

## Terms of Reference

### External Evaluation: ALE institutions in Asia

**Project title:** Promotion of adult education in Asia

**Countries:** Jordan, Uzbekistan, Laos, Cambodia

**Funding agency:** Federal Ministry of Economic Cooperation and Development (BMZ)

## 1 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 is supporting lifelong learning since 50 years. DVV International provides worldwide support for the establishment and development of sustainable structures for 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, 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* – piloting ALE models for the population with potential for replication at national, regional, and international level (micro level).

## 2 Background of the project

DVV International has been working in the countries that are subject to the evaluation for over a decade: in Uzbekistan since 2002, Laos since 2009, Cambodia and Jordan since 2010.

The underlying objective is to strengthen the ALE system to fight poverty and enhance empowerment.

The **overall objective** of the current project (2018 – 2026) is the promotion of ALE in Asia.

The key **objective on the macro level** is to create favourable framework conditions for ALE, i.e. laws/regulations on ALE, financing mechanisms for ALE and effective management systems for ALE.

The key **objective on meso level** is to improve the qualification of ALE staff and strengthen the capacity of ALE institutions.

ALE institutions are the providers of ALE. In most countries, DVV International focuses its work on governmental and non-governmental ALE institutions, such as Community Development Centers, Community Learning Centers, Youth Clubs, Women Empowerment Centers etc. which offer services to wide segments of society for free or for low fees. These services comprise orientation and career guidance, education in various formats and empowerment for income generation and citizen participation. DVV International encourages ALE institutions to engage in lobbying and advocacy for better framework conditions. Together with its partners DVV International strives for recognition of ALE institutions as pillars of functioning ALE systems.

### 3 Evaluation goal and objectives

DVV International understands itself as a learning organization. To improve further project development, DVV International would like to learn more about the function and capacity of ALE institutions. The evaluation should assess the capacity of selected ALE institutions and analyse the role and function of ALE institutions in the national ALE systems. Achievements and good practice, challenges and weaknesses of DVV International's approach to strengthening ALE institutions should be analysed. The evaluation should also include a reflection on lessons learned and make recommendations to DVV International on methods, strategies and approaches for possible further programming.

### 4 Main evaluation questions

The evaluation must be conducted in accordance with the OECD DAC Criteria for Evaluation of Development Assistance. It should assess the capacity of specific ALE institutions (see Annex 1) and the function of ALE institutions of the same type in the national ALE systems responding to the following guiding questions:

a) Capacity of ALE institutions

- **Relevance:** Do the objectives of the ALE institutions meet the needs of the learners and the community?
- **Effectiveness:** Are the ALE institutions reaching their objectives and do the services of the ALE institution meet the needs of the learners in terms of subject/content, method/format, quality, accessibility, affordability?  
What are the key factors that facilitate and that hinder the performance of the ALE institutions?
- **Efficiency:** To what extent do the ALE institutions make use of their human, financial and technical resources?
- **Impact:** How have learners benefitted from the services of ALE institutions?  
What has changed in the community due to the ALE institutions?
- **Sustainability:** How likely can the ALE institutions survive and thrive without further support from DVV International?  
To what extent are the ALE institutions able to adopt to change? What is their perspective with a view to resilience (as defined by the German Federal Ministry for Economic Cooperation and Development)?

Function of ALE institutions in national ALE systems

- Relevance: Is the type of ALE institutions DVV International a relevant factor in the national ALE systems?
- Effectiveness: Are there relevant policies, strategies and budgets in place to create favorable framework conditions for ALE institutions?
- Impact: Do ALE institutions contribute to objectives defined in national policies and strategies?
- Sustainability: Are the framework conditions sufficient to make ALE institutions sustainable and resilient? Where are possible gaps and insufficiencies?

## 5 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 provided:

- Project proposal
- Interim project reports
- Mid-term and other kinds of (self) evaluations
- Partner documents on project implementation
- National strategies and other relevant documents

To collect information from **primary data sources**, the consultant/consultants 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 Offices of DVV International,
- Senior management in head office
- Stakeholders from partner institutions at national level and their decentralised structures at regional and local levels
- Group meetings with ALE Centres Management and Coordinators, Trainers and Facilitators
- Learners, and observation of changes as a result of the intervention
- Families of learners

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 in Laos, Cambodia, Uzbekistan and Jordan and the preparation of a draft report. The final report will consider remarks to the draft report made by the DVV International country, regional offices, and desk officers at head office.

## 6 Indicative Timetable and work input

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

Inception report (Draft): 30.04.2025

Field phase: 01.05. – 15.06.2025

Presentation of preliminary findings: by 30.06.2025

Draft evaluation report: 14.07.2025

Final evaluation report: 31.08.2025

## 7 Target group of the evaluation results

The target group of the evaluation results will be the project management team of DVV International (head office, regional office and country office). The results of the evaluation will be shared with the Federal Ministry of Economic Cooperation and Development (BMZ).

