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Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

Terms of Reference (ToR)

for Providing Training Services on interviewing and Recruitment Techniques

1. Background/Project description

The global programme Shaping Development-Oriented Migration (MEG), commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and executed by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, is a pivotal initiative in the realm of migration and development. Its primary aim is to empower partner countries to harness the benefits of regular migration while actively engaging diaspora communities to drive sustainable development.

The core objective of the project is to provide support to key actors in partner countries, enabling them to make gender-responsive contributions toward the effective implementation of the Global Compact for Safe, Orderly, and Regular Migration (GCM). This commitment underscores dedication to creating migration policies that align with international standards, emphasizing human rights and gender equality.

Programme approaches

The Programme employs a multifaceted approach to achieve its objectives:
- **Shaping Migration Policy**: We collaborate closely with partner countries as they formulate migration policies that align with the principles of the GCM, ensuring the safe and orderly movement of people and the protection of migrant rights.
- **Gender Equality and Policy Coherence**: We promote policy coherence, emphasizing gender equality through an intersectional lens, and actively collaborate with civil society actors. These aspects are pivotal in achieving a harmonious and inclusive approach to migration and development.
- **Diaspora Engagement**: Project seeks to encourage investment, knowledge exchange, and innovation in partner countries by engaging with the diaspora residing in Germany. This dynamic connection offers a unique avenue for supporting sustainable development in countries of origin.

Fields of Action:

The Programme operates within four core fields of action, each essential to the success of our mission:

1. Regular Migration:
- *Guidance to Political Partners:* Offering guidance to political partners on regular migration, ensuring alignment with international standards.
- *Training for Labour Inspectors*: Conducting training programs for labour inspectors to raise awareness of precarious working conditions.
- *Ethical Recruitment*: Implementing measures to ensure ethical and fair recruitment standards in partner countries.

2. Diaspora Cooperation:

- *Diaspora Experts:* Supporting migrants from selected partner countries residing in Germany to contribute voluntarily to development in their countries of origin. This includes advice on engagement, training in knowledge exchange methods, networking events, expense coverage and on-site support.

- *Diaspora Organizations*: Providing support for projects initiated by diaspora organizations aimed at promoting development in their countries of origin. This support includes subsidies, application guidance, planning assistance, networking events and training.

- *Business Ideas for Development:*[1] Supporting business founders in leveraging their expertise gained in Germany to benefit their countries of origin. This support includes individual coaching on creating and implementing business plans, financing for start-up preparations, and networking opportunities with potential partners, business networks, and start-up centers.

   3. **Mitigating Precarious Working Conditions** - Enhancing the Protection of Migrants:

- *Strengthening the Capacities of State Actors*: Supporting partners in strengthening the capacities of state actors to protect the rights of migrant workers, particularly in the context of global care chains, such as women in precarious working conditions and children affected by care gaps.

- *Supporting CSOs:* Offering financial and technical support to Civil Society Organizations (CSOs) that work to protect the rights of migrant workers and their families.

- *Regional Exchange*: Organizing regional exchanges to promote peer learning and enhance the protection and agency of migrants in vulnerable situations.

   4. **Multilateral Cooperation**:[2] Strengthening International Cooperation for Safe, Orderly, and Regular Migration:

- *Supporting International Organizations:* Collaborating with international organizations, such as the IOM (International Organization for Migration), to set up the Global Data Institute.

- *Funding Support:* Contributing to the Migration Multi-Partner Trust Fund to aid in international migration efforts.

- *Good Practice Documentation:* Assisting partner countries in documenting and sharing good practices to promote safe, orderly, and regular migration at the international level.

The Programme MEG is committed to achieving sustainable migration and diaspora engagement and invites stakeholders to participate in this collective effort. Together, we aim to inspire a brighter and more inclusive future, where migration serves as a force for good, contributing to the sustainable development and well-being of all involved parties. A path toward a world where migration serves as a force for good, contributing to the sustainable development and well-being of all.

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[1] Note: This component is not being implemented in Georgia.
[2] Note: This entire field of action is also not being implemented in Georgia.

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2. Context

As regular labor migration stands as a top priority in Georgia's migration management strategy, the government is actively engaged in aligning its policies and processes with international standards. In response to the increasing human mobility and the growing numbers of emigrants and immigrants, Georgia is proactively leveraging its development potential by implementing the Global Compact for Migration (GCM).

This process involves a range of activities, including the establishment of legal pathways, with a particular focus on the development and implementation of circular labor migration schemes, raising public awareness about the risks associated with irregular migration, and ensuring the effective monitoring of compliance with labor norms and international standards by employers and private recruitment agencies.

