



# Terms of Reference

## Support to the development of a EU project proposal

### 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.

### 2. Background of the assignment

DVV International started its activities in Central Asia in 2002 and has been active with country programmes financed by the BMZ 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.

In order to widen the impacts achieved through support to AE in the three countries and cover additional target groups, topics and areas of intervention, third-party funding is regularly sought. The assignment is meant to support the development of a project proposal for one of the currently announced EU calls for proposals, in the field of prevention of radicalization and violent extremism and conflict mitigation in border districts, involving Kyrgyzstan and Tajikistan.

The EU Call in question and all the guidelines for proposal development from the side of the EU can be found here:

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&apply=N&aofr=164331&userlanguage=en>

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&apply=N&aofr=164804&userlanguage=en>

An experienced consultant ('consultant for proposal writing') is being sought to support the two country-based teams and envisaged (already identified) project partners in Kyrgyzstan and Tajikistan in developing high quality project proposal fitting the thematic and formal requirements of the EU and of DVV International.

### 3. Expected Input / Financial Proposal:

Work on the assignment is to be conducted desk-based, and in close communication through suitable channels with the two teams involved Kyrgyzstan and Tajikistan, under the coordination by the Senior Manager for Funding based in DVV International's HQ in Bonn. Travel costs however cannot be covered as part of this assignment.

The **indicative number of working days** foreseen is **6 days** over a one-month period in July and August.

#### 4. Indicative Timetable

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

- Selection and contracting of evaluators: asap; latest 22 July
- Briefing by skype with Bonn, Bishkek and Dushanbe: week of 22<sup>nd</sup> July
- First draft of the Concept Note for the proposal developed by writing team in Central Asia and submitted for comments to the proposal writing consultant: 25 July
- First draft of narrative and logframe for the proposal developed by writing team in Central Asia and submitted for comments to the proposal writing consultant: 29 July
- Editing, comments and suggestions from the consultant for proposal writing by 05 August
- Modification of proposal draft by writing team in communication with the consultant for proposal writing;
- Submission of draft proposal to Bonn: 15 August
- Submission deadline for final project proposal: 23 August

#### 5. Tasks of the consultant for proposal writing

The successful candidate will be requested to fulfil the following tasks:

- Get acquainted with the Call for proposals by the European Union (see link provided above);
- Get acquainted with the existing project idea on the side of DVV International and the proposed partner structure including local NGOs;
- During the assignment phase, keep up regular communication with the proposal writing team in Central Asia and if need be with responsible regional desk officer and senior manager for funding in Bonn HQ during the briefing phase
- **Provision of detailed comments, suggestions for modifications on the first drafts and where applicable – editing** of: Concept Note, proposal narrative, and logframe in writing;
- Communicate in writing and as needed via skype with proposal writing team on the comments provided and modifications being made.

#### 6. 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 Funding of DVV International at Bonn HQ
- The Senior Desk Officer for Central Asia of DVV International in Bonn
- DVV International's Country Directors in Dushanbe (Tajikistan) and Bishkek (Kyrgyzstan).

The Senior Manager for Funding in Bonn will provide a briefing session for the consultant for proposal writing after contracting. The contact persons will provide all additional relevant information and documents and keep up regular communication with the proposal writing consultant.

#### 7. Qualification of successful candidate

The consultant we are looking for should ideally

- have at least 3 years of experience in the field of funding acquisition for development projects (please, provide proof of this experience);
- possess sound analytical and writing skills;
- be fluent in English orally and in writing;
- have professional experience in the field of (adult) education, as an asset;

- demonstrate previous working experience in Central Asia, as an asset;
- have knowledge of Russian as an asset.

## 8. Application

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

- a) CV (please use attached template)
- b) Information on the proposed daily consultant fee.

The offers must be sent **until 24:00 (German time), 21 July**, to the following e-mail addresses:

Dr. Thomas Lichtenberg (Senior Manager for Funding at DVV International Headquarters in Bonn), e-mail address: [lichtenberg@dvv-international.de](mailto: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](mailto:denys@dvv-international.de)

## 9. Evaluation criteria of proposals

The proposals will be assessed according to the following criteria:

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