

**Programme:** Private Sector Development and Technical Vocational Education and Training Programme South Caucasus (PSDTVET SC)

**PN:** 16.2179.6-001.00

**AV/DV:** Anne-Valerie Peters / Selma Ulrichs

**Activity:** **Development of learning materials for students, preparation of teacher handouts and conducting ToT sessions for the GIZ Developed standards of Warehousing and Freight Forwarding Vocational Educational Qualifications**

**Period:** **07.2023-12.2023**

0.	List of Abbreviations and definitions .....	1
1.	Brief information about the programme .....	2
2.	Context and current situation in the field of assignment.....	3
3.	Tasks to be performed by the contractor .....	4
4.	Personnel concept. Requested expert profiles .....	9
5.	Payment terms and conditions .....	11
6.	Requirements on the format for the bid .....	11

**0. List of Abbreviations and definitions**

GCCI	Georgian Chamber of Commerce and Industry
GLA	Georgian Logistics Association
MoES	Ministry of Education and Science of Georgia
MSME	Micro, Small and Medium Enterprises
PSD TVET SC	Private Sector Development and Technical Vocational Education and Training South Caucasus
VET	Vocational Education and Training
WBL	Work-Based-Learning

---

## 1. Brief information about the programme

The Private Sector Development and Technical Vocational Education and Training South Caucasus (PSD TVET SC) Programme is implemented by the responsible Ministries of Georgia, Azerbaijan and Armenia with the support of Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, acting on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ). The programme is co-financed by the European Union. The current programme phase is scheduled from April 2017 to September 2023.

The programme aims to improve the conditions for sustainable economic development in selected sectors relevant for employment by following three main objectives: (1) The private sector further advances through increased competitiveness and newly developed inclusive business models in relevant sectors. (2) The vocational education system is modernized with a major focus on establishing close cooperation with the private sector. (3) Collaboration and networking among the implementing partners in the South Caucasus region are fostered.

In Georgia, a particular focus is put on introducing of dual-oriented VET which is a specific form of TVET that is particularly responsive to the job market and is jointly designed by the state, the business sector and civil society. One of the basic principles of dual-oriented VET is the learning of theory and practice in two learning locations, mostly a company and a vocational school. To achieve such dual cooperation modality in the training provision, the business sector is systematically involved in planning, control, implementation, and quality assurance of dual TVET measures.

A dual VET system produces a highly-skilled, flexible, mobile, and innovative workforce capable of mastering current and future challenges instead of focusing on skills alone they cover broad areas of expertise. They not only address short-term demand for the qualifications needed by specific enterprises in a certain sector but also empower small enterprises and the economy as a whole to deal with future challenges. The key success factors of or the Dual VET are learning alternation, the role of the private sector, social recognition of standards, joint financing, qualification of TVET personnel, and broad objectives.

In Georgia, GIZ supported the Ministry of Education and Science, (MES) private companies and vocational education institutions (community colleges, vocational colleges and VET centers of universities) in the joint development of 25 dual vocational education programmes (framework documents, curricula and examination regulations) and more than 50 short-term certificate training courses based on the labour market demand. The majority of the developed programs and courses are currently being implemented by selected companies and VET institutions. Moreover, since 2017, the programme promotes systemic involvement of the organised private sector (Georgian Chamber of Commerce and Industry [GCCCI] and sectoral associations) in vocational education in which 76 companies and several Business Membership Organisations (BMOs) are involved in training programmes.

---

## 2. Context and current situation in the field of assignment

The GIZ supported Ordinance on the Work-Based Learning (WBL) was passed by the Government of Georgia on 09.08.2022. With this, the framework for the implementation of WBL programs have changed significantly. Private sector stakeholders such as sectorial associations are in the process of taking over significant responsibility in the implementation of dual programs. New co-operation schemes between the organised private sector, companies, and VET institutions are to be established.

Another Ordinance by the Government of Georgia *On Determining the Procedure for Developing and Approval of Profession Standards/Profession Standards* was published on 05.06.2023 which requires the existence of the draft sectorial maps for all sectors as a precondition for occupational and corresponding educational standards, on which the educational programmes are based.

GIZ had supported the development of the Transport and Logistics draft sectorial map promulgated in the 05.06.23 Ordinance and had also supported development of two of the occupations listed in the map, namely **Freight Forwarding (Kaufmann/-frau für Spedition und Logistikdienstleistung)** and **Warehouse Operating (Fachkraft für Lagerlogistik)** closely collaborating with the private sector represented by the respective sectoral association GLA. The educational standard of the Freight forwarding qualification contains 7 modules while the Warehousing qualification standard comprises in 6 modules.

