

Terms of Reference (ToR) for the evaluation of the project: “Learn to Act”

The Representative Office of the German Adult Education Association in the Republic of Belarus calls for an external project evaluation specialist to take part in a tender for conducting the evaluation of the project “Learn to Act” (ENI/2015/367-374).

Job Title	Project Evaluation Specialist
Contractor	DVV International – Institute for International Cooperation of the German Adult Education Association on the territory of Belarus – through the Representative Office of the German Adult Education Association in the Republic of Belarus http://www.dvv-international.org.ua/uz/belarus/
Name of the project	“Learn to Act” (ENI/2015/367-374)
Location	Minsk, Vitebsk, Grodno (Belarus) and other regions selectively
Type of the contract	contractor agreement / service contract
Implementation period	May - June 2019
Qualification and experiences required	<ul style="list-style-type: none"> • University degree in social sciences, humanities or relevant disciplines • Proven experience in the field of evaluating international development programmes and organizations; • Sound knowledge of evaluation methods and instruments; • Professional work experience in programme development and implementation • Good communication skills • Good command of Russian/Belarusian, fluency in English
Project coordinator	Project manager kravchonok@dvv-international.by

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 approximately 920 adult education centres (Volkshochschulen) and their state associations, the largest service provider of continuing education 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 50 years now. DVV International provides worldwide support for the establishment and development of sustainable structures for a lifelong youth and adult learning and education (YALE).

Funded in a large part by the BMZ for the creation/strengthening of social structures (Sozialstrukturförderung - SSF), the Institute cooperates with more than 200 partners in more than 30 countries in Africa, Asia, Latin America and Europe. DVV International promotes, together with national, regional and global associations of adult education (AE), lobbying and advocacy activities for the human right to education and lifelong learning. In doing so, DVV International contributes to the United Nations Sustainable Development Goals (SDGs), the Global Agenda for Education (Education 2030) and the UNESCO International Conferences on Adult Education (CONFINTEA).

DVV International supports the exchange of information and interaction between professionals at European and global level through conferences, seminars and publications. DVV International's interventions cover three levels: *first level* – contribution to policies, strategies, standards and norms, as well as funding on national level (macro level), *second level* – institutional capacity building and capacity building of teaching staff (meso level), and, *third level* - the basic model interventions for the population with potential for replication at national, regional, and international level (micro level).

2 Brief overview of the project

The Institute for International Cooperation of the German Adult Education Association (DVV International) is a German non-governmental organization active in the field of adult education since 1973. Under the overarching goal of poverty reduction, DVV International promotes education so that people could obtain it throughout their lives and strives to build a system of development-oriented adult education in more than 40 developing countries and countries in transition. Since 2009 DVV International has been operating through its Project Office also in Belarus.

From February 1, 2016 till March 31, 2019, DVV International – through the Representative Office of the German Adult Education Association in the Republic of Belarus – in close cooperation with Association of Lifelong Learning and Enlightenment (on the territory of Belarus) and VHS Cham (on the territory of Germany) implemented the project the project “Learn to Act”.

3 Objectives of the project

The overall project's objective is to support realization of the right to life-long learning and participatory decision-making processes. **The specific objectives** include:

- Adult education development by capacity building of organisations providing educational services, civil society organizations (CSOs) and grassroots initiatives in the sphere of further and non-formal education for residents of remote territories and small settlements.
- Strengthening of liaison and intersectoral cooperation on local and national levels.

The project's target groups include:

- Nearly 100 representatives of NGOs from the sphere of further education, CSOs, other organisations, including 240 managers and trainers as well as 60 representatives of grassroots initiatives.
- Almost 1500 representatives of regional marginalized population groups.

The **expected results** are grouped into 3 components:

1. Target CSOs improved technical and project management skills; broadened training programs with the emphasis to the needs of marginalized population groups.
2. CSO-network for non-formal and civic education is developed and advocates for non-formal education and the fulfilment of rights of their target groups.
3. The idea of liaison and cross-sector cooperation is supported by local and regional stakeholders and promoted through best practice examples and common efforts.

4 Activities of the project

These results are to be achieved by means of the following activities:

Within result 1. Target CSOs improved technical and project management skills; broadened training programs with the emphasis to the needs of marginalized population groups.

- 1.1. 2 educational cycles for trainers (8 five-day seminars) - "School of Educators"
- 1.2 Publication of a manual for trainers "Curriculum GlobALE" (500 copies)
- 1.3 Traineeship in Germany for the selected alumni of the educational cycle "School of Educators"
- 1.4. 3 five-day workshops for managers of local and regional non-formal adult education providers - "School of managers"
- 1.5 Publication of the manual "Networking, advocacy and using new media in non-formal adult education" (1000 copies)
- 1.6. Study visit to Germany "Learn to act"
- 1.7. 3 two-day seminars for representatives of local initiatives - "School for grassroots initiatives".
- 1.8. Consulting and support in the process of registration of local initiatives.
- 1.9 Tender and award for 12 educational mini-projects for vulnerable groups.

