

Terms of Reference

Project title:	Hatırla! Erinnere! Remember!
Country:	Turkey
Project number:	S 03-381.50-P-59/19
Funding agency:	Federal Foreign Office

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 Adult Learning and Education (ALE).

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 is using its office structures and networks to implement third funds projects. With funds from the Federal Foreign Office, DVV International supports activities in peace building, conflict resolution as well as cultural and educational activities.

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 Turkish society is characterised by a strong polarisation, leading to conflicts within society. The political situation is unstable and unpredictable. Turkey is somehow in a process of redefining its history and creating a new history from above – the attempt to create a new national identity with a much stronger emphasis on religion/Islam than the secular Republic, with a huge criticism towards the secular Kemalist Republic – called “the old Turkey”. This “new Turkish” national identity includes Islam, the Ottoman Empire as the predecessor of new Turkey, the republic as a less successful attempt of the “white” elites. Memory policies of today focus on the heroism of the Ottomans and on denial of European influence. On the other side, we can see an intellectual and bureaucratic class defending the values of the “old” secular republic, diverse ethnic groups focusing on minority rights or on autonomy and the liberals of the country seeking for more democratic and egalitarian policies. As the government is preferring a more militaristic and exclusive way of arguing, the oppositional groups are more and more militaristic as well. Hate speech and otherizing seem to be the current way of the political debate and dialog amongst the social groups is declining.

Civil society, which can be an important factor in re-uniting a polarized society, has evidently depreciated in the last years. With the declaration of the state of emergency in July 2016, many civil society organisations stopped or restricted their activities. In this situation, activities which support critical thinking, democratisation and peacekeeping are needed. The partner of DVV International in this project is the association *beraberce*, a professional adult education institution that aims at social change via transformative educational activities. *Beraberce* (Turkish for “together”) has been running the “Hatırla! Remember!” project in partnership with the Institute for International Cooperation of the German Adult Education Association (DVV International) since 2019. The project aims to take a multi-perspective look at and exert an influence on the Turkish culture of remembrance through international and intra-Turkish exchange, and to promote pluralism and democracy in Turkey by strengthening and training civil society players, municipal representatives and adult educators.

3 Objectives of the project

- (1) Creating a multi-perspective memory culture and engaging the general public in the discussion about democratic remembrance policies, involving German developments and examples of remembering the past;
- (2) Strengthening Turkish civil society actors and multipliers to create a common remembrance as well as to prevent radicalisation and conflicts;
- (3) Contributing to social change and democratisation via transformative adult education;
- (4) Promoting dialog and establishing a non-violent peace culture.

4 Activities of the project

Activities of this project are:

- Building up a growing online archive of national and international places of conscience and hope
- Implementation of an exchange programme, that allows volunteers internships in international sites of conscience. Due to the pandemic this activity could only be implemented in 2019. In 2020 and 2021: Production and implementation of “learning packages”, each consisting one video presenting an international site of conscience and an accompanying workshop
- Implementation of transformative adult education activities such as summer-schools, academies, workshops in 2019 and a scope of online learning activities in 2020 and 2021

- A peace-education programme consisting of online learning activities, education of trainers for peace, supervised trainings and activities of capacity building for peace trainers

5 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, and its partner organisation *beraberce* 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 project proposal. Due to the pandemic, the project proposal was changed in the beginning of 2019 and the project was newly designed. 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 aims 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 partner.

6 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:

6.1 Relevance

The extent to which the aid activity is suited to the priorities and policies of the target group, recipient and donor. In evaluating the relevance of a programme or a project, it is useful to consider the following questions:

- To what extent are the objectives of the programme still valid?
- Are the activities and outputs of the programme consistent with the overall goal and the attainment of its objectives?
- Are the activities and outputs of the programme consistent with the intended impacts and effects?

6.2 Effectiveness

A measure of the extent to which an aid activity attains its objectives. In evaluating the effectiveness of a programme or a project, it is useful to consider the following questions:

- To what extent were the objectives achieved / are likely to be achieved?
- What were the major factors influencing the achievement or non-achievement of the objectives?

6.3 Efficiency

Efficiency measures the outputs -- qualitative and quantitative -- in relation to the inputs. It is an economic term which signifies that the aid 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. When evaluating the efficiency of a programme or a project, it is useful to consider the following questions:

- Were activities cost-efficient?
- Were objectives achieved on time?
- Was the programme or project implemented in the most efficient way compared to alternatives?

