TERMS OF REFERENCE

Expert to Map National-Level Opportunities for Adult Learning and Education (ALE) Centres in Georgia

Background information

DVV International is the Institute for International Cooperation of the *Deutscher Volkshochschul-Verband e.V.* (DVV), the German Adult Education Association. DVV represents the interests of the approximately 850 adult education centres (*Volkshochschulen* - VHS) and their state associations, the largest further education providers in Germany.

As the leading professional organization in the field of **adult learning & education (ALE)** and development cooperation, DVV International has committed itself to promote the right for lifelong learning worldwide and has been implementing country programs of development cooperation in Africa, Asia, Latin America, and Europe for more than 50 years. DVV International strengthens national ALE-systems in partner countries and provides support for the establishment and development of sustainable structures for youth and adult education. The project approach of DVV International targets improved conditions in policy, legislation, and financing, as well as promotion of professionalization in practice and theory of ALE and requires cooperation both with government institutions such as ministries as well as with civil society organisations, universities, and other educational providers. By supporting our partners (usually, adult education centres), in developing and piloting exemplary concrete learning offers, especially for disadvantaged population groups, we create best practice and evidence of the benefit of ALE.

DVV International Georgia was established in 2003 and works to strengthen the non-formal Adult Education system in Georgia by combining institutional development of the sector with direct programme implementation at community level.

DVV International Georgia has supported the establishment of Adult Learning and Education (ALE) Centres across the country. Currently, 15 independent centres operate in all regions of Georgia. [1] These centres promote lifelong learning, socio-economic integration, and active citizenship through vocational training, skills development, civic education, and community-based initiatives.

The centres provide both formal and non-formal educational opportunities, including short- and long-term courses, vocational training, skills development, civic education, and various cultural and youth-oriented programmes. Through these activities, they create opportunities for individuals to acquire new knowledge and competencies, enhance their employability, participate in community life, and contribute to local development.

ALE Centres prioritise inclusion of vulnerable and marginalised groups, including internally displaced persons (IDPs), women, older adults, unemployed persons, ex-convicts, and other socially disadvantaged groups. Between 2006 and 2025, more than 280,000 individuals have participated in activities delivered through these centres.

DVV International Georgia also supports the Georgian Adult Education Network (GAEN), which contributes to the development of a lifelong learning system tailored to national and local needs.

2. Objective of the Assignment

The overall objective of this assignment is to identify and assess concrete opportunities through which Adult Learning and Education (ALE) Centres in Georgia can access public funding, provide services financed by public institutions, establish

[1] These Centers are established in the following municipalities of Georgia: Lagodekhi, Bolnisi, Tetritskaro, Marneuli, Mtskheta, Akhaltsikhe, Akhalkalaki, Kaspi, Kharagauli, Ambrolauri, Khoni, Senaki, Tsalenjikha, Keda, and Chokhatauri.

institutional partnerships, and diversify their sources of income and support, thereby strengthening their long-term financial and institutional sustainability.

The assignment should go beyond identifying existing programmes and funding mechanisms. It should provide a practical understanding of how ALE Centres can access and benefit from these opportunities, considering their existing activities, organisational capacities and potential for developing new services.

3. Scope of Work and Tasks

The Expert shall carry out the following tasks:

3.1. Map relevant public institutions and funding mechanisms

- Identify national ministries, agencies, public legal entities and other public bodies whose mandates include programmes or mechanisms potentially relevant to the work of ALE Centres.
- Map relevant types of opportunities, including but not limited to employment and skills-development programmes, training or service-provider opportunities, public calls, tenders, procurement and contracting mechanisms, grants, and other forms of support that may be accessible to ALE Centres.
- Compile a structured inventory of identified opportunities, organised by responsible institution and type of funding/cooperation, and distinguish between currently available opportunities, periodically announced calls, and potential opportunities that require further verification.

