## FINANCIAL PROPOSAL - Lump sum proposal/offer

The financial proposal is prepared as a separate file. The components comprising the total price provides sufficient details to allow UN Women to determine compliance of proposal with requirements as per TOR of this RFP. The proposer includes a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provides separate figures for each functional grouping or category.

The financial proposal includes, but not necessarily be limited to, the following issues:

## A. Cost Breakdown per Deliverables

	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)	Delivery time/time period (if applicable)
1	Deliverable 1	40%	1200 Gel	July 14, 2019
2	Deliverable 2	60%	1800 Gel	October 20, 2019
	Total	100%	3000 Gel	October 20, 2019

### B. Cost Breakdown by Resources

The proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UN Women shall use the cost breakdown in order to assess value for money as well as the calculation of price in the event that both parties agreed to add new deliverables to the scope of services.

The spreadsheet refers to the remuneration of the work that includes the mental and physical resources focused on the subject

Description	Quantity	Number of Unit	Cost GEL
Finalize the detailed work plan developed by the international consultant	1 Lump sum	June 26, 2019 2 Working days	300
Provide inputs to the overview of the international guidelines applicable to Georgia	1 Lump sum	July 13, 2019 1 Working days	150
Provide a report reviewing the national guidelines/legal frameworks	1 lump sum	13 July, 2019 3 Working days	450

Develop the first draft list of the hazardous occupations for pregnant women and nursing nothers	1 lump sum	14 July, 2019 2 Working days	300
Report on the consultations conducted with he ILO constituents	1 lump sum	July 30, 2019 3 Working days	450
Updated methodology for the assessment of nazardous occupations for pregnant women and nursing mothers	1 Lump sum	July 30, 2019 2 Working days	300
Develop the training programme concept and objectives of each module	1 Lump sum	September 1, 2019 1 Working days	150
Develop training modules for a 2-day training	1 Lump sum	September 10, 2019 4 Working days	600
Develop training modules for a 2-day training	1 Lump sum	October 20, 2019 2 Working days	300
TOTAL	1 Lump sum	20 Working days	3000

# Signature of Financial Proposal

The Financial Proposal is authorized and signed as follows:

Name of representative: Inga Kobakhidze Signature: I. Kobakhidee

Address: Tbilisi, Tsotne dadiani street #237

Telephone: +995 598616145

Email: kobakhidzeinga@gmail.com

06.06.19



#### PERSONAL INFORMATION

## Inga Kobakhidze



- #237 Tsotne Dadiani street, 0101 Tbilisi (Georgia)
- (+995) 598-61-61-45
- kobakhidzeinga@gmail.com
- Google Hangout Inga Kobakhidze

Sex Female | Date of birth 14 Nov 1993 | Nationality Georgian

#### WORK EXPERIENCE

#### 1 Jan 2019-Present

## Lawyer

INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND AND WALES, Tbilisi (Georgia)

International project of ADB -

Strengthening Financial Management in Asia and the Pacific: Piloting Audit Quality Assurance Systems

