

## **TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS**

### **I. General information**

Assignment name	<b>Senior Local Expert in Social Work</b>
Beneficiary	Expertise France
Country	Georgia
Total estimated number of days	337 days
Period of assignment	February 2026 till September 2027

### **II. Context and justification of the need**

These terms of reference are prepared in the framework of the EU and AFD funded project “Strengthening Human Capital Development in Georgia”, which is implemented by Expertise France. The project aims at supporting Georgia, in strengthening primary health care and coordination between primary and hospital care, with a focus on mental health, with a gender-sensitive approach, improve social and employment services delivery to vulnerable groups, with a focus on people with disabilities and with a gender approach, increase efficiency, transparency and accountability of public administration through the development of gender-sensitive digital systems in the fields of social protection and employment, including cyber security.

### **III. Objectives and desired results**

#### **1) General objective**

The general objective of the assignment is to provide high-level technical expertise to support the strengthening, professionalisation, and institutional development of the social work system in Georgia, in line with national priorities and European best practices.

The assignment aims to contribute to improving the quality, coherence, and sustainability of social work education, professional standards, and service delivery by supporting policy development, capacity building, coordination among key stakeholders, and the implementation of planned activities under the Social Work Component of the programme for 2026-2027.

Through this assignment, the Senior Local Expert will support national institutions and professional actors in advancing a more competent, recognised, and practice-oriented social work profession, better equipped to respond to complex social needs and vulnerable populations.

#### **2) Mission Description**

In coordination with the Project Team and in close coordination with national counterparts and partner institutions, the Senior Local Expert will be responsible for providing strategic, technical, and operational support for the implementation of the Social Work Component action plan.

In particular, the Senior Local Expert will:

- Provide technical guidance and expert input for the design, implementation, and monitoring of activities aimed at strengthening social work education, professional standards, and practice frameworks.
- Support the development and/or revision of methodological, training, and guidance materials for social workers, professional supervisors, educators, and relevant institutions, ensuring alignment with international and European standards.
- Contribute to capacity-building activities, including the design and delivery of workshops, trainings, and consultations for social workers, academic staff, and institutional stakeholders.
- Support the integration of disability-inclusive approaches across training, supervision, and practice frameworks, ensuring alignment with CRPD principles and other international standards.
- Facilitate coordination and dialogue among key actors involved in social work reform, including public institutions, professional associations, academic institutions, and civil society organisations.
- Provide analytical input, assessments, and recommendations to inform evidence-based decision-making related to social work policy, education, and service provision.
- Support quality assurance and coherence across activities and deliverables under the Social Work Component, ensuring consistency with the programme's overall objectives and timelines.
- Contribute to reporting, documentation, and knowledge-sharing, including inputs to progress reports, summaries of activities, and lessons learned.

The Senior Local Expert is expected to work closely with the project team and stakeholders to ensure that activities are context-sensitive, practically applicable, and sustainable, contributing to long-term improvements in the social work system in Georgia.

### 3) Specific Objectives and Deliverables

Objective	Activities	Deliverables
<b>Initial phase:</b> component launch and professional community engagement	Engage with the social work professional community regarding project (SW components) mission and objectives.  Establish SW working group and communication framework with SW community.	Stakeholder mapping document. Communication framework.
<b>Objective 1:</b>  Establishing needs- and rights-based frameworks for professional social work practice	Organise and coordinate comprehensive mix-method (combined) research. <ul style="list-style-type: none"><li>• Prepare the ToR of the research company.</li><li>• Collaboration with the research company throughout the research planning, instrument development, fieldwork, and report preparation process</li></ul>	In cooperation with Lead researcher, research facilitators/interviewers: <ul style="list-style-type: none"><li>- Terms of Reference for research group</li><li>- Research coordination plan/timeline</li><li>- Meeting minutes and progress reports</li><li>- Quality assurance/review notes on research instruments and reports</li></ul>

