

## Terms of Reference

### Evaluation of DVV International's GLOServe Project in Uganda

**Project title:** GLOServe:

Green Livelihoods Opportunities through local service delivery optimisation

**Country:** Uganda

**Project number:** EuropeAid/154942/DD/ACT/UG

**Funding agency:** European Union

## 1 Introduction and background

### DVV International at global level

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. DVV International provides worldwide support for the establishment and development of sustainable structures for Youth and Adult Education. As the leading professional organization in the field of adult learning and education (ALE) and development cooperation, DVV International has committed itself to supporting lifelong learning for more than 50 years. Its vision is to fight poverty through education, lifelong learning and support to development. As a globally acting professional organization for ALE, DVV International together with government and civil society partners aims at building sustainable adult education systems to achieve optimised service delivery in youth and adult education.

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 learning and education (ALE), 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'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). To further promote its work, DVV International also raises funds from other sources and institutions such as the European Union.

### **DVV International in the East/Horn of Africa region and the Ugandan country programme**

The DVV International East/Horn of Africa Regional Office is based in Addis Ababa and supports country programmes in Ethiopia, Uganda and recently started in Tanzania. DVV International has supported adult learning and education (ALE) in Uganda for more than 30 years. At the end of 2014, DVV International and the line ministry responsible for ALE in Uganda, namely the Ministry of Gender, Labour and Social Development (MGLSD) agreed to jointly design, implement and test a successor programme for the national FAL (Functional Adult Literacy) programme in Uganda, which would include stronger components of financial literacy and a livelihoods orientation.

Through mutual interests and needs expressed from both sides, DVV International and the MGLSD started an exclusive partnership towards building a sustainable ALE system in Uganda that can deliver a variety of ALE services through an integrated learning process based on the REFLECT methodology. The approach and programme were labelled as the ICOLEW (Integrated Community Learning for Wealth Creation) in line with Uganda's Vision 2014. It was agreed to start a joint pilot in four districts namely Iganga, Mpigi, Namayingo and Nwoya (who came on board at a later stage with EU funding). The ICOLEW covers 5 key components namely functional adult literacy and numeracy, livelihoods skills training (through agriculture, non-formal TVET, etc.), business skills training, Village Savings and Loan Schemes (VSLA to provide start-up capital), and community development through the action point implementation generated during the learning process in the ICOLEW groups. The ICOLEW learning process also provides for the inclusion on multiple topics related to life skills, health, the environment, etc. The ICOLEW is implemented through two modalities at community level, namely Community Empowerment Groups that meet with a locally trained facilitator two to three times a week as well as classes and other forms of training at the Community Learning Centres (CLCs) established in each of the 8 sub-counties (two sub-counties per district).

Meanwhile the DVV International East/Horn of Africa Regional office developed a new approach called 'ALESBA' (Adult Learning and Education System Building Approach) that provides a conceptual framework, methods, tools and phases to build a sustainable ALE system. In the case of Uganda, the nexus for building an ALE system across micro, meso and macro levels is the ICOLEW programme. The ALESBA considers all spheres of governance and integration of the sectors as defined by the scope and definition of ALE in the country. The Uganda country programme was involved in the testing of several tools and methods of the approach.

The conceptual framework of the ALESBA categorises an ALE system into four elements, which are further divided into five building blocks per element. The elements and building blocks are interconnected and interdependent with feedback loops. In summary, the ALESBA assists DVV International, governments, civil society and other relevant actors across 5 phases to:

- ✓ **Build Consensus** with all actors and stakeholders of the ALE system in a particular country and define the scope of the system (Phase 1);
- ✓ **Assess the status of programmes/projects** (Phase 2 – part one) in the context of the country's ALE, determining which elements and building blocks of the system are in place and how well they are functioning.
- ✓ Further **assess the underlying causes and blockages** (Phase 2 – part two) in the system through diagnostic studies.
- ✓ Searching for the **best entry points to address system challenges** through alternative analysis and designing a new system (phase 3).
- ✓ Implement and **test the newly designed system** in selected areas over time (phase 4).

