

## **Terms of Reference**

### **National Experts for development of the concept for a new ALE- Network in Kosovo**

#### **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), necessarily requires cooperation both with government institutions such as, for example, ministries ( MESTI , MFTL MCYS, NRO\_s) as well as with universities, associations, civil society organisations and other adult education 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 organisation in the field of adult education and development.

#### **1. GOAL OF THE PROJECT**

During the first year of the period 2022-2024, DVV International in Kosovo will make efforts to establish the concept of the new interdisciplinary ALE network with ministries and other ALE providers in Kosovo. This new concept for networking will ensure effective cooperation between the three ministries responsible for ALE in Kosovo ; Ministry of Education Science, Technology and Innovation (MESTI) , Ministry of Finance, Labour and Transfers (MFLT), Ministry of Culture, Youth and Sport (MCJS), and other governmental and non-governmental ALE providers, which will institutionalise the cross-sectorial roll of AE in the field of Lifelong Learning (LLL) in Kosovo.

Cooperation and networking between actually and new established players ( through signet cooperation Agreements / MoU) in the field of ALE will furthermore contribute towards capacity-building on ALE . The new network will enable ALE providers to engage in an exchange about best practices, funding opportunities and relevant learning content , and will strengthen their profiles and enhance the quality of their ALE offers. The concept of the new network on ALE , will activate and recognize the work of ALE providers also for non-formal and informal activities through targeted awareness-raising campaigns, promotion closer cooperation between key stakeholders and other providers for ALE in Kosovo. This new ALE Network – will establish regular, systematic monitoring of participation and motivation in all forms of ALE, especially non-formal education. To develop the final concept of the new ALE network in Kosovo, DVV International will engage two local experts, who will work closely with the key state and non-state ALE providers and DVV International office in Kosovo.

## 1.1. Responsibilities of two local experts for establishment of the concept for new interdisciplinary ALE network in Kosovo

The two local experts will work closely with three ministries responsible for ALE in Kosovo ; MESTI , MFLT, MCJS, other governmental and non-governmental ALE providers, and with the office DVV International to establish the final concept for the new interdisciplinary ALE network in Kosovo. The final concept for the new interdisciplinary ALE network should be sent to the DVV International office in Kosovo and MESTI not later than 30<sup>th</sup> September 2022.

**In order to achieve their tasks they will undertake to provide the following services:**

- Use their experience working in drafting of concept papers , national strategies , policies for ALE and vocational education and training in Kosovo ;
- Desk review of relevant literature on ALE in Kosovo including academic literature, analytical, policy, and evaluation documents, reports and publications by government, international agencies, and civil society organisations, which are available at national, levels.
- Cooperate with three ministries responsible for ALE in Kosovo (MESTI , MFLT, MCJS) , DVV International office in Kosovo , and other governmental and non-governmental ALE providers, to establish the final concept for the new interdisciplinary ALE network in Kosovo;
- Moderate workshop's, meetings and seminars ,regarding the development of the final concept paper of the new interdisciplinary ALE network in Kosovo;
- Recommend the necessary measures to the three ministries responsible for ALE in Kosovo and other ALE Providers to be the part of the new interdisciplinary ALE network in Kosovo ;
- Recommend steps that can be taken to secure cooperation, and sharing of resources between governmental and non-governmental ALE providers as a members in new interdisciplinary ALE network in Kosovo ;
- Writing of the final concept paper for the new interdisciplinary ALE network in Kosovo;
- Other related tasks agreed with the DVV International office in Kosovo;
- The both selected national experts will work closely together to conduct the activities mentioned above and prepare the final concept paper of the new interdisciplinary ALE network in Kosovo.

**TIME FRAME AND WORKING DAYS;** July-September 2022, approx. 15 working days for each local expert, total 30 working days. The working days will also include activities in Kosovo.

