



TERMS OF REFERENCE (ToR)

For an organisation or individual organizer to plan and implement a Study Visit to Germany on framework conditions for state–civil society cooperation and contribution of CSOs to the delivery of public services for vulnerable population.

Project: INCLUSION: Dialogues for Inclusive Education and Employment Practices

Location of study visit: Germany, preferable Bavaria.

Timeline: not earlier than October 10, 2026, and no later than December 10, 2026, with planning starting in July 2026, for a duration of 5 full working days (excluding arrival and departure days).

Project donor: European Union (EU) and German Federal Ministry for Economic Cooperation and Development (BMZ)

MAIN INFORMATION

DVV International, with the support of the European Union and the Federal Ministry for Economic Cooperation and Development of Germany, in cooperation with the Association of Education Development in Kyrgyzstan (AED), and with the active participation of the Kyrgyz Association for Adult Education (KAAE) and the National Network "Janaryk", is implementing the project "INCLUSION: Dialogues for Inclusive Education and Employment Practices".

Project Goal:

Strengthening the role of civil society organizations (CSOs) in providing high-quality, accessible, and inclusive education and employment services for vulnerable adults and youth.

Project Tasks:

- ✓ Building the capacity of CSOs to analyze the needs of vulnerable groups, including people with disabilities, to improve opportunities in education and employment.
- ✓ Enhancing the role and capacity of CSOs in facilitating multilateral dialogue and promoting better conditions in education and employment.
- ✓ Expanding the contribution of CSOs to providing accessible and inclusive educational services and employment opportunities for vulnerable groups.

Project Duration: 24 months, February 1, 2025 – January 31, 2028.

The project will be implemented in selected cities and districts across all seven regions of Kyrgyzstan.

Client:

DVV International Kyrgyzstan in cooperation with the Association for the Development of Education in Kyrgyzstan (AED)

DVV International – Institute for International Cooperation of the German Adult Education Association (DVV), which comprises more than 850 adult education centers and their regional associations. As a leading professional organization in adult learning and education (ALE) worldwide, DVV International has been promoting lifelong learning and supporting the establishment and development of sustainable structures for youth and adult education across the globe for over 50 years. DVV International has been operating in Kyrgyzstan since 2002.

The Association for the Development of Education in Kyrgyzstan (ADE) is a network of non-profit organizations working to promote accessible, high-quality, and inclusive education. AROK serves as a platform for cooperation and partnership, where organizations join efforts, exchange experience, promote best practices, and implement joint initiatives. By uniting efforts and supporting one another, AROK contributes to expanding opportunities for learning, development, and self-realization for every person throughout their lifetime.

OBJECTIVE:

To organize and conduct a 5-day study visit to Germany (Bavaria) for representatives of civil society organizations (CSOs), public authorities, and the legislative branch of the Kyrgyz Republic with the aim of:

- Exploring models of inclusive adult education;
- Studying mechanisms for promoting employment and job placement for persons with disabilities and other vulnerable groups;
- Gaining insight into legislative frameworks, funding mechanisms, and models of cooperation among stakeholders;
- Learning best practices of state–civil society cooperation in Germany;
- Understanding the contribution of CSOs to the delivery of public services in the fields of education and employment;
- Analyzing the applicability of German experience in the context of the Kyrgyz Republic;
- Strengthening the capacity of participants for further implementation of initiatives and engagement in dialogue.

Suggested topics:

- Inclusive adult education and the role of civil society organizations in this field;
- Cooperation between the state and CSOs in the provision of inclusive educational and social services;
- Employment and job opportunities for persons with disabilities and other vulnerable groups;
- Social enterprises as a tool for integration and employment;
- Framework conditions: legislation, public policy, and funding mechanisms (including state and municipal budgets);
- Multi-stakeholder dialogue and mechanisms of interaction between parliament, government, and CSOs;

Suggested site visits (not limited to the following list):

- Adult education centers (Volkshochschulen);
- Social enterprises working with persons with disabilities;
- Platforms and networks for CSO–state cooperation;
- Ministries and relevant public institutions;
- Local self-government bodies;
- Employment services and labor market institutions;
- CSOs providing educational and social services;
- Organizations implementing inclusive programs.

