
Programme: VET in Georgia's Growth Sectors

PN: 23.2127.1-001.00

Period: 01.10.2023-30.09.2026

AV/DV: Isabel Rapp

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

1. General information

a. Brief information on the project

The VET in Georgia's Growth Sectors Programme is implemented by the Ministry of Education and Science (MoES) as well as the Ministry of Economy and Sustainable Development (MoESD) of Georgia, 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 current programme phase is scheduled from October 2023 to September 2026.

The programme aims at improving the employment prospects in selected sectors of the Georgian economy by following four main objectives:

1. Strengthening the institutional capacities of the institutions mandated to steer the VET system.
2. The quantitative and qualitative expansion of the offer of dual and cooperative vocational education and training in the selected sectors.
3. Expanding the range of training and advisory services for professionals and managers in the selected sectors in such a way that companies can further develop their business model and increase their competitiveness.
4. Strengthening the structures of the business community, so that it can better fulfill its role as a representative body.

Despite progress in vocational education and training, Georgia continues to face major challenges. The range of demand-oriented qualification measures is insufficient to fully exploit the growth and employment potential of key sectors of the Georgian economy. Therefore, to improve employment prospects for the working Georgian population, the program supports the capacity development strategy that targets individuals, organizations, and society. At the level of society, cooperation-promoting formats will be used to better align vocational training offers and business support services with the needs of companies. At the level of the organization, the organizational structures, offers, and processes of the key actors in the VET system will be made more efficient and demand oriented. At the level of individuals, the focus is on the development of competence of professionals and managers of all structures involved.

In Georgia, GIZ supported the Ministry of Education, Science and Youth (MoESY) as well as the Vocational Skills Agency in developing various legal framework regulations. Furthermore, pilot actions for a stronger participation of companies in 13 vocational schools and with almost 80 participating companies have shown success, which can be expanded. Finally, the pilot strengthening of sectoral organizations showed the great willingness of the Georgian economy to tackle the challenges together and to develop solutions at the level of the individual industries.

b. Context

The Georgian TVET system is undergoing an intense development process. All these efforts are taken to raise the quality of education in VET institutions and provide a skilled workforce relevant to the private sector.

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 programmes have changed significantly. Private sector stakeholders such as sectorial associations are gradually in the process of taking responsibility in supporting the implementation of dual programs. Cooperation schemes between the organised private sector, companies, and VET institutions need further improvement.

In 2020, the occupational and education standards for both professions Freight Forwarding Specialist and Warehouse Operator were developed in collaboration with Georgian Logistics Association and its member company representatives. Currently GIZ partner colleges and collaborating companies are in the process of applying for authorisation for the Freight Forwarding Specialist and Warehouse Operator programmes to be implemented in dual format. In order to acquire authorization, both colleges and learning companies need to demonstrate full readiness for effective delivery of the programmes including distribution of learning outcomes and high-quality teaching standards including availability of the learning materials both for the students and teachers. Since the two qualifications are the first of their kind, there is a lack of learning materials for both standards.

Even though some locally designed learning materials exist on the transport logistics topics most of them are outdated (the newest from 2016) and are not very relevant for the newly developed standards. In addition, GIZ has an internal learning resource pool for Transport and Logistics topics from different countries for which GIZ owns full intellectual property rights, however they either partially cover some topics contained by the modules of the newly developed qualifications or are not fully adaptable for the Georgian TVET context and need further work. There is a clear need for creating an up-to-date Kit of learning materials including context specific laws and regulations that every graduate is required to know according to the new vocational standards. To address this gap project team has decided to support the TVET and private sector partners in authorization process by development of the quality Kit of relevant learning materials for both standards as well as to train teachers on using the materials for successful delivery of the curriculum.

Objective

The objective of the assignment:

- development of Student Learning Materials Kits for Freight Forwarding Specialist and Warehouse Operator VET programmes;
- development of teacher handouts for introducing the materials in the teacher training sessions to support successful authorisation and delivery of both programmes in dual/cooperative format.

c. Services

In close coordination with GIZ and jointly with the Educational Expert and partner colleges, the short term expert is expected to **perform the following services**:

1. Review of Educational Standards and existing learning materials

- Familiarise with the newly developed Occupational and Educational Standards¹ in Freight Forwarding Specialist and Warehouse Operator qualifications, its composition, requirements, modules and learning outcomes and provide an assessment of learning resources needed per

¹ See the following files at [საგანმანათლებლო სტანდარტები \(vet.ge\)](http://საგანმანათლებლო სტანდარტები (vet.ge)):

ტვირთების ექსპედიტორება (ახალი პროფესიული საგანმანათლებლო სტანდარტი) 2024
საწყობის ოპერირება (ახალი პროფესიული საგანმანათლებლო სტანდარტი) 2024

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 of the GIZ developed resource pool of licensed materials and handouts; the assessment must include:
 - confirmation of which chapters from the resource pool are irrelevant to use for the final deliverable.
 - the list of selected chapters from resource pool which could be translated directly as a part of final deliverables.
- Provide a list of the relevant sources and literature local and international which can be adapted to form part of the Student Learning Material Kits beyond the GIZ resource pool.