6.4 Impact

The positive and negative changes produced by a development intervention, directly or indirectly, intended or unintended. This involves the main impacts and effects resulting from the activity on the local social, economic, environmental and other development indicators. The examination should be concerned with both intended and unintended results and must also include the positive and negative impact of external factors, such as changes in terms of trade and financial conditions. When evaluating the impact of a programme or a project, it is useful to consider the following questions:

- What are the effects of the project?
- What real difference has the activity made to the beneficiaries?
- How many people have been affected?

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. When evaluating the sustainability of a programme or a project, it is useful to consider the following questions:

- What major factors are expected to influence the achievement or non-achievement of the sustainability of the programme or project?

6.6 Additional criteria

- To what extent were German examples included into the project?
- To what extent did it benefit the project visibility?
- Could the project involve migrants in Turkey?

7 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)
- 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:

- Senior management in the head office

Institutional capacity of partners:

- Stakeholders from partner institutions (in different regions)
- Trainers, moderators and teachers

Effectiveness with regard to the target group:

- Learners,
- Employers etc. (depending on the programme design)

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

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.

8 Indicative Timetable and work input

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

Deadline for clarifications: 3 February 2021

Deadline of submission of proposals: 5 February 2021

Selection of candidate: 15 February 2021

Analysis of secondary data (documents provided by Contracting Authority) and preparation of Inception Report: 16 February – 7 March 2021 (submission date)

Revision of Inception Report (if needed): 21 March 2021

Field phase: 24 March to 30 April 2021 (given the current Covid 19 pandemic and the unpredictability if on-site visits will be possible, the methodology should also include online solutions as an alternative).

First draft of evaluation report: 17 May 2021

Final version of Evaluation Report: 31 May 2021

9 Target group of the evaluation results

The target group of the evaluation results will be the project management team of DVV International regional office, the head office in Bonn as well as the association beraberce in Istanbul/Turkey. The results of the evaluation will also be sent to the Contracting Authority (Federal Foreign Office).

10 Right of use

The Principal has the exclusive and unlimited right to use the results fulfilled by the contract. The transfer of this Right of Use is complete with the payment made to the Contractor.

The Contractor has Right of Use permission strictly limited for personal non-commercial purposes. Transfer of the Right of Use to third parties is excluded.

11 Contractual Conditions

The legal basis for this contract is provided by the „General terms and conditions for the implementation of Services" (VOL/B). These general terms and conditions are not attached to this contract; however, an exemplary service contract is part of these Terms of Reference for perusal.

12 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 and *beraberce*;
- 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

13 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.
- **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.

14 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 of DVV International in Bonn
- The senior desk officer for Turkey of DVV International in Bonn
- Director of the partner organisation *beraberce*
- To less extent: DVV International's Regional Director for Caucasus and Southeast Europe

The partner organisation *beraberce* 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 Turkey of DVV International in Bonn.

15 Evaluator eligibility criteria

The evaluation will be done by an evaluator or an evaluation team that needs to demonstrate experience in evaluating development projects. The evaluation expert(s) will further have experience with organisational development and capacity building. Previous experience in Turkey and knowledge of Turkish language will be considered as a prerequisite.

The consultant(s) we are looking for should

- have at least 3-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,
- analytical and writing skills;
- previous working experience in Turkey
- fluency in English and Turkish; German competency is an asset to be able to analyse the secondary documents.
- knowledge of the society and current political situation in Turkey.

16 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

17 Coordination/Responsibility

The Senior Desk Officer for Turkey as well as the Senior Manager 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 the Director of the partner organisation *beraberce* in Istanbul during the preparatory and implementation phase. DVV International and *beraberce* will handle the cooperation regarding the exchange of relevant project documentation and data.

Logistical support will be offered to the evaluator by the *beraberce*, including booking of accommodation, local transportation, translation and assistance in arranging interviews and project visits. The proposal should also include alternative data collection measures if onsite visits will not be possible due to the current Covid 19 pandemic.

18 Estimated Budget

The estimated cost of the assignment is 10.000 EUR (including taxes), including honorarium, per diems, travel and transportation costs of the Evaluator.

19 Application package

Experts participating in the tender for this evaluation should send the application package by **latest 5 February 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

Barbara Hust (Senior Desk Officer for Turkey at DVV International Headquarters in Bonn) e-mail address: Hust@dvv-international.de

Ayşe Öktem, Director *beraberce* Association, e-mail address: ayseoktem@beraberce.org.tr

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 (including digital options of data collection if on-site visits will not be possible due to the current Covid 19 pandemic).
 - 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**)

20 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).

21 Request for clarification

If you should have questions concerning this tender, please send your questions to Ayşe Öktem, Director *beraberce* Association, e-mail address: ayseoktem@beraberce.org.tr mentioned as contact person, above. The latest date for submitting questions is 3 February 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.