

TERMS OF REFERENCE

Adult Education Survey in Armenia, Georgia, and Kosovo

BACKGROUND

DVV International is international branch of the German Adult Education Association (DVV). It works worldwide to promote and support adult learning as a key to poverty reduction. Building on DVV's knowledge and experience as a national association of adult learning providers, DVV International seeks to develop and share best practices in the field of adult education.

The project approach of DVV International, targeting improved conditions in policy, legislation and financing (*macro level*), as well as professionalism in practice and theory for adult education (*meso level*), necessarily requires cooperation both with government institutions such as, for example, ministries as well as with universities, associations, civil society organisations and other professional educational organizations. The project portfolio is supplemented with the support of our partners by the creation of exemplary, concrete learning opportunities especially for disadvantaged population groups (*micro level*). This makes DVV International the only worldwide professional organization in the field of adult education and development.

In the Region of Caucasus and South-East Europe, DVV International works in Armenia, Georgia, Bosnia and Herzegovina, and Kosovo, through its Regional Office in Tbilisi and Country Offices in Yerevan, Tbilisi, Sarajevo, and Pristina.

GOAL OF THE PROJECT

In the lobby and advocacy efforts in the field of adult education (AE) in Armenia, Georgia and Kosovo, usually representatives of local and international CSOs have no other choice than just to use examples and problem analyses from other countries. The reason for this is the lack of national data on participation and non-participation of adults in the AE in the countries, no analyzed data about adult education providers and legislation of the sector. Due to this reason it is hardly possible to develop policy proposals based on facts (evidence-based policy).

To meet this challenge and to contribute to the professionalization of the adult education sector and the policy dialogue in relation to AE in Armenia, Georgia and Kosovo, DVV International has initiated an Adult Education Study. The idea is to conduct a survey and to produce a quantitative report using the methodology of the European Adult Education Survey (AES). For expertise in international comparative research in general and the AES in particular, the DVV international cooperates with the German Institute for Adult Education (DIE). DIE supports the project in an advisory capacity.

The Adult Education Survey on one hand will be useful for the development of adult education policy and in the advocacy/ lobby measures and on other hand on the strategic planning of DVV International's goals and activities in the countries.

A survey institute is contracted to conduct the Adult Education Survey.

PROGRAM COMPONENTS:

- Call for tenders for the study and assignment of a survey institute
- modification of the AES standard questionnaire in collaboration with survey institute
- Sample Design according to AES standards, modification of the questionnaire according to project requirements, pretesting the questionnaire
- Evaluation of the pilot phase, pretest report
- Workshop with DVV international and DIE on evaluation of the pilot phase and conception of the final reports
- if necessary, modification of the questionnaire
- Implementation of the countrywide survey / data collection;
- evaluation/ producing of report;
- Presentation of the results of the study (regional conference of DVV International, to national stakeholders, Ministries, various Adult education providers, CSOs and other relevant stakeholders)

TIME FRAME

Start of the project September 2019. Duration of the project app. 10 months.

		July- Sept 2019	Sept. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan. 2020	Feb. 2020	March 2020	April 2020	May - Oct. 2020	Responsible (DIE in counselling function)
1.	Selection of Survey Institute(s)											DVV International, DIE
2.	Adjustment of the questionnaire and production of a manual for the conduction of the Surveys											DVV International, Survey Institute/s, DIE
3.	Piloting of the questionnaire in the 3 countries											Survey Institute/s, DVV International
4.	Workshop for: Evaluation of the Pilot Phase and production of the final concept of the Adult Education Survey In Bonn											DVV International, DIE

5.	Implementation of the workshop results, modification of the questionnaire and the report concept											DVV International, Survey Institute/s, DIE
6.	Conduction of the Data Survey											Survey Institute/s
7.	Data checks, data preparation, quality check, creation of a system file in statistical analysis software											Survey Institute/s
8.	Data analysis, methods report											Survey Institute/s
9.	Creation of result tables											Survey Institute/s
10.	Production of reports											DVV International, Survey Institute/s
11.	Translation of reports											DVV International
12.	Presentation of results at regional conference in October 2020											DVV International, DIE, Survey Institute/s

SPECIFICATION OF PROGRAM COMPONENTS FOR SURVEY INSTITUTE

- Data collection preferably by CAPI, avoid different data collection modes between countries
- Design and selection of representative samples according to AES quality criteria (see for precision requirements: Annex II of the Commission regulation for the AES 2016, <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1415896180907&uri=CELEX:32014R1175>; for further information see the AES 2016 manual, https://circabc.europa.eu/sd/a/700a220d-33dc-42d4-a5c4-634c8eab7b26/2016%20AES%20MANUAL%20v3_02-2017.pdf, and the annexes to the AES 2016 manual, https://circabc.europa.eu/sd/a/657538f9-31b9-4596-a051-f6754122de7b/2016%20AES%20MANUAL_Annexes%20v2_02-2017.pdf
- Modification of the AES standard questionnaire (shortening and adding relevant extensions according to project goals, e.g. development of items on learning barriers)
- translation of the questionnaire for use in the three countries
- Pretesting/pilot phase of the questionnaires, pretest report
- Adaption of questionnaire in coordination with project partners

- Interviewer training
- Field work
- Coding and editing data; database creation, validity checks
- Postsurvey adjustments; validity, consistency and representativity checks; weighting procedures (design and poststratification)
- Quality report (realization of the sample, unit- and item nonresponse, coding)
- Provide datafile in SPSS, Stata or compatible format
- descriptive analyses of data, compilation of result tables

SELECTION CRITERIA

- Extensive experience in in population based survey in the context of sociological studies in an international context. Experience in Armenia, Georgia, and Kosovo would be an asset;
- Team of experienced survey researchers or practitioners, able to implement nationwide studies in three countries
- Access to national statistical data
- Ability to communicate and produce documents in English
- Ability to offer cost-effective budget

PROPOSAL

- CV s of Senior Experts/ Scientists;
- Portfolio with description of similar previous experience:
- Methodology:
- Costs calculation for survey, preferably calculated per question or variable.

Interested research institutes should send their proposals till **23.08.2019** to Ms. Nana Chabukiani, DVV International in Tbilisi at her e-mail: **chabukiani@dvv-international.ge** and Ms. Maja Avramovska, Regional Director of DVV International for Caucasus, Turkey and South-East Europe at her e-mail: **avramovska@dvv-international.ge**. All documents should be provided in English.

Annex:

- I. European Master Questionnaire of the Adult Education Survey 2016 – with comments and hints for modifying the questions for this project
- II. List of modifications and extensions of questionnaire for this project