- 1. Disclosure of EU directives (2006/43/EC AND 2014/537) and compliance level of national legislation with mentioned above regulations;
- 2. Involvement in the Twinning Project (Strengthening capacities of the service for Accounting, Reporting and Auditing Supervision in Georgia ENI/2018/399-433) and detect the problems in the law of Georgia on Accounting, Reporting and Auditing;
- 3. Work on new order about sanctioning of auditors and audit firms –financial penalty, reprimand and etc. Practice sharing with Greece specialists and work on ICAEW Guidance;
- 4. Reflection of periodic amendments in the Law of Georgia on accounting, Reporting and Auditing
- 5. Draft the law about Electronic and other kind of communication forms between the service for Accounting, Reporting and Audit supervision with individuals/Auditors/Audit firms, PIES;
- 6. Working on SARAS (after Service for Accounting, Reporting and Auditing Supervision of Georgia) Order about approval of the sanctions, including the determination and imposition of fines (Extension and processing of rules, creating tables and other materials);
- 7. Working on SARAS order about The procedure and methodology of investigation system, rules for it and commencement of inquiry/investigation with respect to Auditor/ Audit Firm (Developing the primary provisions);
- 8. Update of technical Reflection of periodic amendments in the Law of Georgia on accounting, Reporting and Auditing;
- 9. Comparative-legal research of some specific issues. Informative support for better legislative decisions.
- 10. Involvement in the Twinning Project (Strengthening capacities of the service for Accounting, Reporting and Auditing Supervision in Georgia ENI/2018/399-433) the next mission regarding Activity 1.1.2 (a) "Development of list of legislation to be amended or developed AUDIT DIRECTIVE", discuss about Directive 2014/56/EU amending 2006/43/EC, references to EU Regulation 537/2014;
- 11. Drafting and transferring to review the procedure and methodology of investigation system, rules for it and commencement of inquiry/investigation with respect to Auditor/ Audit Firm (Developing the final provisions), preparing enactment of order;
- 12. Order on the monitoring of professional organizations (developing primary provisions);
- 13. Reflection of periodic amendments in the Law of Georgia on accounting, Reporting and Auditing;
- 14. Participate in resolving the current issues
- 15. Draft the law with an explanatory note "Practice paper", which is the annex of law;



#### Curriculum vitae

- 16. Work on the "Order about sanctioning" financial penalty, reprimand and etc. prepare the law for enactment and practical use;
- 17. Draft the law to amend the Article 6 of Georgian Law on "Licenses and Permits Fees";
- 18. SARAS Regulations compared to ICAEW Regulations review of documents for legal research and for dispute;
- 19. Draft the Order on the "monitoring of professional organizations" (inquire about needs and developing of conclusive provisions);
- 20. Participate in resolving the current issues and some legal researches;
- 21. Drafting the "Statement of Protocol" between the Hellenic Accounting and Auditing Standards oversight board (HAASOB) and The Service of Accounting, Reporting and Auditing Supervision of Georgia (SARAS) on cooperation and the exchange of information related to the oversight of auditors with Appendix (1) on "Security and confidentiality of processing the personal data".
- 22. Drafting the "Agreement on the transfer of certain personal data" between the Hellenic accounting and auditing standards oversight board (HAASOB) and The service of accounting, reporting and auditing supervision of Georgia (SARAS);
- 23. Engagement with experts of Hellenic Accounting and Auditing Standards oversight board on EU funded Twinning project "Strengthening capacities of the service for Accounting, Reporting and Auditing supervision in Georgia", Activity 2.3.1 Gap/need analysis examination and certification programs;
- 24. Legal analysis of Amendments or developments on National Legislation proposed by HAASOB According to the EU directives (DIRECTIVE 2006/43/EC & DIRECTIVE 2014/56/EU) and Regulation (REGULATION (EU) No 537/2014). Inquiry of Proposed amendments or Developments of national Legislation by EU funded Twinning Project.
- 25. "Order on the monitoring of professional organizations" Transfer of completed legal act to the SARAS to review.

Business or sector Administrative and support service activities

#### 6 Feb 2017-31 Dec 2018

#### Lawyer

FINANCIAL COMPANY "EURO CREDIT" LTD.

Giorgi Saakadze street, second exit #11, TBILISI (Georgia)

http://eurocredit.ge/

Proceedings in court;

Legal actions with executive bodies;

Company advocacy;

To make legal contracts;

Negotiations with other companies and debtors;

Other organizational issues.

Business or sector Financial and insurance activities

#### 11 Nov 2016-31 Apr 2017

#### Lawyer

Modern Labour Law Center - Non-commercial legal entity, TBILISI (Georgia)

Coordinate of the department of scientific researches;

Analytical work and related processes of planning.

## 1 Feb 2016–1 May 2016

## Lawyer

NNN - "Young Reformers Union ", TBILISI (Georgia)

- 1. Investigation of the processes in public service, Analysis of the conclusions of the Audit Office.
- 2. Appropriate environment for people with disabilities,



Create a bill to create conditions.

