



Terms of Reference

Title: Study on the Piloting of the Curriculum institutionALE

Country: Asia Regional

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 piloting of its framework curricula in the Middle East, Central and Southeast Asia. **Through these ToR, DVV I seeks bids for the study of the piloting of the Curriculum institutionALE.** In separate ToRs, study experts for the piloting of the other framework curricula (Curriculum globALE, Curriculum managerALE) are being sought.

2 Background information

Curriculum institutionALE (CI) is a framework for the organisational development of adult education institutions. It was developed to provide guidance for the staff of DVV International worldwide. Curriculum institutionALE offers basic elements for defining goals and criteria for the capacity development of adult education institutions, for collecting reliable baseline data, for designing and implementing the capacity-building process, and for assessing progress. The CI was first developed in the DVV International Headquarters and in the current project phase 2021-23, DVV International started to pilot it in its Asian regions with at least one country per region (Central Asia, Middle East, Southeast Asia) in 2022. In the final project year, the piloting of the CI in Asia should now be evaluated.

3 Objective of the study

The piloting of the CI in three Asian regions mentioned above aims at professionalising adult education institutions in the respective countries. With differing scopes, it has been piloted in Palestine, Jordan, Uzbekistan and Laos. After these pilot exercises, DVV I would now like to learn more about the actual effect this has had for partner organisations and the target groups of the trainings, the effectiveness of the approach chosen and further possibilities for the institutionalisation of the CI.

The purpose of the study is to critically assess how well DVV I is doing in strengthening partner organisations using the CI and to make practical recommendations for the further work with the curriculum in the next project phase (2024-2026). The study should take all possible sources (secondary and primary sources) of information into account and triangulate the different information sources to achieve high quality and valid data. This data shall enable the study expert/study team to provide evidence-based conclusions and feasible and realistic recommendations.

4 Guiding questions of the study

The study should focus on three different areas:

1. Methodology

- How was the capacity development done by DVV I before the usage of CI? How was it done with CI? What changed?
- How was the CI adapted to the respective local contexts?
- How have the capacity development needs been identified? Did CI cover all capacity development needs?

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- Was the development process of the partners efficient (input of resources vs. output/outcome)?
 - What role do the partners attribute to DVV I in their capacity development based on CI?
 - Which difference can be observed between the selection of the partners before and after the usage of the CI and developed KPIs?

2. Outcome at the target group level

- What significance/relevance do the partners attribute to CI in developing their organizational capacities? Is there a difference between institutions that were already existing and newly established institutions?
- Has the partner's way of dealing with organizational development changed after going through the CI capacity development? What are they doing differently?

3. Possibilities for institutionalization, sustainability, ownership

- Can/Will the partners continue using CI and its supporting tools without DVV I support? If yes, how? And what are their expectations towards the usage? If no, why not?
- What could be possible next steps for an institutionalization of the CI in selected countries?

5 Target group of the study results

The target group of the study will be the project management team of DVV International country and regional office as well as the head office in Bonn. Furthermore, the results of the study will also be presented to the partner institutions and taken as a key source to critically reflect the activities and measures of this project.

6 Expected Input / Financial Proposal:

The indicative number of working days foreseen is 20.

7 Methodological approach

A combination of primary data collection and secondary data review is expected during the study. Secondary data sources will be made available to the contractor. All interviews should be conducted online, no travel is foreseen. The following **secondary documents** will be provided:

- Programme proposal
- Curricula
- Annual plans
- Activity reports
- 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 country offices of DVV I,
- Senior management in the head office

Institutional capacity of partners:

- Stakeholders from partner institutions
- Experts and trainers

Effectiveness with regard to the target group:

- Participants

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

8 Indicative Timetable

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

- Selection and contracting of study expert/study team: 10th April 2023
- Briefing (online): Third week of April 2023
- Submission deadline fo inception report: 10th May 2023
- Integration of comments by DVV International and agreement on detailed methodology and interviews: 20th May 2023
- Interviews: June/July 2023
- Draft final report: 5th August 2023
- Final report: 20th August 2023
- Presentation of findings and recommendations: First half of September 2023

9 Tasks of the study expert/study team

The study expert/study team will be requested to fulfil the following tasks:

- Methodological design and planning of the study in communication with DVV International;
- Desk Study of relevant project documentation;
- Design and preparation of interviews;
- Prepare an Inception Report;
- Conduct the interview phase with participation and involvement of all relevant stakeholders;
- Compile preliminary study report, integrate comments, and finalize the report;
- De-briefing sessions 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:** By arrangement with the DVV International programme coordinator, the (team of) expert(s) will present the preliminary results of the study and will answer questions in this regard, documenting the discussion, which must form part of the final report.
- **Draft study:** DVV International will receive a first draft of the final report, which will be examined; on this basis, comments will be made on the rough draft before it is returned to the expert(s).
- **Final study:** The final report will take into account the comments on the rough draft about the entire study 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 study 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 study. The main contact persons will be

- The senior manager for monitoring and evaluation
- The senior desk officer for the Middle East of DVV International in Bonn
- DVV International's Regional Director for the Middle East

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

14 Qualification of the study expert/study team

The consultant(s) we are looking for should

- be able to demonstrate sound knowledge of study 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;
- fluency in English; knowledge of some local languages of the countries involved will be an asset;
- previous working experience in the countries involved in the study is an asset;
- intercultural competence including the ability to work with a local translator (costs should be budgeted) if necessary;

15 Application

All candidates who would like to participate in the tender for conducting the outlined study 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 10 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 study
 - e. Internal Quality Management
- c) Financial proposal (please use attached template).

The offers must be sent **until 25th March 2023 (German time)** to the following e-mail address: Barbara Hust (Regional Director Middle East) e-mail address: hust@dvv-international.jo

Late submissions will not be accepted.

16 Evaluation criteria of proposals

The proposals will be assessed according to the following criteria:

- **Qualification of study expert/study 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).

17 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 18th March 2023. 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.