



Terms of Reference

Title:	Publication on best practice cases of local policy development on Adult Learning and Education activities by local authorities and ALE-Centres
Required expertise:	Analyst & author / editor
Target countries:	Armenia, Bosnia and Herzegovina, Georgia, Kosovo, Moldova and Ukraine
Overall timeframe:	One month, December 2024

Introduction

DVV International is the Institute for International Cooperation of the German Adult Education Association (DVV). DVV represents the interests of the approximately 900 adult education centres (*Volkshochschulen - VHS*) and their state associations, the largest further education providers in Germany. Since our foundation in 1969, we have fought poverty through education, supported inclusive development and advocated for international cooperation.

As the world's only professional and specialised organisation in the field of ALE and development cooperation, we aim to ensure that more needs-oriented and high-quality educational opportunities are available for young people and adults worldwide, especially for disadvantaged groups of the population. Our aim is to make relevant contributions to the development and expansion of sustainable structures and to increase political recognition and public awareness of youth and adult education. Furthermore, we also employ ALE to strengthen understanding regarding global interrelationships and responsibility. We do this in cooperation with our more than 200 civil society, government and academic partners, with whom we have built up a global network and extensive expertise over the past 50 years.

DVV International finances its work through funds from the German Federal Ministry for Economic Cooperation and Development (BMZ), the German Federal Foreign Office, the European Union, etc.

In concert with national, regional and global adult education associations, DVV International promotes lobby and advocacy work for the human right to education and for lifelong learning. To achieve this, its particular focus lies on contributions of Adult Learning and Education to the Agenda 2030, its SDGs and ongoing policy and advocacy processes in Europe and worldwide.

In 2022 at the Regional office "Eastern Neighbours" of DVV International the Continental Exchange project was launched and is covering six countries in Europe: Armenia, Bosnia and Herzegovina, Georgia, Kosovo, Republic of Moldova, and Ukraine. Its main objective is to improve policy

frameworks for Adult Learning and Education (ALE) and to strengthen ALE-centres' contribution to the implementation of Sustainable Development Goals based on best national and regional practices, experience and good international expertise.

Background

During the last three years the Continental project had been implementing a series of regional events on the topic of Adult Learning Education and local authorities, thus in November 2022 the Conference on the “Role of ALE in the Development of Local Communities”, in March 2023 the exchange study visit to ALE-providers and stakeholders in Lower Saxony, Germany) and in 2024 – a Conference on “ALE as a Responsibility of Local Authorities” were organised. During these events representatives from local authorities and various ALE-Centres from the countries of the project region learned best practices in developing local policies aiming at the support and promotion of ALE in municipalities.

Based on the findings from these events, a publication will be developed describing the cases of successful ALE-policy development on municipal levels in cooperation between local authorities and ALE-providers in the project countries and Europe, including continental or global programmes for promoting the concept of Learning Cities.

Objective

The objective of the assignment is to collect, review, structure and document existing experiences and successful practices of ALE-policy development on local level in the project countries. In addition to these experiences, articles providing overview of experiences throughout Europe and other countries should be identified and proposed.

In Armenia, Bosnia and Herzegovina, Georgia, Kosovo, Moldova and Ukraine DVV International country offices will serve as focal points to identify best cases of local policy development on municipal levels and recommend authors for drafting the articles.

Methodology

Interested experts/expert teams are requested to propose their own methodology based on the formulated objective above. DVV International will assist in gaining relevant documentation, publications and contact details of national experts, partners if need be.

¹ <https://www.dvv-international.org.ua/regional-activities/regional-news/detail/reflections-on-confintea-vii-results- and-the-marrakech-framework-for-action-the-online-workshop-of-eastern-neighbours>

Tasks and timetable (*after assignment*)

- Design the concept and table of contents of the publication;
- Develop guidelines and guiding questions for national experts in six countries;
- Develop an Inception Report outlining the methodology and the data collection tools;
- Implement online meeting(s) for discussion of collected best practices with national experts;
- Develop an executive summary and introduction of the publication;
- Presentation and discussion on the first draft of the publication with national experts and DVV International team members;
- Finalisation of the publication.

The assignment is foreseen to be completed within the period of one month, December 2024.

Deliverables

The following deliverables must be provided:

1. Inception Report including a detailed description of the methodological approach including the respective data collection tools.
2. A **publication** containing best practice cases of local policy development on Adult Learning and Education activities by local authorities and ALE-Centres from Armenia, Bosnia and Herzegovina, Georgia, Kosovo, Moldova and Ukraine as well as from other countries of Europe.

All results must be elaborated and presented in English.

Application Procedure

Deadline for applications is 25th November 2024.

The application package should include the following:

- CV(s) of the interested expert / members of the expert team;
- Cover letter with detailed description of similar editorial experience of the applicant and deep understanding of local ALE-policies in Europe, target countries and the world;
- Proposal of methodology for collecting, analysing and structuring material received from the target countries;
- Financial proposal including the number of working days and its rates, considering the overall budget for the assignment of 6.000, - EUR.

Interested applicants send their application package in electronic form in English language to:

Contact persons:

DVV International Regional Office “Eastern Neighbours”

<https://www.dvv-international.org.ua/regional-activities/regional-project-europe>

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