



Terms of Reference

Title: Support to Adult Education in Central Asia
Country: Kyrgyzstan, Tajikistan, Uzbekistan
Project number: 2014 2619 6/DVV0004 and 2017 2626 4/DVV0004
Timeframe to be evaluated: 2015-2019
Date of publication: 10.07.2019

1. Introduction

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 900 adult education centres (Volkshochschulen) and their state associations, the largest further education providers in Germany.

As the leading professional organisation in the field of adult education (AE) and development cooperation, DVV International has committed itself to supporting lifelong learning for more than 50 years. DVV International provides worldwide support for the establishment and development of sustainable structures for Youth and Adult Education.

The programme of DVV International is financed by Germany's Federal Ministry for Economic Cooperation and Development (BMZ). The current funding period in Central Asia is from 2018 to 2020. DVV International evaluates its programmes regularly and seeks appropriate candidates to evaluate the following programme.

2. Background of the project

DVV International started its activities in Central Asia in 2002 and has been active with country programmes in Kyrgyzstan, Tajikistan and Uzbekistan, and with regional measures since. The project approach is geared by the overall aim to contribute to the development of a more efficient and effective adult education system, which contributes towards poverty reduction and sustainable development. Project implementation is structured along the three levels of micro, meso, and macro work (see next paragraph for more details on the three levels). A current focus is lying on the meso level. The overall objective of the current project phase is as follows: *'Through the diversification of AE providers and programmes, and increased quality of services, access for socially disadvantaged target groups to AE and LLL services tailored to their needs is improved.'*

In addition to that, for the previous project phase of 2015 to 2017, the following was the overall objective for the work at meso level: *'Partners and networks in Uzbekistan and the region are strengthened in their institutional capacities. Adult educators receive basic and further training.'*

3. Activities of the programme

With the objective to sustainably develop social structures for adult education, DVV International is aiming at impacts on three levels. DVV International and its partner implement different activities in accordance with the above mentioned objectives.

On the micro level:

A network of Adult Learning Centres provides learning opportunities for young participants at

community level. Education services are offered for different target groups including youth and adults.

On the meso level:

DVV International supports the organizational development of its partner organizations, the institutional development of the education centres, the qualification and professional competencies of the teaching staff, and the planning capacities of education managers.

On the macro level:

DVV International is engaged in lobbying and strategy development for adult education and lifelong learning and plays an active national role in the field of non-formal education for youth and adults, in cooperation with responsible Ministries, NGO umbrella organizations and NGOs, and donor organizations.

4. Purpose and scope of the evaluation

The evaluation shall explain if and to what extent DVV International's objectives *at the meso level* have been achieved and if the applied measures have been effective and appropriate to reach the envisaged goals. The evaluation should provide recommendations for further activities towards achieving the longer-term meso level objectives. The evaluation should take all possible sources (secondary and primary sources) of information into account and triangulate the different information sources to achieve high quality and valid data. This data shall enable the evaluator to provide evidence based conclusions and feasible and realistic recommendations.

Both the previous project phase and the first half of the current one should be taken into account in the evaluation, in order to form a basis for further planning of inputs and activities during 2020, as well as provide strategic direction for the upcoming new project phase of 2021-23.

The table below contains the relevant indicators for 2015-17 to be assessed, as indicated in the project proposal:

Country	Indicator	Means of verification
Kyrgyzstan	1. The institutional capacities of the selected AE Centres (at least 6 members of the Kyrgyz AE Association - KAEA) are strengthened. An independent evaluation confirms the success of the approach and its high relevance for strengthening the financial stability and sustainability of AE Centres.	<ul style="list-style-type: none"> - Partner reports, monitoring reports - Photos, videos, media contributions - Course materials of the AE centres - Interviews; surveys - Evaluation report
	2. Each year min. 15 representatives of the partner org.-s participate in demand-oriented trainings and then apply the knowledge/skills gained in their work.	<ul style="list-style-type: none"> - Training programs; participant lists - Interviews; surveys; activity and event reports
Tajikistan	1. The institutional capacities of the AE Association (AEAT) are strengthened. The AEAT organizes its annual work on the basis of the prepared / updated annual plans, and at the end of the year of the 3-year period a joint evaluation workshop is held together with DVV International. At the end of the 3-year phase, a new strategic plan is adopted and it takes aspects of sustainability into account. Every year, the AEAT is supported to submit at least 2 new project applications to donors. Min. 1-2 applications in the 3-year phase get a surcharge.	<ul style="list-style-type: none"> - Annual work plans of the AEAT - Minutes of the workshops - Participant lists of the workshops - Partner reports, M&E reports - Strategic Plan of the AEAT - Project proposals - Replies by the donors - Photo and video material