#### 9 Nov 2015-31 May 2016

#### Internship

Ministry Of Economy And Sustainable Development Of Georgia (Legal Department) #10 A, Chovelidze st., Tbilisi (Georgia)

### http://www.economy.ge/ge/home

- To participate in the various stages of administrative proceedings:
- 1. To Respond to the complaints of individual and judicial persons;
- 2. Preparation of Individual, statutory and local regulation acts;
- To participate in appeal hearing stage of complaint.
- To make the conclusion about the administrative contract, do the review about the actual prerequisites for the legal negotiations;
- Analysis of the legislative acts.

Business or sector Public institution - Economical, financial, legal and other administrative activities

#### Oct 2015-May 2016

## Facilitator, Internship

Parliamentary Clinic - "Innovation and development fund", Tbilisi (Georgia)

- Draft preparation for discussion sessions:
- Attending and participating in legislative process;
- To organise discussions about bills (Law) among students

#### May 2015-Jan 2016

#### Paralegal Assistant

Center for Civil Involvement

#16 - 2A, Marjanishvili st., Tbilisi (Georgia)

### http://cci.ge/index.php

- 1. To prepare the Legal conclusions and assessments;
- 2. To sue the suits, complaints or cross-claim in the different cases;
- 3. Consulting and making the legal advice on cases;
- 4. Disclosure of the public information;
- 5. To prepare the publicistic articles;
- 6. To do the Trial monitorings.

Business or sector Non-governmental organization

## **EDUCATION AND TRAINING**

#### 15 Sep 2016-1 Jun 2019

#### MASTER OF LAW

CAUCASUS UNIVERSITY, TBILISI (Georgia)

https://www.cu.edu.ge/

**GENERAL:** 

LEGAL ENGLISH; Problems of Modern Constitutional Law (Comparative Analysis); Modern administrative law and court practice; Tax law and court practice; Professional Translation: Theory and Practice; Academic Writing and Scientific Research Methods; Corporative law; International Contract Law; International Public Law; Basic human rights and their protection mechanisms .

## 17 Sep 2012-22 Jul 2016

### Bachelor of law

Ivane Javakhishvili Tbilisi State University



#3 Chavchavadze ave., Tbilisi (Georgia) <a href="https://www.tsu.ge/en/">https://www.tsu.ge/en/</a>,

Constitutional and administrative law; statutory and common law; contract law; Criminal law; International public and contract law; Tort law; Property law; Equality and Human rights; simulated lawsuits;

Theory of law; insurance law; Further disciplines...

6 Nov 2015–12 Nov 2015 Participation of the law school on "Administrative law"

European Law Students' association Tbilisi, Tbilisi (Georgia)

4 Jun 2019–Present General overview of EU Law / Preparation of tables of

concordance: practical training

Ministry of Justice Of Georgia and GIZ, Tbilisi (Georgia)

3 Dec 2014 Certificate for attending on Media-Law training (contemporary

aspects)

Training center of Prince David Institute for law,

9 Nov 2014 Certificate for participating in training "Administrative preceeding"

"Dominioni" Ltd.

Curriculum vitae Inga Kobakhidze

10 Nov 2014-16 Nov 2014

euro*pass* 

Certificate in participating for the contest "Public speaker, Leader,

Champion"

YCG

3 Oct 2014-6 Oct 2014

Certificate for participating in training "To make the Procedural dokuments"

Prince David institute for Law, Tbilisi (Georgia)

PERSONAL SKILLS

Mother tongue(s)

Georgian

Foreign language(s)

English Russian

UNDERS	TANDING	SPEA	WRITING	
Listening	Reading	Spoken interaction	Spoken production	
B2	B2	B2	B2	B2
B1	B1	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user Common European Framework of Reference for Languages

Communication skills

Good communication skills gained through my experience as intern, paralegal, facilitator and as a lawyer of course.

Excellent contact skills with complainant, litigants or supervising officer gained through my experience as paralegal, intern and lawyer in the legal department of Ministry of economy and sustainable development of Georgia and in my present workplace too.

## Organisational / managerial skills

- Leadership;
- High sense of responsibility;
- Enthusiasm to work;
- Determined;
- Good organisational skills;
- Good manager of risks;
- Analytical skills;
- working under pressure skill.