## 8 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.

## 9 Contractual Conditions

A sample contract for the assignment is attached in Annex 5. The legal basis for this contract is provided by the „General Terms of Contract" (VOL/B, Annex 6).

## 10 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, annual plans and reports, other monitoring documents and project reports, teaching and PR material, relevant national documents);
- Design of data collection instruments for the field phase;
- Preparation of the inception report;
- Conduct the field phase with participation and involvement of all relevant stakeholders in Laos, Cambodia, Uzbekistan and Jordan;
- De-briefing sessions in Jordan, Uzbekistan, Laos, Cambodia;
- Presentation of key findings after the field phase;
- Compile the preliminary evaluation report, integrate comments and finalize the report;

## 11 Deliverables

The following deliverables are expected:

- **Inception report:** The consultant(s) 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 countries:** By arrangement with the DVV International Country Director, the consultant(s) 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.
- **Preliminary presentation of key results:** Following the field phase, the consultant(s) present their preliminary findings, conclusions and recommendations to DVV International in an online session.
- **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 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.

## 12 Responsible persons at DVV International

DVV International will be the contracting authority for this evaluation. The Senior Manager for Monitoring and Evaluation at DVV International Headquarters in Bonn, Ms. Maja Avramovska, will be in charge of the contracting.

DVV Internationals regional and country offices will provide all relevant documents and support the consultant(s) in the field with arranging logistics, project visits and interviews.

The final report will be accepted by the Senior Manager for Monitoring and Evaluation of DVV International in Bonn.

## 13 Evaluator eligibility criteria

The consultant(s) should demonstrate experience in evaluating organisational development and capacity development projects. Additionally, a good command of the English language and elaborate writing skills are expected. Previous work experience in the Jordan, Uzbekistan, Laos, and Cambodia are an asset.

The consultant(s) we are looking for should demonstrate in their CVs and references

- at least 5 years of experience in the field of evaluating development projects;
- sound knowledge of evaluation methods and instruments;
- experience in the field of adult learning and education,
- analytical and writing skills;
- possibly previous working experience in Jordan, Uzbekistan, Laos and Cambodia;
- fluency in English.
- In addition, the general eligibility must be demonstrated by means of a standard self-declaration (Annex 4).

## 14 Quality standards

The candidate(s) should propose an appropriate evaluation design and methodology, well adapted to the project objectives and the TOR for the evaluation, in order to achieve the evaluation's objectives.

The evaluation must comply with the following standards and guidelines: OECD-DAC Principles for Evaluation of Development Assistance<sup>1</sup>

## 15 Budget

The tender price may not exceed 45.000 EUR, including honorarium, per diems, travel and transportation costs, insurances and taxes.

## 16 Application

The Application procedure is as follows:

- Applicants may submit questions regarding the application procedure to Ms. Avramovska until 04.03.2025
- Answers to these questions will be made available also on DVV Internationals website by 07.03.2025.
- The full proposal is to be submitted by 17.03.2025, 16.00 o'clock. It should be written in English and include the following documents:
  - a) CV(s) of the person(s) to be involved in the assignment in English (using Annex 2)
  - b) Technical proposal (maximum of 5 pages)
    - Narrative overview displaying an understanding of the task
    - Detailed methodology

---

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

- 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 (using Annex 3 and submit with a **hand-written signature**)
- d) Standard self-declaration (Annex 4)
- e) List of reference projects

**The full proposal is to be submitted in a closed envelope, on which is written: “Proposal, please do not open before due date”.**

**Alternatively, the proposal can be submitted via e-mail (to [avramovska@dvv-international.de](mailto:avramovska@dvv-international.de)). In this case, the proposal should be password-protected and a code should be send to open the proposal only after the deadline for submission.**

The proposal is to be addressed to

DVV International  
 Königswinterer Str. 552b  
 53227 Bonn  
 to the attention of Ms. Maja Avramovska

Only complete, signed and timely offers can be considered.

- The selected candidate will be notified by 28.03.2025. Candidates, who were not selected will be notified by 04.04.2025.

## **17 Evaluation criteria of proposals**

The proposals will be assessed according to the following criteria:

- **Qualifications of the evaluation team** (counts 33%, based on criteria mentioned above)
- **Technical proposal** (counts 33%, based on criteria mentioned above)
- **Financial proposal** (counts 34%, best cost-effective service)

### Annexes

- Annex 1 List of ALE institutions to be assessed
- Annex 2 CV Template
- Annex 3 Template Financial Proposal
- Annex 4 Standard Self-Declaration
- Annex 5 Template Contract for Works
- Annex 6 General Terms of Contract (VOL B)
- Annex 7 Anti-Corruption Guidelines
- Annex 8 Code of Conduct