	<p>2. The institutional capacities of a regional AE-Centre in the Rasht district (the branch of the National AE-Centre) are strengthened. At the end of the first year of the phase a training needs analysis of the Centre staff was carried out and priorities are formula-ted. At the end of the second year, they were realized by 50% and by the end of the third year by approx. 90%. At least 2/3 of the trained staff applies the acquired new knowledge/skills in the daily work. At the end of the project phase, a strategic plan for the next period is developed. It includes special aspects of the promotion of women.</p>	<ul style="list-style-type: none"> - Needs analysis document - Training programs - Participant lists - Partner reports, M&E reports - Surveys - Photo and video material - Media reports - Strategic plan - Inventory lists - Training programs/curricula - Participant lists - Photo and video materials - Project report; M&E reports
<p>Uzbekistan</p>	<p>1. At the end of the first year of the three-year project phase in three selected regions, structured environments (partner organization or alliance partners with worked out concept and corresponding human and material minimum capacities) are created for the realization of non-formal AE programs and other educational and counselling activities for socially disadvantaged people. In the course of the second year of the project phase, educational programs to be implemented will be participatory (with participation of 'stakeholders') and transparent.</p> <p>2. During the first year of the project phase, an analysis of the training needs of the management and teaching staff of the selected partners is carried out and the priorities are defined. At the end of the third year, they are 90% realized. Two-thirds of the trained persons apply the appropriate knowledge and acquired skills to their daily work. This leads to an enrichment / diversification of the educational offer.</p> <p>3. At the end of the project phase, strategic development plans of at least two partner organizations for the next three years have been drawn up, which include aspects of sustainability and diversification of the source of income of the organization.</p>	<ul style="list-style-type: none"> - Photo and video material on educational institutions - Lists of employees of partners / educational institutions; inventory lists; course materials - Work plans, monitoring reports - Partner reports, minutes - Media reports - Reports with defined priorities - Training plan - Participants list of the trainings - Surveys of trainees - Partner reports, monitoring reports - Strategic plans of partners - Monitoring reports - Partner reports

For the following objectives and indicators of the current project phase which started in January 2018, findings on the status quo of the implementation should be collected and recommendations provided for the rest of the implementation phase:

Country/ Objective	Indicator	Means of verification
<p>1. Kyrgyzstan Selected partners (including new ones) are in a position to offer qualitatively improved or diversified AE programmes at the end of the project term with improved sustainability potential.</p>	<p>1.1. At least three of the partner organisations (AE centres), which focus on disadvantaged groups, have diversified their sources of income.</p> <p>1.2. Selected partner structures (including new ones) have diversified their educational instruments and are cooperating and networking in the interest of their target groups.</p>	<p>Partner and monitoring reports; handover files for material assistance; financial reports & documents and plans.</p> <p>Baseline data on educational offers and formats, as well as on networking of partners; Partner and monitoring reports; comparison with the baseline by survey at the end of the project phase.</p>
<p>2. Tajikistan Selected partners (including new ones) in Dushanbe and another province are in a position to offer qualitatively improved or diversified AE programmes.</p>	<p>2. At the end of the first year of the three-year project phase, a Community Education Centre has been established at a selected location, which is in a position to implement non-formal AE programmes and other educational and counselling measures for socially disadvantaged people (concept of work, technical equipment, staff available). At the end of the project phase, further educational work is being planned in a participatory way (involving selected community stakeholders).</p>	<p>Partner and monitoring reports; lists of participants; concept of work; financial documents; planning and management documents; photo and video material, media reports.</p>
<p>3. Uzbekistan Selected partners have been strengthened in their institutional capacities to better serve the educational needs of socially disadvantaged target groups.</p>	<p>3.1 At the end of the project phase, selected partners have technical and human resources, as well as working concepts and development plans for the delivery of needs-based and qualitative education and advisory services.</p> <p>3.2 Approximately 15-20 persons from the group of key personnel and multipliers of selected partners have further qualified themselves on the basis of the identified needs and apply the acquired competences in their daily work.</p>	<p>Event reports and agendas; lists of participants; developed curricula; inventory lists; financial documents; partner and monitoring reports; participants surveys; work concepts and development plans; photos, videos; media reports.</p> <p>Lists of participants; monitoring data; event agendas and reports; photos</p>

5. Guiding questions of the evaluation

1.1 Relevance

The extent to which the aid activity is suited to the priorities and policies of the target group, recipient and donor.

