

Terms of Reference for online Evaluation (current pandemic)

Project title: Improving chances for participation – strengthening a further development of adult education systems in Latin America.

Country: Region LAC (Latin America and Caribbean)

Project number: PN 201826031/DVV0010

Funding agency: BMZ

Timeframe to be evaluated: 2016-2018, 2019, 2020 related to effects of Pandemia Covid 19

Date of publication: 17.08. 2020

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 Background of the project

The Latin American networks CEAAL, REPEM and CLADE have played a central role in political lobbying and promotion of youth and adult education, particularly at the macro level. They act largely as the voice of marginalized population groups excluded from formal education systems (e.g. rural youth, women, indigenous people) in official supranational and international meetings, conferences and steering committees established to implement the Sustainable Development Goals (SDG's) ODS (e.g. the international Collective Consultation of NGO's, CCNGO, working group). Due to the changes in the political context and the increasingly neo-liberal policies that have widened the gap between the rich and the poor in all Latin American countries over the last 10 years, their work aims not only to defend the democratic achievements of marginalized population groups, but also to represent the human right to education of ALL marginalized population groups and those suffering from gender discrimination in relevant bodies and working groups.

3 Objectives of the programme

On the **macro level**, the three networks are mainly guided by the strategic objectives adopted by the United Nations in September 2015, Agenda 2030, thus contributing significantly to the awareness and recognition of the poverty reduction potential of non-formal education for youth and adults among governments and decision-makers, advising government representatives and networking among the various regional, national and international actors. Based on this, government representatives are developing new regulations and strategies to improve the quality and financial resources of youth and adult education in countries, with a view to the SDG education goal 4 (Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all).

The measures supported at the **meso level** aim to professionalize the services offered by the networks and contribute to strengthen the position of small and medium-sized education and adult education providers in various countries. The starting point bases upon policy guidelines for the treatment of various specialized topics (gender equality, environmental education, solidarity economy, political education), the systematization and documentation of appropriate methods and approaches for transformative education as practiced in the network member organizations with various groups.

4 Activities of the programme

With the goal to develop sustainable social structures for adult education, DVV International's programs aim to have an impact on three levels (micro, meso and macro) in accordance with the above-mentioned objectives.

The member organizations of CEAAL, CLADE and REPEM specialize in the continuous training of managerial staff and junior managers, as well as in the development and dissemination of virtual courses for continuous training which make topics and approaches related to development and ALE accessible to people in the countries and in the region. The organizations and individuals strengthened by these trainings contribute the acquired knowledge to national and regional initiatives and networks and thus contribute to a sustainable improvement of youth and adult education, to a corresponding education policy and, in the long term, to improving the living situation of excluded groups in their countries of origin.

By producing teaching and learning materials and publications, CEAAL, REPEM and CLADE strengthen the capacities of partner organizations as well as the independence and self-organization of participants. The materials and publications, which are available in different

languages and online, support the wider dissemination of knowledge on youth and ALE and lifelong learning in theory and practice in the region.

5 Evaluation goal and objectives

The three networks CEAAL, REPEM and CLADE form the regional programme of DVV International. Conducting the evaluation has to take into consideration that the period of cooperation between DVV International and the networks is based on differing lengths of time. The youngest cooperation is with CLADE since 2018. The work with CEAAL has been extensively evaluated in 2012 and 2014, the evaluation of REPEM was done in 2012. With an additional support to the Campaign for the Right to Education, CLADE in 2016, the aim of the project has shifted towards creating more synergy on the macro level. Therefore, the overall goal of the evaluation is to identify perspectives how, through a more intense collaboration of the three networks, more synergies could be established between them. This includes possibilities for a better cooperation with DVV international offices in Ecuador, Peru and Mexico, as well.

- 1 Therefore, the first objective of the Evaluation is to elaborate potentials and synergies as of the activities and fields of interventions of CEAAL, REPEM and CLADE , including their impact and potential on national level and mechanisms to strengthen the collaboration with the DVV International offices in Ecuador, Peru and Mexico.
- 2 A second objective is to identify future challenges for the work on macro and meso level networks and their membership organizations created through the COVID 19-pandemia, with a focus on the countries in which DVV International is also active, but also related to their advocacy work on international level. Based on good practice examples from the field, the evaluation should help to identify elements that need to be taken into consideration for the future work of the networks. This includes an evaluation of the current network strategic plans, as well.

