

Terms of Reference
External Evaluation
Professionalisation of ALE Institutions
in Georgia, Armenia, Kosovo, Bosnia and Hercegovina

Project title: Professionalisation of ALE Centers in Europe

Countries: Georgia, Armenia, Kosovo, Bosnia and Hercegovina (BiH)

Project number: BMZ PN 2024.2614.6/DW0011

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 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, 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* – pilot education programs 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 approximately 20 years. The underlying objective is to strengthen systems for Adult Learning and Education (ALE) to empower people – mostly marginalised groups – to participate in economic, social and political life and, thus fight poverty and contribute to development.

The **overall objective** of the current project (2019 – 2027) is the professionalisation of ALE centers in Europe. Under this headline, several building blocks for ALE systems, especially on meso level but also on macro level and micro level have been created or strengthened – with slightly different approaches and of course operating under different conditions in each of the four countries.

On **meso level** priority was given to the following:

- Establishment/strengthening ALE providers – mostly non-governmental organisations and TVET institutions – based on DVV International's tool for organisational development "Curriculum institutionALE". Altogether over 30 ALE providers/institutions (many of them community based ALE centers) were substantially supported by DVV International in 2019-2027. These included 15 ALE centers in Georgia, 7 ALE centers and 5 NGOs in Armenia, 6 NGOs in BiH and 3 ALE centers in Kosovo as well 10 TVET institutions (3 in BiH and 6 in Kosovo). The intensity and the length of support varies, thus the evaluation should select a sample that reflects these and other different factors. In most cases the key goal was to enable the ALE providers
 - to provide relevant, high quality and attractive education
 - to diversify and stabilise their funding sources
 - to engage in lobbying and advocacy for ALE especially mostly on the local level
- Creation/improvement of professionalisation programs for trainers and managers in ALE mostly in cooperation with universities in the four partner countries building on DVV International's tools "Curriculum globALE" and "Curriculum managerALE".
- Creation/strengthening of ALE networks with the aim
 - to support their member ALE providers in quality assurance,
 - to attract funding for themselves and their member ALE providers,
 - to engage in lobbying and advocacy for ALE mostly on the national level

In order to improve the framework conditions, in which these ALE providers operate, DVV International, the ALE providers and ALE networks engaged on **macro level** with national and local decision-makers and relevant institutions

- to draft or improve laws on ALE
- to develop or revise strategies on ALE
- to establish state funding mechanisms for ALE

On **micro level**, DVV International supported selected courses of ALE providers to encourage innovation in ALE. Studies were conducted to showcase the impact of ALE on communities, which were used for promoting ALE with decision makers and society as a whole.

3 Evaluation goal and objectives

DVV International understands itself as a learning organization. In order to improve further project development, DVV International, as the implementing agency, would like to find out if its interventions were successful and how they are interrelated on macro, meso and micro level. More specifically, it should be assessed, how the ALE system building blocks on the meso level (ALE providers, ALE networks and professionalisation programs for ALE managers and trainers) impact the provision of ALE (micro level) and framework conditions for ALE (Macro level). The evaluation should assess the relevance, effectiveness, efficiency, impact and sustainability of DVV International's approach. It

should include a reflection on lessons learned and make recommendations to DVV International for possible further programming. In each project country a slightly different approach was used. The evaluation should take that into account.

4 Main evaluation questions per OECD DAC criteria

The evaluation must be conducted in accordance with the OECD DAC Criteria for Evaluation of Development Assistance and should make clear statements along the guiding questions in the following categories:

