

**People in Need Georgia**

**Terms of Reference**

**Conduct training for local SCOs in Tskaltubo in human rights-based approach to identifying and supporting people vulnerable to food insecurity, volunteer management and engaging with local government authorities**

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| **Post Title** | HRBA Expert/Trainer |
| **Type of Appointment** | Consultancy |
| **Contract type** | Service contract |
| **Duty Station** | Tbilisi/Tskaltubo Municipality |
| **Reporting Line** | PM |
| **Duration of contract** | October, 2025 |

# About PIN Georgia

People in Need Georgia is a branch of the international Czech non-governmental, non-profit organisation People in Need (PIN). PIN has been working in Georgia since 2005 and has offices in Tbilisi and several regions of Georgia. For almost 20 years of its presence in the country, the organization has been dedicated to promoting sustainable development and social innovation. PIN Georgia focuses on empowering communities and implements a range of projects that address pressing social, economic, and environmental challenges. By fostering collaboration between local stakeholders, government entities, and international partners, the organization strives to enhance the quality of life for vulnerable populations. Through initiatives in education, health, and environmental conservation, economic empowerment, humanitarian action, etc., PIN Georgia aims to build resilient communities and promote inclusive growth, ensuring a better future for all citizens.

# About the project

Implemented by PIN Georgia with support from European Union (EU) and the Czech Development Agency (CZDA), the project “Civil Society Actors as Levers for a Sustainable Food System in Georgia” builds on the combined experience of consortium partners People in Need (PIN) and the Georgian Red Cross (GRC) in developing the capacities of local action groups (LAGs) and civil society actors as well as serving the needs of vulnerable people across Georgia and globally. It has leveraged relationships with Parki ar Minda (PAM) and Eliots, who provide expertise in environmental awareness raising and the retail sector in Georgia, respectively.

The action draws on PIN’s and the Red Cross movement’s global expertise in food security, waste management and climate change mitigation, to pilot a food bank intervention that will redistribute unsold food items donated by food business operators (FBOs), otherwise destined for landfill, to food insecure people in the municipality of Tskaltubo in the region of Imereti. This pilot intervention will assess the impact of the new Law on Food Loss and Waste Reduction, Food Recovery, and Redistribution[[1]](#footnote-1), which was approved in October 2023. Additionally, tax exemptions for Food Business Operators (FBOs), which enable the effective implementation of this law, were approved on January 1, 2025. The action will empower LAG Tskaltubo and other local civil society actors (CSAs), including registered CSOs and informal groups, to facilitate the provision of food to local food insecure people. This will include their involvement in the distribution of food items from the food bank, their role in facilitating the cooperation of local farmers with surplus produce and the municipal food, and an accompanying information campaign assuring people of the safety of donated food. Redistribution of unsold food items and surplus produce will result in a reduction of food waste and farm gate losses, leading to a reduction in greenhouse gas (GHG) emissions, while at the same time reducing the rate of food insecurity among the local population. Furthermore, the LAG and CSAs will be provided with training and resources to run awareness raising campaigns on the issue of food waste and food losses, leveraging their networks in the community to influence behavior change at the local level.

# Background

Food insecurity is not only an issue of insufficient availability and access to food, but also a matter of human rights. The right to adequate food is recognized in the Universal Declaration of Human Rights (1948) and reaffirmed in the International Covenant on Economic, Social and Cultural Rights (1966) as part of the right to an adequate standard of living. This right implies that every person should have physical and economic access to sufficient, safe, and nutritious food to meet their dietary needs.

Civil society organizations (CSOs) and community groups engaged in food assistance play a crucial role in supporting people facing food insecurity. However, food assistance should not be understood or delivered merely as an act of charity. Rather, it should be framed within a human rights-based approach (HRBA) that emphasizes dignity, accountability, participation, and empowerment of those receiving support.

In Georgia, where significant segments of the population experience food insecurity and poverty, civil society representatives and volunteers are often at the frontline of food distribution. Strengthening their capacity to apply HRBA principles, manage volunteers effectively, and engage constructively with local government authorities is critical for ensuring that food assistance initiatives are sustainable, inclusive, and respectful of human rights.

# Objectives of the consultancy

The overall objective of this consultancy is to strengthen the capacity of civil society organizations in Tskaltubo to deliver food assistance through a human rights-based approach, with a focus on:

* Understanding the right to food as a fundamental human right, grounded in international human rights instruments.
* Applying HRBA principles (participation, accountability, non-discrimination, transparency, and empowerment) in the design and delivery of food assistance.
* Building skills in volunteer management to ensure effective, ethical, and sustainable engagement of community members in food assistance activities.
* Enhancing the ability of CSOs to engage and collaborate with local government authorities for improved coordination, resource mobilization, and policy advocacy.
* Reframing food distribution from a charity-based intervention to a rights-based practice that reinforces dignity and equality of food-insecure people.

