



Terms of Reference

Title: **Evaluation of the BMZ country programme of Jordan**

Country: Jordan

Project number: 2017 2626 4/DVV0004

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1 Introduction

DVV International (DVV I) 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 and development cooperation, DVV International has committed itself to supporting lifelong learning for more than 45 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 is from 2018 to 2020.

DVV I evaluates its programmes regularly and seeks appropriate candidates to evaluate the following programme

2 Background of the project

DVV International started its activities in Jordan in 2010. Since then DVV International had broader cooperation in field of Adult Education and Development in the country. In its work cooperating DVV International with public institutions such as Ministries, Community Development Centres, Vocational Training Institutes, etc. Beside public institutions DVV International is working actively also with national NGOs and local community based organisations.

In its work provides DVV International policy advice and supports advocacy for adult education on the macro level.

On the meso level DVV International is focusing on development of capacities of institutions providing adult education in their communities. The capacities of those institutions are developed on: using of appropriate training methods for adults; networking and educational and development needs assessment; using of participatory education approaches etc.

On the micro level partner organizations of DVV International are piloting the provision of Adult education services.

3 Objective of the programme

The overall objective for the programme of DVV International in Jordan is:

A national vision for adult education has been developed with the significant participation of the Ministry of Social Development and relevant stakeholder and presented to the public.

The planned outcomes are:

On the macro level:

- 1.1 A vision for Adult Education for marginalised groups has been developed.
- 1.2 Adult educators from Middle East countries contribute to the professional and political discourse on Adult Education in the Region.

On the meso level:

- 2.1 Seven AE-providers use standardised tools to provide sustainable educational formats on employability raising and communal development.
- 2.2 In the Middle East exists a regional expert team on development and introduction of elements of “popular education” in AE programmes.

On the micro level:

- 3.1 Through improved and increased AE offers Youth and Adults in selected seven communities have better access to the labour market and contribute to the communal development.
- 3.2 Innovative approaches based on „popular education“ are integrated into AE offers on employability raising and communal development.

4 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 7 Adult Education Institutions provides learning opportunities for young and adult participants in 7 Jordanian communities. Education services are offered for different target groups.

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, in cooperation with the Ministry of Social Development, CBOs (Community based organisations), national NGOs etc.

5 Purpose of the evaluation

The purpose of the evaluation is to assess the achievement of envisaged outcomes and the fulfillment of the respective indicators. The evaluation shall be descriptive and analytical in terms of analyzing the background of achievements or non-achievements and provide future oriented recommendations and strategic advices for future interventions of DVV International in the country.

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. The evaluation shall explain if and to what extent DVV International's objectives on the **meso and micro** levels will be achieved and if the applied measures are effective and appropriate to reach the envisaged goals.

6 Guiding questions of the evaluation

6.1 General questions:

- Is the capacity building program contributing to the establishment of adult education institutions?
- Has the concept of Adult education been adopted by the staff and partners of targeted seven Partner institutions of DVV International? If so, how exactly?
- Has the concept of Adult education been adopted by the staff of the Jordanian Ministry of Social Development? If so, how exactly?

6.2 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:

- To what extent are the objectives of the programme still valid?
- Are the activities and outputs of the programme consistent with the overall goal and the attainment of its objectives?
- Are the activities and outputs of the programme consistent with the intended impacts and effects?

6.3 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?

6.4 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 programme or project implemented in the most efficient way compared to alternatives?

6.5 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 programme or project?
- What real difference has the activity made to the beneficiaries?
- How many people have been affected?

6.6 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 a programme or project continue after donor funding ceased?
- What were the major factors which influenced the achievement or non-achievement of sustainability of the programme or project?

7 Target group of the evaluation results

The target group of the evaluation will be the project management team of DVV International country and regional office 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.

8 Expected Input / Financial Proposal:

The indicative number of working days foreseen is between 15-18 working days; the following allocation of days is only an example and may be changed according to the requirements of the proposed methodology:

2 days total of briefing and debriefing;

2-3 day of document review, preparation of methodology (inception report);

1 day of mission preparation;

6 days of field mission

1 day data analysis

3 days of report drafting;

1 day of report finalization.

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

9 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:

- Programme proposals
- Annual programme reports
- Final programme reports
- Mid-term and other kinds of (self)evaluations referring to the programme
- 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 office of DVV I,
- Senior management in the head office

Institutional capacity of partners:

- Stakeholders from partner institutions (in different regions)
- Trainers and teachers

Effectiveness with regard to the target group:

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

It should be checked if standardized quantitative approaches might be applicable; this may be worthwhile particularly for the final beneficiaries.

10 Indicative Timetable

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

- Selection and contracting of evaluators: Date (2 weeks after deadline of submission of proposals at the latest)
- Briefing: 26.08.2019
- Submission deadline fo inception report: 16.09.2019
- Integration of comments by DVV International and agreement on detailed methodology and itinerary for the field visit (if planned): approximate timeframe
- Field visit, up to 5 days: 22.-26.09.2019
- Debriefing with country office at the end of the field visit: 26.09.2019
- Draft final report: 01.10.2019
- Final report: 15.10.2019

11 Right of use

The Principal has the exclusive and unlimited right to use the results fulfilled by the contract. The transfer of this Right of Use is complete with the payment made to the Contractor.

The Contractor has Right of Use permission strictly limited for personal non-commercial purposes. Transfer of the Right of Use to third parties is excluded.

12 Contractual Conditions

The legal basis for this contract is provided by the „General terms and conditions for the implementation of Services" (VOL/B). These general terms and conditions are not attached to this contract; however, an exemplary service contract is part of these Terms of Reference for perusal.

13 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
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14 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 coordinator, the (team of) expert(s) will present the preliminary, country-specific results of the evaluation 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.

15 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 Middle East of DVV International in Bonn
- The regional director of DVV International in the Middle East.

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 Middle East of DVV International in Bonn.

16 Qualification of evaluation team

The consultant(s) we are looking for should

- have at least 5-year 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;
- be (an) experienced professional(s) in the field of adult education,
- have experiences with stakeholder participation and transparent knowledge management;
- analytical and writing skills;
- previous working experience in Middle East is an asset;
- fluency in English;
- knowledge of Arabic;

17 Quality standards

The candidates 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 <https://www.degeval.org/degeval-standards/standards-fuer-evaluation/>
- OECD-DAC Principles for Evaluation of Development Assistance

18 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 6 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 11.08.2019** 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 Middle East at DVV International Headquarters in Bonn) e-mail address: denys@dvv-international.de,

Nazaret Nazaretyan, Regional Director for Middle East: e-mail address: nazaretyan@dvv-international.jo.

Late submissions will not be accepted.

19 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).

20 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 02.08.2019. 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.