In evaluating the relevance of a programme or a project, it is useful to consider the following

questions:

- Are the activities and outputs of the project at meso level consistent with the overall goal and the attainment of its objectives?
- Which other activities/measures might be helpful to reach the goal?
- Are the activities and outputs of the project at meso level consistent with the intended impacts and effects?
- In how far do the objectives and outputs of the programme at meso level allow to create synergies with objectives and outputs at macro and micro levels?

1.2 Effectiveness

A measure of the extent to which an aid activity attains its objectives.

In evaluating the effectiveness of a programme or a project, it is useful to consider the following questions:

- To what extent were the objectives achieved / are likely to be achieved?
- What were the major factors influencing the achievement or non-achievement of the objectives?

1.3 Efficiency

Efficiency measures the outputs -- qualitative and quantitative -- in relation to the inputs. It is an economic term which signifies that the aid uses the least costly resources possible in order to achieve the desired results. This generally requires comparing alternative approaches to achieving the same outputs, to see whether the most efficient process has been adopted.

When evaluating the efficiency of a programme or a project, it is useful to consider the following questions:

- Were activities cost-efficient?
- Were objectives achieved on time?
- Was the project implemented in the most efficient way compared to alternatives?

1.4 Impact

The positive and negative changes produced by a development intervention, directly or indirectly, intended or unintended. This involves the main impacts and effects resulting from the activity on the local social, economic, environmental and other development indicators. The examination should be concerned with both intended and unintended results and must also include the positive and negative impact of external factors, such as changes in terms of trade and financial conditions.

When evaluating the impact of a programme or a project, it is useful to consider the following questions:

- What has happened as a result of the project?
- What real difference has the activity made to the beneficiaries?
- How many people have been affected?

1.5 Sustainability

Sustainability is concerned with measuring whether the benefits of an activity are likely to continue after donor funding has been withdrawn. Projects need to be environmentally as well as financially sustainable.

When evaluating the sustainability of a programme or a project, it is useful to consider the following questions:

- To what extent did the benefits of the project continue after donor funding ceased?
- What were the major factors which influenced the achievement or non-achievement of sustainability of the project?

6. Target group of the evaluation results

The target group of the evaluation will be the project management team of DVV International country and regional offices, as well as the head office in Bonn. The results of the evaluation will also be sent to the funding institution in Germany (BMZ). Furthermore, the results of the evaluation will also be presented to the partner institutions and taken as a key source to critically reflect the activities and measures of this project, and to feed into future planning.

7. Expected Input / Financial Proposal:

The **indicative** number of working days foreseen is 26 days:

- 1 day total of briefing and debriefing;
- 3 days of document review and inception report;
- 1 day for mission preparation;
- 15 days of field mission (second half of September)
- 5 days of data analysis and report drafting;
- 1 day of report finalization.

Please take the indicative distribution of working days into account in your suggestions regarding the evaluation methodology.

Financial proposals for this evaluation should include all honoraria, per diems, and eventual interpretation/translation costs, if needed (compare template for financial offer). Travel arrangements can be made directly by the contracting authority, as agreed with the successful candidate.

8. Methodological approach

A combination of primary data collection and secondary data review is expected during the evaluation. Secondary data sources will be made available to the contractor. The following **secondary documents** will be provided:

- Project proposals
- Annual project reports
- Final project reports
- Previously conducted (self)evaluations referring to the project
- Partner documents of project implementation (as far as available)

To collect information from **primary data sources**, interviews with key stakeholders would be recommended:

- Management (including financial management) of regional and country offices of DVV International in Central Asia,
- Senior management in the head office

Concerning institutional capacity of partners:

- Stakeholders from partner institutions (in the three countries)
- Trainers and teachers

Concerning effectiveness with regard to the target group:

- Learners, and (depending on the programme design):
- Families of learners (also from previous years) schools and
- Employers etc.

It should be checked if standardized quantitative approaches might be applicable.