3.2. Verify eligibility, requirements and procedures

- For each identified opportunity, review the current official rules, call documentation, relevant legislation, guidelines and application forms.
- Determine whether ALE Centres can apply directly, participate through partnerships or consortia, or register as service providers. Where centres are not currently eligible, identify the requirements and practical steps they need to fulfil to become eligible.
- Identify required legal status, registrations, licences, authorisations, accreditation, quality standards, staff qualifications, infrastructure, financial or co-financing capacity, reporting obligations and other compliance requirements, as applicable.
- Document the application process step by step, including required documents, submission channel, evaluation or selection process, contracting arrangements, implementation obligations and reporting requirements.
  Verify how often calls are announced where this information is available, typical or confirmed timelines, current status, deadlines, and official sources used to monitor new calls.

3.3. Assess practical relevance for ALE Centres

- Assess the relevance of each opportunity to the services and capacities commonly found among ALE Centres, including adult learning, vocational and employability skills, community learning, inclusion and civic education.
- Identify barriers to participation and practical steps centres could take to address them, including any institutional standards or documentation they may need to develop.
- Provide recommendations on how ALE Centres and, where relevant, their network can prepare for and respond to opportunities, including partnership options and internal readiness measures.
- Prioritise opportunities by relevance, accessibility, likely effort, timing and potential benefit, while avoiding unsupported claims about funding availability or eligibility.

3.4. Validate and finalise findings

- Present preliminary findings to DVV International Georgia and respective ALE Center representatives and collect feedback.
- Revise the mapping and guides based on feedback, correct factual gaps and flag any rules or calls that require further confirmation.
- Submit editable source files and a final consolidated package organised for easy use by ALE Centres in Georgian language.

4. Required Deliverables

Deliverable 1 – Inception Note and Mapping Methodology (up to 5 working days): A concise note setting out the research approach, proposed institutional coverage, verification method, workplan and draft template for opportunity-specific guides.

Deliverable 2 – Draft National-Level Opportunity Mapping (up to 15 working days): A structured inventory of identified opportunities, including the responsible institution, programme/mechanism, type of support, intended beneficiaries, eligibility of ALE Centres, key requirements, application route, timing/call frequency where verifiable, official source links, verification date and any limitations.

Deliverable 3 – Opportunity-Specific How-to Guides (up to 15 working days): A practical guide for each mapped opportunity, using the template below.

Deliverable 4 – Final Documentation and Handover (up to 3 working days): A comprehensive document consolidating all mapped programmes and opportunities, including a practical How-to Guide for each identified programme or opportunity. The document shall include relevant information on eligibility criteria, application procedures, key requirements, deadlines and other practical guidance for ALE Centres. All editable files, source references and supporting materials shall be submitted.

Presentation (up to 2 working days): Presentation of the final mapping document and its findings during a workshop for ALE Centre directors. The expert shall introduce the identified opportunities, explain the practical application pathways and guide participants on how to access and apply for the available programmes and support mechanisms.

The estimated working days indicated for each deliverable reflect DVV International's assessment of the level of effort reasonably required to complete the assignment and should serve as a reference for preparing financial proposals.

Applicants may propose fewer working days where justified by their methodology and approach, provided that all required deliverables and quality standards are fully met. The indicated days do not constitute a guaranteed level of effort or an entitlement to payment for the full number of days. The final allocation of working days and the corresponding contract value will be agreed with the selected contractor during the contracting process.

5. Minimum Content of Each "How-to Guide"

Each guide shall include, at minimum:

- Opportunity/programme name and administering institution, with official contact details where available.
- Purpose and type of support (e.g., grant, service contract, provider registration, training delivery or other mechanism).
- Who can apply and whether an ALE Centre is eligible directly, conditionally, through a partnership, or not eligible under current rules; explain the basis for this conclusion.
- Eligible activities, target groups, costs and any restrictions, where applicable.
- Required legal status, registrations, standards, licences, authorisations, accreditation, staff qualifications, infrastructure or other prerequisites.
- Required application documents and any templates or forms.
- Step-by-step application or participation procedure, including where and how to submit.
- Call announcement frequency or timing, known deadlines, and how to monitor future calls; clearly mark information that is not confirmed.
- Selection criteria, assessment process, co-financing requirements and indicative or published funding/service amounts, where available.
- Official source links and documents reviewed, date last verified.

