

## Terms of Reference for an external Evaluation of the Project

**Project title:** Reintegration of war veterans through the creation of educational opportunities.

**Project country / location:** Ukraine – Lviv, Mykolaiv, Nikopol, Poltava, Sumy, Vinnytsia, Zaporizhsia.

**Implementing partners:** 1) Non-governmental organization «Centers Educatio Network» (Lviv), 2) Public union «Social Enterprise «Adult Education Center «First» (Zaporizhzhia), 3) Public organisation «Center of Adult Learning and Education «South» (Mykolaiv), 4) Non-governmental organization «Cossack Alarm» (Nikopol), 5) Non-governmental organization «Adult Education Center of Poltava Region» (Poltava), 6) Non-governmental organisation «Lifelong Learning Centre» (Sumy), 7) Non-governmental organization «Center Podillya-Socium» (Vinnytsia).

**Project duration:** 15.10.2023 – 31.12.2024.

**Application deadline:** 3 November 2024.

### 1. Introduction

As the leading professional organisation in the field of adult learning and education (ALE) and development cooperation, DVV International has committed itself to supporting lifelong learning for more than 50 years already.

DVV International cooperates with more than 200 civil society, government and academic partners in over 30 countries in Africa, Asia, Latin America and Europe. DVV International country and regional offices shape local and regional cooperation and ensure the quality and effectiveness of its actions in the partner countries. The focus of DVV International's work is 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 democratic education. DVV International finances its work with funds from the German Federal Ministry for Economic Cooperation and Development (BMZ), the German Federal Foreign Office, the European Union and others.

DVV International has been implementing projects in Ukraine through its country office in Kyiv since 2010. We currently work with 11 Ukrainian NGOs from different parts of the country, and through policy consulting with the Ukrainian Ministry of Education, the National Parliament, and local authorities in seven regions of the country.

Since the beginning of the Russian full-scale aggression in 2022, DVV International has adapted to the challenges and changing needs of the target groups. New courses supported by DVV International and offered by partner structures include psychological counseling, art therapy, first aid, media literacy, etc.

## 2. Background of the project

The implementation of the above-mentioned project started in October 2023 with the financial support of the Federal Foreign Office, Germany. The project logic is guided by the overall aim to contribute to the stabilization of Ukrainian society through integration and empowerment of veterans.

After the war, Ukraine will be a country where there are at least 5-6 million of veterans and their family members. Veterans are often severely affected by severe psychological and physical trauma, which means that they may no longer be able to do their previous jobs and therefore have to retrain. They also have to find their way in a job market that has changed due to the war situation in the country. Family members find themselves in changed roles and often have to reorient themselves both in terms of family and career. Veterans and their family members need legal knowledge in order to be able to take advantage of benefits and rights accordingly.

The project is aimed at reintegration of veterans and their family members in seven target regions of Ukraine (Lviv, Mykolaiv, Nikopol, Poltava, Sumy, Vinnytsia, Zaporizhsia).

## 3. Objectives and indicators of the project

**Project goal:** The reintegration of war veterans and their families into civilian life has been improved by increasing their professional knowledge and skills and their competitiveness in the labour market.

**Indicator I.** At least 50% of the total of 2,100 participants in the partner organisations' counselling and training courses state that they have used the knowledge/skills they have acquired for their transition to civilian life.

**Output 1:** Regular social counseling, orientation and Career counseling services for veterans and their families.

**Indicator I.** 14 experts will be veteran assistants trained to work effectively in crisis situations.

**Indicator II.** The number of veterans and their family members who received counseling in each target regions increased from 0 to at least 300 people.

**Indicator III.** At least 70% of veterans and their family members who received counselling in the educational centers are satisfied with the support provided and effectiveness of the specialists.

**Output 2:** At least 500 veterans and their family members have acquired new knowledge and skills to improve their competitiveness in the labour market and their reintegration into civilian life.

**Indicator I.** At least 50% of the 500 war veterans and their family members who participated in counseling and vocational training courses or workshops indicated that they found employment or meaningful income opportunities after participating in the project.

**Output 3:** At least 10% of veterans or their family members who have participated in vocational training courses have their own small business founded.

**Indicator I.** At least 30 grants will be awarded to representatives of the target group on the basis of their business plans granted.

**Indicator II.** At least 10% of participating veterans/family members have registered a business.

Additional information on project indicators is in the **logframe** of the project.

#### 4. Purpose and scope of the evaluation

The evaluation shall explain if and to what extent above-mentioned indicators of the project (please refer to the chapter 3 of this document) have been achieved and if the applied measures have been effective and appropriate to reach the envisaged objectives. The evaluation should provide recommendations for further activities towards achieving the longer-term objectives and alternative directions for future project development.

The evaluation should take all possible sources (secondary and primary sources) of information into account and triangulate the different information sources to achieve high quality and valid data. This data shall enable the evaluator to provide evidence-based conclusions and feasible and realistic recommendations.