Within result 2. CSO-network for non-formal and civic education is developed and advocates for non-formal education and the fulfilment of rights of their target groups.

- 2.1 Creation of 3 Regional Resource Centers in Gomel, Vitebsk and Grodno on the premises of Association of Lifelong Learning and Enlightenment.
- 2.2 Tender and award for 4 mini-projects on advocating the topic of lifelong learning.

- 2.3 Creation and support of the activities of the Club of Educators.
- 2.4. Conducting a public campaign "Caravan "Learn to act".

Within result 3. The idea of liaison and cross-sector cooperation is supported by local and regional stakeholders and promoted through best practice examples and common efforts.

- 3.1 6th Festival of non-formal education "Non-formal education and regional development".
- 3.2 Support of the Internet portal "Non-formal education for all generations" (<http://edu.adukatar.net>).
- 3.3 Publication of magazine "Adukatar".
- 3.4 Creation of Public Council and elaboration of the Concept of Civic and Non-formal Education within the Civil Society

In this framework, the external evaluation will assess project outcomes development, based on the project's actual and potential development impact and elaborate recommendations for further initiatives in this sphere.

5 The purpose of the evaluation

External evaluation will provide information on the outputs, outcomes and possible long-term impacts of the project implemented by DVV International in close cooperation with its partners. It will also allow to analyze and obtain understanding of the effectiveness of their cooperation. This information and the relevant recommendations will be used for designing, planning and implementation further programs.

6 The evaluation objective

- The objective of the external evaluation is to assess the overall relevance, efficiency, effectiveness, timeliness of the project interventions, their sustainability and potential for long-lasting impact. It should:
 - Assess the project achievements compared to the envisaged project results
 - Assess the extent and nature of involvement of target groups
 - Assess the capacity and efficiency of the project management
 - Elaborate recommendations for improving the implementation of similar projects in the future.

7 General evaluation questions

7.1 Relevance

- Were the objectives of the projects clearly defined and understandable for all actors?

7.2 Effectiveness

- Were those objectives met and to what extent?
- How successful were the project implementers in reaching their intended beneficiaries?
- What were the strengths and weaknesses of the project's design and implementation?
- Are the activities and outputs of the program consistent with the intended ones?
- Were the methods used appropriate and effective?
- What are general and specific recommendations for similar further interventions?
- Are there any unintended or unexpected results, positive or negative?

7.3 Efficiency

- How efficient have resources (costs, timeframe, personnel, etc.) been used in achieving the objectives?

7.4 Sustainability

- Will the outputs produced through the project be accessible to the beneficiaries after the end of the project?

7.5 Cooperation

- How successful/effective was the cooperation among the involved actors of the project (penalty institutions, state and non-state organizations)?

8 Evaluation methodology and timing

The evaluation will consist of both desk and field study. 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 proposal
- Logical frameworks
- Interim project reports
- Mid-term and other kinds of (self)evaluations referring to the project
- Partner documents of project implementation (as far as available)
- Etc.

To collect information from **primary data sources**, the contractor is free to propose feasible methodological approaches (quantitative or qualitative). We recommend taking the following groups into consideration:

- 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 Minsk, Gomel, Vitebsk, Grodno, as well as optionally in 10 towns and cities of the mini-projects)
- Trainers and teachers

Effectiveness with regard to the target group:

- Different members of the target group

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

The evaluator should determine the evaluation design and methodology in close cooperation with the DVV International country office Belarus and the responsible Senior Desk Officer for Belarus in the DVV International Headquarters in Bonn. The evaluation has to be carried out according to the DAC Criteria for Evaluation Development Assistance (details can be agreed with the contractor upon conclusion of contract).

The evaluation is expected to be carried out from May till August 2017 with the following tentative time schedule:

- 1) Deadline for clarifications: 20.04.2019
- 2) Deadline of submission of proposals: 25.04.2019
- 3) Preliminary date for inception meeting (on skype) 02.05.2019
- 4) Development of the appropriate methodology and instruments (by May 15th);
- 5) Data collection (second half of May);
- 6) Field trips (second half of May);
- 7) De-briefing sessions with the DVV International team in Minsk
- 8) Analysis and Report writing (by June 15th);
- 9) Final report approval - no later than June 30th.
- 10) The final report must be approved no later than **July 15, 2019**.

9 Target group of the evaluation results

The target group of the evaluation results 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 Contracting Authority.

10 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.

11 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.

12 Responsibilities of the evaluator

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 logframes, annual plans and reports, other monitoring documents and project reports, project related PR material, etc.);
- Design data collection instruments for the field phase;
- Conduct the field phase with participation and involvement of all the relevant stakeholders;
- Compile preliminary evaluation report, integrate comments, and finalize the report.
- The evaluation report as well as a short version for publication on the DVV International website should be produced in English and submitted to DVV International electronically.
- Briefing and de-briefing sessions with the DVV International team in Minsk.