Participants of the study visit:

The study visit will involve approximately 21 participants, including:

- Representatives of civil society organizations (KAAE, Zhaniryk, AROK);
- Representatives of public authorities, including:
 - Ministry of Labour, Social Security and Migration;
 - Ministry of Education (and/or Higher Education);
- Members of the Jogorku Kenesh of the Kyrgyz Republic and/or representatives of its administration.

Expected results of the study visit:

- Participants will gain a practical understanding of effective models of inclusive adult education;
- Improved understanding of employment mechanisms for persons with disabilities and other vulnerable groups;
- Sustainable financing models (including public funding mechanisms) will be explored;
- Ideas and recommendations for improving framework conditions in Kyrgyzstan will be developed;
- Enhanced understanding of the role of CSOs in the delivery of public services in the field of adult education;
- Opportunities for dialogue between CSOs, the executive, and the legislative branches will be established.

Timeline and duration:

- Development and implementation of a 5 full working-day study tour in Germany (excluding travel days) not earlier than October 10, 2026, and no later than December 10, 2026, with planning starting in July 2026 (exact dates to be confirmed);
- The selection of the location and the hosting organization will be based on proposals submitted by interested organizations or individuals, taking into account the criteria of best quality and value for money.

Timeframe and location:

- Development and implementation of a 5 full working-day study tour (excluding travel days) in Germany in period after October 10, 2026, and no later than December 10, 2026 (the exact timing will be determined based on the proposal of the selected organizer and the most suitable conditions for implementing the concept);
- The selection of the specific location in Bavaria, Germany will be based on proposals submitted by interested organizations or individuals meeting the established criteria.

Scope of work of the contractor (study visit organizer):

- Development of a detailed 5-day study visit programme in line with the objectives and tasks of the event, including thematic sessions, site visits, and meetings with key stakeholders;
- Coordination and approval of the programme with the Client, ensuring its adaptation to the composition of participants (CSOs, representatives of ministries, members of the Jogorku Kenesh (parliament));
- Development and submission of a cost-effective budget covering all expenses related to the organization of the visit—from the arrival of participants at the host country airport to their departure (including accommodation, meals, in-country transportation, interpretation services, organizational costs, etc.; details to be agreed with the Client);
- Establishment and coordination of cooperation with host organizations in Germany (public institutions, CSOs, educational institutions, social enterprises, etc.);
- Organization and logistical support of the visit (accommodation, meals, in-country transportation, confirmation of meetings and site visits);
- Provision of high-quality simultaneous/consecutive interpretation (German/English–Russian) throughout the visit;
- Preparation of presentation and informational materials related to the programme (if required);
- Implementation of the 5-day study visit in accordance with the agreed programme, including coordination of all activities and adherence to the schedule;
- Preparation of a brief final report (in accordance with the provided format).

Selection criteria for the service provider (organization or individual) for organizing the study visit:

- Proven experience in organizing international study visits;
- Established networks and connections with public institutions and CSOs in Germany;
- Experience in the fields of adult education, inclusion, and employment;
- Understanding of public policy processes and advocacy;
- Ability to design and deliver a high-quality and effective programme.

Interested organizations or individual service providers should submit their proposals, including:

- a letter of interest;
- a preliminary concept of the study visit;
- a financial proposal (covering only the organizer's services and interpretation services, excluding participants' direct costs).

Proposals must be submitted no later than **May 18, 2026** to Bakhram Rakhmankulov, Project Coordinator of DVV International Kyrgyzstan, at the following email address: rakhmankulov@dvv-international.kg.

The subject line of the email should be indicated as: "Study Tour to Germany."