



## Project Evaluation Terms of Reference

**Project title:** Promotion of Adult Education in Uganda

**Country:** Uganda

**Project number:** 8171

**Funding agency:** Federal Ministry of 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 approximately 920 adult education centres (Volkshochschulen) and their state associations, the largest service provider of continuing education 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 50 years now. DVV International provides worldwide support for the establishment and development of sustainable structures for a lifelong Adult Learning and Education (ALE).

Funded in a large part by the BMZ for the creation/strengthening of social structures (Sozialstrukturförderung - SSF), the Institute cooperates with more than 200 partners in more than 30 countries in Africa, Asia, Latin America and Europe. DVV International promotes, together with national, regional and global associations of adult education (AE), lobbying and advocacy activities for the human right to education and lifelong learning. In doing so, DVV International contributes to the United Nations Sustainable Development Goals (SDGs), the Global Agenda for Education (Education 2030) and the UNESCO International Conferences on Adult Education (CONFINTEA).

DVV International supports the exchange of information and interaction between professionals at European and global level through conferences, seminars and publications. DVV International's interventions cover three levels: *first level* – contribution to policies, strategies, standards and norms, as well as funding on national level (macro level), *second level* – institutional capacity building and capacity building of teaching staff (meso level), and, *third level* - the basic model interventions for the population with potential for replication at national, regional, and international level (micro level).

## Background of the project

The Uganda Country Office is located in Kampala since 2010. DVV International works in partnership with the Ministry of Gender, Labour and Social Development as both a financial and technical partner in promoting Adult Learning and Community Education as elaboratively described in Uganda's context. This partnership is replicated at Local Government Level involving 4 District Local Governments of Namayingo, Nwoya, Mityana and Rukungiri for establishment of Regional Model Community Learning Centers (CLCs). This partnership follows a System Building Approach with its own phases and tools that systematically assists government to put in place an **Adult Learning and Education** (ALE) system with all the necessary building blocks that can deliver ALE services as per the needs of the target group.

DVV International assists its government partner in implementing the **Integrated Community Learning for Wealth Creation (ICOLEW)** programme, combining functional literacy/numeracy with different other forms of non-formal livelihoods/vocational skills training, life skills, health and sanitation, business skills, savings and loan schemes, etc. The programme is therefore integrated in nature. Most youth and adults access these services in the forms of ICOLEW groups consisting of 25-30 people with a locally trained facilitator supervised and supported by technical experts from the respective sector officers at district and sub county level.

Over the last 6 years, DVV International Country Office with government partners initiated the piloting of 7 **Community Learning Centers (CLCs)** in the 4 Districts of Mpigi, Namayingo, Iganga and Nwoya. These have since increased to 11 with the addition of 2 District Local Governments and covering all major regions in Uganda, with the establishment of **Regional Model CLCs** to support the government's efforts of rolling out CLCs across the Country. This process involved elevation of pilot CLCs to Regional Model CLCs and establishment of new ones where such model did not exist. CLCs are places where youth and adults can access a variety of learning opportunities and services e.g., ICOLEW and other forms of non-formal skills training, library and information services, health education, sports and recreation. These centers are established and managed with financial and technical support from both government and DVV International. The CLCs have shown that integrated implementation modalities between government sector offices at especially district levels are possible and that it can be a one-stop service delivery point for government offices. The demand for CLCs and the services it offers is growing and some districts local governments have taken the initiative to contribute additional resources for the establishment of CLCs to more Sub Counties. Many lessons have been learned and the existing CLCs remain as models for inspiration for further learning and up-scaling.

### **Objectives of the programme**

The following are general objectives of DVV International in Uganda for the funding period 2023-2025:

The **overall objective** of this project is that "Quality integrated ALE services are delivered through rolling out of ICOLEW Programme and CLCs". At every level of intervention, specific objectives are set and highlighted below;

#### **At Macro level:**

- 1) The national ALE strategy supports adequate funding, staffing and provision of other resources by government, civil society and the private sector for the national rollout of ICOLEW Programme and CLCs;

- 2) ALE Coordination Body comprising of stakeholders from government sector offices, civil society, universities and private sector meets regularly and fulfils its mandate;
- 3) A national transfer directive is in place supporting the recognition of non-formal competences and informs the existing Uganda Vocational Qualifications Framework (UVQF).

**At Meso Level:**

- 4) Curriculum GlobALE is adopted, tested and institutionalised to ensure professionalisation of adult educators as part of the capacity development strategy developed in the previous phase;
- 5) The web-based MIS generates reports for informed decision making during the implementation of ICOLEW Programme and CLC activities.

**At Micro level:**

- 6) Regional Model CLCs are established to support peer learning among Districts for rollout of ICOLEW Programme.

## Evaluation goal and objectives

DVV International understands itself as a learning organization. In order 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 and in particular of the piloted CLC model at micro level whose objective is above earlier stated under micro level.

Apart from the project proposal, CLC model objectives are stated in the CLC operational guidelines and read as follows:

Overall Objective: To improve access to and participation in community led development process through integrated service delivery.

