

European Union program Instrument, contributing to Stability and Peace (IcSP) conflict prevention, peace-building and crisis preparedness component

Support to in-country civil Society actors in conflict prevention, peace-building and crisis prevention

Terms of Reference

Project title:	“Democracy and Religion – dialogue between equal and moderate voices (DREAM)”
Country:	Kyrgyzstan
Project number:	ICSP/2016/381-792
Funding agency:	Delegation of the European Union to the Kyrgyz Republic (80%), German Federal Ministry of Economic Cooperation and Development

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 organization 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.

DVV International is a professional partner in dialogue with the local people. To achieve this, we cooperate with more than 200 civil society, government and academic partners in more than 30 countries in Africa, Asia, Latin America and Europe. DVV International finances its work through funds from the Federal Ministry for Economic Cooperation and Development (BMZ), the German Federal Foreign Office, the European Union, as well as other donors.

DVV International Office Bishkek was established in 2012. In the summer of 2018 it became the Regional Office, responsible for Central Asia and in charge of the programme in Kyrgyzstan, Tajikistan and Uzbekistan. DVV International also maintains offices in Dushanbe and Tashkent, which were established in 2009 and 2002 respectively.

2. Background and objectives of the project

Contracting Authority:	European Commission/ How do we want to live? Religion and Democracy Budget line(s): 19.020200 Reference: EuropeAid/152401/DD/ACT/KG
Title of the action:	Democracy and Religion - Dialogue between Equal And Moderate voices (DREAM)
Name of the lead applicant	Institute for International Cooperation of the German Adult Education Association / (DVV International – IIZ/DVV)
Duration:	24 month: March 2017-February 2019
Co-applicant-1	Crisis Simulation for Peace e.V (CRISP), Berlin, Germany
Co-applicant-2	Public Association “Youth of Osh”, Osh, Kyrgyzstan
Co-applicant -3	Institute for Youth Development, Bishkek, Kyrgyzstan

Objectives of the action	<p>Overall objective: To foster a cohesive, democratic society in Kyrgyzstan through involving and capacitating various stakeholders, especially youth actors, in the prevention of radicalisation and the mitigation of existing tensions.</p> <p>Specific objectives:</p> <ol style="list-style-type: none"> 1. Capacities for peaceful intercultural and inter-religious dialogue on National and Regional levels enhanced through sustainable platforms and tools; 2. Community potential to resist radicalisation, extremism, and violence strengthened; 3. Resilience against extremist tendencies of young people in particular strengthened.
Target group(s)¹	<p><u>Direct target groups, amounting to approx. 1.300 persons in 14 project locations:</u></p> <p>20 Media school participants from partner National, Regional TV and information agencies, 80 senior schoolchildren - participants of TV intellectual games, 750 persons from diverse society groups - participants of TV talk shows, 17 Multipliers in community security dialogue, 70 Youth Councils members of Local Crime Prevention Centers, 360 youth initiative groups participants. Approx. 4.500 senior schoolchildren, parents and teachers -spectators of interactive performances, 130 participants of Youth Forums + approx. 30 experts, 700 participants of community meetings. Two youth NGOs as beneficiaries will strengthen their capacity to implement country-wide innovative religion related projects.</p>
Final beneficiaries²	<p>Broader representatives of religious and ethnic groups including their formal and non-formal leaders. Population of 14 locations of all the 7 regions of Kyrgyzstan will benefit from decrease of conflict potential and inter-religion tensions.</p>

¹ **Target groups** are groups/entities who will directly benefit from the action at the action purpose level.

² **Final beneficiaries** are those who will benefit from the action in the long term at the level of the society or sector at large.

<p>Estimated results</p>	<p>1. Variety of discussion platforms dedicated to freedom of religion and diversity, reaching out to various society groups, are initiated and expanded, professionalism of media to broadcast on sensitive issues is strengthened; 2. Capacity of Youth Councils (YC) of Local Crime Prevention Centres (LCPC) for community security dialogue is strengthened, specific measures are implemented; 3. Youth from urban and rural areas is empowered for active life position, citizenship and resilience against extremist ideology.</p>
<p>Main activities</p>	<p>1.1. Media school for selected partner media on accurate, impartial, and responsible broadcasting on religion-related issues; 1.2. Broadcasting of talk shows “Free dialogue” for National and Regional TVs; 1.3. TV educational-intellectual game for senior schoolchildren “History of religious culture”; 1.4. Radio programme “Questions and Answers”; 1.5. National round table “Role of media in broadcasting on religion-related issues”; 1.6. Project Closing Conference.</p> <p>2.1. Training for Multipliers in community security dialogue; 2.2. Introduction workshops for Youth Councils; 2.3. Start up of initiatives workshop with a Round Table-presentation; 2.4. Implementation of initiatives; 2.5. Evaluation of local initiatives and further planning workshop; 2.6. Community meetings; 2.7. National Forum “Youth Councils in action for community security dialogue”.</p> <p>3.1. Recruitment of youth initiative groups; 3.2. Introduction workshops for youth initiative groups; 3.3. Collection of real stories and publication of “History and Identity: youth, religion and democracy” book; 3.4. Staging of real stories from the collection/story book “History and identity: youth, religion and democracy”; 3.5. Production of media products by youth media initiative groups, broadcasting, distribution, posting in social networks; 3.6. Mobile interactive performances “History and identity: youth, religion and democracy” in 70 schools; 3.7. National Youth Forum “History and identity: youth, religion and democracy”.</p>

3. Evaluation goal and objectives

DVV International understands itself as a learning organization. In order to improve further project activities, DVV International, as the implementing agency, would like to learn more about achievements, challenges and best practices of the above mentioned project.