## Job-related skills

- Hard-working;
- Sympathetic towards the complainants;
- Managerial skills;
- Good at Planning the processes and projects

### Digital skills

		SELF-ASSESSMENT		
Information processing	Communication	Content creation	Safety	Problem- solving
Independent user	Proficient user	Independent user	Independent user	

Digital skills - Self-assessment grid



#### ADDITIONAL INFORMATION

Certifications 08.08.2016

Certification pretest of public officer

Organisation providing pretest: Government organization - Training center of Justice of Georgia (#

3 A Sandro Euli st.)

occupational skills covered: Economics, Law, Civic education, General skills

Conferences 23.12.2015

Conference: Constitutional law

"Impact of "EU-Georgia Association agreement" on the Georgian society and legislation"

Awarded for: successful presentation

Organisation providing conference: Students' self-government of Tbilisi State University

Conferences 23.06.2015

Conference - Scientific conference #75 (civil law section)

Awarded for: Successful participating

Organisation providing conference: Tbilisi state University

Main subjects: Civil law, Property law

Conferences 10.06.2015

Conference: "Georgia and gender equality"

Certificate presented for: The 2nd place in the students' scientific conference Organisation providing conference: "Woman's democracy network"

Main subjects: Law, Social and economical problems of region, Gender equality, civil and general

legal context

Conferences 22.05.2015

Conference: students' XXIII annual, republic conference

Presented Diploma for: The 3rd place

organization provided conference: David Aghmashenebeli University of Georgia

Main subjects: Civil law, tort and property law.

Conferences 21.05.2015

Conference: Civil law

Certificate: rewarded for winning (I place) in conference
Organization providing conference: Tbilisi state University

Conferences 16.05.2015

**Conference**: Constitutional law conference **rewarded**: The Certificate for the 2nd place

Mail subjects: Organising of government in the Europe, The USA and in Georgia

organization provided the conference: Tbilisi state university

Conferences 18.04.2015

Curriculum vitae Inga Kobakhidze

Conference: Students' international conference

Awarded for the 3rd place

Organization provided conference: ISIE - International school of intellect and education

Main subject: professional self-recognition and self-determination

Conferences 06.04.2015

Certificate as the best participant in constitutional essay analitycal contest

Organisation providing conference: Tbilisi state university

Conferences 12.12.2014

Conference: "Discover the jurisdiction of your country"
Certificate presented for: 2nd place in the contest

Organization providing conference: Unity of Judges of Georgia

Main subject: Legal History of Georgia

Conferences 21.05.2014

Certificate presented for successful participation in the students' scientific conference "Georgia

without drugs"

**organsation providing conference:** Center of research for the study of Georgian Complex

**Development Issues** 

Seminars 21.12.2014

Certificate for participate in a seminar-dispute - "Ethnoracial equality"

Organization providing seminar: NGO - Young criminologists assosiation

Conferences 13.11.2013 - 04.05.2014

Certificate for participation in annual conference "Criminal law"

Organisation providing conference: Tbilisi state university - Department of Criminal law

Publications Publication - "Forms of Government - Comparative Research"

2017 year, Collection of Scientific Works - Caucasus University Publishing House.

Publications 25.12.2015

Publication: Georgia - "Presidential, parliamentary or mixed form of republic"

Publisher: NGO - Civil Center of involvement

Publications 25.10.2015

Publication: "European contract law principles - PECL"

Publisher: NGO - Center for Civil Involvement

References Recommendators:

Gogua Ketevan- Deputy Head of Legal Department of Ministry of economy and sustainable

development of Georgia mail: kgogua@economy.ge mobile: (+995) 599 90 60 09

Gonashvili Vasil- Associated professor of Tbilisi State University

mail: vasil.gonashvili@tsu.ge





mobile: (+995) 577 78 74 71

Zavrashvili Giorgi - Head of the Legal Department

mail: zavrashviligiorgi@gmail.com

#### References

In 2012 I left school with distinction (Gold medal) and while enrolling at Tbilisi state university at the faculty of law (bachelor's degree) I was fully granted.

During the studying years I was on the top of students' ratings and got presidential scholarship 5 times.