The specific objectives are to:

- 1) Map out local needs, resources and institutions for socio-economic transformation of communities;
- 2) Provide lifelong learning opportunities for different members of a community;
- 3) Create linkages between community, sector departments and other actors for integrated service delivery;
- 4) Increase self-reliance among communities for sustainable development; and
- 5) Strengthen coordination, collaboration and networking for effective and efficient service delivery.

The evaluation's main goal is to assess the achievements of the CLC model in terms of their functionality, impacts towards the objectives set in the project proposal at micro level. The evaluation is also expected to assess the challenges, and weaknesses of the CLC model in operational and management aspects. Furthermore, the evaluation should review and assess the relevance of these project activities, the achievement of the expected results, and their perspectives for sustainability. 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 findings and recommendation of the evaluation shall feed into the development of further consequences for funding the country programme. Further, the findings and recommendations of

the evaluation shall provide orientation for capacity development of management and experts at the CLC as well as training and learning material development. The evaluation aims at revealing constraints and barriers in the project implementation, as well as outlining how they were overcome. The objectives and impacts will be evaluated on the basis of 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.

## 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:

Guiding questions for CLC model evaluation in Uganda	
<b>Relevance</b>	<ul style="list-style-type: none"> <li>- To what extent is the CLC model relevant to the MGLSD in general and to ICOLEW Programme?</li> <li>- How does the CLC model feed into the ICOLEW Programme design?</li> <li>- Is the CLC model addressed in national policies, strategy, budget and framework?</li> <li>- To what extent are the capacity building measures provided by DVV International relevant to government officials at all levels to implement the CLC model?</li> <li>- To what extent are the objectives of the CLC model still valid and aligned to the learners' needs?</li> <li>- How consistent are the activities and outputs of the CLC model with the overall objectives?</li> </ul>
<b>Effectiveness</b>	<ul style="list-style-type: none"> <li>- Are the relevant policies, strategies and development plans, and guidelines in place to support the implementation of CLCs?</li> <li>- What were/are the major factors influencing the achievement or non-achievement of the CLC objectives?</li> <li>- To what extent were the objectives achieved / are likely to be achieved?</li> <li>- To what extent has the support (technical and financial) of DVV International contributed to the success of the CLC model?</li> <li>- How do different sector offices at high and lower local government levels benefit from the CLC model?</li> <li>- To what extent were technical management and coordination structures supportive to the process of CLC establishment and management?</li> <li>- What sort of coordination process is in place ensuring inter-sectoral coordination of ALE service delivery at the CLCs?</li> <li>- To what extent are services at the CLC demand driven?</li> <li>- To what extent is the community involved and participate in CLC processes?</li> </ul>
<b>Efficiency</b>	<ul style="list-style-type: none"> <li>- To what extent were resources (financial, material, human) made available by Government and DVV International effectively utilized for CLC establishment, operation and management at all levels?</li> <li>- Was the CLC model implemented in the most cost-efficient way?</li> <li>- How timely and efficient was the operationalisation of the CLC model?</li> </ul>
<b>Impact</b>	<ul style="list-style-type: none"> <li>- How is the CLC model contributing to the overall result of the project and the national programme ICOLEW?</li> </ul>

<b>Sustainability</b>	- What real difference has the CLC made to transform the lives of the beneficiaries? To what extent do services accessed at the CLC impact the daily lives of community members? (Success stories, case studies, etc.)
	- What initiatives are already undertaken by government and community members to make CLCs sustainable?
	- What is the readiness of MGLSD to compile and disseminate the pilot CLC model experiences?
	- What is the MGLSD's perspective on CLCs experience during the pilot phase and for the future?
	- To what extent are CLCs institutionalized in government plans, budgets, strategies, job descriptions and other institutional mechanisms?
<b>Future perspective</b>	- What are the gaps and recommendations to overcome existing gaps?
	- What are the recommendations for rolling out CLCs nationally to all districts?
	- What experiences and success factors should be considered for the development and implementation of ICOLEW Programme and CLCs?

## 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 consultant. The following **secondary documents** among others will be availed:

- Project proposal
- Interim project reports
- Mid-term and other kinds of (self) evaluations on the project
- Partner documents on project implementation (as far as available)
- CLC operational guidelines
- ICOLEW Implementation Framework
- ALCE Strategy
- Adult Education system Building Peer Review Report
- National Development Plan 3 – Project Implementation Action Plans (PIAPs)

To collect information from **primary data sources**, the consultant will be free to propose feasible methodological approaches (quantitative or qualitative). We recommend taking the following groups into consideration:

- Management (including financial management) of Regional and Country Office of DVV I,
- Senior management in the head office

Institutional capacity of partners:

- Stakeholders from partner institutions at national level (MGLSD) and their decentralised structures at District and Sub County levels.
- Group meetings with technical planning committees, community facilitators, CLC Coordinators and CLC level management committees.
- CLC coordinators, Facilitators and Trainers

Effectiveness with regard to the target group:

- Learners, and observation of changes as a result of the intervention at household level.
- Families of learners

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

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 desk officer at headquarters.