- ✓ Reviewing this system, making necessary adjustments and **up-scaling for improved adult education service delivery**. (phase 5)

DVV International provides both technical and financial support to the MGLSD to implement ICOLEW and using the ALESBA as an approach to put a sustainable system for ICOLEW and other ALE services in place. The GLOServe project is imbedded within the wider ICOLEW programme and ALE system of Uganda as described in the next sections of the TOR. The project is coming to an end on 31 July 2021 and the ToR calls for an end evaluation of the GLOServe. It is against this background that the Terms of Reference for the EU funded GLOServe project is formulated.

## **2 Background of the GLOServe project**

The GLOServe projects takes account of the challenges and opportunities that inclusive and sustainable socio-economic development entail and it gives a precise response by strengthening local authorities in four selected districts of Uganda. DVV International (the lead applicant) and the District Local Governments of Mpigi, Namayingo, Iganga and Nwoya (co-applicants) together with the Ministry of Gender, Labour and Social Development (MGLSD) as an associate in the project implemented the GLOServe project with funding from the European Union during a 36-month period starting from 1 February 2018 until 31 January 2021 with a 6-months no-cost extension concluding the project on 31 July 2021. The outbreak of Covid-19 during 2020 delayed certain activities that necessitated the 6-months no-cost extension.

The project aims at optimising service delivery towards a green economic transformation by strengthening the awareness and capacities of the 'demand side' (local communities) and those of the local authorities on the 'supply side'. The project is imbedded in the ICOLEW programme of the Ugandan MGLSD in which DVV International works closely together with financial and technical support to both the ICOLEW and GLOServe. The GLOServe is therefore part of an existing, larger programme (ICOLEW) and the evaluation of the project has to take this into account with specific reference to the 6 DAC Evaluation criteria. The GLOServe project proposal to the EU outlines the differences and synergies between the GLOServe and ICOLEW in more detail.

## **3 Objectives and activities of the project**

*The overall objective of the GLOServe is: To contribute to service delivery optimisation of Local Governments based on the community's demands and geared towards green economic transformation.*

This implies that the four local district governments and their sub-structures apply a demand-driven approach towards the delivery of services for the local population with the aim of stimulating and increasing development in a way that advantage is taken of new green opportunities ultimately benefitting economic growth as well as ecological sustainability. To achieve this the project has two specific objectives and four expected results (outputs). Each specific objective has two results/outputs.

**Specific Objective One: Communities in four districts are well equipped with knowledge and skills to demand and uptake services that promote environmentally friendly economic development.**

This expresses the aim that at the end of the project, the demand side of services (i.e. the people living in the 4 districts and specifically 8 targeted sub-counties) have gained significant competencies of how to get involved in a local service delivery process that is not only conducive to the environment, but actively strives to create new livelihoods opportunities by benefitting from green technologies, protective and sustainable solutions to people's everyday challenges. Communities will have the necessary expertise to engage in active dialogue with local authorities

and be part of local decision-making processes that affect them. Two results/project outputs will contribute to achieving specific objective one:

Result One: Village Action Groups (VAGs) ensure that community led actions to support sustainable economic development are planned, budgeted for and implemented.

VAGs are similar to the Community Empowerment Groups (CEGs) under the ICOLEW, but differentiation is made for the GLOServe project implementation. These groups consisting of 25-30 members each meets 2-3 times a week with a locally trained facilitator and follow the REFLECT approach as adopted and adapted within the ICOLEW combined with 5 components as described in the introduction and background section of this ToR. Through this learning process and the key components, they are empowered to participate in the identification, planning and implementation of community-led actions. Tools such as community scorecards further provides opportunities for engagement and assessment of local government services.

Result Two: Social and economic enterprises contributing to a greener economy have been created and are fully functional.

