

Terms of Reference (ToR) for the
evaluation of the project:
“Education Opens Doors”

The Representative Office of the German Adult Education Association in the Republic of Belarus calls for an external project evaluation specialist to take part in a tender for conducting the evaluation of the project “Education Opens Doors” (NEAR-TS/2014/342-321).

Job Title	Project Evaluation Specialist
Contractor	DVV International – Institute for International Cooperation of the German Adult Education Association on the territory of Belarus – through the Representative Office of the German Adult Education Association in the Republic of Belarus http://www.dvv-international.org.ua/uz/belarus/
Name of the project	“Education Opens Doors” (NEAR-TS/2014/342-321)
Location	Minsk, Gomel, Gomel Region
Type of the contract	contractor agreement/service contract
Implementation period	May-July 2017
Qualification and experiences required	<ul style="list-style-type: none"> • University degree in social sciences, humanities or relevant disciplines • Proven experience in the field of evaluating international development programmes and organizations; • Sound knowledge of evaluation methods and instruments; • Professional work experience in programme development and implementation • Good communication skills • Good command of Russian/Belarusian, fluency in English
Project coordinator	Marina Malinina malinina@dvv-international.by

Brief overview of the project:

The Institute for International Cooperation of the German Adult Education Association (**DVV International**) is a German non-governmental organization active in the field of adult education since 1973. Under the overarching goal of poverty reduction, DVV International promotes education so that people could obtain it throughout their lives and strives to build a system of development-oriented adult education in more than 40 developing countries and countries in transition. Since 2009 DVV International has been operating through its Project Office also in Belarus.

From January 1st, 2015 till March 31st, 2017, DVV International – through the Representative Office of the German Adult Education Association in the Republic of Belarus – in close cooperation with Gomel regional public association “Community Development Projects” implemented the project “Education Opens Doors”. The project was funded by the European Union and co-funded by DVV International (from the funds

of the Federal Ministry for Economic Cooperation and Development - BMZ).

Overall objective of the project: To contribute to humanization of penalty system in the Republic of Belarus and to promote education as a fundamental human right.

Specific objective: To increase the capacity of the penitentiary system of the Republic of Belarus to humanize prisons and to ensure return of the inmates to society through education.

Target groups

- about 500 female and male prisoners from 6 penitentiary institutions of Gomel Region;
- 20 prison and penalty execution department staff members.
- about 70 specialists and experts in the field of penalty execution

The expected results of the project:

1. The network of correctional institutions offering education and training courses is created and supported by social partners.
2. The access to education for inmates in Gomel Region is broadened.
3. Public awareness on fulfilment of the right to education and humanization of penalty system is raised.

These results are to be achieved by means of the following activities:

Within result 1. The network of correctional institutions offering education and training courses is created and supported by social partners.

- 1.1 An open selection procedure for the participation in the action among correctional institutions of Gomel Region.
- 1.2 Elaboration of 4 curricula of the training course for specialists.
- 1.3 Four trainings based on the developed curricula with the involvement of Belarusian and foreign experts.
- 1.4 A study visit "Forms and Methods of Educating the Prisoners in Germany" to share experience with representatives of the involved correctional institutions.
- 1.5 A study visit "Forms and Methods of Re-socialisation of Prisoners in Latvia" to share experience with representatives of the involved correctional institutions.

Within result 2. The access to education for prisoners in Gomel Region is broadened.

- 2.1 A tender and selection of 6 educational mini-projects for adult prisoners of the correctional institutions in Gomel Region.
- 2.2 One-day starting workshop for the teams of the mini-projects from the involved correctional institutions and their social partners.
- 2.3 Implementation of 6 educational mini-projects.
- 2.4 A one-day consulting (mid-term) workshop for the teams of the mini-projects.
- 2.5 Internal monitoring and evaluation of the mini-projects.
- 2.6 A one-day final evaluation seminar for the teams of the mini-projects.

Within result 3. Public awareness on fulfillment of the right to education and humanization of penalty system is raised.

- 3.1 A kick-off (starting) workshop for penalty execution institutions of Gomel region and their social partners with the contribution from abroad.
- 3.2 A baseline study on the educational needs at the beginning and Final Report on the progress at the end of the project.

3.3 Elaboration of the Recommendations on development of prison education in the Republic of Belarus.

3.4 Organization of the international Closing Conference.

3.5 Publication of the conference materials.

In this framework, the external evaluation will assess project outcomes development, based on the project's actual and potential development impact and elaborate recommendations for further initiatives in this sphere.

The purpose of the evaluation

External evaluation will provide information on the outputs, outcomes and possible long-term impacts of the project implemented by DVV International in close cooperation with its partners. It will also allow to analyze and obtain understanding of the effectiveness of their cooperation. This information and the relevant recommendations will be used for designing, planning and implementation further programs.

