

TERMS OF REFERENCE

Strengthening adult education organizations from Bosnia and Herzegovina through networking with German ALE centers (Volkshochschulen)

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| Subject: | Establishing long-term relations between ALE centers from Bosnia and Herzegovina and Germany and transferring know-how. |
| Client: | DVV International - Country Office Bosnia and Herzegovina |
| Project: | Professionalization of Adult Education Centers in Europe |
| Location: | Bosnia and Herzegovina |
| Deadline for expression of interests: | 22.8.2022 |
| Contact e-mail: | info@dvv-international.ba ; brand@dvv-international.de |

1. BACKGROUND

DVV International is the Institute for International Cooperation of the Deutscher Volkshochschul-Verband e.V. (DVV), the German Adult Education Association. DVV International provides support for establishing and developing sustainable youth and adult education structures. 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 has been developing cooperation structures in the country to make the potential of adult education useful for developing social structures. Key target groups of the Country Office Bosnia and Herzegovina are policy creators/decision-makers and adult education providers (state institutions and CSOs).

Historically, adult education in BiH is associated with the institutions of workers' universities and people's universities. Those institutions were the bearers of all AE activity during the Socialist era and included both vocational and liberal education programs. The situation has significantly changed after the war in the 1990s as almost all workers' and people's universities have been either closed or transformed into cultural centers. Nowadays, the bearers of adult education in the country are public primary and secondary schools, private training centers and NGOs.

There are currently more than 150 organizations and institutions accredited by the relevant ministries as AE providers in BiH. To become a recognized AE provider, an institution is required to undergo the process of registration and accreditation, which includes specific standards and norms for the educational work with adults defined by the Laws on AE and Standards and Norms in AE where applicable (for instance on facilities, programs and teacher qualifications). Providers can also apply for accreditation for specific formal or non-formal ALE programs only (for example, providers offer 20 programs, but only three are officially accredited). After successful completion,

participants of accredited courses receive a certificate issued by the relevant Ministry of Education.¹

The ALE system in Bosnia and Herzegovina is characterized by an absence of continuous coordination and cooperation between ALE stakeholders and a lack of financial resources to stimulate participation in various ALE programs. ALE providers usually do not research to analyze their target groups' needs and face problems finding end-users for commercial non-formal programs. Quality of education programs/offers and the education process is another issue as none of the providers use any of the available quality management systems.

DVV International's overall objective in Bosnia and Herzegovina for the project phase 2022-2024 is to strengthen and network decision-makers and ALE providers to effectively manage the adult education system and secure the quality and comprehensiveness of the ALE offer.

One of the particular focuses of the project phase includes strengthening partner ALE organizations with a new concept and networking them with other national, regional and European adult education providers. As part of this project line, by the end of 2024, DVV International aims to establish cooperation and professional exchange between four partner organizations and selected German adult education centers (Volkshochschulen) through joint meetings and study visits to Germany, exchanges, transfer of know-how, etc.

2. OBJECTIVES, TASKS AND ACTIVITIES

DVV International - Country Office Bosnia and Herzegovina is seeking **four German adult education centers (hereinafter „the VHSs“)** willing to contribute to strengthening local adult education organizations in Bosnia and Herzegovina in terms of their organizational, human resources and program development.

The project activities should start in September 2022 and end in autumn 2024. The total duration of the project supported by DVV International is 24 months.

The first project phase aims at introducing participating organizations to each other and developing a concept of organizational structure and institutional development, based on the Curriculum InstitutionALE², that could be potentially used as a development tool by all other existing and new adult education providers in Bosnia and Herzegovina.

Organizations from BiH are expected to review the Curriculum InstitutionALE and, based on it, propose the structure and content of the new concept by taking into account local context and needs. The VHSs' rich experience in adult education and highly developed expertise are considered crucial for securing the applicability of the new concept in practice.

¹ Isanović Hadžimerović, A., Pfanzelt, A, Pfanzelt, H. (2022). *Study on Adult Learning and Education in Bosnia and Herzegovina*. Sarajevo: DVV International – Ured u Sarajevu.

² <https://www.dvv-international.de/en/ale-toolbox/organisation-and-management/curriculum-institutionale>

Therefore, the first kick-off meeting will be organized in autumn 2022 in Sarajevo (Bosnia and Herzegovina), hosting the representatives of the VHSs and local organizations to discuss critical aspects of institutional development in adult education and rethink the concept's possible application in the future.

