

## TERMS OF REFERENCE

<b>Subject:</b>	Research - Adult Learning and Education (ALE) in two municipalities in Kosovo (Prizren and Peja)
<b>Client:</b>	DVV International Kosovo
<b>Project:</b>	Professionalization of Adult Education Centres in Europe
<b>Location:</b>	Kosovo
<b>Deadline for expression of interests:</b>	04.10. 2022
<b>Contact e-mail:</b>	<a href="mailto:ralija@dvv-international-ks.org">ralija@dvv-international-ks.org</a>

## BACKGROUND

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 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 (AE) and development cooperation, DVV International has committed itself to supporting lifelong learning for more than 50 years. DVV International provides worldwide support for the establishment and development of sustainable structures for Youth and Adult Education.

### 1. GOAL OF THE PROJECT

During the project period 2022-2024, DVV International in Kosovo will make efforts to build the first two pilot ALE Centres in Kosovo. Steps will be taken to extend the scope of non-formal programmes not only for employment and labour market measures but also for more general skills like for example financial and digital literacy, political and citizenship education, personal development, etc. The two new ALE Centres, in two elected municipalities Prizren and Peja, will be established based on experiences of the German VHS.

The elected experts /or one research company ,will work closely with two municipalities in Kosovo, with Municipal Directorates of Education (MED) in Prizren and Peja and with the DVV International in Kosovo.

### 1.2. Responsibilities for elected experts / or company for ALE- research in municipalities Prizren and Peja

The elected experts / or one research company , will work closely with two MDE in Prizren and Peja, and the DVV International office in Kosovo , in order to carry out the tasks to conduct the qualitative and quantitative research report in municipalities Prizren and Peja, and submit it to the DVV International office in Kosovo. To achieve these tasks they will undertake the following services:

- Provide the desks research for the relevant local literature on ALE, like local strategies, local legislation, and other sources required for conducting the ALE research in municipalities Prizren and Peja;
- Drafting the final research standard questionnaire in collaboration with MDEs Prizren ,Peja and DVV International in Kosovo ;
- Identify how existing ALE infrastructure and capability can be used to establish the new quality ALE - Centres in municipalities Prizren and Peja;
- Identify the barriers in both municipalities to establishing new ALE-Centres and means to address these barriers;
- Identify the needs for education /training of disadvantaged adult groups, and local development imbalances in Peja and Prizren;
- Identify the approach of local stakeholders of education (Prizren and Peja) in supporting of the adult education;
- Identify existing ALE comprehensive local data ( Prizren and Peja ) about access in the adult education process;
- Identify target groups and their skills/knowledge needs, for participation in the new open non-formal courses within the two new ALE Centres;

- Conduct ALE research in both municipalities ( Prizren and Peja );
- Writing and submission of a final research report to the DVV I office in Kosovo;
- Both documents should be written in Albanian (and translated in the English language).
- Other related tasks together with the DVVI office in Kosovo.

### **1.3. PROGRAM COMPONENTS:**

- Drafting the first research qualitative and quantitative standard questionnaire for ALE which will be used in municipalities Prizren and Peja ;
- Modification of the standard questionnaire ( according to the project requirements, and pretesting the questionnaire.);
- Sample Design according to qualitative and quantitative research standards for ALE;
- Evaluation of the pilot phase, pre-test report;
- Organizing at least two workshop (one in each municipality - Prizren and Peja ) in coordination with DVV international, and MDEs from both municipalities;
- Implementation of the qualitative and quantitative research in both municipalities (Prizren and Peja /data collection);
- Evaluation / producing of report in Albanian and English languages ;
- The research scope for both municipalities should be between 60-70 pages i.e. between 120 -140 pages in total for the entire research for both municipalities;
- Presentation of the research results to the ALE local government stakeholders , various ALE providers, CSOs and other relevant stakeholders from Prizren and Peja.

#### ***Time frame***

***Start of the project – October ,2022. Duration of the project app to December 31 ,2022.***

### **1.4. The local experts/ or one research company ,we are looking for should ;**

- have at least 5-year experience in the field of qualitative and quantitative researches, writing a final reports /outcomes from the researches on ALE (please, provide proof of this experience);
- be able to demonstrate sound knowledge of research methods and instruments;
- knowledge of Adult Learning and Education (ALE) ;
- analytical and writing skills;
- fluency in the national languages and in English language.

### **2. Application Procedure**

- The application package should include the following documents.
- CV\_s of two local experts, or research companies to be involved in the assignment in English;
- Examples of previous relevant experience;
- A detailed financial proposal with all expected costs indicating the vat.

### **3. 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.

#### ***Deadline for application is 04.10. 2022.***

Interested applicants or company should send their proposal package in electronic form in English to: Mr Ramadan Alija ,Country Director DVV International, Kosovo;  
[ralija@dvv-international-ks.org](mailto:ralija@dvv-international-ks.org)

### **4. Evaluation criteria of proposals**

The proposals will be assessed according to the following criteria:

- Qualifications of the national experts / or profile of the companies;
- Examples of previous relevant experience;
- Financial proposal - best cost-service relation.