# Scope of Work

The selected service provider will be responsible for designing and delivering a tailored training program to strengthen the capacity of five civil society organizations (CSOs) in Tskaltubo to apply a human rights-based approach (HRBA) in food assistance. The scope of work will include:

1. **Training Design and Preparation**
   * Develop a two-day training curriculum and agenda focused on HRBA in food assistance, volunteer management, and engagement with local authorities.
   * Ensure training materials are practical, accessible, and tailored to participants with diverse backgrounds and levels of experience.
   * Integrate international standards and best practices, particularly referencing the UniversalDeclaration of Human Rights and the International Covenant on Economic, Social and Cultural Rights.
2. **Training Delivery** - Facilitate interactive sessions covering the following key areas:
   * + Understanding the right to food as a fundamental human right.
     + Applying HRBA principles (participation, accountability, non-discrimination, transparency, empowerment) in food assistance.
     + Volunteer management: recruitment, training, engagement, supervision, and retention strategies.
     + Engagement with local government authorities: building partnerships, navigating administrative processes, and leveraging resources.
     + Framing food distribution as a rights-based practice that reinforces dignity and equality, rather than as an act of charity.
     + Use participatory methodologies, including case studies, group discussions, and role plays to promote active learning.
3. **Post-Training Outputs**
   * Conduct pre- and post-training assessments to evaluate knowledge gained.
   * Collect and analyze participant feedback through evaluation forms.
   * Prepare a concise training report summarizing content delivered, participant engagement, assessment results, and recommendations for strengthening HRBA application in food assistance.
   * Submit digital copies of all training materials (presentations, handouts, reference tools) to the PIN for future use.

# Training Organization and Logistics

The service provider will be responsible for organizing and delivering a two-day HRBA training for approximately 15 participants. This includes:

* Developing the training agenda and materials tailored to food safety in storage and distribution.
* Making all necessary logistical arrangements for the training, including but not limited to:
  + Hiring and preparing an appropriate training venue.
  + Arranging transportation for participants to and from the training location.
  + Providing accommodation and meals for participants, if required.
  + Supplying training materials, stationery, and equipment (projector, flipcharts, etc.).
* Ensuring that the training environment is conducive to interactive learning and group participation.
* Managing on-site coordination during the training days.

# Expected deliverables

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| **Deliverable** | **Description** | **Timeline** |
| **Training Agenda and Curriculum** | A detailed two-day training plan, including session objectives, methodologies, and supporting materials, to be submitted for review and approval prior to training delivery. | **10 October, 2025** |
| **Training Materials** | Comprehensive set of training resources, including presentations, handouts, reference tools, and case studies, tailored to the needs of CSOs. | **17 October, 2025** |
| **Two-Day Training Workshop** | Successful organization and facilitation of a two-day training for approximately 15 participants, ensuring interactive, participatory, and practice-oriented sessions. | **20-21 October, 2025** |
| **Final Training Report** | A concise report (5-7 pages) summarizing training content, participant engagement, assessment results, key outcomes, and recommendations for improving food safety in storage and distribution. | **29 October, 2025** |

**Note: All deliverables should be submitted in Georgian.**

# Required Qualifications

The service provider (individual consultant or organization) is expected to demonstrate the following qualifications and expertise:

* + Advanced degree in human rights, law, social sciences, international development, humanitarian assistance, or a related field.
  + Proven knowledge of the human rights-based approach (HRBA), with demonstrated ability to apply HRBA principles in humanitarian or development programming.
  + Strong understanding of the right to food as enshrined in international human rights instruments (UDHR, ICESCR) and its practical application in food assistance.
  + Familiarity with civil society engagement and capacity strengthening, particularly in the context of social services or food security.
  + Knowledge of and experience working with local government authorities, including coordination, advocacy, and partnership-building.
  + Professional experience in designing and delivering interactive training workshops for civil society actors, NGOs, or community-based organizations.
  + Fluency in Georgian, both written and spoken.

# Application Process

Interested candidates are invited to submit the following documents to Sofia Tvaradze at [sofia.tvaradze@peopleinneed.net](mailto:sofia.tvaradze@peopleinneed.net):

* **CV/Resume** – Detailing relevant qualifications, experience, and previous work related to delivery of HRBA trainings.
* **Technical Proposal** – Outlining the proposed methodology, work plan, and timeline for developing delivering the HRBA training.
* **Financial Proposal** – Providing a breakdown of expected fees and related costs.
* **At least one sample of previous** work – Such as a conducted training in HRBA or similar topics.

Deadline for submission of application is **September 26, 2025.**

# Payment Modalities

The budget available for this assignment is **EUR 5 000 (Gross).**

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| **%** | **Deliverables** | **Deadline for submission** |
| 90% | * Upon signing the contract | **October 6, 2025** |
| 10% | * **Upon provision of the final report** | **October 31, 2025** |

The payment will be made in several tranches as follows:

1. The law is available only in Georgian and can be found on the following [link](https://matsne.gov.ge/ka/document/view/5932169?publication=0). [↑](#footnote-ref-1)