The evaluation’s main goal is to document project achievements towards the objectives set in the initial project proposal. Furthermore, the evaluation should review and assess the relevance of the project activities, the achievement of the expected results, and their perspectives for sustainability. It should include a reflection about **lessons learnt** and make **recommendations** for the project counterparts regarding methodologies, strategies and approaches for possible further activities. The evaluation is aimed at revealing problems and barriers in the project implementation, as well as outlining how they were overcome. The objectives and impacts will be evaluated on the basis of the information laid out in the Logical Framework Matrix.

The evaluation and its recommendations shall be a useful tool of information for the project implementing agency – DVV International and its partners – Public Association “Youth of Osh”, Public Union “Institute for Youth Development”, CRISP and other stakeholders.

The evaluation is to be carried out on behalf of DVV International. It should take place in late **March to end of May 2019**.

4. Subject and focus (scope)

The subject of the evaluation is the project “**Democracy and Religion - Dialogue between Equal And Moderate voices (DREAM)**”.

The evaluator will review and summarise the available evidence on the quality, effectiveness, efficiency, and impact of the project activities and will raise and address all relevant issues that may emerge during the evaluation. The project implementation should be evaluated from the point of view of the quality and timeframe of produced results. Effectiveness of project management should also be evaluated.

5. Main Evaluation questions

The evaluation has to be carried out according to the OECD DAC Criteria for Evaluation Development Assistance and should give clear statements regarding the following:

Relevance:

- Were the objectives set out in the project document relevant, attainable and realistic?
- How relevant was the selected methodology towards achievement of the project objectives?
- To what extent does the project cater for the target group’s needs? Were they taken into consideration by the implementing agency and its partner in the project implementation process?
- To what extent are the stakeholders (Regional Project Steering Committees, National Project Management Group, Regional Project Management Groups) involved in the project’s implementation processes? To what extent have stakeholders participated in the project activities?
- To what extent were the risks significant for the project action and how relevant were corrective measures?

Efficiency:

- Is financial spending efficient per planned activity and in line with the costs?
- How economically have resources and means been used?

Effectiveness:

- To what extent are the achieved results in line with the planned results (reference is to be made to the project proposal and the logframe)?
- To what extent can the implemented activities serve as a basis for future achievements and results in the field of civic engagement, conflict mitigation and peace promotion?
- Were the planned resources (human) sufficient, insufficient or as planned to achieve the expected results?

Impact and Sustainability:

- To what extent have the activities had an impact on the target groups – the two youth NGOs and young people in the project locations?
- To what extent did the project have impacts and provide sustainability on technical level?
 - How do the local NGOs envisage to use the equipment, provided by the project after the project termination? Is it in place and in working order?
 - To what extent has the project action strengthened the professional capacity of the two project NGOs' staff?
- To what extent did the project have impacts and provide sustainability on social level?
- To what extent has the project contributed (if so) to the improvement of the situation of the target group in relation to the project's overall objective and in comparison to the situation before the project has commenced its activities?
- Were there any significant unexpected positive or negative results?

Visibility:

- Are the project partner(s) and stakeholders aware of the funding organization?
- To what extent was visibility of the EU and the implementing agency ensured?

6. Evaluation approach and methods

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
- Interim project reports
- Mid-term and other kinds of (self)evaluations referring to the project
- Partner documents of project implementation (as far as available)

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 International,
- Senior management in the head office
- Project Management from partner organizations – Youth of Osh and Institute for Youth Development on regional and local levels

Institutional capacity of partners:

- Stakeholders from partner institutions (in different regions)
- Trainers and teachers
- Members of the project Steering Committees in Osh and Bishkek
- Members of the Local Crime Prevention Centers in the project locations

Effectiveness with regard to the target group:

- Youth, participating in the project, and outsiders
- Additional project stakeholders outside the partner organisations in the regions
- Participants of the Youth Creative Groups
- Members of the Youth Initiative Groups

The evaluation will begin with an inception phase of reviewing documents provided by DVV International (desk study), and the preparation of an inception report. This is followed by a period of

field study and the preparation of a draft report. The final report will consider remarks to the draft report made by the DVV International country, regional office, and regional desk at headquarters.

3. Indicative Timetable

The indicative number of working days foreseen is 20; but it is up to the contractor to make alternative suggestions as long as the overall budget line is not exceeded.