Since September 2020, on behalf of the German government, GIZ had been supporting GLA to strengthen their capacities in core processes of VET. The occupational and education standards for both professions had been developed in collaboration with GLA and its member company representatives, the process had also included the Study trip in Germany to visit the implementing vocational education colleges and companies of the same qualifications. At the end of 2022 both occupational and educational standards of both professions had been validated by the focus group meetings and sent to the Skills Agency for their approval. Currently GIZ partner colleges and collaborating companies are in the negotiation process to apply for authorisation for the Freight Forwarding Specialist and Warehouse Operating programmes to implement them in a dual way. The authorisation for application as well as teaching process would necessitate the learning materials both for the students and teachers. Since those two qualifications are the first of their kind, there is a lack of learning materials for both standards, especially the ones that aim specifically to the professional education level.

GIZ PSD TVET South Caucasus had obtained, via internal communication, Transport and Logistics TVET learning resources from GIZ programmes implemented in other regions and created an internal learning resource pool for Transport and Logistics topics. Even though the obtained resources, for which GIZ owns full intellectual property rights, cover some topics contained by the modules of the newly developed qualifications, they might not be fully adaptable for the Georgian TVET context and need further work. There is a need for additional learning materials to be developed as well as context specific laws and regulations that every graduate is required to know

---

according to the new vocational standards. To address this gap PSD TVET team has decided to further support the process by development of quality learning materials for both standards.

### **3. Tasks to be performed by the contractor**

#### **3.1 Objective**

The objective is to support the Georgian professional education system, its dual Transport and Logistics TVET implementing institutions and companies in the introduction of learning materials in accordance with the newly developed educational standards for the Warehouse Operations and Freight Forwarding.

#### **3.2 Scope of work**

In close coordination with the GIZ expert, the short-term expert is expected to perform the following services:

#### **1. Review and editing of the existing materials**

- Familiarise with the newly developed educational standards in Warehouse Specialist and Freight Forwarder qualifications, its composition, requirements, modules and learning outcomes and provide an assessment learning resources needed per each module (a short description of what type of learning material would be appropriate according to the topics covered by each module)
- Provide an assessment on the usability of the PSD TVET resource pool i.e. GIZ owned licensed materials and handouts obtained by PSD TVET programme (which already cover the topics listed in 4 out of 6 modules of the Warehouse qualification only); the assessment must include:
  - confirmation of which chapters from the PSD TVET resource pool are irrelevant to use for the final deliverable.
  - the list of selected chapters from PSD TVET resource pool which could be translated directly as a part of final deliverables.
- Provide a list of the relevant sources and literature for the remaining 2 modules of the Warehousing qualification as well as all 7 modules of the Freight Forwarding qualification beyond the PSD TVET resource pool
  - Provide the list of publications
  - Obtain at least a single digital or printed copy of each publication on the list (publications must be legally purchased from GIZ approved vendors; there will be a separate budget provided to the Contractor to procure resources for this assignment up to EUR 1500)

#### **2. Development of new learning materials for students in 2 qualifications**

- Develop new learning materials for VET students, based on the PSD TVET resource pool and externally obtained materials, corresponding each module of both Warehouse and Freight Forwarding qualifications, adequate both for classroom teaching and self-study
- Develop the materials for the Georgia-specific laws and regulations in accordance with the respective modules of both educational standards
- Edit the developed materials in Georgian and put them into a form of Vocational Student Learning Kit for Warehousing and Freight Forwarding

**3. Preparing teachers handouts and conducting short training sessions**

- Based on the developed Student Learning Kit prepare handouts as well as relevant literature list for the Teachers for each module of both programmes
- Based on the Student Learning Kit, support preparation of two samples of midterm and final exams for students
- Conduct a four-day training for the teachers and present the developed materials at those Georgian VET colleges that intend to implement the dual programmes

### 3.3 Milestones and Timeline

Tasks	Deliverables	Timeline	Location	Person
<p><b>Assessment of the Existing Resources (PSD TVET Resource Pool and external)</b></p>	<p>List of necessary learning materials per each module of the educational standards in Warehouse Specialist and Freight Forwarding specialist (the list must contain the volume of the material needed (approximate number of pages, images) as well as the adequate format (text, visual, case study))</p> <p>Assessment report on the materials needed from the PSD TVET resource pool (relevant for 4 modules of the Warehousing qualification).</p> <p>The list of available learning resources internationally for the professional education and purchased copies (either printed or digital) from GIZ Approved vendors. (up to 1500 EUR for the entire list)</p> <p>Brief sketch presented to PSD TVET on the composition and approximate volume of the student learning kit</p>	<p>15 August 2023 – 22 August 2023</p>	<p>Tbilisi</p>	<p>Up to 7 days in total</p>
<p><b>Development of new learning materials for students</b></p>	<p>Developed learning materials (learning kit (editable text and/or visual materials) in the digital format) for VET students, corresponding each module of the both Warehouse and Freight Forwarding qualifications, suitable both for classroom teaching and self-study; proofread and edited;</p> <p>Developed materials for the Georgia-specific laws and regulations in accordance with the respective</p>	<p>20 August 2023 – 10 October 2023</p>	<p>Tbilisi</p>	<p>Up to 54 days in total</p>

