

# **Terms of Reference**

## **Feasibility Study**

### **Assessment of relevance, feasibility and potential sustainability of an intervention of DVV International in Tanzania**

(Date of Publication: 15<sup>th</sup> March 2019)

#### **1. Background**

DVV International has been implementing country programmes in East Africa since 1985. The overall goal of our work in the region and target countries is to ensure that a well-managed and resourced Adult Education system that responds to the needs of learners (youth and adults) through the provision of relevant and quality programmes is in place (at micro, meso and macro levels of implementation). Through the use of a comprehensive and systematic approach (the Adult Education System Building Approach), we assist government and NGO partners to assess and analyze the building blocks of an adult education system with reference to i) the enabling environment (e.g. policies, strategies and guidelines); ii) institutional arrangements to deliver adult education services within responsible sectors and coordinating bodies across sectors; iii) management processes such as planning, budgeting and M&E systems for adult education and iv) technical processes related to providing quality training, material development and services to adult learners (e.g. at Community Learning Centers). Based on a system assessment and diagnostic analysis we assist stakeholders to design and implement improved systems that can address the gaps in adult and youth education service delivery. DVV International does not implement directly, but work through government, civil society and other partners.

This involves capacity development of governmental and non-governmental partner organizations in view of more effective service delivery according to their mandates and missions. The establishment of community learning centers as point of integrated service delivery has been supported in many countries. The respective focus and target groups in each country are based on identified needs. Innovations / new approaches in programme development are a constant feature of supported activities. Integrated adult and youth education programmes that include programme components such as non-formal vocational/agricultural skills training, functional adult literacy, business and life skills, community development and savings and loan schemes have been successfully piloted and up-scaled in the region. Given the successful current work in Uganda and Ethiopia this study will furnish an overall assessment of relevance, feasibility and potential sustainability of an intervention of DVV International in Tanzania to expand the current work in East Africa.

#### **2. Purpose of the assignment**

Occasional and exploratory engagements with government and NGO stakeholders in Tanzania since 2014 have given an indication of interest in the expertise that DVV International can provide as far as youth and adult education in Tanzania is concerned. The main purpose of the study is to provide additional information and propose entry points for DVV International as a specialized organization for adult education based on needs, relevance and sustainability and focusing on the improvement of the youth and adult

education system. The study shall collect and analyze essential data (both primary and secondary) to provide information and recommendations on two main areas:

- 1) The current system of “Youth and Adult Learning and Education” (YALE) in Tanzania in order to prepare a new country cooperation of DVV International. The conceptual framework of the adult education system building approach will guide and inform this part of the study as per the guiding questions outlined in section 3 of this ToR.
- 2) The operational framework conditions in the country regarding registration process, location of the office, infrastructural costs etc. as elaborated in section 3.

### **3. Scope and guiding questions of the feasibility study**

The scope of the study covers two main areas as mentioned above. The following guiding questions should assist the consultant in the design of the methodology to meet the purpose and deliverables of the study:

#### **3.1 Guiding questions for the assessment of the current status of the YALE system in Tanzania**

In order to analyze the current youth and adult education system the consultant is requested to take the Adult Education System Building Approach with its conceptual framework, system elements and building blocks as guidance for the development of the methodology, the implementation of the study, and the final report. To support this, DVV International will provide an overview of the approach and a rapid assessment tool to assist/guide the consultant. The definition of adult and youth education is taken in its widest sense to include programme components as mentioned in section 1 (Literacy, non-formal skills training, etc.) in an integrated manner. It is required that all of the following questions are answered in this context and underpinned with respective evidences:

##### **3.1.1 What is the situation of the enabling environment for YALE in Tanzania?**

Policy legislation and governance: Description of existing key documents (policies, strategies and/or other legal frameworks) related to youth and adult education. Exploration of policies and strategies of other sectors e.g. agriculture, health, etc. in relation to youth and adult education. Provide an assessment of their (effective?) implementation e.g. through comprehensive programme guidelines. Description of the ongoing reform of the sector and the role of international and regional conventions. Existence of a qualifications framework that provides a learning path for youth and adults.

##### **3.1.2 What are the institutional arrangements to implement YALE in Tanzania?**

As far as institutional arrangements are concerned, the consultant is expected to explore the scenario from both a government and civil society perspective, including multi-lateral stakeholders such as UNESCO and networks between organisations. The role of universities should also be explored.

A description of the main responsible government sectors (ministries, etc.) and departments responsible for YALE at each level (national, regional and district) considering the integrated nature of adult education. Provide an overview of institutional organograms, hierarchy, mandates and allocation of personnel (experts, trainers, facilitators, system managers, etc.). Description of the structure and role of TAMISEMI as far as YALE is concerned. Analysis of commitment/awareness about YALE among political leaders and technocrats and their perception of the role and cooperation with non-state actors. Provide an overview of both

local and international NGOs/organisations active in the field of YALE, the kind of programmes they offer, cooperation with government and each other through networks, forums, etc.

