (Georgia to English and vice-versa)**

The Government of Georgia has received financing from the Asian Development Bank (ADB) in the form of a loan toward the cost of the Livable Cities Investment Program. The Municipal Development Fund of Georgia (MDF) intends to apply a portion of the proceeds of this loan to hire a Program Assistant/Translator, on a full-time basis.

The Consultant will provide assistance to the Program Manager full-time as well as provide English to Georgian and vice versa translation to MDF on a regular basis. He/She will ensure the technical support for project implementation by providing accurate translation of reports and outputs provided from different vendors under the program. He/She will be responsible for filing official documentation and correspondence under the program.

Documentation subject to translation includes but not limited to the following:

- Cost estimation; Bill of Quantities (BoQ); Design documentation
- Contracts; aide-memoirs; safeguard reports; supervision companies reports
- Construction rules and regulations; Expert opinion
- Legal documentation (agreements, various contracts, court verdicts, powers of attorney etc.); feasibility study and terms of reference for different assignments
- Economical evaluation and environmental documentation (environmental impact assessment and environmental management plan
- Bid documentation
- Financial documentation (audit reports, original documentations and letters)

Duties and responsibilities for this position also include meetings interpretation from English into Georgian and vice versa.

The consultant shall meet the following requirements:

- (i) Register as a consultant under the ADB Consultant Management System (CMS);
- (ii) The Consultant should have extensive experience in the required field.

The Individual Consultant shall be selected in accordance with ICS (Individual Consultant Selection) method as per the procedures set out in the [ADB Procurement Policy: Goods, Works, Nonconsulting and Consulting Services](#) and [Procurement Regulations for ADB Borrowers: Goods, Works, Nonconsulting and Consulting Services](#).

Interested Consultants are invited to submit their Expression of Interest (EOI) using ADB Consultant Management System ([https://selfservice.adb.org/OA\\_HTML/OA.jsp?OAFunc=XXCRS\\_CSRN\\_HOME\\_PAGE](https://selfservice.adb.org/OA_HTML/OA.jsp?OAFunc=XXCRS_CSRN_HOME_PAGE)) by **September 28 2020**.

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