Result two taps into the creation and uptake of green livelihoods opportunities on the demand side of service delivery optimisation. This result will ensure that green livelihoods opportunities are identified through value chain-oriented approaches and with necessary skills training programmes (see Result 3) allow communities to establish their own social and economic enterprises that will improve their livelihood, but also contribute to a greener economy.

**Specific Objective Two: Local governments drive green economic transformation through regular engagement with the communities and through integrated service delivery.**

It is important to ensure that local district governments and their sub-counties are efficient drivers of sustainable and green economic development and user-friendly services. Local governments should also provide the necessary platforms for civic engagement and collaboration to transform the local economy in a green way. This requires capacity development of local government personnel and institutions, considering the system as a whole. Coordination structures and service delivery mechanisms need to be addressed to create an enabling environment for service delivery. Results 3 and 4 contribute to this specific objective.

Result 3: Community Learning Centres (CLCs) have been established as hubs for lifelong learning, skills training and access to services delivered by local authorities to address a green economy.

The establishment of CLCs through the renovation of existing structures provides a new establishment with one stop services for the community. Result 3 demands different local government sector offices to cooperate in an integrated manner to deliver a variety of services at CLCs, e.g., livelihoods skills training, business skills training, etc. The CLCs act as demonstration sites for green and innovative technologies and practices and offer opportunities for interface between local communities and government.

Result 4: The capacities of local governments to deliver integrated services in favour of sustainable resource management and growth have been strengthened.

Result 4 directly looks at the improvement on the supply side that will provide services benefitting sustainable resource management and economic growth. The result describes two kinds of capacity building approaches that will be employed to optimise service delivery:

- Using tools from service delivery optimisation approaches (recently incorporated into DVV International's ALESBA) such as diagnostic studies on existing systems and structures of

local governments to design improved systems and the formation of structures that can deliver green services at all levels. The conceptual framework and methodology of the ALESBA therefore informs Result 4 and the results of mentioned assessments and processes should be taken into consideration during the evaluation of the GLOServe.

- The orientation and training of local government officials in new green technologies and ways of implementing a participatory, sustainable and green economy approach in their work and mandate (as addressed in results 1,2 and 3 through different types of training and capacity building exercises). This type of capacity building is therefore more technical in nature and will include both decision-makers as well as experts that will be responsible for services at CLCs and supporting the VAGS with community led action towards sustainable, green local economies.

Each Result has a number of activities to ultimately achieve all the objectives and indicators as elaborated in the project's log frame. The project has two main target groups:

- First target group (Supply Side): Local authorities staff at district and sub-county levels including parish level (e.g., with CLCs) in the four districts. This target group includes both experts and decision-makers and cross sectoral structures at local government level involved in the project beyond the MGLSD, e.g., from agriculture, environment, etc.
- Second target group (Demand Side): The local communities, namely 80 Village Action Groups (VAGs), 20 per district (10 per sub-county) consisting of 25-30 members each, as well as community members accessing services at CLCs beyond the VAG members.

The project proposal document provides a detailed outline of the project's objectives, activities, implementation modalities, target group, etc., and should be studied in depth to answer the research questions.

## 4 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. Furthermore, the European Union as funder of the project requires an end evaluation to determine to what extent the project met the indicators for its objectives and the already visible immediate impact and sustainability perspectives of the project. Note that due to Covid-19 it was not possible to carry out a mid-term project evaluation, however the EU has conducted its own external assessment in 2019 and the project received positive feedback. DVV International and the MGLSD at national level also conducts quarterly monitoring and reflection activities that feeds into the ongoing evaluation process of the project together with senior district officials and experts.

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 as well as for the European Union.