Within the (1) Regular Migration Field of Action, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) provides support to the Ministry of Internally Displaced Persons from the Occupied Territories, Labor, Health, and Social Affairs of Georgia (MoH) and its associated governmental agencies. This support mainly extends to the LEPL State Employment Support Agency (SESA) and the LEPL Labor Inspection Office (LIO).

Given the intricate nature of tasks within this sector, coupled with a notable staff turnover rate and constant influx and outflow of personnel, both institutions require sustained and systematic capacity development initiatives to ensure their workforce remains well-informed and proficient. In addition, the needs assessment has revealed a critical requirement to train/retrain their staff members in interviewing and recruitment techniques. GIZ is committed to supporting its partners by delivering customized training on these vital topics.

This training will equip participants with the necessary skills to conduct successful interviews and implement efficient recruitment strategies, thereby improving the quality of candidate selection and overall service delivery.

3. Objectives and scope of Work:

The primary **objectives** of the training are to:

- Equip participants with knowledge of best practices in interviewing and recruitment techniques.
- Enhance participants' skills in conducting structured and effective interviews.
- Improve participants' ability to assess candidates' competencies and fit for positions.
- Develop participants' understanding of effective recruitment strategies and methods.

The training provider **will be responsible** for:

- Designing and delivering a 2-day in-person training program for two groups up to 30 participants. Approximately 15 participants in each group.
- Developing training materials, including presentations, handouts, and practical exercises.
- Conducting pre-training and post-training assessments to gauge participants' learning.
- Providing a detailed report on the training outcomes and participants' feedback.

4. Training Content

The training program should cover, but not be limited to, the following topics:

Day 1: Foundations of Interviewing and Recruitment

- o Introduction to Interviewing and Recruitment: Objectives and Importance
- o Types of Interviews: Structured, Unstructured, Behavioral, and Situational
- o Developing Effective Interview Questions
- o Legal and Ethical Considerations in Interviewing
- o Overview of the Recruitment Process: From Job Analysis to Onboarding

Day 2: Practical Interviewing Skills and Recruitment Strategies

- o Conducting the Interview: Techniques and Best Practices
- o Assessing Candidate Responses and Behavioral Indicators
- o Common Interviewing Challenges and How to Overcome Them
- o Role-Playing and Practical Exercises
- o Effective Recruitment Strategies: Sourcing, Screening, and Selection
- o Evaluating Recruitment Metrics and Continuous Improvement

5. Deliverables

The training provider will deliver the following:

- Detailed training agenda and schedule
- Training materials (presentations, handouts, exercises)
- Delivery of 2-days training (4 training days in total) for two groups (15-15 participants each) for up to 30 participants.
- Pre-training and post-training assessments
- Final training report, including participant feedback and recommendations

6. Dates and location

The training will be conducted over 4 consecutive days in November 2024. Exact dates and location will be agreed upon with SESA and respective trainer(s).

The final reporting, including financial documentation (final invoice, etc.), is expected to be delivered by 18:00 GET on November 29, 2024.

7. Proposal Structure

The Bidder shall provide the proposal in response to the subject ToR to include the following components:

1. Short narrative on the Bidder and its relevant work.
2. Technical proposal of the Bidder, explaining in detail the content of the training (in form of a work-plan / milestone schedule) how the contractor will ensure design and delivery of the training and timely provision of deliverables listed in the ToR. **(1.3.1)**
3. List of similar trainings provided by the bidder during the last two years.
4. CV(s) of the trainer(s) with desired qualification and experience.

8. Assessment Criteria

The assessment criteria for selecting potential Bidder:

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1. **Company Registration and Operation Duration:**

   Criterion: The Bidder shall be a company registered and operating in Georgia for at least five years **(1.1.1).**

   Assessment: This criterion ensures that the bidder has a stable operational history and experience within the local context.

2. **Demonstrated Experience in Conducting Trainings:**

   Criterion: The Bidder should have a demonstrated experience of at least 5 years in conducting trainings in Georgia for private and public sector **(1.2.1).**

   Assessment: This criterion verifies that the bidder has general, proven experience and expertise in delivering training programs.

3. **Thematic Training Experience of Trainers**

   Criterion: Minimum of five years of specific experience in conducting thematic training sessions related to the subject matter outlined in this ToR. This experience should encompass the development of training materials, facilitation of sessions, and evaluation of training outcomes. **(1.4.1)**

   Experience of the trainers in cooperation with state, non-state, and international organizations will be considered a significant asset. (**1.2.2**)

   Assessment: This criterion verifies that the assigned trainer(s) has/have desired experience and expertise in delivering capacity development activities, specifically within the geographic and sectoral context relevant to SESA's needs. It ensures that the bidder is familiar with the training requirements and expectations in Georgia. This criterion provides an additional layer of assessment by valuing experience with international standards and organizations. It can indicate the bidder's ability to meet higher standards and deliver complex training programs effectively.

   * Please see the Assessment Grid document for more details.