

**Terms of Reference**

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| Project title: | Professionalisation of Adult Education Centres in Bosnia and Herzegovina and Kosovo |
| Country: | Bosnia and Herzegovina / Kosovo |
| Project number: | BMZ-PN-2021.2613.4/DW0011 |
| Funding agency: | BMZ |

# 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 (AE), 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* - the basic model interventions for the population with potential for replication at national, regional, and international level (micro level).

# Background of the project

## Bosnia and Herzegovina[[1]](#footnote-1)

In June 2000, DVV International began its work in Bosnia and Herzegovina. Since then, the Institute has been represented by an office in Sarajevo and it develops cooperation structures in the country in order to make the potential of adult education useful for the development of social structures.

Through working with decision-makers and adult education providers, more opportunities for education and training will be supplied, particularly for vulnerable population groups in order to improve their living conditions. Likewise, DVV International helps to support the integration of the socially disadvantaged and ethnic minorities in order to increase the possibilities for their democratic participation. The most important focus of its work is the promotion of employment, the support of the socially disadvantaged and marginalised population groups, the creation and development of sustainable adult education structures, the improvement of the quality and range of adult education offers and the expansion of public awareness of the adult education sector in Bosnia-Herzegovina.

## Kosovo

DVV international is active in Kosovo since 2005. With funding from the German Federal Ministry for Economic Cooperation and Development (BMZ), the development and expansion of structures for adult education is supported at the respective national level in Kosovo. The funding focuses on the modernization and quality assurance of existing structures for training and further education, the creation of framework conditions for adult education and the dissemination of the concept of lifelong learning.

The evaluation should examine the work done at the macro level („Professionalization of the ALE sector in Kosovo is further developed by creating a new political framework“) for the years 2019 to 2023 (as far as possible at the time of evaluation) with regard to the results, effects and need for improvement. The strengths and weaknesses of the various approaches applied on the macro level in Kosovo are to be clearly identified in order to enable results to flow into the next phase of the project (2025-2027).

# Objectives of the programme

The overall objective: Strengthened and networked decision-makers and adult education providers effectively manage the adult education system and ensure the quality and completeness of adult education provision.

In addition, the following objectives of DVV International refer to the different levels of operation.

1. Adult education offers are improved and multiplied (micro level);
2. The technical and institutional capacities of the cooperation partners for carrying out practical activities and for the management of a system are reinforced (meso level);
3. The inclusion of adult education in policies, poverty reduction strategies and local and national budgets has increased (macro level).

## Bosnia and Herzegovina

The focus of **this evaluation** in BiH will be on the following objective on the **macro level**:

Indicator: “Normative laws and educational policies for ALE are developed/improved in five administrative units.”

## Kosovo

The focus of **this evaluation** in Kosovo will be on the following objective on the **macro level**:

Inclusion of adult education in policies, poverty reduction strategies and local and national budgets has increased (macro level), indictors:

1. ALE is included in the new Kosovo Education Strategic Plan (KESP) 2022-2026.
2. A new National Action Plan for ALE based on KESP has been drafted and budgeted.
3. A new interdisciplinary ALE network between ALE-related ministries (MESTI, MASW, MCJS) and other ALE providers is established and being implemented.

# Activities of the programme

## Bosnia and Herzegovina

DVV International has put a lot of efforts into its macro work and succeeded in introducing ALE into the educational framework of most Cantons in BiH.

Based on the focal objective as mentioned in the previous section, the following indicators had been formulated to assess whether the objective has been achieved.

1.1 The work processes and capacities of decision-makers in five administrative units are strengthened and improved through consultation and professional exchange.

1.2 At least two normative and legislative documents per administrative unit are further developed and improved.

## Kosovo

With the objective for inclusion of adult education in policies, poverty reduction strategies and local and national budgets, DVV International’s program aim to have an impact in Kosovo on macro level in accordance with the above-mentioned objectives.

# Evaluation goal and objectives

DVV International understands itself as a learning organization. In order to improve further project activities, DVV International, as the implementing agency, would like to learn more about achievements, challenges and best practices of the above-mentioned objective.

## Bosnia and Herzegovina

Given that ALE laws have been introduced to the educational legislation in most cantons, DVV International would like to examine the impact of these laws. Do these new laws foster and strengthen the role of ALE in the different cantons or can any unintended effects be observed which may make further amendments necessary? The evaluation shall be limited to the following four Cantons: Sarajevo, Tuzla, Una-Sana und Gorazde.

