

Q&A

on the ToR for the External Evaluation

Professionalisation of ALE Institutions

in Georgia, Armenia, Kosovo, Bosnia and Hercegovina

As mentioned in the ToR, we herewith make all questions and answers on the ToR available to provide maximum transparency and ease the preparation of proposals.

Corrections

- Section 6 Indicative Timetable and work input:
Deadline for the Inception Report is ~~31~~ **30** April 2026.
- Section 2. Background of the Project:
(...) These included 15 ALE centers in Georgia, 7 ALE centers and 5 NGOs in Armenia, 6 NGOs in BiH and 3 ALE centers in Kosovo as well ~~10~~ **9** TVET institutions (3 in BiH and 6 in Kosovo).

Evaluation Type

Question: Do you consider this as end-of-project evaluation? The evaluation takes place in 2026, end of project will be 2027. Will the results serve as a base for planning another phase, will findings feed into the remaining implementation period or will it be more of an account of achievements against the logframe / indicators?

Answer: The evaluation is an end-of-project evaluation (and should cover three 3-year phases since 2019) but should also give us a basis for developing a new project for the period 2028 – 2036. Wherever possible, recommendation will be taken into account also for the current phase ending in 2027.

Question: The OECD DAC criteria include Coherence ('how the intervention fits with other actors' work). Is the omission deliberate?

Answer: We are not obliged to use all DAC criteria, so we selected the ones we think are most relevant for our work.

Coverage and Consortium

Question: Is it possible to apply and sign the agreement as an individual (outside an institutional framework), or can the contract also be made with an institution?

Answer: Both is possible. The contract can be signed with an individual or an institution.

Question: Will the expert(s) be responsible for the evaluation in all four countries?

Answer: Yes, we would like one person or agency to take over the evaluation in all four countries. This is to ensure consistency and allow more general conclusions and recommendations to DVV International. That person/agency can either work by itself, with their own staff or subcontract other experts for the field work.

Question: Can local partners or sub-consultants in the respective countries be involved to enhance contextual knowledge?

Answer: Yes, of course. However, costs for local experts/researchers need be covered by the overall budget of 24.000 EUR.

Contracting

Question: Would the contract be concluded with DVV International in Germany?

Answer: Yes, the contract will be concluded with the DVV International head office in Germany. In terms of tax regulations etc. the rules of the country where the evaluator/s is/are based apply.

Budget and Cost Breakdown

Question: Is the budget ceiling the net price or including VAT?

Answer: The maximum budget of €24,000 should honorariums, taxes, travel expenses, insurance and other costs for the entire evaluation across four countries.

Question: DVV International offices can provide basic logistical support during the field phase”. Will that cover local travel within the country?

Answer: In Georgia and Armenia DVV International can offer transport for field trips in the project vehicle with our drivers. In BiH and Kosovo we do not have drivers. There we can help arranging transport but not pay for it.

Financial proposal

Question: How is cost transparency expected in the financial proposal (e.g., separate breakdown of travel expenses vs. fees)?

Answer: The financial proposal should give a clear indication how the money will be used. Please use the template provided on our website: <https://www.dvv-international.de/ausschreibungen>

Sampling and sample size

Question: Section 5 mentions that the evaluation should include a sample of ALE providers in all four countries. Is there a minimum number of institutions, interviews, focus groups, or institutions expected per country that must be specified in the Inception Report?

Answer: Generally, we would like the evaluation to cover a representative sample of ALE institutions in all four countries we worked with. We can provide more information and discuss the sampling in more detail, once the contract has been awarded.

Question: Could you kindly confirm whether fieldwork is required in all countries, or whether the evaluation team may propose a justified country sampling strategy for the evaluation that ensures adequate representation of different contexts and support?

Answer: We would like to evaluate our work in all four countries, which includes fieldwork in all four countries. For the selection of ALE providers to be included in the evaluation we think a sampling is necessary. So, for most countries a sampling of ALE providers to be included in the evaluation needs to be done. We can provide more information about each type of ALE provider once the contract is concluded.

Question: Do you foresee or require the data collection be conducted in-country, or could some or all of them be implemented virtually/online?

Answer: As for the data collection, it should be mostly done on the ground in direct contact with the people who were involved in the project as change managers, trainers or beneficiaries.

Question: Learners are listed as a primary data source, but reaching adult learners, many from marginalised groups, raises logistical challenges. Are databases/contact lists available? Will the DVV country offices help us with interpreters for interviewing learners?

Answer: Yes, participants list with contact details to learners are available. We or the ALE centers can probably assist in reaching out to participants, but we thought it would not be convenient if our project staff or partner representatives attend the interviews (as translators or similar) because that might compromise the evaluation.

Language Requirements

Question: Are specific language skills other than English required for the fieldwork in the four countries or will DVV International provide on-site translation services?

Answer: Since not all representatives of partner organisations and beneficiaries speak English, local language skills are needed to make arrangements and collect data. Once the contract is awarded and once the sampling is in process, we can give more detailed information on language skills of specific counterparts in question. DVV International will provide translation services, to not compromise the evaluation.

Briefing sessions

Question: Do you foresee or require the briefing/de-briefing sessions to be conducted in-country, or could some or all of them be implemented virtually/online?

Answer: The briefing/de-briefing sessions can be done online, although we would prefer to have at least the initial country briefing session when starting the field work in person.

17 March 2026