

**Annex A-Terms of Reference**

**PR\_00145005**

**Consultancy for the development of one pilot SME-based and tutor-based dual VET scheme in the wood craft industry sector in West Georgia through international and national partnerships**

1. **Introduction to DRC**

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunity for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfilment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956 and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

Since 1998, programmes in Georgia are designed through a “protection lens”, ensuring that all activities integrate protection principles. As such, we will continue to work on expanding our 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.

The main DRC donors in Georgia in 2021 are the KfW, GIZ, UNHCR, UNDP and the European Union while fundraising efforts have been undertaken with other donors which could potentially effect priorities, the scope of work and tasks related to this particular assignment.

In Georgia, the programmes focus on the following core sectors of intervention in line with DRC mandate to provide durable solutions to displaced populations of concern:

* Livelihoods (self-reliance, small-business and SME development, VET, work placement etc.)
* Shelter and small-scale infrastructure (construction and rehabilitations work)
* Access to education and community services
* Access to rights and basic freedoms/protection (legal aid assistance)
* Technical assistance to the Government in support of IDP integration in all its dimensions

1. **Background of assignment**

Among multiple projects, DRC is currently implementing one KfW–funded (German Reconstruction and Development Bank) project **“Economic Participation, Housing and Social Infrastructure for IDPs and Host Communities”** with the aim to address the critical protection issues pertaining to IDP integration in Georgia, in terms of access to social services and education, the enjoyment of livelihood opportunities, and provision of adequate durable housing solutions for IDPs. The project targets the mixed communities IDPs as well as conflict affected local population in underserved rural areas of West and East Georgia.

In the framework of the project, DRC envisions to implement VET-related activities with the aim to improve vocational training quality in one pilot sector and encourage youth to make wider use of vocational learning opportunities as part of a life-long learning approach. This is to be achieved specifically by offering through international partnership in France a tailored support to the development of VET curriculum in the traditional wood-crafts sector in West Georgia. This specific action will be implemented in close cooperation with identified European VET colleges through international formalized partnerships in France to take advantage of proven international experiences, lessons learned, and best practices.

The action overall aims to offer to Georgia longstanding and sustainable region-specific recommendations which effectively will contribute to the promotion of the woodcrafts sector in WG, skills development and employment.

**Duration and proposed timeframe:** The duration of the assignment is 8,5 months, from April 15 till December 31, 2021

**Consultancy fee:** The Bidder shall indicate the expected monthly fee for the consultancy service in EUR, including all costs related to the assignment through the filled and signed RFQ form (attached). Payment will be done monthly, upon the submission of a monthly timesheet and report showcasing the achieved tasks and deliverables.

The selected consultant will be based in Georgia with extensive travels to West Georgia where DRC enjoys an office in Zugdidi and will work in close cooperation with DRC project team in Zugdidi and the identified international partners to be selected in France.

1. **Objective**

The Overall objective of the Consultancy is to enhance lifelong learning opportunities and provide entrepreneurship basic competences to youth IDPs and non-IDPs in West Georgia using the wood craft industry sector as one pilot and promising market segment. While using work-based learning and dual VET education as a core principle, the Consultancy is to be achieved through the establishment of international partnerships with VET colleges and expert agencies in France and one VET college as pilot in West Georgia to foster employment and increase employability in the identified pilot sector.

As **Specific objectives**, the Consultancy shall:

1) Facilitate the shaping and formalization of a triangular partnership framework between VET expert institutions in France, one VET college in West Georgia and identified SMEs in the regions to create a conducive environment for dual-VET education, promoting entrepreneur-led tutoring and mentoring;

2) Provide guidance and technical support to identified national and international partners for the development of one full-fledged market-based and contextualized VET curriculum, along tailored topics in the wood craft sector as a pilot, through the constitution of expert groups, the organization of study visits and experience-sharing events;

3) Facilitate the effective roll out the developed dual VET education-based curriculum through capacitation of tutors from the business and public education sector as a solid basis for sustained work-based learning.

1. **Scope of works and activities**

Under the supervision of DRC and in close collaboration with the identified international partner in France, the selected expert will undertake the following **activities:**

**Activity 1: Facilitate the mapping of local needs and capacities of the sector in West Georgia**

1) Sub-activity 1.1. – Support the identification of market needs and trends (what is offered by the companies and what is demand of the customers) in the target sector of wood craft industry;

2) Sub-activity 1.2 – Support the mapping of existing capacity gaps and needs in terms of competences and skills (human capacities, services, curricula, on-job trainings of SME sector) in the identified sector in West Georgia;

3) Sub-activity 1.3 – support the assessment of material capacities of targeted VET institution in West Georgia (reception/teaching environment in premises including labs, technical assessment of tools, equipment and machines used) led by DRC in partnership with French experts;

This activity will be complemented by the production by international experts of one desk research/study on the French experience and best practices with a focus on the specificities of Nouvelle Aquitaine region along the VET woodcraft industry sector with attention to lifelong learning skills.