## 5 Main Evaluation questions

The evaluation has to be carried out according to the OECD DAC Criteria for Evaluation Development Assistance. Note that this ToR is informed by the updated DAC Criteria (Better Criteria for Better Evaluation: Revised Evaluation Criteria – December 2019) and should give clear findings and statements regarding the following (including the visibility criteria from the EU):

### 5.1 Relevance: Is the intervention doing the right things?

The extent to which the intervention objectives and design respond to beneficiaries;’ global, country and partner/institution needs, policies and priorities and continue to do so if circumstances change. Beneficiaries refers to the individuals, groups or organisations whether targeted or not, that benefit directly or indirectly, from the development intervention. In evaluating the relevance of the GLOServe project, the following questions should be answered:

- To what extent are the objectives of the project still valid?
- Are the activities and results/outputs of the project consistent with the specific objectives and the overall goal and the attainment of its objectives?
- Are the activities and results/outputs of the project consistent with the intended impacts and effects?
- Are the objectives and design of the intervention sensitive to the economic, environmental, equity, social, political economy and capacity conditions in which it takes place?
- Does the GLOServe respond to the needs and interests of the MGLSD and other government sector offices (as reflected in policies, national development plans, programme documents) at all levels of intervention (national to local)?
- Does the GLOServe responds to the needs and interests of the beneficiaries on the supply side (the service users)?
- Does the GLOServe responds to the needs and interests of DVV International and the European Union?

### 5.2 Coherence: How well does the intervention fit?

The compatibility of the intervention with other interventions in a country, sector or institution. Internal coherence addresses the synergies and interlinkages between the intervention and other interventions carried out by the same institution/government, as well as the consistency of the intervention with the relevant international norms and standards to which that institution/government adheres. External coherence considers the consistency of the intervention with other actors’ interventions in the same context. This includes complimentary, harmonisation and coordination with others, and the extent to which the intervention is adding value while avoiding duplication of effort. Specific questions to be answered in this context are:

- Is the GLOServe intervention compatible with the wider ICOLEW programme implemented by the MGLSD? What are the synergies and linkages?
- To what extent does the imbedding of the GLOServe within the ICOLEW programme enhances possibilities of sustainability of the project’s impact?
- With which other actors’ interventions have the GLOServe coherence, i.e. shows complimentary actions, coordination and harmonisation and cooperation with other actors (e.g. different government sector offices, NGOs, etc.)?
- To what extent does the GLOServe design and implementation modality add value to the ICOLEW and other interventions by different actors (e.g. the Ugandan Wildlife Authority) while avoiding duplication of effort?

### **5.3 Effectiveness: Is the intervention achieving its objectives?**

The extent to which the intervention achieved its objectives and results, including differential results across groups. In evaluating the effectiveness of the GLOServe project, the following questions should be answered:

- To what extent were the four results, specific objectives and overall goal of the project achieved as measured by the indicators in the project proposal?
- What were the major factors influencing the achievement or non-achievement of the objectives?
- Are there differences in the achievement of results across different target groups (e.g., youth, women, etc.)?

This section requires a detailed presentation and analysis for each result and objective with its indicators in the project proposal.

### **5.4 Efficiency: How well are resources being used?**

Efficiency measures the outputs -- qualitative and quantitative -- in relation to the inputs. It is an economic term which signifies that the intervention uses the least costly resources possible in order to achieve the desired results. This generally requires comparing alternative approaches to achieving the same outputs, to see whether the most efficient process has been adopted. It describes the extent to which the intervention delivered its results in an economic and timely way. It also includes operational efficiency in terms of how well was the intervention managed? The following questions should be answered:

- Were activities cost-efficient?
- Were objectives achieved on time?
- Was the project implemented in the most efficient way compared to alternatives?
- How did the operational management of the intervention contribute (or not) to the efficiency of the project? (with reference to coordination mechanisms, using resources in an integrated manner, etc.)?