	<ul style="list-style-type: none"> <li>• Communication of research findings to the social work professional community and other stakeholders</li> <li>• Develop of an action plan for integrating the research findings into concrete steps for advancing social workers' professional development and strengthening the profession</li> </ul> <p>Prepare a research-based communication strategy for promoting and strengthening the social work profession</p>	<ul style="list-style-type: none"> <li>- Stakeholder communication plan</li> <li>- Summary briefs for different target audiences</li> <li>- Action plan for integrating research findings into social workers' professional development</li> <li>- Final advisory report/expert opinion on research findings and their implications</li> </ul> <p>Research-based communication strategy for the social work profession.</p>
<b>OBJECTIVE 2:</b> Promoting sustainable professional development	Strategic planning and curriculum design: <ul style="list-style-type: none"> <li>• Create comprehensive curricula framework;</li> <li>• Establish training development infrastructure.</li> </ul>	In cooperation with SW working group and course developers: <ul style="list-style-type: none"> <li>- Curricula package (course frameworks, catalogue, format specifications, competency framework)</li> <li>- Expert engagement documents (recruitment criteria, group composition chart, ToR)</li> </ul>
	Core curriculum design: <ul style="list-style-type: none"> <li>• Core curricula design;</li> <li>• Integrate the practice-based learning approach.</li> <li>• Develop specialised training module on disability-inclusive social work practice</li> </ul>	In cooperation with SW working group and course developers: <ul style="list-style-type: none"> <li>- Learning outcomes matrix</li> <li>- Assessment strategy and tools</li> <li>- Practice-based learning modules with practicum requirements</li> <li>- Disability-inclusive social work training package (module curriculum, CRPD-aligned practice guidelines, accessibility standards for service delivery, case studies, assessment tools for working with persons with disabilities)</li> </ul>
	Quality assurance <ul style="list-style-type: none"> <li>• Organize expert review panels and stakeholder feedback sessions</li> <li>• Develop trainers' guide</li> </ul>	In cooperation with SW working group and course developers: <ul style="list-style-type: none"> <li>- Trainers' guide (incorporating expert and stakeholder feedback)</li> </ul>

	<p>Training program delivery</p>	<ul style="list-style-type: none"> <li>- ToT package (curriculum, materials, trainer certification, recruitment plan, participant selection criteria)</li> <li>- Training delivery documentation (calendar, webinars, evaluation forms, impact assessment report, best practices, success stories)</li> </ul>
	<p>Develop continuous professional development mechanisms: professional guidance and peer networks.</p>	<p>In cooperation with SW working group, and trainers:</p> <ul style="list-style-type: none"> <li>- Mentorship program outline and peer learning guidelines</li> <li>- Online forum platform</li> </ul>
	<p>Promote institutional support</p> <ul style="list-style-type: none"> <li>• Employer guidance and recommendations.</li> <li>• Quality standards and accreditation concept.</li> </ul>	<p>In cooperation with SW working group:</p> <ul style="list-style-type: none"> <li>- Institutional support package (employer recommendations, CPD benefits brief, credit system proposal, professional classification system)</li> <li>- Quality assurance and accreditation framework (quality standards, accreditation proposal, scale-up strategy)</li> <li>- </li> </ul>
<p><b>OBJECTIVE 3:</b> Enhancing professional supervision in social work practice</p>	<p>Develop needs-based supervisor training program and resources</p> <ul style="list-style-type: none"> <li>• Assessment of SW supervision practice and identify the needs;</li> <li>• Design training curricula.</li> <li>• Integrate disability-competent supervision approaches into training curricula</li> </ul>	<p>In cooperation with SW working group, researchers and facilitators:</p> <ul style="list-style-type: none"> <li>- Needs assessment package (policy review, focus group findings, thematic analysis)</li> <li>- Evidence-based recommendations for supervision training</li> <li>- Disability-focused supervision component (guidance on supervising casework involving persons with disabilities, reflective practice tools for disability-related ethical dilemmas, quality indicators for disability-inclusive practice)</li> </ul>
	<p>Provide trainings to supervisors and social workers:</p> <ul style="list-style-type: none"> <li>• Develop training materials and resources;</li> <li>• Implement training programs</li> </ul>	<p>In cooperation with SW working group, researchers and facilitators:</p> <ul style="list-style-type: none"> <li>- Supervision training package (manual, toolkit, practice guides, assessment tools, peer learning platform)</li> <li>- Training implementation documentation (completion reports, session logs, feedback analysis, revised programs)</li> </ul>
	<p>Provide guidance and recommendations for employers to strengthen professional supervision.</p>	<ul style="list-style-type: none"> <li>- Employer guidance package (recommendations, guidance document, training materials)</li> <li>- Specialised training module for supervisors on overseeing disability-inclusive practice (session materials, competency checklist)</li> </ul>
<p><b>OBJECTIVE 4:</b> Advancing professional</p>	<p>Launch public awareness campaign for social work profession:</p> <ul style="list-style-type: none"> <li>• Develop campaign materials and messaging;</li> </ul>	<ul style="list-style-type: none"> <li>- Public awareness campaign package (messaging framework, visual materials,</li> </ul>

