



TERMS OF REFERENCE

FOR FINAL EVALUATION OF THE PROJECT

Title: Final Evaluation of the Project “INCLUSION: Promotion of Social Change and Inclusive Education in Tajikistan”
Country: Tajikistan
Contract number: 2017 / 391-375
Project duration: 01.04.2018 - 31.03.2021 (including extension period)

1. Background Information

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 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. To achieve this, DVV International cooperates with more than 200 civil societies, government and academic partners in more than 30 countries in Africa, Asia, Latin America and Europe.

The work focuses on literacy and basic education, vocational training, global and intercultural learning, environmental education and sustainable development, migration and integration, refugee work, health education, conflict prevention and democracy education.

DVV International has been active in Central Asia since 2002 with a regional office in Tashkent, Uzbekistan until 2018. In 2009 and 2012 respectively, DVV International country offices were opened in Tajikistan and Kyrgyzstan, and the Kyrgyzstan office became regional office in 2018. Regional cooperation plays an important role in Central Asia and the exchange between adult education providers and various stakeholders from different countries is an important part of the work of DVV International in the region.

2. Brief Project overview

On April 1st 2018, DVV International Country Office in Tajikistan launched the project “INCLUSION: Promotion of Social Change and Inclusive Education in Tajikistan” together with the Adult Education Association of Tajikistan and the League of Women with Disabilities “Ishtirok”. The project is funded by the European Union and the German Federal Ministry for Economic Cooperation and Development and aims at strengthening civil society organizations in their engagement to establish an improved environment to implement inclusive and responsive social policies for youth with disabilities (age range from 15 to 29) through advocating and piloting inclusive and vocational education and implementing monitoring of SDG 4 objectives at the national and local levels.



Access to quality vocational and non-formal education services for youth with disabilities will be improved through development, implementation and institutionalization of inclusive vocational and non-formal education programs in Rasht, Penjikent and Dushanbe cities of Tajikistan.

3. Objectives

The evaluation's main goal is to analyse and assess project achievements towards the objectives set in the initial project proposal. Furthermore, the evaluation should review and assess the relevance of the project activities, the achievement of the expected results, and their perspectives for sustainability. It should include a reflection about lessons learnt and make recommendations for the project counterparts for potential future initiatives of a similar kind. The objectives and impacts will be evaluated on the basis of the information laid out in the Logical Framework Matrix.

The evaluation should take place in **April 2021**.

The evaluation and its recommendations shall be a useful tool of information for the project implementing agency – DVV International and its partners – NGO “Adult Education Association of Tajikistan”, NGO the League of women with disabilities “Ishtirok” and respective state agencies, as well as for relevant donor agencies.

4. Subject and focus (scope)

The subject of the evaluation is the project “INCLUSION: Promotion of Social Change and Inclusive Education in Tajikistan”.

The evaluator will review and summarise the available evidence on the quality, effectiveness, efficiency, and impact of the project activities and will raise and address all relevant issues that may emerge during the evaluation. The project implementation should be evaluated from the point of view of the quality and timeframe of the produced results. Effectiveness of project management should be also evaluated.

Cross-cutting issues (such as e.g. participatory development, good governance and gender) have to be taken into consideration throughout the evaluation and reporting process.

5. Evaluation questions

The evaluation has to be carried out according to the OECD DAC Criteria for Evaluation Development Assistance and should give clear statements regarding the following:

Relevance:

- Were the objectives set out in the project document relevant, attainable and realistic compared with the outcomes?
- How relevant are the selected approaches and instruments for the achievement of the project objectives?

Efficiency:

- Is financial spending efficient per planned activities and in line with the expenditures planned in the project budget?



- Are the planned resources (human) sufficient, as planned, to achieve the expected results?

Effectiveness:

- To what extent are the achieved results in line with the planned results (reference to be made to the project proposal and the logframe)?
- To what extent have youth with disabilities benefitted from quality vocational and non-formal education services?
- To what extent were the project stakeholders (Steering Committee, Project Management Group) involved in the project's decision-making processes? To what extent have these stakeholders participated in the project activities?
- What initiatives were taken to improve the national and local environment for inclusive TVET?
- To what extent have cooperation and partnership between CSOs and local public institutions been built to promote the successful implementation of the project?

