



Terms of Reference

for the Final Evaluation of the Project **"Re-entry Pathways into Society for (Ex-)Prisoners"**

Country: Uzbekistan

Contract number: EIDHR/2020/42-825

Donors of the project: European Union, German Federal Ministry for Economic Cooperation and Development (BMZ)

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 the approximately 900 adult education centres (Volkshochschulen) and their state associations, the largest further education providers in Germany. As the leading professional organization 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.

DVV International is a professional partner in dialogue with the local people. To achieve this, we cooperate with more than 200 civil society, government, and academic partners in more than 30 countries in Africa, Asia, Latin America, and Europe. DVV International finances its work through funds from the Federal Ministry for Economic Cooperation and Development (BMZ), the German Federal Foreign Office, the European Union, as well as other donors.

Project summary

Title of the action:	"Re-entry Pathways into Society for (Ex-)Prisoners"
Location(s) of the action:	Tashkent City, Tashkent Region
Total duration of the action (months):	29 months
Objectives of the action	<ol style="list-style-type: none"> 1. Capacity of CSOs and state institutions in building intersectoral networks to promote human rights of ex-/prisoners enhanced and civil society engagement and participation strengthened. 2. Platforms for policy discussions and recommendations to reduce stigma and discrimination against ex-/prisoners established, cooperation between relevant state and non-state actors established, and public awareness raised. 3. Access to and availability of effective and quality vocational training (including life, civic, health and business skills programmes), social services, psychosocial support, and consultation services for ex-/prisoners expanded
Target group(s)	20 staff members of partner NGOs,

	<p>15 representatives of CSOs, 432 female prisoners, 200 male prisoners, 500 ex-prisoners of both genders, 50 motivated ex-prisoners, 80 staff members of prisons, Probation Service and employees of the Main Directorate for execution of sentence of the Ministry of the Interior of the Republic of Uzbekistan</p>
Final beneficiaries	<p>About 2.000 prisoners benefit from expanded opportunities for education and information through programmes institutionalised at the prison vocational centre. All current and prospective prisoners benefit from the project impact in the long term. The families of ex-/prisoners benefit from enhanced opportunities and skills for reintegration and employment (ca. 6.000 people); the penitentiary system will gain new experiences in realization of projects together with civil society actors, as well as creating a conducive environment for protection of human rights of prisoners. The broader public benefits from an improved re-integration process of ex-prisoners into the society, a decrease of recidivism, and the labour market will obtain qualified workers.</p>

Final evaluation goal and objectives

DVV International understands itself as a learning organization. To improve further project activities, DVV International, as the implementing agency, would like to learn more about achievements, challenges, and best practices of the above-mentioned project.

The evaluation's main goal is to reveal and document project achievements towards the initial project objectives and set indicators. Furthermore, the evaluation should review and assess the relevance of the project activities, the achievement of the expected and unexpected results, and their progress towards sustainability – possible positive results after the project termination. 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 is aimed at revealing problems and barriers in the project implementation, as well as outlining the ways they were resolved. The objectives and impacts will be evaluated based on 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 partners, respective state agencies, as well as for relevant donor agencies.

The evaluation is to be carried out on behalf of DVV International. It should take place in August 2023.

Subject and focus (scope)

The evaluator will review and summarise the available evidence on the quality, effectiveness, efficiency, and impact of the project activities and will raise and address all relevant issues that may emerge during the evaluation. The project implementation should be evaluated from the point of view of the quality and timeframe of produced results. Effectiveness of project management should also be evaluated.

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 aspects:

Relevance:

- Were the objectives set out in the project document relevant, attainable, and realistic?
- How relevant was the selected methodology towards achievement of the project objectives?
- To what extent does the project cater for the target group's needs? Were they taken into consideration by the implementing agency and its partner in the project implementation process?
- To what extent were the risks significant for the project action and how relevant were corrective measures?
- To what extent is a continuation and/or expansion of project interventions in the future relevant in this sector?

Efficiency:

- Is financial spending efficient per planned activity and in line with the costs?
- How economically have resources and means been used?