## Kosovo

DVV Kosovo set up and maintains very fruitful relations with macro level stakeholders in Kosovo. The question is in how far these relations influenced the overall establishment of Adult Education in the legislation and strategic planning of Kosovo. Has the cooperation with macro level stakeholders led to the effect that adult education was strengthened in the overall educational system.

## General goal of the evaluation

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 regarding methodologies, strategies and approaches for possible further activities. The evaluation is aimed at revealing problems and barriers in the project implementation, as well as outlining how they were overcome. The objectives and impacts will be evaluated on the basis of the information laid out in the Logical Framework Matrix.

The evaluation and its recommendations shall be a useful tool of information for the project implementing agency – DVV International and its partners.

# 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

The extent to which the aid activity is suited to the priorities and policies of the target group, recipient and donor. In evaluating the relevance of a programme or a project, it is useful to consider the following questions:

### Bosnia and Herzegovina

* How relevant is the ALE legislation for policy makers and ALE providers?
* Are the activities and outputs of the programme consistent with the overall goal and the attainment of its objectives?

### Kosovo

* Are the objectives of the macro level still valid?
* Are the activities and outputs on the macro level consistent with the intended impacts and effects?

## Effectiveness

A measure of the extent to which an aid activity attains its objectives. In evaluating the effectiveness of a programme or a project, it is useful to consider the following questions:

### Bosnia and Herzegovina / Kosovo

* To what extent were the objectives achieved / are likely to be achieved?
* What were the major factors influencing the achievement or non-achievement of the objectives?

### Bosnia and Herzegovina (more specifically)

* Do the intended beneficiaries (ALE providers) see any benefit in the new ALE laws? If yes, what is the main benefit?
* Are there any unintended effects? Do the new laws have any disadvantages or present obstacles for further work?

## Efficiency

Efficiency measures the outputs -- qualitative and quantitative -- in relation to the inputs. It is an economic term which signifies that the aid uses the least costly resources possible in order to achieve the desired results. This generally requires comparing alternative approaches to achieving the same outputs, to see whether the most efficient process has been adopted. When evaluating the efficiency of a programme or a project, it is useful to consider the following questions:

### Bosnia and Herzegovina / Kosovo

* Were activities cost-efficient?
* Were objectives achieved on time?
* Was the programme or project implemented in the most efficient way compared to alternatives?

## Impact

The positive and negative changes produced by a development intervention, directly or indirectly, intended or unintended. This involves the main impacts and effects resulting from the activity on the local social, economic, environmental and other development indicators. The examination should be concerned with both intended and unintended results and must also include the positive and negative impact of external factors, such as changes in terms of trade and financial conditions. When evaluating the impact of a programme or a project, it is useful to consider the following questions:

### Bosnia and Herzegovina

* What has happened after the introduction of the new ALE laws?
* What difference has the activity made to the ALE providers?

### Kosovo

* What kind of impact did the activities on the macro level have on the relevant stakeholders?
* Which concrete consequences came out of the activities on the macro level?

## Sustainability

Sustainability is concerned with measuring whether the benefits of an activity are likely to continue after donor funding has been withdrawn. Projects need to be environmentally as well as financially sustainable. When evaluating the sustainability of a programme or a project, it is useful to consider the following questions:

### Bosnia and Herzegovina

* What kind of lasting impact does the new ALE legislation have on the Cantons under review?
* Are any amendments in the ALE legislation required to make ALE sustainable?

### Kosovo

* Which kind of sustainable outcome can be identified on the macro level?
* Will the outcome remain even if DVV international may withdraw its support?

## Coherence

This criterion captures a perspective that was not covered previously. A lack of coherence can lead to duplication of efforts and undermine overall progress. Adding the criteria will help raise the bar on analysis of these important issues. Coherence deals with the compatibility of the intervention with other interventions in a country, sector or institution.

### Bosnia and Herzegovina / Kosovo

* Internal coherence:
  + Are there the synergies and interlinkages between the intervention and other interventions carried out by the same institution?
* External coherence:
  + Are the interventions consistent, harmonized and coordinated with the interventions of other actors in the same context?
  + Do the interventions complement each other?

Are duplication of efforts being avoided?

# 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:

* Project proposal
* Interim project reports
* Mid-term and other kinds of (self)evaluations referring to the project
* Partner documents of project implementation (as far as available)
* Etc.

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

Management (including financial management) of the country office of DVV I,

Institutional capacity of partners:

**Bosnia and Herzegovina**

Stakeholders from partner institutions (in Sarajevo, Tuzla, Una-Sana und Gorazde Canton)

Political decision makers in the Cantons under review (Sarajevo, Tuzla, Una-Sana und Gorazde)

**Kosovo**

Stakeholders from partner institutions (in different regions)

Political decision makers in Kosovo / Representatives from Government organisations – Ministry of Education, and ALE responsible Agencies in Kosovo.