6. Methodological Expectations

The Expert is expected to use desk research and direct verification with relevant public institutions, as appropriate. Primary sources, including official legislation, agency websites, call announcements, programme regulations, guidelines and

application forms, must be prioritised. Secondary sources may be used to identify leads but should not be the sole basis for conclusions about eligibility or requirements.

DVV International Georgia will provide the Expert with background documentation on the 15 ALE Centres and existing local-level support mechanisms, including:

- Individual documents describing the activities, institutional capacities and available resources of each ALE Centre, alongside programmes and support mechanisms implemented by their respective municipalities.
- The guide “Cooperation Mechanisms between the Public Sector and Non-Entrepreneurial Legal Entities at the Local Level in the Fields of Adult, Vocational and Non-Formal Education”.

These materials are intended to provide the Expert with an understanding of the Centres' activities, capacities and the local-level programmes available in their respective municipalities. They should serve as background reference materials for the assignment and help inform the assessment of the Centres' needs and potential areas of support.

7. Profile and Qualifications

- University degree in public administration, law, social sciences, education, economics, public policy, project management or another relevant field.
- Demonstrated experience in policy or programme research, institutional mapping, public funding mechanisms, grant schemes, public programmes or related assignments.
- Experience reviewing public calls, eligibility criteria, application procedures, regulations or programme guidelines.
- Good understanding of Georgia’s public institutions and the operating context of civil society and/or adult education organisations.
- Ability to translate complex regulatory and administrative information into practical, step-by-step guidance for non-specialist users.
- Strong analytical, information-verification, writing and organisational skills.
- Excellent written and spoken Georgian;
- Experience working with adult education, community-based organisations, employment or skills-development programmes is an advantage.

8. Duration and Deadline for Completion

The assignment is expected to commence on 30 November 2026 and shall be completed no later than 31 January 2027.

The Expert shall complete all activities and submit all deliverables specified in this ToR within this period. A detailed workplan and timeline for the completion of each deliverable shall be agreed upon with DVV International Georgia at the beginning of the assignment.

9. Application Requirements

Interested experts are invited to submit both a Technical Proposal and a Financial Proposal in Georgian or English languages.

A. Technical Proposal

- A short concept note (maximum 5 pages) describing understanding of the assignment, proposed methodology, sources and verification approach, anticipated scope of mapping, quality assurance and workplan
- CV (maximum 4 pages) demonstrating relevant qualifications and experience.
- At least two examples of comparable assignments, briefly describing the assignment, the applicant’s role and the outputs delivered. Links or samples may be included where available and appropriate.

B. Financial Proposal

A financial proposal should be developed in Georgian Lari (GEL), clearly indicating the total professional gross fee and a breakdown by deliverable, including the proposed daily gross rate and estimated number of working days. Any assumptions,

applicable taxes or other cost elements must be stated clearly. The Contractor may request an interim payment upon the completion of Deliverables 1 and 2, and a final payment upon the satisfactory completion and acceptance of all remaining deliverables and services.

10. Evaluation Criteria

- **Relevant qualifications and experience – 30% —** Relevance and quality of the applicant's education, experience in mapping public opportunities and programmes, and comparable assignments.
- **Technical Proposal – 30% —** Clarity and feasibility of the methodology, coverage and verification approach, practicality of the proposed guides, quality assurance and workplan.
- **Financial Proposal – 40% —** Cost-effectiveness, transparency, and consistency of the proposed fee with the tasks and estimated level of effort.

11. Deadline and Submission

The deadline for submission of applications is November 15th, 2026, 23:59.

Applications shall be submitted electronically by email to the following address: georgia@dvv-international.de

The subject line of the email shall clearly indicate: "Expert to Map National-Level Opportunities for ALE Centers".

Applications shall be submitted in Georgian include both the Technical Proposal and Financial Proposal as specified in this ToR.

Requests for clarification may be submitted to the same email address no later than 7 calendar days prior to the submission deadline. Responses to clarification requests will be provided by email.

Late submissions or applications not complying with the submission requirements may not be considered.