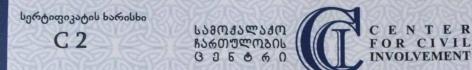
Also I received a university grant while passing a master's degree.

#### **ATTACHMENTS**

- CENTER FOR CIVIL INVOLVEMENT CENTIFICATE.jpg
- CERTIFICATE, EURO-CREDIT.pdf



## CENTER FOR CIVIL INVOLVEMENT - CENTIFICATE.jpg @



## ᲡᲔᲠᲢᲘᲤᲘᲙᲐᲢᲘ CERTIFICATE

გადაეცემა ინგა კობახიძეს (3/6: 60001150236) მასზედ, რომ სტაჟირება გაიარა სამოქალაქო ჩართულობის ცენტრში იურისტის პოზიციაზე, სტაჟირების ხანგრძლივობა 6 თვე. 2015 წლის 1 მაისი - 2016 წლის 1 იანვარი

Issued to Inga Kobakhidze (ID: 60001150236), thar she worked as an intern on legal advisor, in the Center for Civil Involvement. The duration of Intern Period - 6 months.

May 01th 2015 - January 01th 2016

"სამოქალაქო ჩართულობის ცე გამგეობის თავმჯდომარე ლაშა გიორგაძე

> の80架060 2016

Nº 1203/10/16 - 007



## CERTIFICATE, EURO-CREDIT.pdf @



## ცნობა

ეძლევა ქ-ნ ინგა კობახიძეს (3/ნ:60001150236) მასზედ, რომ იგი ნამდვილად იკავებს შპს მისო "ევრო კრედიტში" (ს/კ:404919102), იურიდიულ დეპარტამენტში იურისტის პოზიციას 2017 წლის 06 თებერვლიდან.

ცნობა გაცემულია საჭიროებისამებრ წარსადგენად.

პატივიცემით,

შპს მისო "ევრო კრედიტის"

დირექტორი იოსეფ რეუვენ გრენიკასი

#### Certificate

Is given to Mrs. Inga Kobakhidze (Government-issued ID No.: 60001150236) on the fact that he really takes the position of the LLC "Euro Credits" (S/F: 404919102), position of lawyer in the Legal Department from February 6, 2017.

The certificate is issued for the purpose of submission.

Sincerely,

LLC "Euro Credit"

Director Joseph Reuven Grenikas

19.10.2018





გიორგი სააკაძის მე—2 გას. #11



32 2 90 40 00









Planet 50-50 by 2030 Step It Up for Gender Equality

## **Personal History Form**

follow all direction										ead carefully and
1. Family name (su Kobakhidze	ırname	)		<b>2. I</b> Ing	First names a			3. Maiden name, if applicable		
4. Date of Birth		5. PI	ace of b				7. List all your current		8. Gender	
day month yea 14 November 1993					nationa Georgia	ality(ies)		Male ☐ Female ⊠		
14 November 1993   Georgia			Georgian		Georgia	AI I		Iviale 🔲 i emale 🖂		
9. Marital status Single				rried 🗵			Widow(e	, —	Divorce	
Nations might have to engage in air trav	10. Entry into United Nations service might require assignment and travel to any area of the world in which the United Nations might have responsibilities. Have you any disabilities which might limit your prospective field of work or your ability to engage in air travel?									
	No ☑ Yes ☐ If "yes" please describe:  11. Permanent address									
<ul><li>11. Permanent address</li><li>Georgia, Tbilisi, Tsotne</li><li>12. Present address if different that indicated in box 11.</li></ul>				it irom			+9955986			
•			Georgia		i , Tsotne Dadia	ni str.	Work			
Telephone No.						addre	Personal and/or professional e-mail dress: kobakhidzeinga@gmail.com			
15. Have you any de	epende	nts? `	Yes ☐ I	No 🛛 i	f the answer is	"Yes", giv	e the fol	lowing ir	nformation	:
Name Date of birth		n	Relationship Nam		Name	e Date of birth		of birth	Relationship	
<b>16.</b> Have you taken up legal permanent residence status in any country other than that of your nationality? No ⊠ Yes □ if "Yes", which country(ies)?				17. Have you taken any steps towards changing your present nationality?  No ☑ Yes ☐ if "Yes", explain fully:						
<b>18.</b> Are any of your family members (spouse/partner, father,/mother, brother/sister, son/daughter) employed in the UN common system, including UN Women? Yes ☐ No ☒ if answer is "yes", give the following information:										
		Relationship			Name of Organization		f Organization			
19. Do you have a following information			tended) me	family	members in UN	N Womer	<b>1?</b> No ⊠		if answe	, ,
		.14						- ''	J.41011311	··r