The evaluation is to be conducted by the evaluator with the support of the project coordinator in the Republic of Belarus (Inna Kravchonok) and assistant coordinator (Volha Turlo).

13 Responsible Persons

The evaluator and the project coordinator team are equally responsible for:

- Approval of criteria and indicators of project effectiveness evaluation;
- Preparation of instruments for conducting evaluation: working out questions for individual interviews, focus-group research, criteria of educational courses evaluation.

The following persons will be responsible for supporting the implementation of the evaluation:

Senior Desk Officer for the Eastern Neighbours Region Levan Kvatchadze in Bonn,

The Regional Director for Moldova, Belarus and the Ukraine Bettina Brand in Kiev,

The Director Country Office Belarus Galina Veramejchyk,

The responsible Monitoring and Evaluation Desk Officer in Bonn Dr. Thomas Lichtenberg

Project manager Inna Kravchonok is responsible for timely providing necessary project documents, organizing interviews and meetings with the involved project executors (actors)

Assistant coordinator Volha Turlo is responsible for technical preparation of the visits to the organizations and institutions involved.

14 Evaluator eligibility criteria

The evaluation will be done by an evaluator who needs to demonstrate experience in evaluating development projects. The evaluation expert will further have experience with organisational development and capacity building. Previous experience in the region of Belarus and knowledge of the Russian language will be considered as an asset.

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 with the projects in Belarus;
- be fluent in English (compulsory) and Russian (recommended);
- knowledge of the region of Belarus;

15 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:

- OECD-DAC Principles for Evaluation of Development Assistance

16 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 report should include at least the following:

- Executive summary
- Description of the project
- Description of evaluation goals and objectives
- Description of evaluation methodology and data collection tools utilized during the evaluation process
- Presentation of main findings and conclusions
- Recommendations for DVV International Belarus and its partner organizations
- Annexes, including data collection tools, list of interviewees, sources, etc.

The evaluator is to provide **the English version** of the preliminary report created by analyzing the gathered data for feedback. The preliminary report is discussed and approved jointly by the Senior Desk Officer for the Eastern Neighbours Region Levan Kvatchadze in Bonn, the Regional Director for Moldova, Belarus and the Ukraine Bettina Brand in Kiev, the Director Country Office Belarus Galina Veramejchyk, the Project Coordinator Inna Kravchonok, the responsible Monitoring and Evaluation Desk Officer in Bonn, and the Project Evaluation Specialist.

The final report version is approved after its completion by the evaluator. It is approved by the same composition.

17 Duration

The evaluation is to take place in **May-June 2019** with field trips to regions of the project. Number of Working Days comprise no less than 12 including preparation, analysis of documents, field trips and preparing the report

18 Logistics

DVV International will provide all relevant documents upon conclusion of the contract. DVV International Belarus and its local partners will assist in organizing accommodation and transport during the evaluation and arrange interviews and project visits.

The evaluation report should be **produced in English** and submitted to DVV International in electronic and printed form.

19 Estimated Budget

The estimated cost of the assignment (brutto) including honorarium, per diems, travel and transportation costs of the Evaluator will be agreed upon additionally.

20 Application package

Experts participating in the tender for the evaluation of the project "Learn to Act" should visit the DVV

International homepage for more information and send the following documents digitally by **April 25, 2019** to the e-mail address:

- Inna Kravchonok (Project manager) e-mail address: kravchonok@dvv-international.by.
- Dr. Thomas Lichtenberg (Senior Manager on Monitoring and Evaluation at DVV International Headquarters in Bonn) e-mail address: Lichtenberg@dvv-international.de

The candidates will be informed of the selection results no later than **May 2, 2019**.
Late submissions will not be accepted.

The application package should include the following documents. Please make sure to comply to the provided requirements below and use the **annexed templates**:

All interested candidates should submit the following documents:

- a) CV(s) of person(s) to be involved in the assignment in English (Please use the template provided);
- b) Technical proposal covering the following aspects (**maximum of 5 pages**):
 - Narrative overview displaying an understanding of the task
 - Detailed methodology
 - Work Plan, including detailed proposed steps of implementation
 - Consideration of any specific requirements envisaged for the evaluation
 - Consideration of the specific context (country, topic)
 - Internal Quality Management
- c) A detailed financial proposal with all expected costs (Please use the template provided and submit with a **hand-written signature**).

21 Evaluation criteria of proposals

The proposals will be assessed according to the following criteria:

- **Qualifications of the evaluation team (counts one third)** (based on criteria mentioned above);
- **Technical proposal (counts one third)** (based on criteria mentioned above; all of the above mentioned criteria for technical proposals will be taken into account);
Financial proposal (counts one third) (best cost-service relation; please consider the envisaged total number of working days).

22 Request for clarification

If you should have questions concerning this tender, please send your questions to Inna Kravchonok mentioned as contact person, above. The latest date for submitting questions is April, 20. 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.