

Terms of Reference

Title:	Final Evaluation of the Project "Human Rights Protection for Prisoners and Ex-prisoners"
Country:	Tajikistan
Project number:	EIDHR/2016/381-929
Project duration:	01.04.2017 - 31.03.2019

1 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.

2 Background and objectives of the Project

The "Human Rights Protection for Prisoners and Ex-prisoners" Project is being implemented by the Institute for International Cooperation of the German Adult Education Association (DVV International) together with two local partner NGOs – "Bureau on Human Rights and Rule of Law" and "Jahon". The project is funded by the European Commission (75%) and the German Federal Ministry for Economic Cooperation and Development (25%).

The project contributes to the development and consolidation of the democracy and the rule of law and fundamental freedoms in Tajikistan by increasing access to education and personal development for prisoners. The two-year project contributes to protection of human rights of one of the most disadvantaged groups of the population – prisoners and ex-prisoners, with specific focus on realisation of their social, economic and cultural rights in Tajikistan.

The specific objective of the project is to expand access to and availability of education services for the prisoners in Nurek and Yavan towns and legal support and consultations for ex-prisoners through strengthening referral mechanisms between CSOs and national and/or local public institutions in 10 cities. It covers 450 prisoners at the penal institutions #3/8 in Nurek town and #3/6 in Yavan town, as well as over 800 ex-prisoners in 10 cities and district centers of Tajikistan, including Dushanbe, Khorog, Khujand, Kurgantube, Vahdat, B.Gafurov, Vose, Panjakent, Devachtich, and Jaihun.

The project also institutionalizes the social reintegration consultation mechanisms between civil society and national or local public institutions through development and dissemination of a roadmap on social reintegration of ex-prisoners, capacity building and strengthening information sharing and referral mechanisms between penal institutions, civil society organizations, legal aid centres network, adult training and employment centres.

The project implementing agency, DVV International, started its activities in Tajikistan in 2003 with the aim to reduce poverty through strengthening adult education (AE) system in the country. DVV

International has extended experience in working with penal institutions in Central Asia on protection of social, economic and educational rights of convicted people through institutionalization of vocational courses and educational programs for convicted and released people in and outside the prisons, as well as in capacity building of penitentiary system staff in Uzbekistan and Kyrgyzstan.

3 Evaluation goal and objectives

The evaluation's main goal is to document project achievements towards the objectives set in the initial project proposal. Furthermore, the evaluation should review and assess the relevance of the 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 for potential future initiatives of a similar kind. The objectives and impacts will be evaluated on the basis of the information laid out in the Logical Framework Matrix.

The evaluation is to be carried out on behalf of DVV International. It should take place in late April-early May 2019.

The evaluation and its recommendations shall be a useful tool of information for local stakeholders, in particular DVV International, the two local partner NGOs and respective state agencies, as well as for relevant donor agencies.

4 Subject and focus (scope)

The subject of the evaluation is the project "Human Rights Protection for prisoners and Ex-prisoners" Project.

The evaluator will review and summarise the available evidence on the quality, effectiveness, efficiency, and impact of the project activities and will raise and address all relevant issues that may emerge during the evaluation. The project implementation should be evaluated from the point of view of the quality and timeframe of produced results. Effectiveness of project management should also be evaluated.

5 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:

Relevance:

- Were the objectives set out in the project document relevant, attainable and realistic?
- How relevant was the selected methodology towards achievement of the project objectives?
- To what extent does the project cater for the target group's needs? Were they taken into consideration by the National Adult Training Centre trainers in their work and how?
- To what extent are the stakeholders (Coordination Council, Project Management Group) involved in the project's decision-making processes? To what extent have stakeholders participated in the project activities?
- To what extent were the risks identified at proposal-writing stage significant for the project action and how relevant were the corrective measures?

Efficiency:

- Is financial spending efficient per planned activities and in line with the costs on the local level?
- How economically have resources and means been used?

Effectiveness:

- Were the capacities of the local NGOs and government stakeholders working in the penitentiary system strengthened and if so to what extent?

- To what extent are the achieved results in line with the planned results (reference to be made to the project proposal and the logframe)?
- To what extent can the implemented activities serve as a basis for future achievements and results in improving the penitentiary system?
- Were the planned resources (human) sufficient, as planned, to achieve the expected results?

Impact:

- To which extent have the activities had an impact on the target groups?
- To what extent did the project have impacts on:
 - the technical level?
 - the economic level?
 - the social level?
 - the policy level?
- To what extent has the project contributed (if so) to the improvement of the situation of the target group in relation to the project's overall objective and in comparison to the situation before the project has commenced its activities?
- Were there any significant unexpected positive or negative results?

Sustainability:

- What is the social and political acceptance of the project? To what extent have state authorities expressed their willingness and commitment to support the project during and after its termination? To what extent do the local stakeholders (members of the Project Steering Committee) recognize the importance of their involvement and their responsibilities in the process?
- Which local actors (duty bearers and rights holders) will ensure continuity of activities commenced through the project in the project locations? How far can project outputs and outcomes be used and serve as basis for future activities in this field?
- To what extent are the established training processes sustainable? What was done in order to achieve such sustainability? What kind of activities were organized by the project implementing organizations (DVV International, NGOs "Jahon" and "Bureau of Human Rights and Rule of Law") and by local stakeholders (National Adult Training Centre, Administration of 2 prisons) for providing sustainability of training courses and consultations for the target groups?
- To what extent can the implementation of surveys and roundtables contribute to the promotion of legal rights of prisoners and ex-prisoners?