Tasks	Deliverables	Timeline	Location	Person
	modules of both educational standards, proofread and edited			
<b>Preparing teachers handouts and conducting short training sessions</b>	Prepared teacher handouts per each module proofread and edited; The list of relevant/additional literature and available web resources per each module for teachers; Two sample midterm exams; Two sample final exams; 4 day ToT sessions on the composition of the materials (ToT will be conducted in GIZ office at GIZ premises)	20 September, 2023 – 15 October, 2023	Tbilisi/ Regions	Up to 20 days
<b>Total person days</b>				<b>Up to 81</b>

### 3.4 Deliverables

#### (1) Assessment of the existing learning resources

- List of necessary learning materials per each module of the educational standards in Warehouse Specialist and Freight Forwarding specialist (the list must contain the description of the substantive content corresponding topic of each module, volume of the material needed (approximate number of pages, images) as well as the adequate format (text, visual, case study)).
- Assessment report on the relevance and necessity of the materials obtained by the GIZ according to the modules listed in the standards of both qualifications (relevant for 4 modules of the Warehousing qualification).

- 
- Purchased learning resources according to the list of available resources internationally for the professional education in warehousing and freight forwarding (either printed or digital textbooks, e-books, handouts, case studies) from GIZ Approved vendors. (The fund for purchasing materials is determined not to exceed EUR 1500.)
  - A brief sketch presented to PSD TVET on the substantive content and approximate volume of the student learning kit

### *(2) Student learning materials Development for each module for both programmes*

- Translated relevant pages in Georgian from the existing learning materials obtained by GIZ
- Newly developed learning materials for VET students, corresponding every single module of both Warehousing (6 modules) and Freight Forwarding (7 modules) qualifications in Georgian language

### *(3) Teacher Materials Development and Final Report*

- Teacher handouts corresponding the student learning materials in Georgian
- The list of relevant/additional literature for teachers;
- Two sample midterm exams per qualification;
- Two sample final exams per qualification;
- 4 day ToT sessions conducted for the teachers of GIZ partner colleges
- Final report in professional English, max. 5 pages. (The level of proficiency will be determined as sufficient at the discretion of GIZ. In case of need, the contractor will be requested to edit the deliverables until the level of proficiency is deemed acceptable. Any costs associated with professional editing (in case of need) will be borne by the contractor. The structure of the report is defined by the standard report template that will be provided by PSD TVET.)

## **3.5 Conditions**

The assignment will take place in Georgia. The contractor will propose suitable candidates in advance for the assignment to the PSD TVET programme. The assignment must cover all costs that may occur such as travel costs, facilitation, and translation services. All deliverables apart from the final report must be in Georgian language. The working language between the contractor and PSD TVET Programme is Georgian and English. The format of the deliverables should be an editable text format (preferably MS Word, also PPT for the visual or presentation materials);

In case of non-conformity of quality of any deliverable listed in 3.4 the Contractor shall correct such non-conformities and, upon correction, resubmit the corrected Deliverable to GIZ PSD TVET for evaluation and review. GIZ PSD TVET also reserves the right to reject the deliverable and respective payment in case any of the deliverable repeatedly fails to meet the applicable quality or timing requirements.

## **3.6 Intellectual Property**

---

The contractor is obliged to strictly follow all intellectual property rights and observe the principles of ethical research while developing the learning materials for this assignment. The contractor is obliged to contact GIZ PSD TVET representatives in case of any question regarding the usability and limitation of licensed sources and materials. The contractor only is responsible if any intellectual property infringement occurs in any deliverable of this assignment.

GIZ shall retain all pre-existing intellectual property for the PSD TVET T&L resource pool materials provided to the contractor. Solely GIZ PSD TVET shall have the right to copy, publish, disclose, disseminate, and use, in whole or in part, of all materials developed by the contractor according to 3.3 and 3.4 of this Assignment. The Contractor is also obliged to protect the confidentiality of the assignment throughout the working process and follow the highest standard of the applicable personal data protection obligations.

### 3.7 Coordination and Reporting

All deliverables as listed above (3.4) should be submitted for review and approval to PSD TVET within the indicated time frames.

The dates and duration of tasks, if deviating from the dates and number of working days, agreed during the contracting process, are to be coordinated with PSD TVET.

Final report is to be submitted electronically by the 15<sup>th</sup> of October 2023 to PSD TVET *Deputy Programme Director*.