What kind of institutional arrangements exist at grassroots level to provide YALE services? Do CLC exist, what kind of services do they offer? Who is responsible for delivering these services with which funding? What are the interests from learners?

### **3.1.3 What is the situation of management processes?**

Planning - Existence of long-term strategic plans linked to higher level national development plans and visions as far as YALE is concerned (e.g. Education Sector Development Plans). Evidence of joint annual planning between sectors and/or government – civil society.

Funding – Description of the funding situation: national budget allocation to the adult education sector, international funding for YALE, existence of national fund, private funding etc.

M&E and MIS system - Research, monitoring and evaluation, existence of standardized data collection, analysis and use system / framework for monitoring and evaluation / YALE validation system / availability of reports, research and evaluations in the field of YALE.

### **3.1.4 What is the situation of technical processes?**

Technical processes refer to the actually delivery of adult and youth education services and programmes. It will include the process of curriculum and material development, capacity building programmes and strategies (and who deliver these) at all levels, clear methodologies with the necessary manuals and guidelines to deliver YALE services (e.g. which kind of literacy methodologies are used, are they linked to other components such as livelihoods skills training and community development, how? What is the role of CLCs and similar structures in rendering quality YALE services? Exploratory studies have shown a great interest in ICLCs (Integrated Community Learning Centers). Are there similar existing structures, what do they offer, who is responsible for implementation and who do they target? How are learners assessed?

The feasibility study should give a detailed overview of the current adult education programmes offered by government, the target group, challenges, successes, budget allocation, scope of roll-out, and any evaluation studies conducted.

## **3.2 Guiding questions for the assessment of the operational framework conditions in Tanzania?**

The operational framework conditions refer to the working environment for international NGOs such as DVV International in Tanzania and should answer the key question of what are the conditions for establishing a DVV International office in Tanzania? The following questions/issues should be answered in detail, but also mentioning challenges, risks and recommended practices:

- Registration process and availability of legal or other firms to assist with this process (and related costs)? Provide detailed information on steps and duration.
- Are there alternative options for registration e.g. bilateral agreements, register as NGO, etc.? What is the status of other international (especially German NGOs)?

- What are the current laws that govern NGOs and specifically international NGOs –specify and attach and provide analysis of working environment and entry points?
- Visa / working permit process for international staff? (detailed steps, documents to be submitted and costs)
- Best location of country office considering DVV International’s work at macro, meso and micro levels? Where are ministries and key government offices located? Where are embassies and other international NGOs located?
- Infrastructural costs such as office rent and utilities? Availability of suitable office spaces in recommended location?
- Average procurement costs and tax regulations for NGOs in relation to vehicles and office equipment?
- What are the costs for domestic flights between key cities within the country? Which airlines, safety record, etc.?
- Availability of qualified personnel in the field of YALE and support staff (finance and administration) with estimated salary and benefit costs and regulations?
- What is the current security situation in the country?
- Provide potential contacts and any other relevant information and support networks.

#### **4. Target group of the assignment**

The target groups of the assignment are: the head office of DVV International in Bonn, the DVV International regional office in East Africa/ Ethiopia, and the stakeholders of the upcoming program in Tanzania.

A list of stakeholders and contacts will be provided. Additional stakeholders may occur during the study and shall be added.

Principally, the following stakeholders have to be taken into account:

- Concerned governmental structures on a national level, if possible also a selection of regional authorities and local government (district) authorities.
- TAMISEMI (PO-RALG)
- Relevant German institutions in Tanzania (Embassy, GiZ, etc.)
- A selection of local NGOs and networks working in the field of YALE
- International organizations and NGOs (e.g. UNESCO commission Tanzania,)
- Relevant national sector/working groups

#### **5. Methodology**

The consultant is expected to clearly outline the envisaged methodological approach. This should include the search for and analysis of documents required to answer the guiding questions as mentioned above. Furthermore, it is expected that the consultant will arrange meetings with relevant stakeholders to conduct key expert interviews and where needed undertakes on-site visits in selected cases (e.g. to observe existing YALE delivery modalities). It is expected that these primary and secondary data sources will be triangulated and complement each other to provide a comprehensive report. It is assumed that the consultant may have to travel in-country depending on the location of stakeholders. This has to be considered when designing the methodology in a systematic manner to minimize costs as much as possible.

