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for Georgia  
EU4Youth

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## Danish Refugee Council (DRC)

**“Analysis of Career Guidance and Management system in Georgia, identifying needs and opportunities to develop respective tools for adaptation of best practices based (Estonian expertise)”**

### **For the project:**

**“Social Entrepreneurship and Enhanced Development-Based Skills-SEEDS- in Georgia and Ukraine” funded by the European Union**

### **Terms of Reference**

**2024**



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## Introduction

DRC (Danish Refugee Council), founded in Denmark in 1956, is Denmark's largest and the world's leading non-profit, independent, rights-based refugee organization. Organization's vision is to assist refugees, internally displaced people, and their host communities to a dignified life. DRC protects lives and human rights and empowers beneficiaries throughout conflict displacement by providing shelter, food, and hope in terms of work, education, and integration towards a sustainable future. Since 1998, programmes in the South Caucasus are designed through a "protection lens", ensuring that all activities integrate protection principles. As such, organization will continue to work on expanding its knowledge and ensure durable solutions are provided to IDPs, returnees and host communities, and as well as make IDPs, returnees, host communities and persons in a refugee-like situation aware of and actively claim their rights, through legal assistance and awareness raising.

## Project Overview

### General Information

**Project title:** Social Entrepreneurship and Enhanced Development-Based Skills -SEEDS- in Georgia and Ukraine

**Donor:** European Union

**Implementing Agencies:** DRC Georgia, Youth Innovations Centre (YIC), Georgia's Innovation and Technology Agency (GITA), Tallinn University, Association ATINATI, Mariupol Youth Union (MYU).

**Locations:** Georgia, Ukraine

**Duration:** 18 months

### Project Summary

**Overall objective:** Placing Social Entrepreneurship at the core of an integrated State - CSO response framework to systemically promote the inclusion of disadvantaged youth and contribute poverty reduction in Georgia and Ukraine following a Go Green and Go Digital agenda.

The project builds upon the collected evidence, experience and lessons learnt from the first phase of EU4Youth action during which DRC in Georgia and Ukraine as of December 2018 till September 2021, in partnership with the Mariupol Youth Union in Eastern Ukraine and one partner in Imereti region in Georgia tested innovative dual skills development schemes for vulnerable youth NEETs (Not in Education, Employment or Training). The project also establishes a strong connection with the expected roll out in Georgia as of January 2023 of the World Bank-UNHCR founded initiative Ultra-Poor Graduation (UPG) approach which accompanies most vulnerable segments of the population in their trajectory out of poverty through long-term multifaceted interventions in an integrated manner.

The project will pay a specific attention to reduce structural gaps by engaging strategically on the path of social entrepreneurship mainly through the establishment of innovative incubators in partnership with



the Youth Innovations Centre (YIC), the Georgian State Legal Entity under Public Law GITA (Georgia’s Innovation and Technology Agency) and the local NGO Atinati in Georgia, the Tallin University in Estonia with its instrumental link with the local development program NULA Incubator and finally the Mariupol Youth Union (MYU) in Ukraine for scaling up purposes.

**The project will work under the two major outcome:**

**Outcome 1:** To create an institutionalized competence framework at state level in Georgia to position with participation of CSOs Social Entrepreneurship at the centre of youth inclusion and career management policy in Georgia in anticipation of a viable replication to Ukraine in support of its recovery efforts.

**Outcome 2:** To pilot in Georgia based on one newly defined competence framework an innovative social entrepreneurship incubator model and career management paradigm in the green and digital economy as a foundation for the adoption of more integrated youth entrepreneurship trajectories in Georgia and Ukraine