Effectiveness:

- To what extent are the achieved results in line with the planned results (reference is to be made to the project proposal and the logframe)?
- To what extent can the implemented activities serve as a basis for future achievements and results in the field of resocialization?
- Were the planned resources (human) sufficient, insufficient or as planned to achieve the expected results?
- To what extent has the project intervention advanced SDG 4 and the Marrakech Framework for Action?
- To what extent did the experience and potential of the project partners correspond to the objectives?

Impact and Sustainability:

- To what extent have the activities had an impact on the target groups?
- To what extent did the project have impacts and provide sustainability on technical, economic, social and policy levels?
- To what extent has the project action strengthened the professional capacity of the three project NGOs' staff?
- To what extent did the project have impacts and provide sustainability on social level?
- To what extent has the project contributed (if so) to the improvement of the situation of the target group in relation to the project's overall objective and in comparison to the situation before the project has commenced its activities?
- Were there any significant unexpected positive or negative results?

Visibility:

- Are the project partner(s) and stakeholders aware of the funding organization?
- To what extent was visibility of the EU and the implementing agency ensured?

Coherence:

- To what extent does the project intervention align with other interventions of DVV International Uzbekistan?

- To what extent is the intervention compatible with other interventions in this sector in Uzbekistan?

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 report
- Mid-term and other kinds of (self)evaluations referring to the project
- Partner documents of project implementation (as far as available)

To collect information from **primary data sources**, the contractor is free to propose feasible methodological approaches (quantitative or qualitative):

- Management (including financial management),
- Senior management in the head office,
- Project Management from partner organizations

Institutional capacity of partners:

- Stakeholders from partner institutions
- Trainers and experts
- Members of the project Interagency Working Group

Effectiveness with regard to the target group:

- Additional project stakeholders outside the partner organisations
- Participants of the NGO's Informal Network

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.

Indicative Timetable

The indicative number of working days foreseen is 20.

Tendering (until 16 July 2023):

Tenderers provide an outline of the proposed evaluation methodology (max. 3 pages), CV of expert proposed for the assignment, statement on availability of the proposed expert during the planned evaluation period, information on daily fee in EUR, calculation of number of workdays, as well as information on expected travel costs. Successful candidate or company will be selected by end of July, contracted by the first decade of August.

Briefing via ZOOM (after contracting in August):

Briefings with the DVV International Regional Director for Central Asia (Bishkek), the Country Director of DVV International Uzbekistan (Tashkent), Regional Officer for Adult Education and Learning (Bishkek). This also includes the involvement of the Senior Desk Officers at DVV International Headquarters (Bonn).

Document review (desk study) and inception report (second week of August 2023):

Project proposal, narrative reports (internal mid-term report, monitoring reports, etc.), project publications.

Preparation and finalization of inception report after receiving comments from DVV International.

Field study (end of August):

The evaluator will undertake field missions to consult with all relevant actors and stakeholders and to carry out the evaluation in accordance with the agreed methodology. The number of locations will be decided upon in the briefing phase.

The field mission will include a debriefing session with DVV International and partners.

Report drafting (third week of September):

The evaluator will draft a report in English, which should contain a maximum of 30 pages without annexes. The draft report will be provided within 14 days after the end of the field study. Consolidated comments received from project stakeholders will be provided by DVV International Headquarters 3 weeks after the receipt of the draft report.

Report finalization (latest by end of September 2023):

The evaluator will finalize the report within another 7 days according to the comments received. The final version should not require any additional editing.

Submission deadline for draft report: August, 31

Tentative timeline (open for concrete changes and suggestions by the applicants):

- Briefing day by DVV International Bonn/ Uzbekistan (via ZOOM): 0,5 day
- Document review, desk study (3 days)
- Preparation of inception report (1 day)
- Integration of comments by DVV International and agreement on detailed methodology and itinerary for the field visit (0,5 day)
- Field visit to project locations in Uzbekistan (approx. 9 days total)
- Debriefing with country office at the end of the field visit (0,5 day)
- Preparation of draft report (2 days)
- Preparation of final report after integrating comments (2 days)

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

Target group of the evaluation results

The target group of the evaluation results 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 Contracting Authority (EU). Furthermore, the results of the evaluation will also be presented to the Co-Applicants and taken as a key source to critically reflect the activities and measures of this project.

