

Appendix E - Evaluation Matrix

The selection process aims to ensure comprehensive and efficient coverage of all 16 municipalities. Successful applicants will be those who demonstrate the necessary expertise, experience, and local contacts to carry out the mapping activities effectively.

Each application will be scored by the jury on a scale from 1 to 10 for each of the criteria listed in the table. The score for each criterion will then be weighted according to the specified percentages.

Applications will be reviewed based on the following criteria:

Where 1 = Poor - Insufficient demonstration of relevant experience, skills, etc. 10 = Excellent - Comprehensive and compelling evidence of experience, skills, etc.)

#	Criterion	Description	Weight in %
1	Experience and skills related to executing research activities of the staff assigned to the contract	<i>Proven track record in leading or participating in research and mapping projects, specifically in cultural or socio-economic studies. Track record of delivering high-quality research outputs or publications relevant to cultural or socio-economic studies. Proficiency in designing and executing research activities (e.g., surveys, focus groups, interviews) and effectively managing data collection processes. Experience in coordinating fieldwork logistics, ensuring data quality, and upholding ethical standards in research practices. Strong ability to analyse qualitative and quantitative data and translate findings into comprehensive mapping reports.</i>	20
2	Context of Georgia, specifically the regions	<i>Knowledge of Georgian municipalities' socio-economic and cultural landscapes. Demonstrated familiarity with Georgian statistical systems and open databases. Evidence of prior work or research in the regions, with established contacts that demonstrate capability to work effectively.</i>	14
3	Understanding of the task and suggested approach	<i>Clear understanding of the project objectives and the proposed approach to conducting content mapping activities, aligned with the methodology outlined by CCG</i>	16
4	Project Management experience of the staff assigned to performing the contract	<i>Experience in managing all stages of project implementation, from planning and data collection to analysis and reporting.</i>	10
5	Team Composition	<i>Qualifications and experience of team members, including roles and responsibilities relevant to the project. The team must demonstrate the ability to effectively operate within Georgian municipalities that includes having strategies to overcome potential barriers related to local communication or specific regional knowledge to ensure smooth data collection and analysis processes.</i>	10
6	Financial Offer	<i>Evaluation of the financial proposal, ensuring it is competitive and reasonable for the scope of work.</i>	30