In a meeting between the contractor's team and PSD TVET immediately after contracting, the contractor will be provided with all relevant information for the assignment and the following documents by the PSD TVET team:

- Programme proposal
- Available international resources developed by GIZ
- List of the key partner institutions
- A more detailed information related to the Warehousing and Freight Forwarding educational standards

## 4. Personnel concept and Requested expert profiles

To achieve the above-mentioned objectives, the contractor should demonstrate strong expertise in development of learning materials and preparation of research or/and policy documents in transport and logistics sectors and provide the pool of 1 leading expert, 2 sectorial experts and 1 editor with the following profile:

- (1) **Leading Expert:** (Up to 22 working days);

---

Responsible for all deliverables in (1) *Assessment of the existing learning resources* as well as **coordination and approval** of all deliverables in (2) *Student learning materials development for each module for both programmes* and (3) *Teacher Materials Development for both programmes*. The leading expert is also responsible for delivering the final report and acts as a focal point in communicate with PSD TVET.

**Profile:**

- Profound competencies in transport and logistics sector;
- Postgraduate education in transport, logistics, supply chain management or related fields;
- At least 4 years of professional experience in warehousing, freight forwarding or related occupations;
- At least 4 years-experience in developing learning materials, preferably for vocational education;
- Excellent spoken and written English and Georgian;
- Experience of coordinating team deliverables;
- Working experience with GIZ is an asset.

(2) **Sectorial Expert in Warehousing:** (Up to 19 working days);

Responsible for development of all student and teacher learning materials in Warehousing as well as sample midterm and final exams in warehousing.

**Profile:**

- Profound competencies in transport and logistics sector;
- Postgraduate education in transport, logistics, supply chain management or related fields;
- At least 4 years of professional experience in warehousing, freight forwarding or related occupations;
- At least 4 years experience in developing learning materials, preferably for vocational education;
- Excellent spoken and written English and Georgian;
- Working experience with GIZ is an asset.

(3) **Sectorial Expert in Freight Forwarding:** (Up to 25 working days);

Responsible for development of all student and teacher learning materials in Freight Forwarding as well as the sample midterm and final exams in Freight Forwarding;

**Profile:**

- Profound competencies in transport and logistics sector;
- Postgraduate education in transport, logistics, supply chain management or related fields;

- 
- At least 4 years of professional experience in warehousing, freight forwarding or related occupations.
  - At least 4 years' experience in developing learning materials, preferably for vocational education;
  - Excellent spoken and written English and Georgian;
  - Working experience with GIZ is an asset.

### **Editor / Assistant** (Up to 15 working days)

Responsible for proofreading all deliverables in Georgian language, editing grammar and style, typesetting and formatting electronically and putting them in the editable MS digital format. This person is also responsible to assist others in obtaining (purchasing) the learning resources required in 3.4.1 of this assignment and inviting GIZ partner college teachers for ToT held in GIZ office.

#### **Profile:**

- Excellent Georgian skills (transport / logistics terminology would be an asset)
- Undergraduate education
- At least 3 years of work experience with editing and/or translating technical texts in Georgian
- At least 5 years of experience editing and formatting texts in MS Office.
- Prior experience and knowledge of procuring books and educational materials online

## **5. Payment terms and conditions**

One interim payment after submitting all deliverables of all 3.4.1 and in the process of working on 3.4.2 deliverables. The final payment will be carried out based on the implementation and completion of this assignment and the acceptance of all deliverables by GIZ.

Maximum available funds for purchasing required resources and literature (incl. delivery) is EUR 1500. If possible, obtaining of e-books and materials in digital formats are more preferred from the point of efficacy and green approach.

## **6. Requirements on the format for the bid**

The structure of the bid must correspond to the structure of the ToR. It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English

The complete bid shall not exceed 5 pages (excluding CVs).

The Contractor shall submit technical and financial proposals to comply with the following requirements:

- 6.1. The financial proposal** shall clearly state all types of costs to be charged to the project for implementation of this assignment as per cost item (i.e. honorarium, literature costs, translation cost, transportation, etc.), **excluding VAT**.
- 6.2. The Budget** should include a list of experts involved, indicating person-days and cost per each expert. The budget should not contain costs that are not relevant to the activities envisaged under the project. Ongoing costs of the organization won't be covered by the budget. The fee rate of experts shall include all personnel costs, including ancillary personnel costs; backstopping, communication and reporting costs; and all overheads, profit, interest, risks, etc. For comparison purposes, the contractor shall offer exact quantities. The draft contract will indicate "up to" quantities.

**Annexes**

Educational Standard for the Warehouse Specialist (in Georgian)

Educational Standard for the Freight Forwarder Specialist (in Georgian)