Guiding questions	
Relevance	<ul style="list-style-type: none"> To what extent was DVV International's engagement relevant to the professionalisation of ALE providers, especially in provision of ALE, lobbying for ALE and financing of ALE? To what extent are the ALE system building blocks that DVV International created/supported (ALE networks, ALE professionalisation programmes, state institutions/laws/strategies/financing mechanisms) relevant for the professionalisation of ALE providers especially with a view to quality of ALE (provision of ALE on micro level), lobbying and financing (framework conditions for ALE on macro level)?
Effectiveness	<ul style="list-style-type: none"> How effective was DVV International in creating/strengthening ALE system building blocks such as ALE providers, ALE networks, ALE professionalisation programs, especially with a view to ALE provision (micro level) and framework conditions (macro level)? How effective was DVV International in establishing ALE institutions/laws/strategies/financing mechanisms (macro level)?
Efficiency	<ul style="list-style-type: none"> Were resources of DVV International used efficiently? Was the approach to support/create ALE networks and qualification programs for trainers and managers of ALE efficient to increase quality of ALE, lobbying for ALE and financing of ALE?
Impact	<ul style="list-style-type: none"> Did professionalisation in ALE (via ALE providers, professionalisation programs and ALE networks) have any impact on macro level? If yes, which one?
Sustainability	<ul style="list-style-type: none"> Which building blocks of the ALE system (ALE providers, ALE networks, ALE qualification programs, state institutions/laws/strategies/financing mechanisms) are sustainable and can continue to work without DVV International's technical and/or financial support?
Future perspective	<ul style="list-style-type: none"> Which experiences, success factors and failures should be considered for the further strengthening of the ALE sector? Which financing mechanisms for ALE institutions are most sustainable?

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/s. The following **secondary documents** among others will be provided:

- Project proposal
- Interim project reports
- Mid-term and other kinds of (self-) evaluations
- Further relevant project documentation, i.e. documents from partner institutions

- National strategies and other relevant documents

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

- Management of Regional and Country Offices of DVV International,
- Senior management in head office
- Stakeholders from partner institutions at national and sub-national level
- ALE managers and ALE trainers
- 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 field phase in Georgia, Armenia, Kosovo and BiH. The final report will consider remarks to the draft report made by the DVV International country offices, regional office, and head office.

6 Indicative Timetable and work input

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

Inception report (Draft): 31.04.2026

Field phase: 01.05. – 31.05.2026

Presentation of preliminary findings: by 12.06.2026

Draft evaluation report: 30.06.2026

Final evaluation report: 31.07.2026

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 offices). The results of the evaluation will be shared with the Federal Ministry of Economic Cooperation and Development (BMZ).

8 Right of use

DVV International 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/s.

The consultant/s have 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 4. The legal basis for this contract is provided by the „General Terms of Contract" (VOL/B, Annex 5).

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, teaching and PR material, relevant national documents);
- Design of data collection instruments for the field phase;
- Prepare the inception report;
- Conduct the field phase with participation and involvement of all relevant stakeholders in Georgia, Armenia, Kosovo and BiH
- De-briefing sessions in Georgia, Armenia, Kosovo and BiH

- 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) including the sampling of ALE providers to be included in the assessment; 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 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/s.

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 head office 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 head office.

13 Evaluator eligibility criteria

The consultant/s should demonstrate experience in evaluating organisational development and capacity development projects. Additionally, fluency in English language and elaborate writing skills are expected. Previous work experience in the mentioned countries is 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,
- fluency in English,
- analytical and writing skills.
- Previous working experience in Georgia, Armenia, Kosovo and BiH is an asset.
- In addition, the general eligibility must be demonstrated by means of a standard self-declaration (using Annex 3)

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 OECD-DAC Standards for Evaluation of Development Assistance¹.

15 Budget

The tender price may not exceed 24.000 EUR, including honorarium, per diems, travel and transportation costs, insurances and taxes. DVV International offices can provide basic logistical support during the field phase.

16 Application

The Application procedure is as follows:

- Applicants may submit questions regarding the application procedure to Ms. Avramovska until 13.03.2026
- Answers to these questions will be made available also on DVV International website by 17.03.2026.
- The full proposal is to be submitted by 27.03.2026, 23.59 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 (using Annex 1)
 - b) Technical proposal (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 (using Annex 2 and submit with a **hand-written signature**)
 - d) Standard self-declaration (Annex 3)
 - 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) with a code allowing 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.

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

- The selected candidate will be notified by 01.04.2026. Candidates, who were not selected will be notified by 03.04.2026.

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 CV Template
- Annex 2 Template Financial Proposal
- Annex 3 Standard self-declaration
- Annex 4 Template Contract for Works
- Annex 5 General Terms of Contract (VOL B)
- Annex 6 Anti-Corruption Guidelines
- Annex 7 Code of Conduct