Visibility:

- Are the project partners aware of the funding and co-funding organizations?
- To what extent was visibility of the EU and DVV International ensured?

6 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 contractor. The following **secondary documents** will be provided:

- Programme proposal
- Interim programme reports
- Final programme reports
- Mid-term and other kinds of (self)evaluations referring to the programme
- Partner documents of project implementation (as far as available)

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

- 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 (in different regions)
- Trainers and teachers

Effectiveness with regard to the target group:

- Prisoners and ex-prisoners

Primary data shall be collected through a variety of methods, including field observations, key stakeholder interviews and focus group discussions. Secondary data shall be collected from statistics and other relevant data at various levels of aggregation.

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 regional desk at headquarters.

The indicative number of working days foreseen is 15:

- 1 day total of briefing and debriefing
- 2 days of document review
- 1 day of mission preparation
- 7 days of field mission (1 field trip)
- 3 days of report drafting
- 1 day of report finalization

Please take the indicative distribution of working days into account in your suggestions regarding the evaluation methodology.

7 Timetable

Tendering (until end of January 2019):

Tenderers provide an outline of the proposed evaluation methodology (max. 3 pages), CV of expert proposed for the assignment, statement on availability of the proposed expert during the planned evaluation period, information on daily fee in EUR, calculation of number of work days, as well as information on expected travel costs. Successful candidate or company will be selected by mid February, contracted by end of February.

Briefing via skype (March 2019):

Briefings with the DVV International Regional Director for Central Asia (Bishkek), M&E Focal Point for this project (Tashkent), and the Country Director of DVV International Tajikistan (Dushanbe). This also includes the involvement of the Senior Desk Officer at DVV International Headquarters (Bonn).

Document review (desk study) (March 2019):

Project proposal, narrative reports (annual report, internal mid-term evaluation report, monitoring reports, etc.), project publications.

Field study (late April/ May 2019):

The evaluator will undertake one field mission to five project locations tentatively* to consult with all relevant actors and stakeholders and to carry out the evaluation in accordance with the agreed methodology.

The field mission will include a debriefing session with DVV International and partners in Tajikistan.

**The number of locations will be decided upon in the briefing phase and depend on the budget available.*

Report drafting (May):

The evaluator will draft a report in English, which should contain a maximum of 30 pages without annexes. The draft report will be provided within 14 days after the field study. Comments will be provided by DVV International Headquarters based on summarized comments received from DVV International Regional Office in Central Asia and DVV International Country Office in Tajikistan 3-4 weeks after the receipt of the draft report.

Report finalization (latest by end of June 2019):

The evaluator will finalize the report within another 7 days according to the comments received. The final version should not require any additional editing.

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 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.

9 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.

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 and logframe, 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, possibly in country of evaluation and/or Bonn, Germany

11 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.
- **Debriefing in the country:** 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.

12 Evaluator eligibility criteria

The evaluation will be done by an evaluator who needs to demonstrate experience in evaluating development projects. The evaluation expert will further have experience with organisational development and capacity building. Previous experience in the Central Asian countries and knowledge of Russian and/or Tajik language will be considered as an asset.

The selection criteria are the following:

- at least 5-year experience in the field of evaluation of development projects;
- be able to demonstrate sound knowledge of evaluation methods and instruments;
- experiences in the field of adult education are an asset
- previous experience in the evaluating EU projects is an asset;
- previous experience with penitentiary reform projects is an asset;
- fluency in English;
- knowledge of Russian and/or Tajik languages is an asset.

Coordination/Responsibility

The Senior Desk Officer for Central Asia as well as the Senior Desk Officer 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 Tajikistan during the preparatory and implementation phase. The Project Coordinator from DVV International Country Office in Tajikistan will handle the cooperation regarding the exchange of relevant project documentation and data.

Logistical support will be offered to the evaluator by the Project team in Tajikistan (2 local partners and 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 11,500 EUR (including taxes), including honorarium, translation and/or interpretation costs, per diems, travel and transportation costs of the Evaluator.

Application Package

Experts participating in the tender for this evaluation should send the application package by **latest January 31, 2019** by e-mail to: Dr. Thomas Lichtenberg, Senior Manager Monitoring and Evaluation at DVV International Headquarters: lichtenberg@dvv-international.de.

Late submissions will not be accepted.

The application package should include the following documents evaluations (please use templates published on our website,

<https://www.dvv-international.de/dvv-international/stellenangebote/>):

- CV of international expert(s), including references to previous evaluations (please use template published on our website);
- Draft version of the suggested evaluation methodology (maximum of 8 pages);
- Draft work plan with timelines; and
Detailed cost estimation indicating expected daily fees (please use template published on our website).

13 Evaluation criteria of proposals

The proposals will be assessed according to the following criteria:

- **Qualification of 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).

14 Request for clarification

If you should have questions concerning this tender, please send your questions to Dr. Thomas Lichtenberg, Senior Manager Monitoring and Evaluation at DVV International Headquarters: lichtenberg@dvv-international.de. The latest date for submitting questions is **January 21st**. 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.