**1. Consultancy Summary**

<b>Programme/Project</b>	Social Entrepreneurship and Enhanced Development-Based Skills-SEEDS- in Georgia and Ukraine
<b>Programme Phase</b>	November 15, 2023 – May 15, 2025
<b>Consultancy Purpose</b>	<p>The purpose of consultancy is to analyse the Career Guidance and Management systems existing in Georgia and perform comparative analysis with the Estonian model to identify opportunities for the development of respective tools.</p> <p>The purpose of the consultancy is to analyse the Career Guidance and Management system in Georgia and make some references to Estonian expertise, highlighting key needs and opportunities to use as a basis for elaborating a contextualized and tailored toolkit for career guidance and management.</p>
<b>Primary Methodologies</b>	Mixed methods design (Key Informant Interviews, Focus Group Discussions, desk review of the best practices and gap analysis)
<b>Consultancy Service Start and End Dates</b>	March 25, 2024 – May 10, 2024
<b>Anticipated Final Deliverable Release Date</b>	May 17, 2024



## 2. Consultancy purpose and objectives

The purpose of this consultancy is to conduct an analysis of the Career Guidance and Management system in Georgia, with the overarching goal of identifying needs and opportunities to develop contextualized tools for the adaptation of Estonian expertise and best practices. The main aim is to develop **Career Guidance and Management Toolkit**, to support the enrolment of potential talents in the Social Entrepreneurship (SE) ecosystem.

### Objectives:

#### To conduct comprehensive analysis of the career guidance and management system in Georgia.

- Undertake a thorough analysis of the existing career guidance and management system in Georgia, including an examination of current practices, policies, and resources available for guiding individuals in their career pathways.

#### To Identify needs and opportunities for improvement:

- Identify key needs and opportunities for the development of career guidance and management tools tailored to the Georgian context. This includes assessing gaps in existing systems (gaps in accessibility, effectiveness, and alignment with the needs of individuals interested in social entrepreneurship) and exploring areas for enhancement based on Estonian expertise and best practices.

#### To adapt Estonian expertise:

- Evaluate the expertise and best practices in career guidance and management from Estonia and determine their suitability for adaptation to the Georgian context. This includes strategies for dissemination, training, and ongoing support to ensure their successful utilization.

#### To develop career guidance and management toolkit:

- Based on the analysis/assessment, develop toolkit for career guidance and management (including recommendations for strengthening educational directions and activities, particularly at the secondary school level, to incorporate career guidance sessions emphasizing the role and benefits of social entrepreneurship for diverse vulnerable groups) tailored to the needs of individuals, with a focus on promoting social entrepreneurship.

By achieving these objectives, the consultancy service\_aims to contribute to the strengthening of educational directions and activities in Georgia, particularly at the secondary school level, and to promote the enrollment of potential talents in the social entrepreneurship ecosystem.

### Important Note:



\*The consultancy service echoes the AGDM (Age, Gender and Diversity Mainstreaming) policy in place in DRC - The elaborated toolkit should be gender sensitive. Vulnerability, age, and gender issues should be considered in the elaborated toolkit, methodology, content, all the incorporated data and recommendations.

\*The consultancy service echoes the GDPR policy - Research process should follow GDPR policy. Data collected as part of the research (personal information of KII and FGD participants) must be deleted/cleaned after the study is completed by contracted consultant/institution/company.

### 3. Consultancy Methodology

The Danish Refugee Council in Georgia will select a local consultant/institution/company to make an assessment and elaborate the toolkit. The assessment will be carried out through needs assessment, gap analysis, adopting best practises.

Any assessments/tools will be developed by the selected consultant/institution/company in close cooperation with DRC Georgia based on technical proposal submitted by the service provider.

### 4. Time Plan and Deliverables

The consultancy service is expected to be carried out over an overall total of approximately 60 days. The following table outlines the main deliverables of this research:

Key Deliverables:	
Deliverable 1	Inception report before April 1, 2024.
Deliverable 2	The draft Career Guidance and Management Toolkit (either in Georgian or in English) by May 10, 2024
Deliverable 3	Final report/Career Guidance and Management Toolkit (in both languages, English and Georgian) by May 17, 2024.

A detailed work plan needs to be developed by the contracted organization and agreed upon with DRC. Acceptance will be acknowledged only if the deliverables are judged to be in accordance with the requirements set out in the contract, to reflect agreements reached and plans submitted during the contract process and incorporate or reflect consideration of amendments proposed by DRC. Deliverables will be regarded as delivered when they have been received electronically by the Evaluation Manager and confirmed acceptance of them.