20. Would you according Yes ⊠ No □	ept employ	ment for less th	nan six months'					or any UN Women If so, for which post(s)?
22. Languages - mother tongue		Abilit	y to operate in	the listed	langı	uage(s) in a wor	k enviro	onment
•		Read	Writ	е		Speak		Understand
Georgian	none limite worki	ng knowledge	none limited working kr	nowledge		none limited working knowl proficient	edge	☐ none ☐ limited ☐ working knowledge ☐ proficient
English	none limite worki	d ng knowledge	none limited working kr	nowledge		none limited working knowl proficient	edge	□ none □ limited □ working knowledge ☑ proficient
Russian	☐ none☐ limite☐ worki☐ profic	ng knowledge	☐ none☐ limited☐ working kr☐ proficient	nowledge		none   limited   working knowl   proficient	edge	<ul><li>☐ none</li><li>☐ limited</li><li>☐ working knowledge</li><li>☐ proficient</li></ul>
Spanish	profic	ng knowledge	proficient	☐ none ☐ limited ☐ working knowledge		none limited working knowl proficient	edge	☐ none ☐ limited ☐ working knowledge ☐ proficient
	profic	ng knowledge	none limited working kr	nowledge		none Imited working knowle proficient	edge	☐ none ☐ limited ☐ working knowledge ☐ proficient
☐ profic		ng knowledge ient	none limited working kr			none   limited   working knowl   proficient		☐ none ☐ limited ☐ working knowledge ☐ proficient
23. For support Ge ASAT – Administra UN Accounting Ass	tive Suppo	ort Assessment	Test (formerly	known as	clerio	cal test): No ⊠`		f "Yes", date taken
24. EDUCATION: 0  A. List all institution (highest education equate to other decomposition)	ns of learn first). Give	ing attended sir	nce age 14 and	diplomas	s/degi	rees or equivale	ent quali	fications obtained ease do not translate or
Name, place and	,	Attended Mo/Year	d From/To Mo. /Year	0	r deg emic	es, diplomas rees and distinctions ained	M	ain course of study
Caucasus Universi Tbilisi, Georgia	ty	Sep. 2016	June 2019	Master	r of La	W	constit	Law, International Law, tutional Law, istrative Law and etc.
Tbilisi state Univers	sity	Sep. 2012	July 2016	E	Bache	lor of Law	constit	Law, International Law, tutional Law, Criminal nd etc.
D Boot mustificati	on trainin	a courses //ss	rning ooth ditie					
B. Post-qualificati Name, place and			pe		ndor	l From/To		Certificates or
Hame, place allu	Journa y		μ	Mo/Yea		Mo. /Year		Diplomas obtained
General overvie EU Law	w of	Practical Train	ning	June -20	019	June -2019		•

