

Terms of Reference

Title:	Evaluation of the BMZ country programme of Jordan
Country:	Jordan
Project number:	2020 2614 4/DW0004
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- **Introduction**

DVV International (DVV I) 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 organisation in the field of adult education and development cooperation, DVV International has committed itself to supporting lifelong learning for more than 45 years. DVV International provides worldwide support for the establishment and development of sustainable structures for Youth and Adult Education.

The programme of DVV International is financed by Germany's Federal Ministry for Economic Cooperation and Development (BMZ). The current funding period is from 2021 to 2023.

DVV I evaluates its programmes regularly and seeks appropriate candidates to evaluate the following programme

- **Background of the project**

DVV International started its activities in Jordan in 2010. Since then, DVV International had broader cooperation in field of Adult Education and Development in the country. In its work cooperating DVV International with public institutions such as Ministries, Community Development Centres, Vocational Training Institutes, etc. Beside public institutions DVV International is working actively also with national NGOs and local community-based organisations.

In its work provides DVV International policy advice and supports advocacy for adult learning and education on the macro level.

The long standing four umbrella organisations for Adult Education in the Arab world – ACEA, ANLAE, ANHRE, ANPE – concluded to establish a “participatory place” to strengthen relationship and functions between them. Yet, AHAED (The Arab House for Adult Education and Development) was founded with its head office located in Beirut.

On the meso level DVV International is focusing on development of capacities of institutions providing adult education in their communities. The capacities of those institutions are developed on: using of appropriate training methods for adults; networking and educational and development needs assessment; using of participatory education approaches etc.

On the micro level partner organizations of DVV International are piloting the provision of Adult education services.

- **Objectives of the programme**

The overall aims of DVV International in support of AHAED are:

- AHAED (The Arab House for Adult Education and Development) is acting as advocating, lobbying and capacity development network in the Arab World.
- A strategic and financial plan is developed to sustain the network.
- Open exchange on concepts of ALE in the Arab world exists.

- **Activities of the programme**

DVV International and its partners, including AHAED implement different activities in accordance with the above mentioned objectives. Particularly, DVV International is engaged in capacity building of Adult Educators, lobbying and strategy development for adult learning and education (ALE) and lifelong learning and plays an active regional role in the field of non-formal education, in cooperation with regional education networks. DVV International supports promotion of ALE concepts among representatives of the Non-Governmental and Governmental sectors.

Following are planned indicators within the cooperation between DVV International and AHAED.

- AHAED supports the engagement of civil society organisations from the Middle East and North Africa in the CONFINTEA process through a publication, active participation in the Arab regional pre-conference and in the CONFINTEA Conference.
- At least 12 AHAED staff, board members and representative member organisations from the Middle East and North Africa became familiar with the work of European ALE Networks, their cooperation with the EU and national Parliamentarians, EU Commission, and national Governments representatives, as well as cooperation between representatives of European civil society networks.
- A fundraising strategy and action plan have been developed for AHAED. At least 10% of the AHAED budget are funded by other sources than DVV International by the end of 2023.
- At least 120 adult educators from diverse Arabic countries Middle East and North Africa increased their competences through participation in the Arab Academy and at least one annual thematic seminar.
- At least six new publication/ articles in Arabic contribute to professional and practical discourse in the field of ALE in Jordan and the region and are published on newly created E-Library.

- **Purpose of the evaluation**

The evaluation should take primary and secondary sources of information into account and triangulate the different information sources to achieve high quality and valid data. This data shall enable the evaluator to provide evidence-based conclusions and feasible and realistic recommendations. The evaluation shall explain if and to what extent DVV International's objectives on cooperation with AHAED have been or can be achieved and if the applied measures are effective and appropriate to reach the envisaged goals.

- **Guiding questions of the evaluation**

1.1 General questions:

1. Administrative skills and financial management: Has the Secretariat succeeded in achieving transparency, democracy, and accountability in the network?
2. The commitment of network members: Are the members of the network/association committed to the aim of the network/association and actively engage themselves for it (by active participation in network activities and the payment of membership fees)?
3. Impact and relevance: What is the range of influence of the network/association? Is the network/association involved in the design of policy frameworks and does it contribute to development and transformation processes in the field of Adult Learning and Education?
4. Building the skills of NGOs at the base: Does the network/association contribute to the development of the skills of its members so that they contribute effectively and efficiently to improve the living conditions of marginalised people?
5. Sustainability: Is there a diversified budget structure? What does the network/association do in order to diversify its revenue? Is the network/association on the way to become independent from external financial resources?