Impact:

- To what extent did the project have impacts on:
 - the technical level?
 - the economic level?
 - the social level?
 - the policy level?
- Were there any significant unexpected positive or negative results?

Sustainability:

- What is the social and political acceptance of the project? To what extent do state authorities express their willingness and commitment to support the project during and after its termination? To what extent do the local stakeholders (members of the Project Steering Committee) recognize the importance of their involvement and their responsibilities in the process?
- Which local actors (duty bearers and rights holders) will ensure continuity of activities commenced through the project in the project locations?
- To what extent are the established training processes sustainable? What was done in order to achieve such sustainability? What kind of activities were organized by the implementing organizations (DVV International, NGOs "Adult Education Association of Tajikistan" and the League of women with disabilities "Ishtirok") and by local stakeholders (the Ministry of Labour, Migration and Employment) to provide for the sustainability of training courses and consultations for the target groups?

Visibility:

- Are the project partners aware of the funding and co-funding organizations?
- To what extent was the visibility of the EU and DVV International ensured?

6. Evaluation approach and methods

The evaluation will consist of both desk and field study and will take place after the end of the project. A combination of primary data collection and secondary data review is expected during the evaluation. The consultants are requested to propose appropriate methodological approaches to



provide evidence based answers to the questions raised under point 5, adapted to the circumstances of the continued COVID-19 pandemic. Secondary data shall be collected from project monitoring data, statistical sources, and other relevant data at various levels of aggregation. The context of the pandemic should generally be taken into account while drafting the evaluation methodology, and alternative approaches be suggested, for a situation where accessibility of project locations and final beneficiaries might be limited.

The evaluation will begin with an inception phase of reviewing documents provided by DVV International (desk study) and preparing an inception report to be reviewed and agreed by DVV International. This is followed by a period of field study and the preparation of a draft report. The final report will consider remarks to the draft report made by the DVV International country, regional office, and regional desk.

7. 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.

8. Contractual Conditions

The legal basis for this contract is provided by the „General terms and conditions for the implementation of Services" (VOL/B). These general terms and conditions are not attached to this contract; however, an exemplary service contract is part of these Terms of Reference for perusal.

9. Timetable

Tendering:

Tenderers provide an outline of the proposed evaluation methodology (max. 3 pages), CVs of expert(s) proposed for the assignment (please use attached template), information on daily fee in EUR, calculation of number of work days, as well as information on expected travel costs (please use attached template to draft the financial proposal and the action plan).

Briefing via skype:

Briefings with the DVV International Regional Director for Central Asia (Bishkek), M&E Focal Point for this project (Bishkek), and the Country Director of DVV International Tajikistan (Dushanbe).

Document review (desk study):

Project proposal, narrative reports (annual report, internal mid-term evaluation report, monitoring reports, etc.), project publications.

Inception report:

The expert/ team of experts will present a report giving detailed information about methods and specified questions (evaluation matrix); all data collection tools need to be presented beforehand. In case of applying quantitative data collection methods, a pre-test will be required. This report will be presented to DVV International; DVV International will provide feedback in due time and may request



amendments. The Inception Report needs to be approved by DVV International before the data collection commences.

Field study:

The evaluator will undertake one field mission to 3 project locations tentatively* to consult with all relevant actors and stakeholders and to carry out the evaluation in accordance with the agreed methodology. Alternative scenarios should be outlined if the on-going COVID 19 pandemic does not allow for an actual site visit.

The field mission will include a debriefing session with DVV International and partners in Tajikistan.

**The number of locations will be decided upon in the briefing phase and depend on the budget available and the accessibility of the project locations.*

Report drafting:

The evaluator will draft a report in English, which should contain a maximum of 30 pages without annexes. The draft report will be provided within 2-3 weeks after the field study. Comments will be provided by DVV International Headquarters based on summarized comments received from DVV International Regional Office in Central Asia and DVV International Country Office in Tajikistan 3-4 weeks after the receipt of the draft report.

Report finalization:

The evaluator will finalize the report within another 7 days according to the comments received. The final version should not require any additional editing.