recognition and title protection	<ul style="list-style-type: none"> <li>• Implement stakeholder engagement and dissemination;</li> </ul>	testimonial videos, brochures, social media content)
	<p>Conduct international benchmarking study examining professional social workers and paraprofessional roles.</p>	<ul style="list-style-type: none"> <li>- Study design package (country selection criteria, selected countries analysis, study tour itinerary, partnership agreements)</li> <li>- International benchmarking report (literature review, cross-country comparison, workforce intervention analysis, training pathways analysis, paraprofessional roles)</li> </ul>
	<ul style="list-style-type: none"> <li>• Develop legal and policy recommendations for social work title protection</li> <li>• Develop professional classification framework, including paraprofessional roles</li> <li>• Conduct advocacy and support implementation of recommendations</li> </ul>	<p>In cooperation with a legal expert and working group:</p> <ul style="list-style-type: none"> <li>- Legal recommendations package (gap analysis, legal amendments for title protection, sanctions and enforcement framework)</li> <li>- Professional classification framework (role definitions, paraprofessional guidelines, supervision requirements, educational pathways, salary scale, CPD requirements, registration system design)</li> <li>- Advocacy and implementation package (policy briefs, action plan, campaign materials, stakeholder consultation report)</li> </ul>

#### IV. Place, duration and terms of performance

##### 1) Implementation period

**Start date:** February 15, 2026

**End date:** September 13, 2027

#### V. Required expertise and profile

##### 1) Profile of the Senior Local Social Work Expert

###### Qualifications and experience:

- Advanced university degree (Master's level or higher) in Social Work, Social Policy, Social Sciences, Public Policy, Law, or a closely related field.
- At least 10 years of proven professional experience in the field of social work, social services, social protection, or related public policy areas, including direct involvement in system-level reforms.
- Proven experience in policy development, strategic planning, or reform implementation related to social work, social services, or vulnerable populations.
- Solid experience in capacity-building activities, including the design and delivery of trainings, workshops, mentoring, or methodological support for social workers or related professionals.

- Experience in disability-inclusive social work practice or policy, including familiarity with the CRPD framework and rights-based approaches to disability, is a strong asset.
- Prior experience with EU-funded, donor-funded, or international technical assistance projects is a strong asset.
- Excellent knowledge of the national social work system and institutional framework in Georgia, including relevant legislation, policies, and implementation challenges.

#### **Technical Skills**

- Strong expertise in social work practice models, including needs- and rights-based approaches, case management, disability-inclusive practice, multidisciplinary cooperation, and ethical standards.
- Proven ability to contribute to the development or revision of professional standards, guidelines, curricula, or methodological tools for social workers and service providers.
- Solid analytical skills, with the ability to conduct assessments, gap analyses, and evidence-based recommendations.
- Experience in training design and facilitation, including adult learning methodologies and practice-oriented approaches.
- Ability to support institutional coordination and stakeholder dialogue among professional associations, academia, and civil society organisations.
- Strong drafting skills in preparing technical notes, guidance documents, reports, and inputs to project deliverables.
- Ability to work independently while contributing effectively to team-based, multi-stakeholder environments.
- Excellent command of Georgian and strong working knowledge of English (written and spoken).

#### **Language skills:**

- Proficiency in Georgian
- Excellent command of written and spoken English (good writing, synthesis and analysis skills, etc.).

#### **Other skills:**

Excellent communication and organizational skills, project management abilities, and the capacity to work collaboratively with various stakeholders. Experience in working on international development project initiatives.

### **VI. Assignment reports**

Regular reports following the completion of the deliverables must be forwarded by e-mail to the project team.

### **VII. Monitoring-evaluation**

In coordination with M&E expert of the project and M&E team in Expertise France HQ (Paris).