#### 5. Methodological approach

A combination of primary data collection and secondary data review is expected during the evaluation. The contractor is free to make methodological suggestions and to plausibly explain how the necessary information will be compiled to provide satisfactory answers to the questions of these ToR and evidence-based conclusions. The empirical methods can comprise qualitative as well as quantitative approaches.

Secondary data sources will be made available to the contractor.

The following **secondary documents** will be provided:

- Project proposal with logframe
- Interim reports
- Partner documents of project implementation (as far as available)
- Project inner documents (a procedure of business-grant competition, feedback questionnaire as far as available, events programmes, visual and informational materials etc)
- Other documents according the requests of the Contractor (as far as available)

To collect information from **primary data sources**, the inclusion of the following key stakeholders is strongly recommended:

- Representatives among veterans and their family members – participants of the educational and counselling services, winners of the business-grant competitions.
- Representatives of implementing partner NGOs.
- DVV International's management from the country, regional office, representatives of the project team.

#### 6. Use of the evaluation results

The target group of the evaluation will be the project management team of DVV International

country and regional offices, as well as the head office in Bonn. The results of the evaluation will also be sent to the funding institution in Germany (the Federal Foreign Ministry). Furthermore, the results of the evaluation will also be presented to the partner organizations and taken as a key source to critically reflect the activities and measures of this project, and to feed into the planning of the potential next phase of the project.

## 7. Right of use

DVV International will have the exclusive and unlimited right to use the results of the Evaluation-project. 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. Responsible and contact persons

DVV International will be the contracting authority for this evaluation. The main contact persons will be:

- Oleg Smirnov, country director, DVV International Ukraine
- Yana Drahovenko-Kaliukina, project coordinator, DVV International Ukraine
- Project coordinators of partner organizations

## 9. Indicative Timetable

The indicative timetable for the evaluation is foreseen as follows:

- Selection of evaluators: 7 November 2024;
- Contracting of evaluators: 11 November 2024;
- Briefing online meeting: 12 November 2024;
- Inception report: 17 November 2024;
- Integration of comments by DVV International and agreement on detailed methodology and inception report in general: 20 November 2024;
- Data collection: 20 November-10 December 2024;
- Debriefing with country office at the end of the data collection: 12 December 2024
- Draft final report: 15 January 2025;
- Final report: 5 February 2025.

## 10. Tasks for the evaluator/ evaluation team

The evaluator / evaluation team will be requested to fulfil the following tasks:

- Methodological design and planning of the evaluation in communication with DVV International;
- Desk Study of relevant project documentation (application incl. logframe, interim project reports, partner documents, PR materials etc.);
- Design of instruments for data collection;
- Prepare an Inception Report;

- Conduct the data collection with participation and involvement of all relevant stakeholders withing the project;
- Compile preliminary evaluation report, integrate comments, and finalize the report in English.

## 11. Deliverables

The following deliverables are expected:

- **Inception report with detailed methodology and timetable:** The expert/ team of experts will present a report giving detailed information about methods and specified questions. This report will be presented to DVV International, discussed and, if need be, amended.
- **Draft evaluation report:** DVV International will receive a first draft of the final report with ability to provide comments for the experts.
- **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**.

## 12. Qualification of evaluator / evaluation team / organization

The evaluation expert(s) we are looking for should:

- Have at least 5 years of experience in the field of evaluation of development projects and have performed at least 2 evaluations of such projects (please, provide proof of this experience);
- Be able to demonstrate sound knowledge of evaluation/research methods and instruments;
- Possess excellent analytical and writing skills;
- Be fluent in English and Ukrainian;
- Experience with and knowledge of veteran issues in Ukraine would be an asset.

## 13. Selection criteria of proposals

The proposals will be assessed according to the following criteria:

1. Extensive experience in conducting evaluations (counts one third);
2. Technical proposal (counts one third);
3. Financial proposal (cost-effective budget with description of 1) key services and their prices and 2) total number of expert days/their prices) (counts one third);
4. Ability to produce report in English, fluency in Ukrainian (mandatory criteria).

## 14. Application

All candidates who would like to participate in the tender for conducting the outlined evaluation should submit **application package with the following documents**:

- a) CV(s) of person(s)/team involved in assignment with description of relevant experience;



- b) Technical proposal covering the following aspects (max. of 5 pages):
  - a. Proposed detailed methodology
  - b. Work Plan, including detailed steps of implementation with timetable
  - c. Internal Quality Management
- c) A financial proposal with description of 1) key services and their prices and 2) total number of expert days/their prices.

All proposals should be submitted **in English**.

The offers must be sent **until 23:59 (Ukrainian time), 3 November 2024**, to the following e-mail address: [dragovenko@dvv-international.org.ua](mailto:dragovenko@dvv-international.org.ua), Yana Drahoenko-Kaliukina, project coordinator.

**Late submissions may not be accepted.**

**An application with an incomplete package of documents may be rejected.**

## 15. Information support

Interested tender applicants may submit questions concerning this Call via email to Mrs. Yana Dragovenko-Kaliukina [dragovenko@dvv-international.org.ua](mailto:dragovenko@dvv-international.org.ua) **before 28 October 2024**.