Tendering (until 28 February 2019):

Tenderers provide an outline of the proposed evaluation methodology (max. 3 pages), CV of expert proposed for the assignment, statement on availability of the proposed expert during the planned evaluation period, information on daily fee in EUR, calculation of number of work days, as well as information on expected travel costs. Successful candidate or company will be selected by end of February, contracted by mid-March.

Briefing via skype (after contracting in March):

Briefings with the DVV International Regional Director for Central Asia (Bishkek), M&E Focal Point for this project (Tashkent), and the Country Director of DVV International Kyrgyzstan (Bishkek). This also includes the involvement of the Senior Desk Officer responsible for M&E at DVV International Headquarters (Bonn).

Document review (desk study) and inception report (second half of March 2019):

Project proposal, narrative reports (annual report, internal mid-term evaluation report, monitoring reports, etc.), project publications.

Preparation and finalization of inception report after receiving comments from DVV International.

Field study (first half of April):

The evaluator will undertake one field mission to selected project locations to consult with all relevant actors and stakeholders and to carry out the evaluation in accordance with the agreed methodology. The number of locations will be decided upon in the briefing phase and depend on the budget available.

The field mission will include a debriefing session with DVV International and partners in Kyrgyzstan.

Report drafting (second half of April):

The evaluator will draft a report in English, which should contain a maximum of 30 pages without annexes. The draft report will be provided within 14 days after the end of the field study.

Consolidated comments received from project stakeholders will be provided by DVV International Headquarters 3 weeks after the receipt of the draft report.

Report finalization (latest by end of May 2019):

The evaluator will finalize the report within another 7 days according to the comments received.

The final version should not require any additional editing.

Submission deadline for draft report: April, 30

Submission of final report after integrating comments: May, 30

Tentative timeline (open for concrete changes and suggestions by the applicants):

- Briefing day by DVV International Bonn/ Bishkek (by skype): (0,5 day)
- Document review, desk study (2 days)
- Preparation of inception report (1,5 day)
- Integration of comments by DVV International and agreement on detailed methodology and itinerary for the field visit (0,5 day)

- Kick-off/ Briefing workshop in Kyrgyzstan (1 day)
- Field visit to selected project locations in Kyrgyzstan (approx. 10 days total)
- Debriefing with country office at the end of the field visit: 0,5 day
- Preparation of draft report (3 days)
- Preparation of final report after integrating comments (1 day)

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

4. 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 (EU). Furthermore, the results of the evaluation will also be presented to the Co-Applicants – Institute for Youth Development, Youth of Osh, CRISP and taken as a key source to critically reflect the activities and measures of this project.

5. 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.

6. 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.

7. 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

8. 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.

9. 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 Dr. Thomas Lichtenberg, DVV International, Bonn
- The senior desk officer for Central Asia of DVV International in Bonn Katrin Denys
- DVV International's Regional Director for Central Asia, Dr. Thekla Kelbert,
- DVV International Country Director, Kyrgyzstan Nadezhda Romanenko
- DVV International partner organisations Institute for Youth Development (Bishkek city) and Youth of Osh (Osh city)

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.

10. 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 Central Asian countries and knowledge of Russian and/or Tajik 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 in conflict prevention, religion related issues, radicalization, extremism, radicalism, education is an asset;
- fluency in English and Russian, knowledge of Kyrgyz is an asset;
- knowledge of Central Asia and Kyrgyzstan;

Coordination/Responsibility

The Senior Desk Officer for Central Asia as well as the Senior Desk Officer for Monitoring and Evaluation at DVV International Headquarters in Bonn will be in charge of the contracting. The evaluator should work in close cooperation with DVV International Country Director in Kyrgyzstan during the preparatory and implementation phase. The Project Coordinator from DVV International

Country Office in Kyrgyzstan will handle the cooperation regarding the exchange of relevant project documentation and data.

Logistical support will be offered to the evaluator by the Project team in Kyrgyzstan (2 local partners and DVV International country office staff), including booking of accommodation, local transportation, translation and assistance in arranging interviews and project visits.

Estimated Budget

The estimated cost of the assignment is 8,750 EUR (including taxes), including honorarium, per diems, travel and transportation costs of the Evaluator.

11. Application package

Experts participating in the tender for this evaluation should send the application package by **latest February 28, 2019** by e-mail to:

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, e-mail address: kelbert@dvv-international.kg

Nadezhda Romanenko, Country Director, DVV International, Kyrgyzstan, e-mail address: romanenko@dvv-international.kg

Late submissions will not be accepted.

The application package should include the following documents:

- a) CV(s) of international expert(s), including references to previous evaluations (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 with timeline
 - d. Consideration of specific requirements of the context of the evaluation
 - e. Internal Quality Management
- c) Detailed cost estimate (please use attached template)

12. 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).

13. Request for clarification

If you should have questions concerning this tender, please send your questions to Dr. Thomas Lichtenberg mentioned as contact person, above. The latest date for submitting questions is February, 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.