

**People in Need Georgia**

**Terms of Reference**

**Tailored HACCP Training on Food Safety, Storage, and Distribution for Civil Society Organizations in Tskaltubo**

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| **Post Title** | HACCP 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 safety is a critical element of food security, ensuring that food consumed is not only available but also safe, nutritious, and handled in compliance with established standards. Around the world, millions of people experience foodborne illnesses every year, often as a result of unsafe storage, handling, or distribution of food. These risks are especially acute in humanitarian and social service contexts, where food redistribution and donations play a key role in supporting vulnerable populations.

Civil Society Organizations (CSOs) in Tskaltubo Municipality will be increasingly engaged in the collection, storage, and distribution of donated food to households facing food insecurity. According to the United Nations Food and Agricultural Organization (FAO), 9.5% of the Georgian population experiences severe food insecurity, while 17.5% live below the absolute poverty line, making food assistance a lifeline for many. However, ensuring that food reaches recipients in a safe and uncontaminated condition remains a significant challenge.

Civil society actors and volunteers are often at the frontline of food distribution but may lack the technical knowledge and training necessary to manage food safety risks effectively. While national legislation and international standards provide frameworks for food safety management, their application in non-production environments such as food banks and community food distribution points require adaptation and capacity building.

Hazard Analysis and Critical Control Points (HACCP) is a globally recognized methodology for identifying and controlling food safety risks. Tailored training on HACCP principles, adapted to the context of food storage, handling, and transportation, can equip CSOs and food bank staff with the practical knowledge and skills needed to safeguard food safety throughout the redistribution chain. This is essential not only for protecting the health of beneficiaries but also for ensuring trust, accountability, and sustainability of food assistance programs. By strengthening the capacity of civil society representatives through HACCP-focused training, this initiative aims to improve food safety standards in Georgia’s food bank system, reduce the risk of foodborne illnesses, and contribute to the broader goal of enhancing food security for vulnerable groups.

# Objectives of the consultancy

The main objective of this consultancy is to build the capacity of civil society representatives involved in food bank operations to apply Hazard Analysis and Critical Control Points (HACCP) principles in the context of safe food storage, handling and distribution.

Specifically, the training aims to:

* Introduce participants to the core principles of HACCP and their relevance for food safety in food banks/distribution warehouse.
* Strengthen participants’ understanding of food safety risks related to storage, handling, and distribution of donated food items.
* Equip participants with practical skills to identify critical control points, establish basic monitoring procedures, and implement preventive measures to ensure food safety in non-production environments.
* Promote compliance with national and international food safety standards and best practices applicable to food banks and food redistribution systems.
* Enhance participants’ ability to train or guide volunteers and partner organizations in applying food safety practices in daily operations.

# Scope of Work

The selected service provider will be responsible for designing and delivering a tailored HACCP training program for civil society representatives engaged in food bank operations. The scope of work will include:

1. **Training Needs Assessment**
   * Briefly assess the knowledge level of participants prior to the training to adapt content to their background and roles.
2. **Training Design and Delivery**
   * Develop a training curriculum focused on HACCP principles with emphasis on food storage, handling, transportation, and distribution.
   * Ensure training materials are practical, easy to understand, and relevant for non-production environments such as food banks and community distribution points.
   * Use participatory training methods (presentations, group work, case studies, role play, practical exercises) to promote active learning.
3. **Key Training Content**
   * Introduction to HACCP: principles, importance, and benefits.
   * Food safety hazards in storage and distribution (biological, chemical, physical).
   * Good storage and handling practices (temperature control, hygiene, cross-contamination prevention, stock rotation).
   * Identification of Critical Control Points (CCPs) in food storage and transportation.
   * Practical steps for monitoring, record-keeping, and corrective actions.
   * Roles and responsibilities of staff and volunteers in ensuring food safety.
4. **Training Materials**
   * Provide handouts, slides, and other relevant learning materials in Georgian.
   * Develop simple checklists and reference tools that participants can use in their daily work.
5. **Post-Training Outputs**
   * Conduct a short pre- and post-training assessment to measure knowledge gained.
   * Provide the food bank management with a brief training report, including recommendations for improving food safety practices in storage and distribution.
   * Share digital copies of all training materials for future internal use.

# Training Organization and Logistics

The service provider will be responsible for organizing and delivering a two-day HACCP training for approximately 15 participants from Tskaltubo municipality. 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 (in Tskaltubo, Kutaisi, Sairme or other appropriate location).
  + 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 agenda and curriculum tailored to HACCP principles in food storage, handling, and distribution. | **10 October, 2025** |
| **Training Materials** | Development of handouts, slides, checklists, and other reference tools in Georgian, adapted for civil society representatives and food bank operations. | **17 October, 2025** |
| **Two-Day Training Workshop** | Organization and facilitation of a two-day HACCP training for approximately 15 participants, including all logistical arrangements (venue, transportation, accommodation, meals, training materials, and equipment). | **23-24 October, 2025** |
| **Final Training Report** | A concise report (5-7 pages) summarizing training content, participant engagement, assessment results, key outcomes, and recommendations for strengthening HRBA application in food assistance. | **29 October, 2025** |

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

# Required Qualifications

The service provider (organization or individual consultant) should meet the following requirements:

* Proven expertise in HACCP principles and food safety management systems, with specific knowledge of their application beyond food production (e.g., in storage, handling, and distribution).
* Demonstrated experience in designing and delivering trainings, workshops, or capacity-building programs on food safety or HACCP.
* Ability to prepare practical, user-friendly training materials adapted to participants with diverse professional and educational backgrounds.
* Strong facilitation and communication skills, including ability to use participatory and interactive training methods.
* 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 HACCP trainings.
* **Technical Proposal** – Outlining the proposed methodology, work plan, and timeline for developing delivering the HACCP 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 HACCP.

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)