GAA GEORGIAN ASSOCIATION OF ARBITRATORS
საქართველოს არბიტრთა ასოციაცია

REQUEST FOR PROPOSALS (RFP)

DATED 7 OCTOBER 2022

Position:	**Ethics Training Instructor**
Location/ Duty Station:	Tbilisi, Georgia
Type of Contract:	Contract for provision of expert services

1. About GAA

GAA is a non-profit, non-governmental professional membership association, established in 2013 to provide a professional framework for arbitrators and advance the practice of arbitration in Georgia (for organizational structure, please, visit our website at: www.gaa.ge). GAA has elaborated and is being implementing accreditation and continuous education programme for arbitrators, sets standards of professional conduct and establishes effective self-regulatory mechanism for arbitrators. In 2020 GAA has expanded the application of its ethical standards to major arbitration institutions in Georgia. GAA aims to raise trust in and awareness of arbitration in Georgia. GAA is the only organization with this mandate and with the proven experience of contributing to the field in Georgia.

In 2022 GAA received grant from Rule of Law Program implemented by East West Management Institute. The purpose of the grant, among others, is to enable GAA to hire an expert who will prepare ethics training module for practising arbitrators.

2. Objective of this assignment

Promoting ethical arbitration is one of the priorities of GAA. The objective of this assignment is to prepare ethics training module for practising arbitrators. This training will be elaborated by GAA hired expert who will also conduct the pilot trainings. The training will be offered three times in the course of the year and cover 15-25 participants per each run. Priority will be given to GAA members and arbitrators listed with institutions who have signed MoUs on applying GAA ethics code. The present RFP further elaborates the scope of work to be rendered by the selected team of experts.

3. Duties and Responsibilities

- Elaboration of 1 day long training syllabus including list of topics, materials, case studies;
- Conduct three one day training sessions in Tbilisi, Georgia (two in person and one - online);

4. Required Qualifications and Competencies

Eligibility criteria:

Only private individuals may apply.

Requirements

- Master's degree in law
- At least 5 years of experience in teaching or conducting professional or academic trainings in Georgia
- At least 5 years of experience in arbitration practice or teaching
- Knowledge of Code of Ethics of Georgian Association of Arbitrators
- At least 5 years of experience in working on matters related to legal ethics

5. Proposal Requirements

If you are interested in this position, please, submit your CV no later than **6 pm (Tbilisi time) on 17 October 2022** to the following email address – gaa.arbitration@gmail.com

* * *