

Terms of Reference

Consultancy/Service Provider: Development and Delivery of Training on Sexual and Reproductive Health for Personnel of Psychiatric Institutions

Project: Improving the Quality of Health Services for the Georgian Population with a Focus on Mental Health, Taking into Account a Gender-Sensitive Approach

Implementer: Caritas Czech Republic in Georgia (CCRG)

Donor: French Development Agency / Expertise France

Duty Station: Georgia (with possible travel to training locations)

Duration: October – December 2025

1. Background

Caritas Czech Republic in Georgia (CCRG) implements the health component of the EU/AFD/Expertise France-funded project *Improving the Quality of Health Services for the Georgian Population with a Focus on Mental Health, Taking into Account a Gender-Sensitive Approach*.

To support the implementation of the **National Mental Health Strategy** and the **Mental Health Gender Action Plan**, CCRG seeks a qualified provider to develop a training curriculum and conduct capacity-building for psychiatric institution personnel on **sexual and reproductive health (SRH) in mental health settings**, incorporating gender-responsive approaches.

Sexual and reproductive health is particularly relevant in psychiatric institutions, as people with mental health conditions often face higher vulnerability to SRH issues, including increased risk of sexual violence, the effects of psychotropic medication on sexual and reproductive functioning, and social stigma that hinders their access to appropriate care.

2. Objectives of the Assignment

- To develop a practical training curriculum on SRH tailored to psychiatric institution personnel.
- To deliver three two-day training sessions to 50 personnel of mental health service units across Georgia.

3. Scope of Work

The selected provider will:

1. Curriculum Development (October 2025)

- Review national strategies, policies, and guidelines on SRH and mental health.
- Develop a training curriculum tailored for psychiatric institution personnel.
- The curriculum must at minimum cover the following areas:
 1. Fundamentals of sexual and reproductive health
 2. Mental health conditions and their impact on sexuality
 3. Effects of psychotropic medication on sexual and reproductive functions
 4. Sexual violence, trauma, and their consequences
 5. Human rights and ethical standards in the SRH context
 6. Sensitive and inclusive communication with patients
 7. Support for groups with special needs
- Prepare training materials (presentations, case studies, handouts, evaluation tools).
- The curriculum should also specify the teaching methods to be used, such as lectures, role plays, case studies, and group discussions, and describe how practical skills will be developed and assessed.
- Validate the curriculum in coordination with CCRG.

2. Training Delivery (November 2025)

- Deliver three two-day training sessions for 50 staff¹ from mental health services across Georgia.
- The primary target groups are psychiatrists, nurses, psychologists, social workers, and caregivers working in psychiatric institutions.
- Provide participant registration lists, signed attendance sheets, and training agendas.
- Collect participant feedback through pre- and post-training evaluation tools.

3. Reporting (December 2025)

- Prepare a final consultancy report including summary of activities, training results, participant feedback, and recommendations for sustainability. The consultant should propose a follow-up mechanism to ensure sustainability of

¹ The trainings will involve a total of 50 participants across all three sessions (i.e., approximately 16–17 participants per training).

learning, which may integration of the training into the Continuous Medical Education (CME) system.

4. Deliverables & Timeline

Deliverable	Timeline
Draft training curriculum	23 October 2025
Final curriculum & training materials	31 October 2025
3 trainings delivered (agendas, registration lists, evaluation results)	November 2025
Final consultancy report	December 2025

5. Team Composition & Qualifications

Applicants are expected to propose a **team of experts**, which may include (but not be limited to):

- **Sexual and Reproductive Health Specialist** (lead on SRH content).
- **Mental Health Expert** (linking SRH to psychiatric care context).

Minimum requirements for the team:

- Advanced degree(s) in medicine, public health, psychology, or related fields.
- At least 5 years of experience in SRH and/or mental health programming.
- Proven experience in curriculum development and training of health professionals.
- Demonstrated knowledge of gender-sensitive healthcare approaches.
- Fluency in Georgian; English proficiency is an asset.

6. Duration and Level of Effort

The consultancy will run from **October to December 2025**, with an estimated **20 working days**:

- Curriculum development: ~10 days
- Training delivery: ~6 days (3 x 2-day trainings)
- Reporting: ~4 days

7. Application Procedure

Interested organizations or consortia are invited to submit proposals by **October 06, 2025** to ccrg-tender@caritas.cz with the subject line “*GE68 Tender – SRH Training for Psychiatric Institutions*”.

Proposals should include:

1. **Technical Proposal** (max 5 pages):
 - Understanding of the assignment
 - Proposed methodology and workplan
 - Composition and CVs of proposed team
 - Experience in similar assignments
2. **Financial Proposal:** Total budget (in GEL, inclusive of taxes) broken down by key cost categories.
3. **Company/Organization Profile** (if applicable).

8. Evaluation Criteria

Proposals will be evaluated based on:

- Relevance and quality of technical proposal (40%)
- Experience of the team/organization (30%)
- Financial proposal (30%)