### **5.5 Impact: What difference does the intervention make?**

Impact describes the extent to which the intervention has generated or is expected to generate significant positive or negative, intended or unintended, higher level effects? It addresses the ultimate significance and potentially transformative effects of the intervention. It seeks to identify social, environmental and economic effects of the intervention that are longer term or broader in scope than those already captured under effectiveness in section 5.3. It seeks to capture the indirect, secondary and potential consequences of the intervention. It does so by capturing the holistic and enduring changes in systems and norms and potential effects on people's well-being, human rights, gender equality and the environment. The following questions have to be answered in the context of the project's objectives and beyond as per the definition stated above:

- What has happened as a result of the GLOServe project (with reference to social, environmental and economic effects of the intervention- also refer to the explanations in the project proposal)?
- What real difference has the activity made to the beneficiaries (on both the demand and supply side of the intervention – as captured in the project proposal, e.g., the livelihoods improvement of the beneficiaries, etc.)?
- How many people have been affected?

- What possibly enduring changes can be observed in the institutional systems and norms and how this impact on people's well-being, rights to engage in local service delivery, gender equality and the environment?

## 5.6 Sustainability: Will the benefits last?

Sustainability is concerned with measuring whether the benefits of an activity are likely to continue after donor funding has been withdrawn. It includes an examination of the financial, economic, social, environmental and institutional capacities of the systems needed to sustain net benefits of the project over time. It involves analysis of resilience, risks and potential trade-offs. The questions to be answered are:

- To what extent will the benefits of the GLOServe project continue after donor funding ceased?
- What is the potential for the financial sustainability of the project benefits? To what extent has funding of project activities been mainstreamed in government plans and budgets? Has local government imbedded GLOServe within their programmes and implementation modalities and to what extent has co-funding started and is likely to continue?
- What is the institutional sustainability of the project? Has it been mainstreamed within the existing local and national government programmes (ICOLEW) and which implementation modalities have been adopted to make this happen?
- In line with the rationale and objectives of the project, what is the environmental sustainability perspectives of the project?
- What were the major factors which influenced the achievement or non-achievement of sustainability of the programme or project?

## 5.7 Visibility (EU)

The project follows the EU visibility guidelines for external actions and accompanies all major steps and phases of the project with appropriate visibility measures. Accordingly the following questions have to be answered?

- Did the implementing organisations establish a communication and visibility plan in line with the EU guidelines?
- Does it have a communication strategy that establishes adequate communication channels among the implementing organisations and informing the media about main events?
- Is the EU support visible through their logos on banners, publications, etc.? Provide examples?

## 6 Evaluation approach and methods

The evaluation will consist of both desk and field studies. 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 (including the updated no-cost extension document)
- Interim project reports
- Mid-term and other kinds of (self and ongoing) evaluations referring to the project (including the ALESBA system assessment, etc.)
- Partner documents of project implementation (as far as available)
- Technical project documents that were developed to support the implementation in the form of implementation guidelines for partners, training manuals for all project components, 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:

- The experts and managers of the MGLSD at national, district and sub-county levels
- The experts and managers of other sector offices involved in the project (e.g., agriculture, environment, health, Uganda Wildlife Authority, etc.)
- The political wing (Chairmen, etc.) within the districts and sub-counties
- Community facilitators
- CLC coordinators (Parish chiefs)

Effectiveness with regard to the target group:

- Learners, (Members of VAGs)
- Families of learners
- Community members who are using services at CLCs – but who are not members of the VAGs

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.

## 7 Indicative Timetable and work input

The indicative number of working days foreseen is about 40 days for a team of two consultants (about 20 days each, one of them will be the lead consultant); but it is up to the contractor to make alternative suggestions as long as the overall budget line is not exceeded.

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

Deadline for clarifications: 24 May 2021

Deadline of submission of technical and financial proposals: 28 May 2021

Selection of candidate: 4 June 2021

Inception Report (Draft after introductory meeting with DVV International Uganda and the MGLSD during week of 7<sup>th</sup> June and then reviewing literature): 18 June 2021

Incorporating feedback into inception report until 22 June 2021

Field phase: 23 June to 2 July 2021

First draft of evaluation report 9 July 2021 (feedback will be provided until 14<sup>th</sup> July 2021)

Final version of Evaluation Report: 23 July 2021

## 8 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 namely the European Union in Uganda. Furthermore, the results of the evaluation will also be presented to the MGLSD at national, district and sub-county levels as well as other involved sector ministries. It will be shared during an upcoming event with CSOs and universities involved in ALE in Uganda as well.

