

## TERMS OF REFERENCE

<b>Subject:</b>	Organisation of a <b>three-days study visit</b> of representatives (local authorities/decision makers/managers) from two municipalities <b>from Kosovo to VHS in Germany (October – December 2022)</b>
<b>Client:</b>	DVV International Kosovo
<b>Project:</b>	Professionalization of Adult Education Centres in Europe
<b>Location:</b>	Kosovo
<b>Deadline for expression of interest:</b>	07.10.2022
<b>Contact e-mail:</b>	<a href="mailto:ralija@dvv-international-ks.org">ralija@dvv-international-ks.org</a> ; <a href="mailto:brand@dvv-international.de">brand@dvv-international.de</a>

### BACKGROUND

DVV International is the Institute for International Cooperation of the German Adult Education Association (Deutscher Volkshochschul-Verband, DVV). It works worldwide to promote and support adult learning as a key to sustainable development and poverty reduction. Building on DVV's knowledge and experience as a national association of adult learning providers, DVV International seeks to develop and share best practices in the field of adult education. The country office of DVV International in Kosovo is working in the field of Adult Learning and Education (ALE) since 2005.

### GOAL OF THE PROJECT

During the project period 2022-2024, DVV International in Kosovo will make efforts to build the first two pilot ALE Centres in Kosovo. Steps will be taken to extend the scope of non-formal programmes not only for employment and labour market measures but also for more general skills like financial and digital literacy, political and citizenship education, personal development, etc. The two new ALE Centres, which will be established in the two municipalities Prizren and Peja, are going to be based on experiences of the German VHS. To achieve this, it is necessary to organize a study trip to Germany for a group of representatives of both municipalities.

### PURPOSE OF THE STUDY VISIT

This study visit aims to inform a group of representatives of local authorities from Prizren and Peja about all aspects of the work of ALE Centres (VHS) in Germany. The programme should include visits to local VHS (meetings with management, inputs by VHS management, discussions), meetings with local authorities (education department of the city), visits to neighbouring VHS and other adult education stakeholders/providers.

Topics which should be presented and discussed during the study visit are:

- the framework conditions/system of organizing ALE programmes (specific aspects like funding, legal basis etc.) in the visited VHS/ALE providers
- the programme (courses, lectures etc.) for adults in the visited VHS
- key elements of management (software, data base of clients, trainers etc.)
- the evaluation, assessment, monitoring and certification system

The group of 15-20 participants will include representatives of local education governance (municipal directorates of education), other municipality staff responsible for ALE from two respective municipalities (Prizren and Peja). The group will be accompanied by representatives of DVV International Kosovo and an interpreter.

## EXPRESSION OF INTEREST

DVV International is looking for a VHS that would take over the organization and accompaniment of the study trip for an honorarium. The study visit is expected to be organized during the months October - December 2022. The programme of the study visit should cover 5 working days (2 travel days of the participants, 3 working days). Working language will be German (with translation into Albanian provided by DVV International).

Interested VHS should forward a brief proposal (including a letter of interest referring to relevant experience, an outline of the suggested study tour programme and the expected costs for preparing and accompanying the study tour) to Mr Ramadan Alija ([ralija@dvv-international-ks.org](mailto:ralija@dvv-international-ks.org)) and Ms Bettina Brand ([brand@dvv-international.de](mailto:brand@dvv-international.de)).

The proposals will be assessed according to the following criteria:

- Examples of previous relevant experience in organising of such study visits
- Quality of the programme outline
- Financial proposal (best cost-service relation; please consider the envisaged total number of working days)

Deadline for submission of proposals: October 7, 2022