



Terms of Reference

Title: Study on the Piloting of the Curriculum managerALE

Country: Asia Regional

Date of publication: 06.03.2023

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 on the piloting of the Curriculum managerALE.** In separate ToRs, study experts for the piloting of the other framework curricula (Curriculum globALE, Curriculum institutionALE) are being sought.

2 Background Information

Curriculum managerALE (CM) is a modular competency-based curriculum for managers of institutions of adult learning and education (IALE). Its content has been carefully selected so that it can be implemented in different cultural and social contexts, even in geographical locations with minimum teaching facilities, in order to provide IALE managers with the necessary components of competencies for effective management, while maintaining a close connection with DVV International's Curriculum globALE and Curriculum institutionALE. The curriculum was developed for managers of institutions of adult learning and education in 2021 on the basis of management training cycles for managers in non-formal education in Laos and Cambodia. In the current project phase (2021-23), DVV International started to pilot the CM in all its Asian regions with at least one country per region (Southeast Asia, Central Asia, Middle East) in 2022. In the final project year, the piloting of the CM in Asia should now be evaluated.

3 Objective of the study

The piloting of the CM in three Asian regions mentioned above aims at professionalising adult education in the respective countries. With differing scopes, it has been piloted in Kyrgyzstan and Palestine, while in Laos and Cambodia management training cycles with modules leading to the development of the CM were conducted. 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 CM.

The purpose of the study is to critically assess how well DVV I is doing in strengthening adult education managers and partner organisations using the CM 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 effective and efficient was the approach chosen to implement the CM in the respective countries (Kyrgyzstan, Palestine, Laos and Cambodia)?

-
- How was the CM adapted to the local context? Was the use of additional material useful and well chosen?
 - Does the CM cover all areas that are needed for managers of ALE institutions? Are there areas for improvement of the curriculum?
 - Should (and if so what) additional material be developed for the implementation of the CM?

2. Outcome at the target group level

- What benefits do managers who participated in CM courses (or the management training cycles (MTC) in Southeast Asia) see?
- How did the provision of CM for the managers affect the provisioning of ALE?
- Is additional support needed for those who participated in courses based on the CM?
- How can the CM help in the development of a community of adult educators and in the provision of support to this community?

3. Possibilities for institutionalization, sustainability, ownership

- What could be possible next steps for a sustainable institutionalization of the CM in selected countries?
- How can ownership of local institutions and trainers be assured for the future?

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 of DVV I HQ 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, now 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 evaluator: 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, 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 study 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. The final report must include a summary of findings and key recommendations (2-3 pages)
- **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 Southeast Asia of DVV International in Bonn
- DVV International's Regional Directors for Southeast Asia

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 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:

Dr. Johann Heilmann (Regional Director Southeast Asia) e-mail address: heilmann@dvv-international.de

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.