2. Development of new Student Learning Materials Kits for two qualifications

- Develop a comprehensive Student Learning Materials Kits using both the existing resource pool and externally obtained materials. Ensure the materials correspond to each module of the Warehouse Operator and Freight Forwarding Specialist qualifications.
- Design the materials to be suitable for both classroom teaching and self-study.
- Ensure all learning materials comply with Georgia-specific laws and regulations as they pertain to the respective modules of both educational standards.
- Edit and finalize all materials in Georgian.

3. Preparation of Teachers' Handouts and Conducting Training Sessions

- Prepare handouts and relevant literature lists for teachers, based on the developed Student Learning Materials Kits for each module of both programmes.
- Conduct a two-day training session introducing the developed Kits to teachers of VET colleges that intend to implement the dual programmes
- Collaborate with local assessment specialist on elaborating assessment tools based on the Student Learning Materials Kit.

4. Final report preparation

Prepare final report evidencing achievement of the objective of the assignment including feedback from parties involved.

d. Deliverables

Tasks	Deliverables	Timeline	Location	Expert days up to
Review of Educational Standards and existing learning materials and preparation of the Content Specification Document	<p>A detailed report on the Educational Standards' review is in place, including:</p> <p>a. identified needs for teaching and learning materials per each module of both qualifications</p> <p>b. list of materials available or to be obtained to be including in the Student Learning Materials Kits</p> <p>Content Specification Document is in place and agreed with GIZ including composition, approximate volume and format of the Student Learning Materials Kits e.g. detailed information about approximate number of pages, images, as well as the adequate format (text, visual, case study).</p> <p>Special attention should be paid to clearly indicating the sources of copyright for all visual and text materials used from external resources. This includes citing the original authors, publishers, and any licensing information to ensure proper attribution and compliance with copyright laws.</p>	September-October 2024	Tbilisi	10
Development of new Student Learning Materials Kits for two qualifications	<p>Student Learning Materials Kits for VET students, corresponding to each module of both Warehouse Operator and Freight Forwarding Specialist qualifications, suitable both for classroom teaching and self- study are in place in the digital format (editable text and/or visual materials) proofread and edited.</p> <p>Focus groups and validation meetings are conducted with Colleges, companies and Skills Agency relevant representatives to get approval of the stakeholder groups on the product.</p>	October 2024 -March 2025	Tbilisi	42
Preparation of Teachers' Handouts and Conducting Training Sessions	<p>Teacher handouts per each module are prepared including the list of relevant/additional literature and available web resources per each module.</p> <p>Teacher Training Agenda is prepared;</p> <p>2 - day training on introduction of SLMK and development of exam samples is delivered.</p>	April -May 2025	Tbilisi	7

Final Report	Final report paper prepared and submitted to GIZ for approval.	May 2025	Tbilisi	1
In total up to				60

e. Conditions

The service provider must work in close collaboration with Educational Expert, partner colleges and industry representatives to develop and get approval of final deliverables. The Expert must cover all costs that may occur such as travel costs, facilitation of discussions, and translation services. All deliverables apart from the final report must be in Georgian language. The format of the deliverables should be an editable text format (preferably MS Word, also PPT for the visual or presentation materials);

g. Intellectual Property

The service provider 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 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 T&L resource pool materials provided to the contractor. Solely GIZ shall have the right to copy, publish, disclose, disseminate, and use, in whole or in part, of all materials developed by the contractor as part 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.

h. Duration of the contract

GIZ shall hire the contractor for the anticipated contract term from 15.09.2024 to 31.05.2025.

i. Payment schedule:

For this assignment, a maximum of 60 working days is agreed.

One interim payment (up to 40 days, November 2024) will be made after submitting the following deliverables:

- a) Review of Educational Standards and existing learning materials
- b) Development of new Student Learning Materials Kits for two qualifications

The final payment will be carried out based on the implementation and completion of this assignment, submission of the final invoice and the acceptance of all deliverables by GIZ.

j. Specification of inputs

Fee days	Number of days up to	Comments
Service provision	60	

k. Coordination and communication

The service provider responds to and coordinates with the project expert Tamar Kvachadze. The coordination meetings are to be held every two weeks and if need arises to discuss the implemented activities and the next steps.

l. Requested expert profile

To achieve the above-mentioned objectives, the contractor should demonstrate strong expertise in transport and logistics sector, associated professions, Vocational Education and training programme development and delivery, development of learning materials and preparation of research or/and policy documents in transport and logistics sectors.

- **Educational Background:**
 - Master's degree or higher in Logistics, Transportation, Supply Chain Management, or a related field.
- **Professional Experience:**
 - Minimum of 5 years of experience in logistics and transportation, with a strong emphasis on freight forwarding and warehousing.
 - Proven experience in curriculum design and educational content development, learning materials preferably for Vocational Education.
- **Technical Skills:**
 - Deep understanding of logistics operations, supply chain management, and warehouse management systems.
 - Proficiency in instructional design tools, methodology and preferably educational technology.
- **Soft Skills:**
 - Strong communication and presentation skills.
 - Excellent spoken and written German, English and Georgian.
 - Experience of coordinating of work between stakeholders and partners.
- **Certifications:**
 - Relevant certifications in logistics and transportation are preferred.

Knowledge of the country specific context and working experience with GIZ will be an asset.