



Terms of Reference

Title: Evaluation of DVV International's support for Non-Formal Education in Cambodia

Country: Cambodia

Project number:

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1 Introduction

DVV International (DVV I) is the Institute for International Cooperation of the Deutscher Volkshochschul-Verband e.V. (DVV), the German Adult Education Association. DVV represents the interests of the approximately 900 adult education centres (Volkshochschulen) and their state associations, the largest further education providers in Germany.

As the leading professional organisation in the field of adult education and development cooperation, DVV International has committed itself to supporting lifelong learning for more than 50 years. DVV International provides worldwide support for the establishment and development of sustainable structures for Youth and Adult Education.

The programme of DVV International is financed by Germany's Federal Ministry for Economic Cooperation and Development (BMZ). The current funding period is from 2021 to 2023.

DVV I evaluates its programmes regularly and seeks appropriate candidates to evaluate the Cambodia country programme.

2 Background of the project

DVV International has been working in Cambodia since 2009 in support of adult education and lifelong learning. In 2017, DVV International established its office in Phnom Penh. In the project phase from 2021 to 2023, DVV International supports the work of partners from civil society as well as from government structures. Its main government partner is the Department for Non-Formal Education (DNFE) in the Ministry of Education, Youth and Sports (MoEYS). Through its work with DNFE, DVV International aims at effecting change with regard to legislative framework, financing and relevance of adult learning and education (ALE). In the current project phase this particularly means supporting the implementation of the Lifelong Learning Policy, the development of an equivalency programme for upper secondary education and the development and implementation of the concept of Lifelong Learning Centres (LLLC) that have evolved from Community Learning Centres or Youth Centres. These LLLCs are regarded as the lowest level structure of the NFE system and so far focussed on income generation programmes and computer literacy.

3 Objective of the programme

The usual DVV I programme phase is 9 years. These nine years are being divided into three phases of three years. The first phase started in 2018, the current phase runs from 2021 to 2023. The overall objective for the programme of DVV International in Cambodia for the project between 2018 and 2026 is: *Qualitatively appropriate non-formal education offers are comprehensively available in Cambodia.*

For the project phase 2021 – 2023 the overall objective has been set as follows: In the framework of LLL, non-formal education in Cambodia significantly contributes to the well-being of people in rural and remote areas, particularly women. For this phase, DVV International intends to focus the envisaged evaluation on its work with the DNFE and the piloting of the LLLCs.

The objectives in the current three-year phase that are particularly relevant for the evaluation are as follows:

- Substantial elements of the Lifelong Learning Decree (e.g. Lifelong Learning Centres, Steering Committee), particularly those emphasising the role of non-formal/adult education are implemented.
- A good quality upper secondary curriculum for second chance education under consideration of ALE standards is developed.
- A minimum of 3 LLL Centres are piloted as foreseen by the action plan of the decree.

4 Target group of the evaluation results

The target group of the evaluation 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 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 guide the planning of the next phase.

5 Expected Input / Financial Proposal:

The indicative number of working days foreseen is 20:

1 day total for briefing and debriefing (online or face-to-face);

4 days for document review and inception report;

1 day for the mission preparation;

10 days for the field mission (in Cambodia)

3 days for report drafting;

1 day for report finalization.

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

6 Guiding questions of the evaluation

The evaluation should be based on the five OECD/DAC criteria with a particular focus on relevance and effectiveness. Under these five headings, it will be useful to consider the following guiding questions:

6.1 *Relevance*

- To what extent are the objectives of the programme still valid?
- Are the objectives defined in a way to achieve the overall objective and do they address the most pressing needs?
- Are the activities chosen so far suitable to achieve the envisaged objectives?
- Is the pursuance of the implementation of the LLL Decree a feasible way to strengthen adult and non-formal education in Cambodia?
- Can the main addressee of DVV I support, the DNFE, be regarded as sufficiently relevant to increase people's access to education?
- Does the pilot approach of the project towards LLCs make sense?

6.2 *Efficiency*

- Were activities cost-efficient?
- Will objectives be achieved on time?
- Is the programme being implemented in the most efficient way compared to alternatives?
- Is there a fruitful balance in the use of DVV and partner staff?
- Does the investment in capacity building on the meso level (LLCs) pay off?
- Is there a good ratio between input and output in the LLCs part of the programme?

6.3 Effectiveness

- To what extent are the objectives likely to be achieved?
- What are the major factors influencing the achievement or non-achievement of the objectives?
- Is DVV I's three-level approach targeting macro, meso and micro level appropriate to strengthen adult education in the department of non-formal and education in Cambodia?
- Have the right entry points been chosen?
- What effect do the pilot LLLCs have on the overall NFE system?

6.4 Impact

- What has happened as a result of the programme (also looking at previous project phases)?
- What real difference do the activities make to the beneficiaries?
- How many people are really affected?