9. Indicative Timetable

The **indicative timetable** for the evaluation is foreseen as follows:

- Selection and contracting of evaluators: 09 August

- Briefing in Bonn (if applicable), or by skype: week of 12th to 16th August
- Submission deadline for inception report: 23 August
- Integration of comments by DVV International and agreement on detailed methodology and itinerary for the field visit (if planned): end of August
- Field visit, up to 15 days total: Second half of September
- Debriefing with country offices at the end of the field visit
- Draft final report: 15 October
- Final report: 31 October

10. Tasks of the evaluator/ evaluation team

The evaluation team will be requested to fulfil the following tasks:

- Methodological design and planning of the evaluation in communication with DVV International;
- Desk Study of relevant project documentation (application and logframe, annual plans and reports, other monitoring documents and project reports, teaching and PR material);
- Design of data collection instruments for the field phase;
- Prepare an Inception Report;
- Conduct the field phase with participation and involvement of all relevant stakeholders;
- Compile preliminary evaluation report, integrate comments, and finalize the report.
- De-briefing sessions, possibly in country of evaluation and/or Bonn, Germany

11. Deliverables

The following deliverables are expected:

- **Inception report:** The expert/ team of experts will present a report giving detailed information about methods and specified questions. This report will be presented to DVV International, discussed and, if need be, amended.
- **Debriefing in the country:** By arrangement with the DVV International programme managers, the (team of) expert(s) will present the preliminary, country-specific results of the evaluation in the region and will answer questions in this regard, documenting the discussion, which must form part of the final report.
- **Draft evaluation report:** DVV International will receive a first draft of the final report, which will be examined on the basis of the DAC Evaluation Quality Standards; on this basis, comments will be made on the rough draft before it is returned to the expert(s).
- **Final evaluation report:** The final report will take into account the comments on the rough draft about the entire evaluation process and all results and recommendations.

The evaluation report should be produced **in English** and submitted to DVV International **electronically**. A respective template for the final report will be provided in the inception phase to the contractor.

12. Responsible persons at DVV International and logistics

DVV International will be the contracting authority for this evaluation. The main contact persons will be

- The Senior Manager for monitoring and evaluation
- The Senior Desk Officer for Central Asia of DVV International in Bonn
- DVV International's Regional and Country Directors in the three countries.

The DVV country office will provide all relevant documents and support the evaluator/ team of evaluators in the field with arranging interviews and field visits etc.

The final report will be accepted by the Senior Manager for monitoring and evaluation and the Senior Desk Officer for Central Asia of DVV International in Bonn.

13. Qualification of evaluation team

The consultant(s) we are looking for should

- have at least 5 years of experience in the field of evaluation of development projects (please, provide proof of this experience);
- be able to demonstrate sound knowledge of evaluation methods and instruments;
- have professional experience in the field of (adult) education and/or organizational capacity development,
- have experience with stakeholder participation and transparent knowledge management;
- possess analytical and writing skills;
- demonstrate previous working experience in Central Asia, as an asset;
- be fluent in English;
- have knowledge of Russian and/or any of the national languages as an asset.

14. Quality standards

The candidate(s) should propose a suitable evaluation design and methodology, well adapted to the project objectives and TOR for the evaluation, in order to meet the evaluation's goal and objectives.

The evaluation must comply with the following standards and guidelines:

- DeGEval-Standards <http://www.alt.degeval.de/calimero/tools/proxy.php?id=19084>
- OECD-DAC Principles for Evaluation of Development Assistance

15. Application

All candidates who would like to participate in the tender for conducting the outlined evaluation should submit the following documents:

- a) CV(s) of person(s) involved in assignment (please use attached template)
- b) Technical proposal covering the following aspects (maximum of 8 pages):
 - a. Show understanding of the task
 - b. Methodological approach
 - c. Work Plan / steps of implementation
 - d. Consideration of specific requirements of the context of the evaluation
 - e. Internal Quality Management
- c) Financial proposal (please use attached template).

The offers must be sent **until 24:00 (German time), 04 August**, to the following e-mail addresses:

Dr. Thomas Lichtenberg (Senior Manager on Monitoring and Evaluation at DVV International Headquarters in Bonn) e-mail address: lichtenberg@dvv-international.de

Katrin Denys (Senior Desk Officer for Central Asia at DVV International Headquarters in Bonn), e-mail address: denys@dvv-international.de ,

Dr. Thekla Kelbert (Regional Director for Central Asia at DVV International Regional Office in Bishkek), e-mail address: kelbert@dvv-international.de .

Late submissions will not be accepted.

16. Evaluation criteria of proposals

The proposals will be assessed according to the following criteria:

- **Qualification of evaluation team (counts one third)** (based on criteria mentioned above);
- **Technical proposal (counts one third)** (based on criteria mentioned above);
- **Financial proposal (counts one third)** (best price-service relation).

17. Request for clarification

If you should have questions concerning this tender, please send your questions to the above mentioned contact persons. The latest date for submitting questions is **26 July**. The answers to the questions will be published on our website (<https://www.dvv-international.de/dvv-international/stellenangebote/>) for all interested parties the following day.