The evaluation objective

The objective of the external evaluation is to assess the overall relevance, efficiency, effectiveness, timeliness of the project interventions, their sustainability and potential for long-lasting impact. It should:

- Assess the project achievements compared to the envisaged project results
- Assess the extent and nature of involvement of target groups
- Assess the capacity and efficiency of the project management
- Elaborate recommendations for improving the implementation of similar projects in the future.

General evaluation questions:

- Were the objectives of the projects clearly defined and understandable for all actors?
- Were those objectives met and to what extent?
- What were the strengths and weaknesses of the project's design and implementation?
- Are the activities and outputs of the program consistent with the intended ones?
- How efficient have resources (costs, timeframe, personnel, etc.) been used in achieving the objectives?
- How successful/effective was the cooperation among the involved actors of the project (penalty institutions, state and non-state organizations)?
- Will the outputs produced through the project be accessible to the beneficiaries after the end of the project?
- How successful were the project implementers in reaching their intended beneficiaries?
- Were the methods used appropriate and effective?
- What are general and specific recommendations for similar further interventions?
- Are there any unintended or unexpected results, positive or negative?

Evaluation methodology and timing:

The evaluator should determine the evaluation design and methodology in close cooperation with the DVV International country office Belarus and the responsible Senior Desk Officer for Belarus in the DVV International Headquarters in Bonn. The evaluation has to be carried out according to the DAC Criteria for Evaluation Development Assistance (details can be agreed with the contractor upon conclusion of

contract). The evaluation is expected to be carried out from May till July 2017 with the following tentative time schedule:

- 1) Development of the appropriate methodology and instruments (beginning of June)
- 2) Data collection (June)
- 3) Field trips to Gomel Region (June)
- 4) Analysis and Report writing (June-July)
- 5) Final report approval - no later than 31th July 2017.

Responsibilities of the evaluator

- Methodological design and planning of the evaluation in communication with DVV International;
- Desk Study of relevant project documentation (application and logframes, annual plans and reports, other monitoring documents and project reports, project related PR material, etc.);
- Design data collection instruments for the field phase;
- Conduct the field phase with participation and involvement of all the relevant stakeholders;
- Compile preliminary evaluation report, integrate comments, and finalize the report.
- The evaluation report as well as a short version for publication on the DVV International website should be produced in English and submitted to DVV International electronically.
- Briefing and de-briefing sessions with the DVV International team in Minsk.

The evaluation is to be conducted by the evaluator with the support of the project coordinator in the Republic of Belarus (Marina Malinina) and assistant coordinator (Natallia Prystrom).

The evaluator and the project coordinator are equally responsible for:

- Approval of criteria and indicators of project effectiveness evaluation;
- Preparation of instruments for conducting evaluation: working out questions for individual interviews, focus-group research, criteria of educational courses evaluation.

Project coordinator Marina Malinina is responsible for timely providing necessary project documents, organizing interviews and meetings with the involved project executors (actors).

Assistant coordinator Natallia Prystrom is responsible for technical preparation of the visits to the organizations and institutions involved.

The evaluator is to provide **the English version** of the preliminary report created by analyzing the gathered data for feedback. The preliminary report is discussed and approved jointly by the Senior Desk Officer for the Eastern Neighbours Region Katrin Denys in Bonn, the Regional Director for Moldova, Belarus and the Ukraine Bettina Brand in Kiev, the Director Country Office Belarus Galina Veramejchyk, the Project Coordinator Marina Malinina, the responsible Monitoring and Evaluation Desk Officer in Bonn, and the Project Evaluation Specialist.

The final report version is approved after its completion by the evaluator. It is approved by the same composition.

Duration

The evaluation is to take place in **May-July 2017 (30 working days)** with field trips to Gomel Region.

Logistics

DVV International will provide all relevant documents upon conclusion of the contract. DVV International Belarus and its local partners will assist in organizing accommodation and transport during the evaluation and arrange interviews and project visits.

Reporting

The Evaluator has to prepare inception report on June 6th at the latest, first draft of the evaluation report before July 3th, and after receiving feedback from DVV International (in the period 3-10 July) to finalize the report before July 31th, 2017.

The evaluation report should be **produced in English** and submitted to DVV International in electronic and printed form.

The report should include at least the following:

- Executive summary
- Description of the project
- Description of evaluation goals and objectives
- Description of evaluation methodology and data collection tools utilized during the evaluation process
- Presentation of main findings and conclusions
- Recommendations for DVV International Belarus and its partner organizations
- Annexes, including data collection tools, list of interviewees, sources, etc.

Content of the offer

Experts participating in the tender for the evaluation of the project “Education Opens Doors” should visit the DVV International homepage for more information and send the following documents digitally until the **20th May, 2017** to the e-mail address malinina@dvv-international.by.

The candidates will be informed of the selection results no later than May 25, 2017.

Offers should include:

- CVs of all experts involved in the evaluation
- A draft version of the applied methodology
- A detailed cost estimation
- A proposed schedule with an indicative estimation of working days required.

Preference will be given to the companies and experts from Belarus.