

## Terms of Reference for Final Evaluation

<b>Project Title:</b>	“Protecting the Social, Economic, and Cultural Rights of Prisoners and Ex-prisoners in Tajikistan”
<b>Country:</b>	Tajikistan
<b>Project number:</b>	NDICI HR INTPA/2022/440-571
<b>Project duration:</b>	24 months (January 2023-December 2024)

### 1 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 850 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 Learning and Education (ALE).

### 2 Background and objectives of the project

The project “Protecting the Social, Economic, and Cultural Rights of prisoners and Ex-prisoners in Tajikistan” is being implemented by DVV International together with two local partner NGOs, the "Bureau on Human Rights and Rule of Law" and "Jahon". The project is funded by the European Commission (60%) and the BMZ - the German Federal Ministry for Economic Cooperation and Development (40%). The BMZ contribution is funded within the project “Förderung der Erwachsenenbildung in Asien PN: 2023 2604 9/DVV0004-Part Project Tajikistan“.

The project contributes to the development and consolidation of democracy and the rule of law and fundamental freedoms in Tajikistan by increasing access to education and personal development for prisoners. The two-year project contributes to the protection of human rights of one of the most disadvantaged groups of the population – prisoners and ex-prisoners – with a specific focus on the realisation of their social, economic and cultural rights in Tajikistan.

The project aims to strengthen civil society organizations and human rights defenders in Tajikistan by improving resocialization and expanding access to education, legal support, and consultations for prisoners and ex-prisoners in Nurek and Yavan. As the project approaches its completion, an external consultant is required to conduct the final evaluation.

### 3 Evaluation goal and objectives

The evaluation’s main goal is to document project achievements towards the objectives set out in the project proposal (specifically, in the Logical Framework Matrix) as well as the

contribution towards related goals of the project “Förderung der Erwachsenenbildung in Asien PN: 2023 2604 9/DVV0004-Part Project Tajikistan“ (specifically, in the Project Planning Matrix). 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 regarding methodologies, strategies and approaches for potential future initiatives of a similar kind. The objectives and impacts will be evaluated on the basis of the baseline and target values listed in the Logical Framework Matrix and related parts in the Project Planning Matrix for the BMZ contribution.

The evaluation is to be carried out on behalf of DVV International. It should take place in late November-early December 2024.

The evaluation and its recommendations shall be a useful tool of information for DVV International and other stakeholders, in particular two local partner NGOs and respective state agencies, as well as for relevant donor agencies.

#### **4 Subject and focus (scope)**

The evaluator should review and summarise all available evidence and address the following topics in their report:

- **Relevance** (the extent to which the project activities were suited to the priorities and policies of the target group, recipient, and donor)
- **Effectiveness** (the extent to which the project reached its objectives)
- **Efficiency** (whether project activities were cost-efficient and objectives achieved on time)
- **Impact** (the positive and negative changes produced by the project activities, directly or indirectly, intended, or unintended)
- **Sustainability** (whether the benefits of the project activities are likely to continue after the project ends)
- **Project management** (cooperation and communication with other stakeholders, steering, time management, organization of activities)

The evaluator will raise and address all further relevant issues that may emerge during the evaluation.

#### **5 Evaluation approach and methods**

The evaluation has to include both desk and field study. A combination of primary data collection and secondary data review is expected during the evaluation.

Secondary data sources from the project documentation will be made available to the contractor. The following **secondary documents** will be provided:

- Project application including relevant parts of the BMZ project proposal
- Interim project reports including relevant parts of the BMZ project interim reports
- Partner documents of project implementation (as far as available), e.g. training material, meeting agendas, activity reports

Primary data shall be collected through a variety of methods, including field observations, key stakeholder interviews and focus group discussions. Secondary data at various levels of aggregation shall be collected from open sources, project documentation and national statistics.

For primary data collection, interviews with the following key stakeholders are recommended:

- Management (including financial management) staff of both the regional and country office of DVV International

- Senior management in the DVV International head office
- Stakeholders from partner institutions (in different regions)
- Prisoners and ex-prisoners who participated in project activities

The evaluation has to start with an inception phase of reviewing documents provided by DVV International (desk study), and the preparation of an inception report. This is followed by a period of field study and the preparation of a draft evaluation report. The final evaluation report has to consider remarks to the draft report made by the DVV International.

The indicative number of working days foreseen is 14 (out of which max. 7 days can be spent in Tajikistan):

- 1 day total of briefing and debriefing
- 3 days of document review and desk study
- 1 day of mission preparation
- 4 days of field mission (1 field trip)
- 1 day of further key informant interviews (online)
- 3 days of report drafting
- 1 day of report finalization

Please take the indicative distribution of working days into account in your suggestions regarding the evaluation methodology and your financial proposal.

## **6 Timetable**

### Tendering (until end of October 2024):

Tenderers submit their application packages (see below for details) by October 11, 2024. The successful candidate or company will be selected by end of October 2024.