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.

# Indicative Timetable and work input

It is up to the contractor to propose a methodological approach feasible to achieve the task of the assignment as long as the overall budget line is not exceeded.

* Deadline for clarifications: August 21, 2023
* Deadline of submission of proposals: **August 27, 2023**
* Selection of candidate: early September, 2023
* Inception Report (Draft): late September, 2023
* Field phase: October, 2023
* First draft of evaluation report mid November October, 2023
* Final version of Evaluation Report: Late November, 2023

# Target group of the evaluation results

The target group of the evaluation results 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 Contracting Authority (BMZ).

# 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 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 logframe, annual plans and reports, other monitoring documents and project reports, ALE related legislation of the Cantons under review);
* 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

# 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 (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 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.

# 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 M&E Mrs. Maja Avramovska, DVV International, Bonn
* The senior desk officer for Europe Mrs. Bettina Brand of DVV International in Bonn
* DVV International’s Regional Director for Caucasus and South-East Europe Mr. Thomas Lichtenberg
* DVV International Country Director for BiH Mrs. Dzenita Dzano.
* DVV International Country Director for Kosovo Mr. Ramadan Alija.

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 Europe of DVV International in Bonn.

# 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 BiH and knowledge of Bosnian language will be considered as an asset.

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 education,
* analytical and writing skills;
* previous working experience in BiH/Kosovo;
* fluency in English and Bosnian / Albanian 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:

* OECD-DAC Principles for Evaluation of Development Assistance[[2]](#footnote-2)
* Standards of the DeGEval – Gesellschaft für Evaluation Standards für Evaluation[[3]](#footnote-3)

# Coordination/Responsibility

The Senior Desk Officer for Europe 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 BiH and Kosovo during the preparatory and implementation phase. The Project Coordinator from DVV International Country Offices in BiH and Kosovo 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 (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 **9.500 EUR** (including taxes), including honorarium, 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 27th August** by e-mail to:

* Maja Avramovska, Senior Manager on Monitoring and Evaluation at DVV International Headquarters in Bonn, e-mail address: [avramovska@dvv-international.de](mailto:avramovska@dvv-international.de)
* Dr. Thomas Lichtenberg, Regional Director for Caucasus and Southeastern Europe, e-mail address: [Lichtenberg@dvv-international.de](mailto:Lichtenberg@dvv-international.de)
* Dzenita Dzano, Country Director, DVV International, e-mail address: [dzano@dvv-international.ba](mailto:dzano@dvv-international.ba)
* Ramadan Alija,Country Director,DVV International, e-mail address: [ralija@dvv-international-ks.org](mailto:ralija@dvv-international-ks.org)

Late submissions will not be accepted.

The application package should include the following documents. Please make sure to comply to the provided requirements below and use the **annexed templates**:

All interested candidates should submit the following documents:

1. CV(s) of person(s) to be involved in the assignment in English (Please use the template provided);
2. Technical proposal covering the following aspects (**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
3. A detailed financial proposal with all expected costs (Please use the template provided and submit with **a hand-written signature**).

# Evaluation criteria of proposals

The proposals will be assessed according to the following criteria:

* **Qualifications of the evaluation team** (**counts one third**) (based on criteria mentioned above);
* **Technical proposal (counts one third)** (based on criteria mentioned above; all of the above mentioned criteria for technical proposals will be taken into account)**;**
* **Financial proposal (counts one third)** (best cost-service relation; please consider the envisaged total number of working days).

# Request for clarification

If you should have questions concerning this tender, please send your questions to [dzano@dvv-international.ba](mailto:dzano@dvv-international.ba), [ralija@dvv-international-ks.org](mailto:ralija@dvv-international-ks.org) and [Lichtenberg@dvv-international.de](mailto:Lichtenberg@dvv-international.de) mentioned as contact person, above. The latest date for submitting questions is **21st August** 2023. 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.

1. More information about DVV International and DVVI BiH / DVV Kosovo is available at the following links:

   <https://www.dvv-international.de>, <https://www.dvv-international.ge/bh>, <https://www.dvv-international.ge/kosovo/profile> [↑](#footnote-ref-1)
2. <http://www.oecd.org/dac/evaluation/qualitystandardsfordevelopmentevaluation.htm> [↑](#footnote-ref-2)
3. <https://www.degeval.org/publikationen/standards-fuer-evaluation/> [↑](#footnote-ref-3)