1.2 Specific questions

6. Is there potential for increase in membership at AHAED? Which organisations shall be taken into account as potential members? What are the instruments to attract new member organisations?
7. Are there needs for further capacity building of the AHAED secretariat and the board? If so, what are these needs?
8. In how far does the journal of AHAED contribute to a professional discourse on ALE in the Arab region? Should and could this be developed further?
9. Which are the most effective ways AHAED supports active participation of civil society? (perception of networks and local organisations)
10. Has the understanding of ALE changed since the Arab Academy? (In how far?)
11. Which part of the study trip was most important?
12. Can you adopt a learning outcome to your local environment and work? (Which one and how?)
13. Does the 'financial and strategic plan' of AHAED identify a strategy for sustainability?
14. Is AHAED having the capacities to diversify its income until end of 2023 and to what degree?
15. Does AHAED receive sufficient support from its members to implement the 'financial and strategic plan'?
16. Which articles and publications of AHAED are read by the members of the network?
17. In how far has AHAED made a change for local organisations in the region?

- **Target group of the evaluation results**

The target group of the evaluation 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 funding institution in Germany (BMZ). Furthermore, the results of the evaluation will be presented to the partner institutions and taken as a key source to critically reflect the activities and measures of this project.

- **Expected Input / Financial Proposal:**

Financial proposals for this evaluation should not exceed 8.000 EUR including all costs except for travel arrangements, which will be coordinated with the contractor and financed separately from the financial proposal.

- **Methodological approach**

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:

- Programme proposals
- Annual programme reports
- Final programme reports (if needed)
- Mid-term and other kinds of (self)evaluations referring to the programme
- Documentation of international organisations and events with involvement of AHAED
- Partner documents of project implementation (as far as available)

To collect information from **primary data sources**, interviews with key stakeholders would be recommended:

- Management of AHAED
- AHAED board members
- Representatives of local organisations participating in AHAED activities
- DVV International staff in the region
- Stakeholders from partner institutions (in different regions)

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

- **Indicative Timetable**

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

- Selection and contracting of evaluators: Date (2 weeks after deadline of submission of proposals at the latest)
- Briefing: 25.10.2022
- Briefing workshop in partner country (if planned): Is anything planned?
- Submission deadline for inception report: 08.11.2022
- Integration of comments by DVV International and agreement on detailed methodology and itinerary for the field visit (if planned): approximate timeframe
- Field visit, up to 3 days total: 08.-10.12.2022
- Debriefing with country office at the end of the field visit: 10.12.2022
- Draft final report: 26.12.2022
- Final report: 31.12.2022

- **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/ 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 planning matrix, 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 interviews online or face to face with participation and involvement of all relevant stakeholders;
- Compile preliminary evaluation report, integrate comments, and finalize the report;
- Online De-briefing sessions.

- **Deliverables**

The following deliverables are expected:

- **Inception report:** The expert/ team of experts 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.
- **Online Debriefing:** By arrangement with the DVV International programme coordinator, the (team of) expert(s) 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 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 expert(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 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
- The senior desk officer for Middle East of DVV International in Bonn
- The regional director of DVV International in the Middle East.

The DVV country office will provide all relevant documents and support the evaluator/ team of evaluators 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 Middle East of DVV International in Bonn.

- **Qualification of evaluator / evaluation team**

The consultant(s) 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 learning and education;
- have experience with regional and international professional networks and associations
- have experiences with stakeholder participation and transparent knowledge management;
- analytical and writing skills;
- previous working experience in Middle East is an asset;
- fluency in English;
- knowledge of Arabic is an asset;

- **Quality standards**

The candidates 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:

- DeGEval-Standards <https://www.degeval.org/degeval-standards/standards-fuer-evaluation/>
- OECD-DAC Principles for Evaluation of Development Assistance

- **Application**

All candidates who would like to participate in the tender for conducting the outlined evaluation should submit the following documents:

- a) CV(s) of person(s) involved in assignment (please use attached template)
- b) Technical proposal covering the following aspects (maximum of 6 pages):
 - a. Show understanding of the task
 - b. Methodological approach
 - c. Work Plan / steps of implementation
 - d. Consideration of specific requirements of the context of the evaluation
 - e. Internal Quality Management
- c) Financial proposal (please use attached template).

The offers must be sent **until 18:00 (German time) 15.10.2022** to the following e-mail addresses:

Dr. Thomas Lichtenberg (Senior Manager on Monitoring and Evaluation at DVV International Headquarters in Bonn) e-mail address: Lichtenberg@dvv-international.de

Thomas Rößler (Senior Desk Officer for Middle East at DVV International Headquarters in Bonn) e-mail address: roesser@dvv-international.de,

Nazaret Nazaretyan, Regional Director for Middle East: e-mail address: nazaretyan@dvv-international.jo.

Late submissions will not be accepted.

- **Evaluation criteria of proposals**

The proposals will be assessed according to the following criteria:

- **Qualification of evaluator / evaluation team (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 the above mentioned contact persons. The latest date for submitting questions is 09.10.2019. The answers to the questions will be published on our website (<https://www.dvv-international.de/dvv-international/stellenangebote/>) for all interested parties the following day.