6.5 Sustainability

- To what extent did the benefits of the programme continue after project support ceased?
- What were the major factors which influenced the achievement or non-achievement of sustainability of the programme or project?
- How can sustainability be increased?
- Should the programme focus be changed to increase sustainability?

6.6 Coherence

The compatibility of the intervention with other interventions in a country, sector or institution

- Internal coherence:
 - Are there synergies and interlinkages between the intervention and other interventions carried out by the same partners?
- External coherence:
 - Are the interventions consistent, harmonized and coordinated with the interventions of other actors in the same context?
 - Do the interventions complement each other?
 - Is the duplication of efforts being avoided?

7 Methodological approach

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:

- Programme proposal
- Annual Plans
- Semi-annual/Annual programme reports
- Corresponding Study Reports
- Background Documents
- Partner documents of project implementation (as far as available)

To collect information from **primary data sources**, interviews with key stakeholders would be recommended:

- Management (including financial management) of regional office and office of DVV I in Phnom Penh,
- Senior management in the head office

Institutional capacity of partners:

- Stakeholders from partner institutions (at national level and in provinces)
- Experts and trainers

Effectiveness with regard to the target group:

- Learners (of trainings)
- Participants (of meetings)

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

8 Indicative Timetable

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

- Selection and contracting of evaluators: 1st July 2022
- Briefing (probably online): 4th July 2022
- Submission deadline for inception report: 25th July 2022
- Integration of comments by DVV International and agreement on detailed methodology and itinerary for the field visit (if planned): 1st August 2022
- Field visit: September 2022
- Debriefing with country office at the end of the field visit: End of September 2022
- Draft final report: 20th October 2022
- Final report: 5th November 2022
- Presentation of findings and recommendations: 10 November 2022

9 Tasks of the evaluator/ evaluation team

The evaluation team will be requested to fulfil the following tasks:

- Methodological design and planning of the evaluation in communication with DVV International;
- Desk Study of relevant project documentation (application and logframe, annual plans and reports, other monitoring documents and project reports, teaching and PR material);

- Design of data collection instruments for the field phase;
- Prepare an Inception Report;
- Conduct the field phase with participation and involvement of all relevant stakeholders;
- Compile preliminary evaluation report, integrate comments, and finalize the report.
- De-briefing sessions, in country of evaluation and/or Bonn, Germany, possibly online

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 Deliverables

The following deliverables are expected:

- **Inception report:** The expert/ team of experts will present a report giving detailed information about methods and specified questions. This report will be presented to DVV International, discussed and, if need be, amended.
- **Debriefing in the country:** By arrangement with the DVV International programme coordinator, the (team of) expert(s) will present the preliminary, country-specific results of the evaluation and will answer questions in this regard, documenting the discussion, which must form part of the final report.
- **Draft evaluation report:** DVV International will receive a first draft of the final report, which will be examined on the basis of the DAC Evaluation Quality Standards; on this basis, comments will be made on the rough draft before it is returned to the expert(s).
- **Final evaluation report:** The final report will take into account the comments on the rough draft about the entire evaluation process and all results and recommendations.
- **Presentations of the findings in a virtual workshop:** The expert/team of experts will make a presentation to all involved DVV I colleagues in a virtual workshop.

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

- DVV International's Regional Director for Southeast Asia in Vientiane.

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 Southeast Asia of DVV International in Bonn.

14 Qualification of evaluation 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 education,
- have experiences with stakeholder participation and transparent knowledge management;
- analytical and writing skills;
- previous working experience in Cambodia is an asset;
- fluency in English;
- intercultural competence including the ability to work with a local translator if necessary;

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:

- DeGEval-Standards <http://www.alt.degeval.de/calimero/tools/proxy.php?id=19084>
- OECD-DAC Principles for Evaluation of Development Assistance

16 Application

All candidates who would like to participate in the tender for conducting the outlined evaluation should submit the following documents:

- a) CV(s) of person(s) involved in assignment (please use attached template)
- b) Technical proposal covering the following aspects (maximum of 5 pages):
 - a. Show understanding of the task
 - b. Methodological approach
 - c. Work Plan / steps of implementation
 - d. Consideration of specific requirements of the context of the evaluation
 - e. Internal Quality Management
- c) Financial proposal (please use attached template).

The offers must be sent **until 15th June 2022 (German time)** to the following e-mail addresses:

Dr. Thomas Lichtenberg (Senior Manager on Monitoring and Evaluation at DVV International Headquarters in Bonn) e-mail address: Lichtenberg@dvv-international.de

Late submissions will not be accepted.

17 Evaluation criteria of proposals

The proposals will be assessed according to the following criteria:

- **Qualification of evaluation team (counts one third)** (based on criteria mentioned above);
- **Technical proposal (counts one third)** (based on criteria mentioned above);
- **Financial proposal (counts one third)** (best price-service relation).

18 Request for clarification

If you should have questions concerning this tender, please send your questions to the above-mentioned contact person. The latest date for submitting questions is 30th May 2022. 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.