



## Terms of Reference

**Title:** Capacity building needs assessment of partner Institutions for Adult Learning and Education (IALE) in the countries of the Eastern and South-Eastern Europe

**Countries:** Ukraine, Moldova, Georgia, Armenia, and Bosnia and Herzegovina

**Timeframe:** February – April 2023

### Introduction

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* - *VHS*) and their state associations, the largest further education providers in Germany.

As the leading professional organisation in the field of adult learning and education (ALE) and development cooperation, DVV International has committed itself to promote the right for lifelong learning worldwide and has been implementing country programmes of development cooperation in Africa, Asia, Latin America and Europe for more than 50 years. DVV International strengthens national ALE-systems in partner countries and provides support for the establishment and development of sustainable structures for youth and adult education.

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 2022 at the Regional office “Eastern Neighbours” of DVV International a regional project component had started, 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 SDGs based on best national and regional practices, experience as good international expertise.

Needs based capacity building of selected partner structures in the above mentioned countries is one of the main priorities of the initiative.

## Background information

During the past years DVV International had developed in-house tools<sup>1</sup> for supporting and developing Institutions of Adult Learning and Education (IALE) in partner countries worldwide: Curriculum GlobALE<sup>2</sup> – for professional training and development of teaching staff involved in ALE; Curriculum InstitutionALE<sup>3</sup> – a referencing tool for the organisational development of partner structures, and Curriculum ManagerALE<sup>4</sup> for training and further development of managers of Institutions of Adult Learning and Education.

The last tool is especially designed and piloted to implement capacity building programmes for managers of IALE and is composed of three parts. First part being an introduction and an explanation of the methodology. It offers the managers of IALEs insights into Adult Learning and Education and its relation to Lifelong Learning and the Education Agenda 2030.

The second consists of six modules on essential areas of competencies that IALE managers need to function effectively and efficiently. Similar to the Curriculum GlobALE, elective modules can be added according to their relevance in a given context.

The third part presents a job description of IALE managers as can be found around Europe and Asia. It is meant to be a guideline and a tool for self-reflection and self-study.

Establishment and strengthening of IALE had been a priority for DVV International for many years. The first ALE-Centre in the Eastern Europe had been established in Georgia back in 2006. Up to this day more than 20 IALEs in Eastern and South-East Europe were established within the support programmes of DVV International.

## Objective

In general, different countries have different models of providing adult learning education ranging from centres with simple organisational structures located in or outside local government premises in smaller cities and villages, to the highly structured ones in major cities that cater for a wide range of learning needs. Whatever the physical property of the centre and location, they share some generic features. They are established to complement knowledge and provide learning, acquiring of skills and developing new attitudes for all, usually but not exclusively adults, in need of improvement in their personal life, employment and social inclusion.

Between 12-15 institutions of Adult Learning and Education from the countries of the region had been selected to participate in the capacity building needs assessment. The objective of the assignment is to implement the needs assessment and write the report, which should include prioritised recommendations on targeting the identified need in competencies. The needs

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<sup>1</sup> DVV International ALE-Toolbox: <https://www.dvv-international.de/en/ale-toolbox>

<sup>2</sup> <https://www.dvv-international.de/en/ale-toolbox/teaching-and-training/curriculum-globale>

<sup>3</sup> <https://www.dvv-international.de/en/ale-toolbox/organisation-and-management/curriculum-institutionale>

<sup>4</sup> <https://www.dvv-international.de/en/ale-toolbox/organisation-and-management/curriculum-managerale>

assessment can be implemented using the competences description in the Curriculum ManagerALE.

This needs assessment amongst the IALE-managers should identify relevant capacity building topics for further improvement of their work in the communities.

## **Methodology**

Interested experts/expert team are requested to propose their own methodology based on the objectives under the present terms of reference but may include methods and tools for data collection and analysis listed below:

- The desk review can provide useful background information for conducting the research. It should include information on establishing and functioning of IALE in selected countries, their annual coverage of learners, target group compositions as well as institutional sustainability on policy and financial levels.
- The Contractor will assist in gaining relevant documentation as the list of IALEs, contact details of partners in the countries, support of country offices' staff if deemed necessary (e.g. facilitation/interpretation during focus groups or interviews).
- Semi-structured interviews / focus groups with the project staff of DVV International and IALE managerial staff in selected countries for collecting and analysing additional information and data.
- The expert/team of experts need to be in close communication with DVV International, partners and IALEs managerial staff during data gathering and analysis.

## **Tasks and timeline**

Desk review, fine-tuning and operationalization of research design between 27 February – 12 March 2023;

- Semi-structured interviews between 13 March and 26 March 2023;
- First draft of the needs assessment by 10 April 2023;
- Finalisation and submission of the report (based on feedback received from DVV International representatives) by the 24 April 2023.

## **Required experience:**

- The expert/team of experts shall have a solid and extensive experience in implementing needs assessment and organisational development of educational institution (one or two samples of needs assessment reports conducted previously can be attached);

- The expert/team of experts must be familiar with the concept of Adult Learning and Education and Lifelong Learning;
- The expert/team of experts shall have excellent oral and written English language skills. Knowledge of local languages of the region (Georgian, Ukrainian, Russian) would be an asset.

## **Deliverables**

The capacity building needs assessment report is to be written in English and be prepared as single-spaced documents, using Microsoft Word and tables/graphs and images/photos with a at least 15 pages (detailed formatting guide and main chapter headings should be provided within the proposal and discussed upon contracting), excluding an executive summary, annexes and references.

## **Application Procedure**

**Deadline for applications is the 16<sup>th</sup> of February 2023.**

The application package should include the following:

- Proposal of methodology and tools for the needs assessment.
- Detailed description of experience, including reports of previously conducted needs assessment and CVs of the team members to be assigned.
- Cover letter outlining your motivation to participate and the tender.
- Financial proposal including the amount of working days and its rates, considering the overall budget of the needs assessment 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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