6 Main Evaluation questions

The following are the main guiding questions formulated based on the specific interest of DVV International in relation to the cooperation project with the three networks. Additional and important questions to the networks coordinators and steering committees and their specific needs should be formulated more precisely during the development of the methodology by the contractors and based on the input of the network stakeholders.

6.1 Relevance

Considering that the COVID 19-Pandemia has heavily affected all countries in Latin America in an unforeseen severe way, the main objective of the evaluation related to relevance is to identify

- To what extent the objectives of the regional programme, which had been developed with the three networks, are still valid?
- Are the activities and outputs of the regional programme consistent with the overall goal and objectives as well as with the intended outcome and impact (programme logic)?
- How relevant is the cooperation between DVV International and CEAAL, REPEM and CLADE to the networks?

6.2 Effectiveness

In light of the COVID 19-Pandemia and its effect in relation to the effectiveness of the regional programme, the approach in the Evaluation concept should focus on evaluating the indicators set for the period 2019-2021. Which effects will the COVID 19-Pandemia have on the adult education structures? Is a reformulation of objectives and strategies, specifically with regard to the macro level on which the networks are active, needed?.

The guiding questions are:

- What is the added value for the networks in relation to the support from DVV International before and during the COVID 19-Pandemia on macro and meso level?
- What are the main synergies of the cooperation between the three networks and DVV International country offices in relation to the implementation of the Agenda 2030?
- What are the main elements to create a structural and sustainable cooperation between the three networks and the DVV International country offices in relation to the implementation of the Agenda 2030?

6.3 Efficiency

The evaluation of the efficiency of activities of the three networks can be applied to the period before March 2020. In light of the COVID 19-Pandemia, the evaluation should also follow up on the efficiency of virtual conferences and events considering the following questions:

- Which mechanisms in place were helpful to switch from physical to virtual meetings? What were the main obstacles to do so? What was the extra investment in financial/human resources?
- Comparing physical and virtual meetings: What are the main advantages and setbacks?
- In which way was the cooperation between CEAAL, REPEM and CLADE helpful for creating virtual events?
- What are the future needs in relation to capacity building of digital competences learning for the networks and their members?

6.4 Impact

Through the COVID 19-Pandemia since March 2020 and the limitations through restrictions for physical meetings, the evaluation needs to focus on the impact that the three networks could achieve through the regional project with DVV International. Main guiding questions are:

- What has been the main contribution of the regional project and its activities for the work of the three networks?
- What has been achieved in the period 2016-2018, 2019 that can be attributed to the regional project?
- What were the main achievements of the regional project after the break-out of COVID 19-Pandemia in March 2020?

6.5 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. To evaluate the sustainability of the project the main guiding questions are:

- In which way and to which extent the members of the networks and their collaborators have incorporated processes, methodologies, strategies and lessons learnt in their daily work on a national and local level?

- Will the networks be able to maintain their work without the support of DVV International?
- What will most likely remain and which activities may be ceased due to the lack of financial support from DVV International?
- What could be done to make the work of the three networks more sustainable?

7 Evaluation approach and methods

A combination of primary data collection and secondary data review is expected during the evaluation. Given the pandemic circumstances in the countries under review, the contracting team is expected to include methodological considerations to gather the data with the help of online tools. The contracting team is free to make methodological suggestions and plausible explanations how the necessary information will be compiled, thus, to provide satisfactory answers to the questions of the Terms of Reference and evidence based conclusions. The empirical methods should imply qualitative as well as quantitative approaches.

Secondary data sources will be made available to the contracting team.

The following **secondary documents** will be provided by DVV International:

- Project proposal 2016-2018 and 2019 - 2021 (in German)
- Annual reports of the networks activities (2016-2019) in German
- Previously conducted (self)evaluations referring to the networks (in Spanish)
- Partner documents of project implementation (as far as available in Spanish)

To collect information from **primary data sources**, the inclusion of the following key stakeholders is strongly recommended:

- Management (including financial management) of regional and country offices of DVV International in the regions South and Central America
- Senior management in the head office
- Management/project managers of CEAAL, REPEM and CLADE on regional and national levels
- Partner organisations in the countries Ecuador, Peru, Mexico

The evaluation will start 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 by means of mail communication and virtual meetings as considered necessary by the evaluation team and the preparation of a draft report. The final report will consider feed-back to the draft report made by the DVV International regional offices, the regional desk officer and the responsible evaluation officer at headquarters in Germany.