​**Activity 2: Support to the identification of respective expertise in France for replication and adaptation of VET practices in wood craft industry sector in West Georgia**

1) Sub-activity 2.1: As part of an overall technical assistance framework, to facilitate the organization of one ***Induction Study Visit*** ***to France*** over 5 full days for Georgian Partners (up to 5 representatives of VET college and independent VET curriculum development experts) to capture the ecosystems at large;

2) Sub-activity 2.2: to support the organization of one first ***strategic Technical Workshop*** with the participation of French and Georgian VET experts (3 full days in total) in Georgia most likely in an online format. The objective is here to establish an Expert Group and agree on modalities of cooperation and adopt a detailed roadmap including a curriculum development plan. The organization of this first Technical Workshop will be also assisted by DRC in close collaboration with the VET college that will mobilize Georgian experts in the desired sector. DRC may reach out to practitioners interested in being associated to strategy development as well for their inclusion in the process;

3) Sub-activity 2.3: to support the organization of one ***Technical Study Visit to France*** for up to 10 technicians/practitioners. This will practically allow to analyze and apprehend comprehensively curricula development procedures and standards in France for further replication and adaption to Georgia (3-4 days on a 12-days visit). The visit will be combined with a “refresher” training session over 8-9 days and thus will include not only experts on curricula development but extend participation to trainers/practitioners from the VET sector or SME sector;

4) Sub-activity 2.4: to support, upon return from France, an ***effective sharing of respective French educational resources*** (curricula, standards and ToT) with Georgian partners and facilitate the translation of relevant documents from French into Georgian, their analysis and comparison with Georgian standards (with the support of support staff provided by DRC);

5) Sub-activity 2.5: to support, as a follow up of the review of existing resources, the ***organization of different need-based ad hoc workshops*** in West Georgia with employers, field specialists, associations, regional college representatives including Shota Meskhia State University in Zugdidi Municipality. This will serve as the basis for the development of the future VET programs in the sector of wood crafts industry. This is to allow to review and develop programs and modules; to integrate of general component into programs; to develop guidelines; to develop learning plans; to determine the technical specifications of consumables and equipment for the trainings and other important issues for curricula development;

6) Sub-activity 2.6: to support the ***Finalization of curricula development for modular courses*** to be ultimately reviewed and validated with the remote support of the French members of the experts’ working group. This shall take place will incorporating the French expertise and know-how in consultation and close partnership with key players the business sector.

**Required Deliverables**

1. To produce and share the recommendation paper on market trends and opportunities in woodcraft industry in WG in cooperation with identified international partner;
2. To translate and share the research study on the French experience and best practices developed by the identified international partner;
3. To organize Induction Study-Visit to France in cooperation with identified international partner;
4. To organize one first strategic Technical Workshop with the participation of French and Georgian VET experts (3 full days in total, online) ;
5. To organize one Technical Study-Visit to France and support in conducting the relevant trainings (curricula development procedures and standards in France for further replication and adaption to Georgia);
6. To produce and share the French educational resources including curricula, VET standards and ToT with Georgian partners along with the analyses and comparison with Georgian standards;
7. To organize needs-based workshops (as needed) in WG with participation of different actors to introduce the curriculum development of the future VET programs in the sector of woodcrafts industry;
8. To support the finalization of curricula development for modular courses;
9. To coordinate the MoU signing between Georgian and French VET colleges.
10. **Required Qualifications and Experience**

DRC is seeking applications from individual consultant/expert. The successful expert should have a minimum of the following qualifications and experience:

* An advanced degree in education/education management, social sciences, or other related field;
* Minimum of 3 years of experience in education sector, preferably VET;
* Knowledge and experience in the field of curricula development, preferably VET;
* Knowledge of the local labor market and economic issues;
* Significant practical experience in report writing and formulation of recommendations;
* Strong analytical skills;
* Fluency in English and French is a mandatory;
* Computer literacy.

1. **Procedure for submission of quotation**

Interested individual consultant/expert is expected to submit the following materials in English in response to this ToR:

* Detailed Curriculum Vitae;
* Letter of Motivation;
* Filed and signed Request for Quotation Form (please see attached);
* Completed and signed DRC supplier profile registration form (please see attached);
* Signed Code of conduct (please see attached).

**Deadline:** The interested applicants should submit the application PR\_001450050 the following email address: [rfq.geo.zug@drc.ngo](mailto:rfq.geo.zug@drc.ngo) by 24:00 PM local time, April 08, 2021. Please indicate the following assignment title in the subject line of the email “*PR\_00145005-Consultancy for the development of one dual VET scheme in the wood craft industry sector in WG through international and national partnerships”.*

Applications submitted after the deadline will not be considered for selection.

1. **Proposal Evaluation and Selection**

The evaluation is made on a technical and financial basis. The proposed technical offer 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:

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| **Relevant Qualifications (60%)** | * Demonstrated experience in the thematic area of vocational education and training (VET Systems and Governance, VET and Employment, VET linkages to local labor market etc.) (20%) |
| * Demonstrated experience working with actors engaged in VET system (20%) |
| * Demonstrated knowledge of theories, techniques, and methodologies of curriculum design (20%) |
| **Proposed services (40%)** | * The proposed methodology is relevant to the DRC requirement 40%) |
| **Total** | **100%** |

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