In the second phase, each of the selected four VHSs will be closely networked with one of the following DVV International's partner organizations:

1. Association for Local Development Initiatives - ALDI from Goražde
2. Center for Civil Society Promotion - CPCD from Sarajevo
3. AMICA EDUCA Association from Tuzla
4. Center for Education and Research NAHLA from Sarajevo.

The closer cooperation in 2023 and 2024 shall include, but is not limited to:

- ZOOM meetings and online discussions on needs for improvements
- presentation of tools that could be transferred from a VHS to a local organization by the end of 2024
- hosting up to 5 representatives of organizations from BiH to introduce them to the work of the VHSs and provide them with practical experience on how VHSs strive to improve their activities, organization, and structure, which will enable partners from BiH to identify measures for their development/improvements concerning the beforehand conducted self-assessment
- online consultations at least four times during the project duration.

DVV International will cover the costs of the activities mentioned above. The list may be extended or adjusted based on the needs analysis and available financial resources. Each of the four partnerships will be supervised and coordinated by a responsible representative of DVV International - Country Office Bosnia and Herzegovina. Any changes to the activities or arrangements must be agreed upon with them.

3. PROFILES OF ORGANIZATIONS FROM BOSNIA AND HERZEGOVINA

Association for Local Development Initiatives - ALDI Goražde

The Association for Local Development Initiatives ALDI is a non-governmental organization with more than 25 years of experience in economic development, private sector development and empowerment of citizens to participate actively in the economic, social and political life of Bosnia and Herzegovina.

Since its establishment, the organization has served as the main cohesion factor for the local development of Bosnia-Podrinje Canton Goražde, connecting all relevant stakeholders and providing new opportunities through foreign investments or EU-funded projects. The organization is one of four accredited adult education providers in the canton offering non-formal adult education programs mostly related to digital and soft skills.

MISSION: Strengthening the capacity of citizens and organizations to make an active and productive contribution to the socio-economic development of the community, as well as providing professional support to key stakeholders from public, private and civil

sectors to accelerate local development and socio-economic position of citizens and especially those facing labor market challenges.

Center for Civil Society Promotion - CPCD Sarajevo

The Center for Civil Society Promotion was established in 1996. Since then has become the strongest non-governmental organization in Bosnia and Herzegovina, dealing with various issues and advocating for better civil society. With the development and legal regulation of adult education in BiH, the Center extended its scope of work by establishing the SMART Adult Education Center.

The SMART Center has offered only one non-formal adult education program so far - Academy on Writing Proposals for EU Projects, but new programs will be developed and added to the Center's education offer soon. In January 2019, the Center was accredited by the local ministry of education as a recognized adult education provider in Sarajevo Canton.

MISSION: SMART Resource Center is a unique factory of good ideas, quality educational programs, responsible business, EU projects and customized programs to improve interpersonal relationships within the team in the public, private and non-governmental sectors.

AMICA EDUCA Association Tuzla

Amica Educa was founded in 1996 initially to help women and children traumatized during the war. Over the years, it has developed into a center for empowerment, providing educational and psychosocial services to citizens of Tuzla and Bosnia and Herzegovina.

It focuses on the promotion and the improvement of mental and social health, as well as on the prevention and treatment of mental health problems. The organization contributes to overcoming the deficiencies of formal education through non-formal education, improving the social inclusion of marginalized groups and social equality.

MISSION: Amica Educa is a non-profit, non-partisan, non-governmental organization that, through education, psychosocial assistance and counseling, promotes social inclusion, mental health and gender equality for people in a state of psychosocial need.

Center for Education and Research NAHLA Sarajevo

Center for Education and Research "Nahla" is a non-governmental, non-profit organization founded in 2000 in Sarajevo. Since then, the Center has established local branches in Bihać and Tuzla to broaden its impact and offer services countrywide.

Nahla implements projects and activities at the local level, in the field of adult education and social research, with a particular focus on empowering women of all ages through

education, networking, counseling and business support, faith and spirituality, health promotion and sports and recreation.

