

TERMS OF REFERENCE

Subject:	We are looking for two national experts or one company, to develop the final statute and regulations for the formalization and registration of the Adult Learning and Education Network in Kosovo (ALE NK).
Client:	DVV International Kosovo
Project:	Professionalization of Adult Education Centers in Europe
Location:	Kosovo
Deadline for expression of interests:	May 09, 2025
Contact e-mail:	alija@dvvinternational-ks.net ; adelina@dvvinternational-ks.net

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.

The program 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). This requires necessarily cooperation between government institutions such as, Ministries and responsible state Agencies, with NGOs, Associations, Civil society, Private providers, etc. 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 organisation in the field of adult education and development.

1. GOAL OF THE PROJECT

During the first year of the period 2025-2027, DVV International in Kosovo will make efforts to create better coordination for cooperation between the ALE (Adult Learning and Education) state and non-state organisations in Kosovo. Currently in Kosovo exists one ALE non-formal interdisciplinary network (Adult Learning and Education Network in Kosovo - ALE NK) which was created with the initiative and professional and technical support of DVV International in Kosovo.

The goal of the project is to increase the effectiveness and sustainability of this non formal network (ALE NK) through its formalisation and registration, based on the legal regulations in Kosovo. This new formal (registered) ALE NK will ensure effective and sustainable cooperation between the ALE - responsible ministries and state agencies with other Non-Governmental ALE providers, which will develop further and institutionalise the cross-sectorial roll of ALE in Kosovo.

The formalised / registered network-ALE NK will enable ALE providers to engage together in funding opportunities and relevant learning content and will strengthen their profiles and enhance the quality of their ALE offers. The formal registered ALE NK will better support and recognize the work of ALE providers for non-formal and informal activities.

The formalisation of the ALE NK will establish regular, systematic monitoring of participation and motivation in all forms of ALE, especially for non-formal ALE education in Kosovo.

To develop the final statute and regulations for the formalization and registration of the Adult Learning and Education Network (ALE-NK) in Kosovo, the DVV International will engage two national experts, or one company, who will work closely with the state and non-state member organisations of the ALE NK and DVV International office in Kosovo.

1.1. Responsibilities of two national experts, or one company, for development of the final statute and regulations for the formalization and registration of the Adult Learning and Education Network (ALE-NK) in Kosovo

The two national experts (or one elected company) will collaborate closely with the three responsible ministries and state agencies, as the member organisations of the ALE NK (MESTI, MFLT, MCYS, AVETAE, EARK) along with other governmental and non-governmental ALE providers, and the DVV International office, to develop the final Statute and other internal Regulations for the formalisation and registration of the interdisciplinary ALE network in Kosovo (ALE NK).

The final Statute and Internal regulations for the formalization and registration of the ALE NK must be approved by at least two-thirds (2/3) of the ALE NK member organizations.

These documents should be submitted to the relevant institutions in Kosovo for their formal approval and the registration of the ALE NK.

1.2. To achieve their tasks, two national experts or company, will be responsible for providing the following services:

- Conduct a desk review of relevant ALE legislation, policy analysis, and evaluation documents, reports, and publications from government bodies, national agencies, and civil society organizations available in Kosovo;
- Moderate workshops, meetings, and seminars related to the development of the final Statute and other internal Regulations for the formalization and registration of the interdisciplinary ALE network in Kosovo (ALE NK);
- Provide recommendations on the necessary measures and steps to be taken and work closely with the ALE responsible ministries, state agencies in Kosovo and other member organizations, for the formalization and registration of the ALE NK;
- Recommend actions to ensure effective cooperation and agreements between governmental and non-governmental ALE providers as members of the actually non-formal interdisciplinary ALE network in Kosovo (ALE NK).
- Leverage their experience in drafting concept papers, statutes, internal regulations and administrative instructions from three responsible ministries and state agencies, and their legal rights to enter into mutual agreements or collaborations with the civil society sector and NGOs in Kosovo;
- Collaborate with the three ALE responsible ministries and state agencies, (MESTI, MFLT, MCYS, AVETAE, EARK), DVV International office in Kosovo, and other governmental and non-governmental ALE providers (member organisations of ALE NK), to establish the final statute and other internal regulations for the formalization and registration of the interdisciplinary ALE network in Kosovo (ALE NK).
- Draft the final statute and relevant internal regulations for the new interdisciplinary ALE network in Kosovo.
- Submit the final Statute and other relevant internal regulations to the relevant institutions in Kosovo for their formal approval and registration of the network - ALE NK.
- Undertake other related tasks as agreed with the DVV International office in Kosovo and the member organizations of ALE NK.

2. Timeframe and working days;

May 09 - June 30, 2025, approx.10 working days for each local expert, or 20 total working days for one elected company. First draft of the concept for the final statute and internal regulations, for the interdisciplinary ALE NK between 29 and 30 of May 2025. Based on the feedback received from the three ALE responsible ministries and state agencies, (MESTI, MFLT, MCYS, AVETAE, EARK), DVV International office in Kosovo, and other governmental and non-governmental ALE providers (member organisations of ALE NK), finalize and submit the concept paper for the interdisciplinary ALE NK by end of June 2025.

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.

Qualification of national experts / Company

The two national experts /or company we are looking for, should;

- have at least 3-year working experience in preparation of the official regulations related to education, Statutes for state organisations, NGOs, and other organisations;
- understand national legislation and regulations for education in general and particularly for ALE in Kosovo;
- have experience and knowledges on ALE in Kosovo and have information's about other legal networks in Kosovo, including chambers of commerce professional associations, and academic institutions.
- have analytical and writing skills and be able to use needed methods and instruments;
- have knowledges for the existing ALE regulatory framework and have been involved in working groups for the drafting of the previous national Education Strategies in Kosovo.

Financial proposals

The financial proposal should not exceed 3000.00 EUR and should include all honoraria and eventual interpretation/translation costs, if needed.

Application Procedure

The application package should include the following documents;

- a) CV(s) of person(s) /or portfolio of company to be involved in the assignment in English;
- b) Examples of previous relevant experience;
- c) A detailed financial proposal with all expected costs indicating the vat.

Deadline for applications is **May 09, 2025**. All interested applicants can send their proposal package in electronic form in English language to the : Mr. Ramadan Alija - Country Director DVV International Kosova - alija@dvvinternational-ks.net ; and Ms. Adelina Kunushevci – Accountant- adelina@dvvinternational-ks.net - DVV International Kosova.

Evaluation criteria of proposals

- Qualifications of the two national experts /or portfolio of the company;
- Examples of previous relevant experience;
- Financial proposal (best cost-service relation; please consider the envisaged total number of working days).