### Online briefing (late October 2024):

Briefing with project staff from DVV International Tajikistan as well as M&E officers from the Regional Office (Bishkek) and Headquarters (Bonn), during which the evaluator will get more information about the project. Also, contract issues and remaining open questions will be clarified and a detailed evaluation plan (including interview partners and field visit locations) will be agreed on.

### Document review (November 2024):

Review and analysis of project proposal, narrative reports (annual report, internal mid-term evaluation report, monitoring reports, etc.), project publications and further available material (e.g. relevant national statistics).

### Field study (late November-December 2024):

The evaluator will conduct key informant interviews, partially online and partially during one field mission to consult with all relevant actors and stakeholders\*. The field mission will include a debriefing session with DVV International and partners in Tajikistan.

*\*The exact locations and interview partners will be decided upon in the briefing phase.*

### Report drafting (until the end of December 2024):

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 14 days after the field study. Comments will be provided by DVV International Headquarters based on summarized comments received from the DVV International Regional Office in Central Asia and the DVV International Country Office in Tajikistan 3-4 weeks after the receipt of the draft report.

### Report finalization (January-early February 2025):

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

## **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 the Right of Use permission strictly limited for personal, non-commercial purposes. The transfer of the Right of Use to third parties is excluded.

## **8 Tasks of the evaluator**

The evaluator 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 and logframe, annual plans and reports, other monitoring documents and project reports, teaching and PR material);
- Design of data collection instruments for the field phase;
- Preparation of an Inception Report;
- Conducting the field phase with participation and involvement of all relevant stakeholders;
- Compiling a preliminary evaluation report, integrating comments, and finalizing the report;
- De-briefing sessions, possibly in country of evaluation and/or Bonn, Germany.

## **9 Deliverables**

The evaluator will deliver the following:

1. **Inception Report:** A detailed work plan and methodology for the evaluation.
2. **Draft Evaluation Report:** A comprehensive report covering all aspects of the evaluation.
3. **Final Evaluation Report:** A revised report incorporating feedback from DVV International.

The evaluation report should be produced **in English** and submitted to DVV International **electronically**.

## **10 Evaluator eligibility criteria**

The evaluation will be done by (an) evaluator who need/s to demonstrate experience in evaluating development projects. The evaluation expert will further have experience with organisational development and capacity building. 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-years of experience in the field of evaluation of development projects;
- sound knowledge of evaluation methods and instruments;
- previous experience in the field of adult education is an asset;
- previous experience in evaluating EU projects is an asset;
- previous experience with penitentiary reform projects is an asset;
- fluency in English;
- knowledge of Russian and/or Tajik languages is an asset.

## 11 Estimated Budget

The estimated cost should indicate all honoraria costs, transport and travel costs, and any other relevant costs. All costs should be clearly detailed and broken down on the submitted budget. The budget should indicate the number of working days (out of which up to 7 days should be planned to be spent in Tajikistan).

## 12 Application Package

Experts participating in the tender for this evaluation should send the application package by **October 11, 2024**, by e-mail to Ms. Paulina Kellersmann, M&E Focal Point in the DVV International Regional Office for Central Asia ([kellersmann@dvv-international.de](mailto:kellersmann@dvv-international.de)) and Ms. Maja Avramovska, Senior Manager Monitoring and Evaluation at DVV International Headquarters ([avramovska@dvv-international.de](mailto:avramovska@dvv-international.de)).

Late submissions will not be accepted.

The application package should include the following documents:

- a. CV of international expert, including references to previous evaluations (please use the template available at [DVV International: Ausschreibungen \(dvv-international.de\)](https://www.dvv-international.de/Ausschreibungen));
- b. A technical proposal outlining the suggested approach and methodology and including a draft work plan with timelines; and
- c. A detailed financial proposal including all expected costs (please use the template available at [DVV International: Ausschreibungen \(dvv-international.de\)](https://www.dvv-international.de/Ausschreibungen)).

## 13 Evaluation criteria of proposals

The proposals will be assessed according to the following criteria:

- **Qualification and experience of the evaluator (counts one third)** (based on criteria mentioned above);
- **Technical proposal (counts one third)** (based on criteria mentioned above);
- **Financial proposal (counts one third)** (best price-service relation).

## 14 Request for clarification

If you should have questions concerning this tender, please contact Ms. Paulina Kellersmann ([kellersmann@dvv-international.de](mailto:kellersmann@dvv-international.de)) or Ms. Maja Avramovska ([avramovska@dvv-international.de](mailto:avramovska@dvv-international.de)). The latest date for submitting questions is September 30, 2024. The answers to the questions will be published on our website ([DVV International: Ausschreibungen \(dvv-international.de\)](https://www.dvv-international.de/Ausschreibungen)) for all interested parties the following day.