administrative preceedings		European Law Stuassociation Tbilisi,	2001113	ovember - 015	December 2015				
procedurige		(Georgia)	, IDIIISI						
		Law school							
Legal approxima		Academy of ministry Finance	of M	ay 2019	May 2019				
		Training							
C. UN Languag	je Proficiency	Exams (if any)							
N/A									
D. UN Certification Programmes (if any)									
N/A	N/A								
25. List member	ership of profe	essional societies a	nd activitie	es in civic,	public or inter	national affairs			
Modern Labor	Law Center -	Non-commercial le	egal entity						
NNN - "Young	Reformers U	nion"							
NGO Center fo	or Civil Involve	ement							
26. List any sig	nificant public	cations you have w	ritten (do n	ot attach	them) or any s	pecial recognition			
Publication - "F Caucasus Univ		•	rative Rese	earch" 201	7year, Collecti	ion of Scientific Works-			
Publication: 0 Center of invo	0	esidential, parliar	mentary o	r mixed fo	orm of republi	ic" Publisher: NGO - Civil			
Publication: "European contract law principles - PECL" Publisher: NGO - Center for Civil Involvement									
<b>27. EMPLOYMENT RECORD:</b> Starting with your present post, list in reverse order every employment you have had. Use a separate block for each employment. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Provide gross and <b>indicate denomination</b> salary per annum for your last or present post.									
	-	a UN Index Number		-	•	e this number:			
	Are you a current or former UNV? Yes No If yes, please indicate roster number:  A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)								
A. <b>PRESENT I</b> FROM	TO	SALARIES PER A				: As specified in your Letter of			
Month/Year 01/2019	Month/Year Ongoing	Starting (gross) F	Final (gross) 750 USD	Appo (Law)	intment/Contrac /er)	st (if applicable): N/A			
			(Total 3000 JSD)	Last	JN step in your	post (if applicable): N/A			
NAME OF EMP		accountants of Engl	land and		OF BUSINESS nistrative body	S: Ministry of Finance, of Georgia			
Wales	5. 5. Id. 10104	Engl		EMPI	LOYMENT TYP				
					lme: ⊠ Γime: □ (	%)			

				Type of				
				contract:				
					200 series	ALD/300 series		
				Series	│	│ ⊠ Continuing │ □ SSA		
				Series	UNV	Other		
				Permanent		Other		
				FTA				
				☐ SC				
ADDRESS OF E	EMPLOYER				PERVISOR: Yuri			
Maargata Placa	London EC2D	6EA		d/or Telephone No	o. Of Supervisor:			
Moorgate Place	, LOIIGOII EC2K	OEA,	y.dolidze@	saras.gov.ge				
Tbilisi, Merab A	Aleksidze st.#1.			Nicosia a a C Day	. ( '   0   - ((	D ( l		
1 0 111 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1101151020 501,			Number of Professional Staff Reason for leaving:				
				Supervised: N Number of Su		Ongoing job		
				Supervised: N				
	DESCR	IPTION OF YOU	R DUTIES AND F		OMPLISHMENTS			
						gian specific laws and		
by-laws, listed o	rders under cor	ntract and other c	rucial normative a	acts of Georgia (	Reference to the	Europass CV)		
B. PREVIOUS	POSTS (IN RE	VERSE ORDER	- I.E. MOST REC	ENT POSTS FII	RST)			
FROM	ТО	SALARIES PE	,			ied in your Letter of		
Month/Year	Month/Year	1250 Gel	Final (gross)		Contract: Lawyer	alala). NI/A		
02/2017	12/2018		27 500 Gel	UN Grade of your post (if applicable): N/A Last UN step in your post (if applicable): N/a				
NAME OF EMP	LOYER			TYPE OF BUSINESS: Business and Financial Sector				
Financial Comp		credit						
	•			EMPLOYMENT TYPE:				
				Full time:				
				Part Time:  Type of	( %)	T		
	Type contract:							
				Contract.	☐ 200 series	☐ ALD/300 series		
				□ 100	☐ Indefinite	Continuing		
				Series	□ TA	SSA		
					□UNV	☐ Other		
				Permanent				
ADDRESS OF E	EMPLOYER				ı PERVISOR: Giorg	ı Zarvashvili		
Georgia , Tbilisi		ze 2 <sup>nd</sup> exit, #11			d/or Telephone No			
_	_			zavrashviligior	gi@gmail.com			
				No. of Day	. ( '   0   - ((	D ( l		
				Supervised: N	ofessional Staff	Reason for leaving: New Job		
				Number of Su		INEW JOD		
				Supervised: N				
DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS								
Proceedings	in court; Le	gal actions with	n executive boo	dies; Compa	any advocacy;	To make legal		
contracts; N	legotiations v	vith other comp	anies and deb	tors; Other or	rganizational is:	sues.		
,	· ·	·		·				
(as It referred in	my Resume)							
FROM	TO	SALARIES PER	ANNUM			ied in your Letter of		
Month/Year	Month/Year	Starting	Final (gross)		Contract: internshi			
Nov 2015	May 2016	(gross)	none		our post (if application			
		none		Last UN step i	n your post (if app	olicable): N/a		
NAME OF EMP	I OVED			TVDE OF BUG	SINESS: Courses	antal hady		
NAME OF EMP	LUTEK			TIPE OF BUS	SINESS: Governm	ientai body		