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.

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.

Tasks of the evaluator

The evaluator 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, possibly in country of evaluation and/or Bonn, Germany

Deliverables

The following deliverables are expected:

- **Inception report:** The expert 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 expert 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 based on the DAC Evaluation Quality Standards; on this basis, comments will be made on the rough draft before it is returned to the expert.
- **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.

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 Maja Avramovska, DVV International, Bonn
- The senior desk officer for Central Asia of DVV International in Bonn Kathleen Glenz
- DVV International's Regional Director for Central Asia, Galina Veramejchyk,
- DVV International Country Director, Uzbekistan Tatyana Zaichenko,

The DVV country office will provide all relevant documents and support the evaluator 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 Central Asia of DVV International in Bonn.

Evaluator eligibility criteria

The evaluation will be done by an evaluator who needs to demonstrate experience in evaluating development projects. The evaluation expert will further have experience with organisational development and capacity building. Previous experience in the Central Asian countries will be considered as an asset.

The evaluator 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 resocialization of vulnerable groups and adult education is an asset;
- fluency in English, knowledge of Russian and Uzbek is an asset;
- knowledge of and/or previous working experience in Central Asia

Quality standards

The candidate should propose a suitable evaluation design and methodology, well adapted to the project objectives and ToRs for the evaluation, 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 ([Evaluation Criteria - OECD](#))
- Standard of the DeGEval - Gesellschaft für Evaluation, Standards für Evaluation ([DeGEval: DeGEval-Standards Kurzfassung](#))

Coordination/Responsibility

The Senior Desk Officer for Central Asia as well as the Senior Desk Officer 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 DVV International Country Director in Uzbekistan during the preparatory and implementation phase. The Project Specialist from DVV International Country Office in Uzbekistan will handle the cooperation regarding the exchange of relevant project documentation and data.

Logistical support will be offered to the evaluator by the Project team in Uzbekistan (3 local partners and DVV International country office staff), including booking of accommodation, local transportation, translation, and assistance in arranging interviews and project visits.

Estimated Budget

The estimated cost of the assignment is 8,470 EUR (including taxes, honorarium, per diems, travel and transportation costs of the evaluator, and interpretation/translation, if necessary).

Application package

Experts participating in the tender for this evaluation should send the application package by **latest July 16, 2023** by e-mail to:

Maja Avramovska, Senior Manager on Monitoring and Evaluation at DVV International Headquarters in Bonn, e-mail address: avramovska@dvv-international.de

Kathleen Glenz, Senior Desk Officer for Central Asia at DVV International Headquarters in Bonn, e-mail address: glenz@dvv-international.de

Galina Veramejchyk, Regional Director for Central Asia, e-mail address: veramejchyk@dvv-international.kg

Dr. Nicola Vöhringer, Regional Officer for Central Asia for Adult Education and Learning, e-mail address: Voehringer@dvv-international.de

Tatyana Zaichenko, Country Director, DVV International, Uzbekistan, e-mail address: Tatyana.zaichenko@dvv-international.uz

Late submissions will not be accepted.

The application package should include the following documents:

- a) CV of international expert, including references to previous evaluations (please use template provided)
- b) Technical proposal covering the following aspects (maximum of 8 pages):
 - a. Narrative overview showing an understanding of the task
 - b. Methodological approach
 - c. Work Plan / steps of implementation with timeline
 - d. Consideration of specific requirements of the context of the evaluation
 - e. Internal Quality Management
- c) Detailed cost estimate (please use attached template)

Evaluation criteria of proposals

The proposals will be assessed according to the following criteria:

- **Qualification of evaluator (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).

Request for clarification

If you should have questions concerning this tender, please send your questions to Maja Avramovska and Dr. Nicola Vöhringer mentioned as contact person, above. The latest date for submitting questions is July, 10. The answers to the questions will be published on our website www.dvv-international.de/dvv-international/stellenangebote/ for all interested parties the following day.