## Indicative Timetable and work input

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

Deadline for clarifications: 04.07.2024

Deadline of submission of proposals: 11.07.2024

Selection of candidate: 18.07.2024

Inception Report (Draft): 12.08.2024

Field phase: First week of September 2024

First draft of evaluation report: End of September 2024

Final version of Evaluation Report: Second week of October 2024

## 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, implementing partners in Uganda i.e. MGLSD, Academia and Local Governments. The results of the evaluation will also be sent Federal Ministry for International Cooperation and Development (BMZ).

## 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 Consultant.

The Consultant 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/ 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 log frame, 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 Uganda.

## Deliverables

The following deliverables are expected:

- **Inception report:** The consultant/team of consultants will present a report giving detailed information about methods and specified questions (evaluation matrix); all data collection tools need to be presented beforehand. In case of applying quantitative data collection methods, a pre-test will be required. This report will be presented to DVV International; DVV International will provide feedback in due time and may request amendments. The Inception Report needs to be approved by DVV International before the data collection commences.
- **Debriefing in the country:** By arrangement with the DVV International Country Director, the consultant/team of consultants will present the preliminary, country-specific results of the evaluation and will answer questions in this regard, documenting the discussion, which shall 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 consultant(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.

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 consultant.

## 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, DVV International Bonn, Maja Avramovska
- The Regional Director, DVV International, East/Horn of Africa, Frauke Heinze
- The Country Director, DVV International Uganda, Caesar Kyebakola

The DVV Country Office will provide all relevant documents and support the Consultant/ Team of Consultants 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 East Africa, DVV International, Bonn.

## Evaluator eligibility criteria

The evaluation will be conducted by a consultant who demonstrates experience in evaluating development projects. The evaluation expert will have to demonstrate experience in organisational development and capacity building. Previous work experience in the East African Region, a good command of the English language, elaborate writing skills and will be considered as an asset.

The consultant(s) we are looking for should

- have at least 5-year experience in the field of evaluating development projects (please, provide proof of this experience);
- be able to demonstrate sound knowledge of evaluation methods and instruments;
- Experienced professional(s) in the field of adult learning and education,
- Analytical and writing skills;
- previous working experience in East Africa;
- Fluent in English;

## Quality standards

The candidate/s 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:

- OECD-DAC Principles for Evaluation of Development Assistance<sup>1</sup>
- Standards of the DeGEval – Gesellschaft für Evaluation Standards für Evaluation<sup>2</sup>

## Coordination/Responsibility

The Senior Desk Officer for East Africa, Senior Manager 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 Uganda and the Regional Director of East/Horn of Africa during the preparatory and implementation phase. The Project Team of DVV International Country Office in Uganda will handle the exchange of relevant project documentation and data.

Logistical support will be offered to the consultant by the Project team in Uganda (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 20.000 EUR (including taxes), including honorarium, per diems, travel and transportation costs of the Consultants.

## Application package

Interested applicants should submit their application package by **latest 11.07.2024** by e-mail to: Maja Avramovska (Senior Manager for Monitoring and Evaluation and Desk Officer for East Africa at DVV International Headquarters in Bonn) e-mail address: [avramovska@dvv-international.de](mailto:avramovska@dvv-international.de)

Copy to: Frauke Heinze, Regional Director for East Africa/ Horn of Africa, e-mail address: [fheinze@dvv-international.co.tz](mailto:fheinze@dvv-international.co.tz)

Copy to: Caesar Kyebakola, Country Director, DVV International Uganda, e-mail address: [caesar.kyebakola@dvvinternational.org.ug](mailto:caesar.kyebakola@dvvinternational.org.ug)

Late submissions will lead to automatic disqualification.

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<sup>1</sup> <http://www.oecd.org/dac/evaluation/qualitystandardsfordevelopmentevaluation.htm>

<sup>2</sup> <https://www.degeval.org/publikationen/standards-fuer-evaluation/>



The application package should include the following documents. Please make sure to comply with the provided requirements below and use the **annexed templates**:

- a) CV(s) of the person(s) to be involved in the assignment in English;
- b) Technical proposal covering the following aspects (**maximum of 5 pages**);
  - Narrative overview displaying an understanding of the task
  - Detailed methodology
  - Work Plan, including detailed proposed steps of implementation
  - Consideration of any specific requirements envisaged for the evaluation
  - Consideration of the specific context (country, topic)
  - Internal Quality Management
- c) A detailed financial proposal with all expected costs (Please use the template provided and submit with a **hand-written signature**)

## Evaluation criteria of proposals

The proposals will be assessed according to the following criteria:

- **Qualifications of the evaluation team (counts one third)** (based on criteria mentioned above);
- **Technical proposal (counts one third)** (based on criteria mentioned above; all of the above mentioned criteria for technical proposals will be taken into account);
- **Financial proposal (counts one third)** (best cost-effective service; please consider the envisaged total number of working days).

## Request for clarification

If you should have questions concerning this tender, please send your questions to [fheinze@dvv-international.co.tz](mailto:fheinze@dvv-international.co.tz) mentioned as contact person, above. The latest date for submitting questions is 04.07.2024. The answers to the questions will be published on our website (<https://www.dvv-international.de>) for all interested parties on 10.07.2024.