8 Indicative Timetable and work input

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

Deadline for clarifications: 28.08.2020

Deadline of submission of proposals: 06.09.2020

Selection of candidate: until 11.09.2020

Draft Inception Report: 22.09.2020

Field phase: 01.10. – 30.10.

Analysis and report drafting: 02.11. - 08.11.2020

First draft of evaluation report: 10.11.2020

Final version of Evaluation Report: 11.12.2020

Possible Target group of the evaluation results

The target group of the evaluation will be the project management team of DVV International country and regional offices, 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, and to feed into future planning.

9 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.

10 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.

11 Tasks of the evaluator/ evaluation team

The evaluation team will be requested to fulfill 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 instruments for data collection ;
- Prepare an Inception Report;
- Conduct the data collection with participation and involvement of all relevant stakeholders related to CEAAL, REPEM and CLADE on regional and national levels
- Conduct the data collection with participation and involvement of DVV country offices in Ecuador, Peru, Mexico and Guatemala
- De-briefing sessions for each country of evaluation and for DVV International head office Bonn, Germany
- Compile preliminary evaluation report, integrate comments, and finalize the report.

12 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. The report will be presented to DVV International, discussed and - if needed - amended by the expert/ team of experts.
- **Debriefing:** 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. The documentation of the discussion has to be a part of the final report.
- **Draft evaluation report:** After receiving a first draft of the final report, DVV International undertakes its examination, based on the DAC Evaluation Quality Standards; afterwards, 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 (maximum 60 pages) should be produced in both languages **English and Spanish** and submitted to DVV International **electronically**. A respective template for the final report will be provided in the inception phase to the contracting team.

13 Responsible persons at DVV International and logistics

DVV International will be the contracting authority for this evaluation. The main contact persons will be

1. DVV International Director Regional Office South America, Dr. Beate Schmidt-Behlau
2. Senior Manager for monitoring and evaluation, Dr. Thomas Lichtenberg

The DVV International regional office South America will provide all relevant documents and support the evaluator/ team of evaluators. Due to the COVID 19-Pandemia there will be no physical field visits.

The final report will be accepted by the senior manager for monitoring and evaluation and the senior desk officer for Latin America of DVV International in Bonn.

14 Evaluation team or eligibility criteria

The evaluation needs to be done by an evaluation team which can demonstrate experience in evaluating development and adult education projects. The evaluation experts will further have experience with organisational development and capacity building. Previous experience in the REGION Latin America and knowledge of German, English and Spanish language will be considered as a condition.

The consultant(s) we are looking for should

- have 5-10 years experience in the field of evaluation of development and adult education projects (please, provide proof of experience);
- be able to demonstrate sound knowledge of evaluation methods and instruments;
- be (an) experienced professional(s) in the fields of adult education in all its forms (formal, non-formal, informal
- have experience in evaluating projects with a focus on genderrelated issues
- have knowledge about the specific work of networks
- have experiences with stakeholder participation and transparent knowledge management;
- have previous working experience in Latin American countries;
- have fluent reading skills in German, fluency in writing in English and Spanish is a condition;

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 Coordination/Responsibility

The Senior Desk Officer for Latin America 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 Regional Directors for South and Central America during the preparatory and implementation phase. The Project Coordinator

from DVV International Regional Office in Quito will handle the cooperation regarding the exchange of relevant project documentation and data.

Communication support will be offered to the evaluation team by the Project team in Ecuador, Peru, Guatemala and Mexico (DVV International office staff).

17 Estimated Budget

The estimated cost of the assignment is 20.000 Euros (including taxes), due to the COVID 19-Pandemia travel activities to the region are not foreseen.

The **indicative** number of working days foreseen is 50 working days in total for the whole team.

18 Application package

Experts participating in the tender for this evaluation should send the application package by **latest 06.09.2020** by e-mail to Schmidt-behlau@dvv-international.de; Lichtenberg@dvv-international.de;

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**).

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

19 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).

20 Request for clarification

If you should have questions concerning this tender, please send your questions to Dr. Beate Schmidt-Behlau. The latest date for submitting questions is the 28th of August. 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.