## 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 for perusal.

## 11 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's Uganda country office and East/Horn of Africa regional office;
- Desk Study of relevant project documentation (application and logframe, annual plans and reports, other monitoring documents and project reports, teaching and PR material, etc.);
- 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.

## 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 (evaluation matrix); all data collection tools need to be presented beforehand. In case of applying quantitative data collection methods, a pre-test will be required. This report will be presented to DVV International; DVV International will provide feedback in due time and may request amendments. The Inception Report needs to be approved by DVV International before the data collection commences.
- **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.
- **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.

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.

## 13 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 and senior desk officer for the East/Horn of Africa region. Dr. Thomas Lichtenberg, DVV International, Bonn
- DVV International's Regional Director for the East/Horn of Africa, Ms. Sonja Belete based in Addis Ababa, Ethiopia (incumbant) and incoming, Ms. Frauke Heinze (based in Dar es Salaam)
- DVV International Uganda Country Director, Mr. Caesar Kyebakola based in Kampala.

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 the East/Horn of Africa region of DVV International in Bonn.

## 14 Evaluator eligibility criteria

The evaluation will be done by an evaluator team of two person who needs to demonstrate experience in evaluating development projects, especially EU funded projects. The evaluation experts will further have experience with ALE projects and programmes, livelihoods/environmental projects, organisational development and capacity building. Previous experience in the East/Horn of Africa region and Uganda in particular with knowledge of the local language of the target districts will be considered as an asset (at least one consultant in the team).

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 learning and education,
- have experience of livelihoods and/or environmental oriented projects,
- Experience in ALE system building approaches will be an asset,
- analytical and writing skills;
- previous working experience in the East/Horn of Africa region;
- fluency in English is a must and local Ugandan language is an asset;

## 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 and a thorough understanding of the updated OECD-DAC criteria (2019)

The evaluation must comply with the following standards and guidelines:

- Updated OECD-DAC Principles for Evaluation of Development Assistance<sup>1</sup>
- Standards of the DeGEval – Gesellschaft für Evaluation Standards für Evaluation<sup>2</sup>

## 16 Coordination/Responsibility

The Senior Desk Officer for the East/Horn of Africa 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 Director for East/Horn of Africa and the Ugandan Country Director during the preparatory and implementation phase. The Uganda country office will be responsible for a first briefing session after contracts are signed and also providing the necessary secondary data for the literature review.

<sup>1</sup> <http://www.oecd.org/dac/evaluation/qualitystandardsfordevelopmentevaluation.htm>

<sup>2</sup> <https://www.degeval.org/publikationen/standards-fuer-evaluation/>

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

## 17 Estimated number of working days

The estimated number of working days are 20 for each of the two consultants who should share tasks among themselves in order to conduct a substantive evaluation. Consultants should only indicate their daily rates in the financial proposal. Accommodation, per diem and transportation will be carried by DVV International as per the approved Ugandan and DVV International rates.

## 18 Application package

Experts interested to apply for this evaluation consultancy should send the application package by **latest on 28 May 2021** 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](mailto:Lichtenberg@dvv-international.de)

Ms. Frauke Heinze (Senior Desk Officer for East/Horn of Africa at DVV International Headquarters in Bonn) e-mail address: [heinze@dvv-international.de](mailto:heinze@dvv-international.de)

Ms. Sonja Belete, Regional Director for East/Horn of Africa, e-mail address: [dvveastafrica@gmail.com](mailto:dvveastafrica@gmail.com)

Mr. Caesar Kyebakola Country Director, DVV International Uganda, e-mail address: [caesarkyebakola@gmail.com](mailto:caesarkyebakola@gmail.com)

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**).

## 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. Thomas Lichtenberg mentioned as contact person, above. The latest date for submitting questions is 24 May 2021. 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.