10. Evaluator eligibility criteria

The evaluation will be done by an evaluator (or a team of evaluators) who needs to demonstrate experience in evaluating development projects. The evaluation expert will further have experience with inclusive education projects, adult education or VET. Previous experience in the Central Asian countries and knowledge of Russian and/or Tajik language will be considered as an asset.

The selection criteria are the following:

- at least 5-year experience in the field of evaluation of development projects;
- previous experience in the evaluation of EU projects is an asset;
- previous experience with inclusive education is an asset;
- fluency in English;
- knowledge of Russian and/or Tajik languages is an asset
- regional knowledge of Tajikistan is an additional asset.

11. Reporting

The evaluator will produce the following reports as outlined below. The final report should be presented in English and be up to 30 pages in length (excluding annexes). An additional concise summary of the report (maximum 5 pages) in English and Russian is required to be published on the DVV International website.

The following deliverables are expected:

- **Inception report:** The expert/ team of experts will present a report giving detailed information about methods and specified questions (evaluation matrix); all data collection tools need to be presented beforehand. In case of applying quantitative data collection methods, a pre-test



will be required. This report will be presented to DVV International; DVV International will provide feedback in due time and may request amendments. The Inception Report needs to be approved by DVV International before the data collection commences.

- **Debriefing in the country:** By arrangement with the DVV International programme coordinator, the (team of) expert(s) will present the preliminary, country-specific results of the evaluation and will answer questions in this regard, documenting the discussion, which must form part of the final report.
- **Draft evaluation report:** DVV International will receive a first draft of the final report, which will be examined on the basis of the DAC Evaluation Quality Standards; on this basis, comments will be made on the rough draft before it is returned to the expert(s).
- **Final evaluation report:** The final report will take into account the comments on the rough draft about the entire evaluation process and all results and recommendations.

The evaluation report should be produced **in English** and submitted to DVV International **electronically**. A respective template for the final report will be provided in the inception phase to the contractor.

12. Coordination/Responsibility

The Senior Manager for Monitoring and Evaluation at DVV International Headquarters in Bonn will be in charge of the contracting. The evaluator should work in close cooperation with the DVV International Country Director in Tajikistan during the preparatory and implementation phase. The Project Coordinator from DVV International Country Office in Tajikistan will handle the cooperation regarding the exchange of relevant project documentation and data.

Logistical support will be offered to the evaluator by the Project team in Tajikistan (2 local partners and DVV International country office staff), e.g. accommodation, local transportation, translation and assistance in arranging interviews and project visits.

13. Estimated Budget

The estimated cost of the assignment is a maximum of 11,000 Euro, including honorarium, per diems, travel and transportation costs of the Evaluator as well as VAT.

14. Application Package

Experts participating in the tender for this evaluation should send the application package by **latest 14 February 2021** by e-mail to:

Ms. Meike Woller, Senior Desk Officer for Middle East and Central Asia at DVV International Headquarters in Bonn: woller@dvv-international.de with cc to Dr. Thomas Lichtenberg, Senior Manager Monitoring and Evaluation at DVV International Headquarters: lichtenberg@dvv-international.de, and Dr. Thekla Kelbert, Regional Director for Central Asia: kelbert@dvv-international.de

The application package should include the following documents:



- CV of international expert(s), including references to previous evaluations;
- Draft version of the suggested evaluation methodology;
- Draft work plan with timelines; and
- Detailed cost estimation indicating expected daily fees.

15. Evaluation criteria of proposals

The proposals will be assessed according to the following criteria:

- Qualifications of the evaluation team (counts one third) (based on criteria mentioned above);
- Technical proposal (counts one third) (based on criteria mentioned above; all of the above mentioned criteria for technical proposals will be taken into account);
- Financial proposal (counts one third) (best cost-service relation; please consider the envisaged total number of working days).

16. Request for clarification

If you should have questions concerning this tender, please send your questions to Dr. Thekla Kelbert, Regional Director for Central Asia: kelbert@dvv-international.de, mentioned as contact person, above. **The latest date for submitting questions is 07 February 2021.** The answers to the questions will be published on our website (<https://www.dvv-international.de/dvv-international/stellenangebote/>) for all interested parties the following day.