****

**Expert - Development of the Adult Education Trainers’ Academy Programme**

**Terms of Reference (ToR)**

# 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**](http://www.dvv-international.ge) 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]](#footnote-1) These centres promote lifelong learning, socio-economic integration, and active citizenship through vocational training, skills development, civic education, and community-based initiatives.

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.

# Context

Adult Learning and Education (ALE) in Georgia is developing; however, there is no structured national system that ensures the systematic preparation, certification, and professional development support of adult education trainers. Existing training opportunities are largely project-based and fragmented.

To address this gap, DVV International, in cooperation with the Georgian Adult Education Network (GAEN), plans to establish an Adult Education Trainers’ Academy.

The Academy programme will be based on the following international frameworks: [Curriculum globALE](https://unesdoc.unesco.org/ark:/48223/pf0000377422), [Curriculum managerALE](https://www.dvv-international.de/fileadmin/files/Inhalte_Bilder_und_Dokumente/Microsite_ALE_Toolbox/Curriculum_institutionALE/Curriculum_institutionALE_EN_new.pdf), and [Curriculum institutionALE](https://www.dvv-international.de/fileadmin/files/Inhalte_Bilder_und_Dokumente/Microsite_ALE_Toolbox/Curriculum_managerALE/Curriculum_ManagerALE-EN.pdf), and will be adapted to the Georgian context.

**Objective**

The overall goal of this initiative is to improve the quality and professionalism of ALE in Georgia by establishing a Trainers’ Academy that strengthens key competences of adult educators and introduces a certification and registry of certified trainers.

To this end, DVV International Georgia (hereinafter referred to as the Client) seeks to contract an expert or a pool of expert to develop a structured, modular, and blended (face-to-face + online) programme in Georgian language for the Trainers’ Academy that:

* Strengthens Adult educators/trainers’ practical skills in training design, facilitation, learner support, and assessment of learning support;
* Strengthens basic management and quality assurance skills needed to run training in real ALE settings;
* Builds the foundation for long-term ownership and institutionalization in Georgia.

The programme will target:

* Trainers from Adult Education Centres;
* Member and non-member organisations of GAEN;
* Adult education coordinators;
* Trainers from public and private vocational colleges.

**Scope of Work and Tasks**

The programme will be organised around three main areas:

* Adult learning practice (facilitation, learner-centred methods, working with mixed groups, motivation, inclusion);
* Training design and delivery (needs analysis, definition of learning objectives, session planning, methods, assessment, follow-up support);
* Quality and basic management (ethical standards, monitoring of results, reporting, and basic programme organisation).

The expert shall:

* Analyse Curriculum globALE, Curriculum managerALE, and Curriculum institutionALE and adapt them to the Georgian context;
* Develop a 14-day modular Academy programme (blended format: face-to-face + online), including:
  + Definition of module structure and learning outcomes;
  + Preparation of an hourly schedule, which should include:
  + Breakdown of each day by hour to show start and end times for every session to ensure clarity and effective time management;
  + Module or topic for each time slot to indicate the subject being covered to align with learning outcomes and support monitoring, evaluation, and quality assurance;
  + Session format to specify whether the session is face-to-face, online, group work, or practical exercises;
  + Teaching method to describe the approach for each session (e.g., lecture, demonstration, practice, role-play, discussion) to ensure interactive, learner-centred delivery.
  + Integration of innovative thematic components (e.g., Adult Education and Employment).
* Maintain close cooperation with DVV International Georgia and GAEN to ensure alignment with strategic goals and contextual relevance.
* Prepare all deliverables in accordance with the agreed quality standards, timelines, and formats.

**Deliverables**

* Adapted curriculum framework in Georgian language (tailored to the Georgian context);
* Fully developed 14-day Academy programme (modules, structure, learning outcomes);
* Feedback surveys for participants, to be administered upon completion of each training module (e.g. 3-day or 5-day blocks), as well as a comprehensive final evaluation at the end of the overall Academy programme. The surveys should assess participant satisfaction, perceived relevance, quality of facilitation, and the extent to which learning objectives have been achieved.

# Data Ownership and Use

All data, reports, analyses, visual materials, and other outputs produced under this assignment shall remain the property of the Client.

The Contractor may not publish, disseminate, or otherwise use the findings, data, or materials generated through this assignment for external purposes without the prior written approval of the Client.

The Contractor shall ensure that all raw data and final outputs are submitted to the Client upon completion of the assignment.

# Management and Staffing Arrangements

# The assignment may be implemented by an individual expert or a pool of experts, with demonstrated expertise in adult education, curriculum development, and quality assurance systems.

In case of a pool of expert, a Team Leader should be designated, who will serve as the primary contact point for the Client and will be responsible for overall coordination, quality assurance, timely delivery of outputs, and communication with the Client.

Where a team is proposed, clear roles and responsibilities of each team member shall be defined in the proposal.

**Profile and Qualifications of the Expert(s)**

* Minimum 7 years of professional experience in Adult Learning and Education;
* Experience in curriculum and training programme development;
* Experience working with assessment and quality assurance systems;
* Strong knowledge of interactive and practice-based learning methodologies;
* Understanding of the specific context of Adult Education Centres established and supported by DVV international is an asset;
* Fluency in Georgian and English.

# Contract Duration and Indicative Timeline

The Client intends to conclude a contract with the selected Contractor for the anticipated period from 1 April 2026 to 1 May 2026.

This timeframe is indicative and reflects the expected implementation and delivery schedule of the assignment, and final reporting. Any adjustments to the timeline may be agreed upon in writing between the parties, subject to operational needs and mutual consent.

## Application and Financial Requirements

### A. Technical Proposal

The Technical Proposal shall include:

* Concept Note (maximum 5 pages, in English) describing:
  + Understanding of the assignment
  + Proposed methodology
  + Workplan
  + Delivery timeline
* CV (maximum 4 pages) highlighting relevant experience;
* At least two examples of similar programme development work.

### B. Financial Proposal

The Financial Proposal shall:

* Cover professional fees only;
* Be submitted in GEL;
* Be presented in Excel format;
* Indicate daily rate and estimated number of working days.

## Payment Conditions

# All payments will be made upon written confirmation by the Client that the respective deliverables meet the agreed quality standards.

# Evaluation and Selection Criteria

Applications will be evaluated based on the following criteria and weighting:

1. **Qualifications and Experience of the Expert** – **35%**  
   Assessment will be based on the requirements set out in the section *Profile and Qualifications of the Expert*, including the relevance and quality of demonstrated experience experience in curriculum development, adult learning methodologies, and programme design
2. **Technical Proposal** – **35%**  
   Assessment will be based on the requirements set out in section *Application and Financial Proposal Requirements – A. Technical Proposal*, including the proposed approach, methodology, workplan, and and feasibility of the proposed approach.
3. **Financial Proposal** – **30%**  
   Assessment will be based on the requirements set out in section *Application and Financial Proposal Requirements – B. Financial Proposal*, including cost-effectiveness, transparency, and alignment with the scope of the assignment.

The contract will be awarded to the applicant whose proposal achieves the highest overall score based on the above criteria and weighting.

# Deadline and Submission

The deadline for submission of applications is March 15th, 2026.

Applications shall be submitted electronically by email to the following address: [info@dvv-international.ge](mailto:info@dvv-international.ge)

The subject line of the email shall clearly indicate: “Trainers Academy”

Applications shall be submitted in English and 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.

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. [↑](#footnote-ref-1)