MISSION: To empower women through education and the creation of a stimulating environment for their personal development and competent participation in social processes.

| Organization | ALDI | CPCD - SMART Center | AMICA EDUCA | NAHLA |
|------------------------------|--|--|--|--|
| City | Goražde | Sarajevo | Tuzla | Sarajevo |
| Type of organization | NGO | NGO | NGO | NGO |
| Total number of employees | 7 | 22 | 9 | 35 |
| Number of teachers | Teachers/trainers (5 persons) are hired as needed during training. There are no full-time employed teachers. | 3 | 12 (6 of them are employees; 6 external associates) | 104 |
| Number of ALE programs | 20 | One accredited program and tenths of short project-based training courses annually | 13 | 60 |
| No. of participants annually | The number of participants is averaging 30 trainees annually, while the number of participants attending workshops, inspirational meetings, internships, etc., is more than 300. | Up to 24 participants in the only accredited program (total number of beneficiaries of all CPCD projects is approx. 3000 per year) | Approximately 200 participants per year in educational programs (total number of beneficiaries of all Amica Educa projects is approx. 1000 per year) | 10-12.000 |
| Main fields/ scope of work | Economic development; Digital skills; Soft skills; Technical ALE programs; Entrepreneurship; Advocacy | Civil Society Organizations; Project Management; Civic activism; Financial Management | Social Care; Mental Health; Gender equality; Adult Education | Empowering women; Networking; Counseling and business support; Health; Sports and recreation |
| Website | https://aldi.ba/en/ | https://civilnodrustvo.ba/en/home/ | https://www.amicaeducu.com/index.php | https://nahla.ba/ |

4. IMMEDIATE ENVIRONMENT OF THE ORGANIZATIONS

| City | Goražde | Sarajevo | Tuzla |
|---|-------------------------|---|---|
| Size | 248,8 km ² | 141,5 km ² | 303 km ² |
| Total population | 22.080 | 275.524 | 120.441 |
| Percentage of adults (approx.) | 80% | 80% | 82% |
| Population density | 88 | 1.947 | 398 |
| Main industries | Metal and arms industry | Tourism, IT, food, wood, textile industry | Metal industry, chemical industry, mining, electro industry |
| Twin towns/ Sister cities in Germany | Gera; Mettmann | Friedrichshafen; Magdeburg; Wolfsburg | - |

5. ROLE OF GERMAN ADULT EDUCATION CENTERS

With its rich, long-standing experience in dealing with and satisfying the educational needs of adults, German VHSs are expected to serve as a model of a modern, sustainable and well-developed adult education provider. Available scientific and professional resources have shown a significant difference between the level of development of German and local adult education organizations, which is reasonable considering different contexts, past turbulent events in BiH, awareness of the local population on adult education, etc. However, several study trips DVV International - Country Office Bosnia and Herzegovina has organized to Germany revealed challenges and problems that both German and local organizations faced, e.g., domestic and international migrations, demographical changes in population, technological challenges, etc. Therefore, establishing long-term relations between local organizations and German VHSs is an opportunity for both sides to exchange on coping with these similar issues, but especially for organizations from BiH to get to know more about the concept of VHSs, working processes and procedures and their good practice examples.

Within the above-described purpose and objectives of the project, the selected VHSs are expected to:

1. take part in the kick-off meeting in Sarajevo (Autumn 2022 - travel and accommodation costs covered by DVV International) and provide professional expertise in developing the concept of organizational structure and institutional development (4 expert days in 2022)
2. participate in the online discussions on needs for improvements and present tools that could be transferred by the end of 2024 (3 expert days in 2023)
3. organize a visit to the VHS and host up to 5 representatives of the local organization in 2023 (5 expert days in 2023 or 2024; organization costs covered by DVV International)
4. provide online consultations at least four times during the project duration (twice a year).

The list might be extended with additional activities depending on the needs analysis and available financial resources, particularly for 2024. Detailed activity plans and budgeting will be completed annually by the end of December for the following year.

One expert from the VHS will be involved in the components of the project with estimated 12 working/expert days in total. Depending on the available financial resources, more days or experts might be added and agreed upon afterward.

6. EXPRESSION OF INTEREST

Interested VHSs shall express their interest in the above-mentioned project activities by sending a brief letter to info@dvv-international.ba and brand@dvv-international.de explaining their motivation, program orientation, expertise, and relevancy to any participating organization from Bosnia and Herzegovina. In addition, VHSs may attach CVs of managers or teachers to support the notes on expertise.

Deadline: August 22, 2022

4. EVALUATION CRITERIA AND SELECTION PROCEDURE

To secure the most applicable and relevant outcomes of the project activity, the VHSs will be selected based on the following criteria:

1. Similarities and relevancy of the VHS's immediate environment to the environment of the organizations from Bosnia and Herzegovina
2. Field relevancy, i.e., program orientation.

In the selection procedure, priority will be given to the VHSs from twin towns/sister cities.