		EMPLOYMEN	T TYPE:						
		Full time:	( 0()						
		Part Time:	( %)						
		Type of contract:							
			☐ 200 series	☐ ALD/300 series					
		□ 100	Indefinite	Continuing					
		Series	☐ TA	□ SSA					
		⊔ Permanent	□UNV						
		FTA							
		□ sc							
ADDRESS OF EMPLOYER		NAME OF SU	PERVISOR: Kete	van Gogua					
		Email Add. an	d/or Telephone No	o. of Supervisor:					
		kgogua@ec	conomv.ae						
		1.9090.00	, .ge						
		Number of Pro	ofessional Staff	Reason for leaving:					
		Supervised: n/		End of Internship					
		Number of Su	•	period					
		Supervised: N							
	OF YOUR DUTIES AND R								
To participate in the various stag	jes of administrative p	roceedings: 1	I. To Respond	to the complaints					
of individual and judicial persons;	2. Preparation of Indiv	idual, statuto	ory and local re	gulation acts; 3.					
To participate in appeal hearing st	tage of complaint.								
To participate in appear meaning of									
. To make the conclusion about the administrative contract,									
de the marieur ab aut the eating in									
. do the review about the actual p	prerequisites for the le	gal negotiatio	ons;						
. Analysis of the legislative acts.									
28. Have you any objections to our making inquiries of: (a) your present employer? No \( \subseteq \) Yes \( \subseteq \); (b) previous employers? No \( \subseteq \) Yes \( \subseteq \)									
29. Are you now, or have you ever been, a permanent civil servant employee in your government?									
No ⊠ Yes ⊠ If answer is "yes", WHEN?									
30. References: list <b>three</b> persons not related to you who are familiar with your character and qualifications and who may									
be contacted for a reference	,	, , , , , , , , , , , , , , , , , , , ,		· · · · · · · · · · · · · · · · · · ·					
FULL NAME	FULL ADDRESS, includi ADDRESS and TELEPH			OR OCCUPATION					
Tamar Margishvili	t.margishvili@saras.gov.	ge	Civil Servant, L	.awyer					
Archil Kontselidze	kvirikashvili.teona@yahoo.com Corporate Lawyer								
Teona Kviriashvili	kontsella@gmail.com	Corporate Lawyer							
31. State any other relevant facts in supp	oort of your application. Inc	clude informatio	n regarding any re	esidence outside the					
country of your nationality									
00 11	and an old an analytic of the second	a Cara a Cara a Lace		(maff) = 1   1   1   1   1   1   1   1   1   1					
32. Have you ever been convicted, fined.  No Yes I If "Yes" give full p				traffic violations)?					
No ⊠ Yes □ If "Yes" give full p	particulars of each case in	an attached sta	tement						
33. Have you ever been imposed discipli	nary measures, including	dismissal or sep	paration from servi	ice, on the grounds of					
misconduct?	-	•		•					
No ☑ Yes ☐ If "Yes" give full p	particulars of each case in	an attached sta	tement						
34. Have you ever been separated from	service on the around of u	insatisfactory ne	erformance?						
on riave you ever been coparated from	corrido on ano ground or a	modification, po							
No ⊠ Yes ☐ If "Yes" give full particulars of each case in an attached statement									

Options for resolution: adverse finding \( \), convicted \( \), pardoned \( \), acquitted \( \), remains pending \( \), other \( \).
35. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on the UN Women Personal History Form may lead to the termination of the appointment or to dismissal. I understand this also applies to any other information or document requested by the Organization for the purpose of my recruitment to and employment with UN Women.
DATE: 06.06.2019 SIGNATURE: I. Kobokhok o
Note: You may be requested to provide documentary evidence of the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the originals of any references, testimonials or certificates of academic achievement unless they have been obtained for the sole use of UN Women.