## 6. Indicative Timetable

Date	Activity	Number of working days
<b>15. March</b>	Publication of ToR	
<b>24. March</b>	Deadline for requests of clarifications, publication of answers on the following day	
<b>31. March</b>	Deadline for submission of proposals	
<b>05. April</b>	Selection of candidate, briefing online discussion	
<b>8.-18. April</b>	Identification and analysis of key documents	5
<b>19. April</b>	Inception report outlining the methodology and implementation plan; online briefing session	2
<b>23. April – 07. May</b>	Interviews of key stakeholders (governmental institutions, NGO's, potential partner organisations, international organisations operating in ALE Meeting with different stakeholders to conduct analyses of system building.	10
<b>13. May</b>	Draft; online briefing of contracting authority	3
<b>14.-17. May</b>	Feedback to report	
<b>24. May</b>	Finalisation of report	2
<b>TOTAL</b>		<b>22</b>

## **7. 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.

## **8. 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.

## **9. Tasks of the contractor**

The contractor will be requested to fulfil the following tasks:

- Methodological design and planning of the feasibility study in communication with DVV International;
- Desk Study of relevant project documentation (governmental policies, strategies, NQF, M&E framework, etc.; compare guiding questions);
- 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 feasibility report, integrate comments, and finalize the report.
- 3 De-briefing sessions (online)

Due to the fact that DVV International already had contact with different stakeholders from government and civil society, the study will start with a joint meeting between the consultant(s), DVV International's Regional Director for East/Horn of Africa and a selected group of stakeholders. This will enable the consultant to have a foundation and introduce the study in the context of exploratory engagements already underway. All documentation from previous engagements between DVV International and different stakeholders will also be made available to the consultant. A mini-workshop with key stakeholders should be incorporated at an appropriate time in the design of the study to collect data around the system building blocks and elements. This will be conducted jointly by the consultant and DVV International.

## **10. Deliverables**

- Inception report giving an overview of the consultant's understanding of the context and task, together with the methodological design and data collection instruments. Once the report is accepted by DVV International, the consultant can commence with the field work and further analysis of documents, etc. (If need be, the consultant may have to make necessary amendments)
- Draft report covering all aspects of the feasibility study as per the ToR. DVV International will provide feedback in writing.
- Final report after incorporation of feedback by DVV International.

The final report of the assignment report should be produced in English with an executive summary and submitted to DVV International electronically. The report should:

- Answer all the guiding questions for both parts;

- Provide detailed information with relevant documents as appendices (e.g. copies of strategies, etc.);
- Provide an analytical overview of the biggest needs within the YALE system and potential entry points for DVV International at micro, meso and macro levels;
- Make suggestions of potential government and NGO partners and other stakeholders with similar programmes for general cooperation and synergy;
- Recommendations of target groups
- Risk analysis of working in Tanzania (both with government and NGOs);
- Legislation and procedures for establishing a country office (as per all the guiding question with necessary formats where possible);
- Work permit processes for international personnel.

## 11. Consultant eligibility criteria

The feasibility study will be conducted by a consultant/team with the following proven areas of expertise:

- Sound understanding of and experience in YALE, specifically in Tanzania (experienced professional in the field);
- Understanding of development projects at macro, meso and micro levels and preferably integrated modalities across sectors;
- Understanding of adult and youth education systems, organisational development and capacity building;
- Proficiency in English and Swahili
- Able to demonstrate sound knowledge of scientific methods and instruments and conducting similar studies in the past;
- Have experiences with stakeholder participation and transparent knowledge management;
- Analytical and writing skills;
- Experience in and knowledge of the development and YALE sector in Tanzania, working environment of NGOs and Government;
- Knowledge of registration and operational procedures for international NGOs in Tanzania.

The application package should include the following documents:

- CV(s) of international expert(s), including references to previous studies (please use attached template)
- Technical proposal covering the following aspects (maximum of 8 pages):
- Show understanding of the task
- Methodological approach
- Work Plan / steps of implementation with timeline
- Consideration of specific requirements of the context
- Internal Quality Management
- Detailed cost estimate (please use attached template)

## 31. March 2019 is the deadline for submission of proposals

## 12. Responsibilities

The study is conducted under the responsibility of

- Frauke Heinze, [Heinze@dvv-international.de](mailto:Heinze@dvv-international.de) (Senior Desk Officer East Africa at DVV International in Bonn)
- Sonja Belete, [dvveastafrica@gmail.com](mailto:dvveastafrica@gmail.com) (Regional Director East Africa)

- Mrs. Esther Hirsch; [hirsch@dvv-international.de](mailto:hirsch@dvv-international.de) (Deputy Director of DVV International in Bonn)
- Dr. Thomas Lichtenberg; [lichtenberg@dvv-international.de](mailto:lichtenberg@dvv-international.de) (senior desk officer in charge of Monitoring & Evaluation )

### **13. Evaluation criteria of proposals**

The proposals will be assessed according to the following criteria:

- Qualification of 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).

### **12. Request for clarification**

If you should have questions concerning this tender, please send to Sonja Belete [dvveastafrica@gmail.com](mailto:dvveastafrica@gmail.com) and/or Frauke Heinze [Heinze@dvv-international.de](mailto:Heinze@dvv-international.de)

Deadline for submitting any questions are 25 March 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.