### 1. Objective

In order to develop the new concept for the interdisciplinary ALE network in Kosovo ,it is important to analyse the ALE sector in Kosovo and to identify the possible membership organisations, their responsibilities within the new network , and recent developments and challenges for further development of new interdisciplinary ALE network in Kosovo.

To assess actual coordination and networking between the key stakeholders of the adult education sector in Kosovo , and prepare the concept for the new interdisciplinary ALE network the two elected national experts should include the following analytical framework ;

Structure	Remarks
<b>Executive summary</b>	
<b>I. Legal framework / Governing structures / Policies on ALE</b>  <b>1. Laws / regulations / strategies</b> <ul style="list-style-type: none"> <li>• Directly referring to AE (AE law, vocational education training, educational leaves) ;</li> <li>• Indirectly referring to AE (labor market related, tax regulations)</li> </ul> <b>2. Governing structures</b> <ul style="list-style-type: none"> <li>• State institutions responsible for AE: a) Ministries; b) Agencies; c) National Councils; d) Local / Regional governments; e) Social Partners (Unions, Chamber of Commerce etc.)</li> </ul>	<p>Desk review of relevant documents /strategic papers, literature on ALE in Kosovo .</p>
<b>II . National Context and responsibilities of member organizations</b> 1. Actors 2. Current projects 3. Instruments 4. Commitments to, and participation in regional national /European /international initiatives / processes.	<p>Clear definition of responsibilities for member organizations</p>
<b>III. Providers and Institutions</b> <b>1. Providers</b> 1.1. Public 1.2. Private/commercial - Universities - Employers/companies - Commercial institutions - Language schools etc.  <b>2. Institutions</b> - Think Tanks - Research Institutes - Professional Associations (DVV etc.) 2.1. Public - Schools - Universities - Cultural institutions - Youth centers/councils - Libraries - Museums - Adult education centers 2.3. Non-profit/charitable interest groups - Trade Unions - Chamber of Commerce - Occupational organizations - NGOs & networks - Foundations	<p>Describe current situation of ALE in Kosovo , and cross sector coordination.</p> <p>Describe their activities , and most important actors in the field of ALE in Kosovo , which can be member organizations in the new interdisciplinary ALE network in Kosovo.</p>
<b>IV. Future developments</b> 1. Final concept for the interdisciplinary ALE network/ conclusions and recommendations / Challenges for the interdisciplinary ALE network in Kosovo in the future.	<p>Describe benefits from membership in the new interdisciplinary ALE network/</p>

## 2. Deliverables

The final concept paper for the interdisciplinary ALE network/is to be written in Albanian . The concept paper will later be translated into English language by DVV International. The document should be prepared single-spaced, using Microsoft Word and tables/graphs and images/photos. The concept paper should have approx. 40 -50 pages excluding the executive summary and the annexes.

## 3. Tasks and Timeline (national expert)

- First draft of the concept paper for the interdisciplinary ALE network between 05 and 10 of September 2022
- Based on the feedback received from DVV International , three ministries responsible for ALE in Kosovo ; MESTI , MFLT, MCJS, other governmental and non-governmental ALE providers, finalize and submit the concept paper for the interdisciplinary ALE network by End of September 2022

## 4. 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.

## 5. Qualification of Researcher / Research Team

The concept paper for the interdisciplinary ALE network will be done by two local experts. Previous experience in the country and knowledge of regional languages will be considered as an asset. **The local experts we are looking for should ;**

- have at least 5-year experience in the field of writing a concept papers , strategies , official policies on ALE , etc. (please, provide proof of this experience);
- be able to demonstrate sound knowledge of methods and instruments;
- knowledge of Adult Education;
- analytical and writing skills;
- fluency in the national languages;
- fluency in English languages

## 6. Application Procedure

The application package should include the following documents.

- a) CV(s) of person(s) 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 **01.07.2022**.

Interested applicants 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)

## 7. Evaluation criteria of proposals

The proposals will be assessed according to the following criteria:

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