### 5. Logistics

The fieldwork logistics will be organized by the consultant and supported by the project team.



## 6. Ethical considerations

To ensure that ethical principles are considered, the following steps should be completed:

**Informed consent** will be received from participants before they take part. This means that before they agree to take part, the evaluator will explain to them exactly what is the study about and what they are being asked to do, how/why they were selected as the respondents, and what the information will be used for; will inform them that, even if they agree to take part, they can change their mind at any time, without giving an explanation.

**Maintain Anonymity** by removing the respondents' names, as well as other information that can help to identify people.

**Respect the privacy and confidentiality** of respondents participating in research through considering of how much information the respondent wants to reveal or share, and with whom; privacy in the processes of information gathering/data collection and storage that allows the exchange of information to be confidential to those involved.

Research consultant/institution/company involved in the process will sign CoC.

## 7. Itemized budget

Overall budget and detailed budget breakdown to be proposed by the applicant.

## 8. Professional requirements for the consultant/institution/company

The consultancy service will be conducted by a consultant/institution/company. The selection of the consultant/institution/company will be based on the qualifications and experience of potential candidates as described in their expression of interest for the assignment.

**The research consultant/institution/company staff should have:**

- ✓ Expertise in creating analytical documents (on career guidance, counseling - would be an asset) or in Career Guidance and Management.
- ✓ A minimum of 5 years of experience in conducting research or in toolkit development.
- ✓ Understanding of legal and regulatory framework.
- ✓ Financial and technical expertise.
- ✓ Full proficiency in English.
- ✓ Excellent communication, interview and report writing skills.
- ✓ Facilitation skills and ability to manage the diversity of views of different cultural contexts.
- ✓ Good interpersonal and cross-cultural communication skills.
- ✓ Demonstrated ability to deliver quality results within strict deadlines.
- ✓ Knowledge of Educational system in Georgia /Estonia and SE landscape would be an asset.



**9. Application package to be submitted by the applicant organization.**

- CVs of research team members, including enumerators.
- List of research/consultancy services conducted within the last 3 years with the mentioned scope of the field stage.
- Recommendation letters from previous donors/contractors (at least 2 recommendation letters).
- Technical proposal with detailed timeline, involved human resources, and estimated budget (with a detailed breakdown of costs per unit) in EUR.
  - Budget should be presented without VAT.

The abovementioned documents should be sent in PDF format to: [rfq.geo.tbs@drc.ngo](mailto:rfq.geo.tbs@drc.ngo), no later than March 12<sup>th</sup>, 2024 17:00 pm, **2024** Please indicate the following assignment title in the subject line of the email **“Analysis of Career Guidance and Management system in Georgia, identifying needs and opportunities to develop respective tools for adaptation of best practices based (Estonian expertise)”**, otherwise your application will not be considered.

**Proposal Evaluation and Selection**

The evaluation is made on a technical and financial basis.

The proposed technical offers by bidders will be evaluated using the following criteria, and points will be allocated on a scale from 1 – 10 for each of the criteria stipulated below, whereas the weighting is as follows:

<b>Qualifications (50%)</b>	<ul style="list-style-type: none"> <li>▪ Documented experience working in requested sectors (30%)</li> <li>▪ Documented experience of developing reports (20%)</li> </ul>
<b>Proposed services (50%)</b>	<ul style="list-style-type: none"> <li>▪ Content of the proposal is suitable for and meeting DRC’s requirements (30%)</li> <li>▪ Demonstrated understanding of DRC’s profile (20%)</li> </ul>
<b>Total</b>	<b>100%</b>

All bidders must obtain an **average score of at least five** for the total technical scoring to proceed to the financial evaluation. The financial offer will then be weighed against the technical offer.

The final decision will be made after the interview (if applicable – the consultant is a physical person), considering applicants’ relevant experience, qualification, and cost efficiency of the offer.