

Call for expressions of interest from consulting firms

Commissioning party	<p>Federal Ministry for Economic Cooperation and Development (BMZ) Division 120 – Evaluation of development cooperation; auditing Adenauerallee 139-141 53113 Bonn</p> <p>The BMZ has charged the Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ) GmbH with carrying out the call for expressions of interest and the tendering process. The BMZ is responsible for the technical evaluation of the tenders.</p>
Your contact person is	<p>GTZ GmbH Dag-Hammarskjöld-Weg 1-5 65760 Eschborn Tel. ++49-(0)6196-79-0 Ms Elfi Kolmar Tel. ++49-(0)6196-79-2299 Fax ++49-(0)6196-7980-2299 Email: vel@gtz.de</p>
Brief project title	BMZ Evaluation “Development volunteers service <i>weltwärts</i> ”
Project number	10.0100.7
Project processing no.	81122529
Country of assignment	Germany (preparatory and reporting phases), selected developing countries (field and case study phases)
Period of assignment	Probably: July 2010 – October 2010 (preparatory phase), November 2010 – March 2011 (case study phase), April 2011 – June 2011 (synthesis phase)
Tendering procedures	<p>The call for expressions of interest is directed towards consulting firms and other qualified organisations, e.g. research or university institutes (consulting organisation). These can also join together as a consortium.</p> <p>The purpose of the invitation to tender is to identify a team of international and local experts to carry out the planned evaluation.</p> <p>The contract will be awarded in two stages:</p> <ul style="list-style-type: none"> - Stage 1: Preparatory phase - Stage 2: Case studies and synthesis phase
Project description and sector	<p><u>Background</u></p> <p>Strengthening public awareness of international development issues in Germany is a challenge. General awareness of the context of North-South relations, acceptance of the need for development policy and willingness to pursue “global learning”</p>

could be improved further. Yet, at the same time, ever more young people in Germany want to do some kind of volunteer work in Africa, Latin America, Asia or Eastern Europe after finishing school or vocational training. In a world where it is becoming increasingly important to have a sense of global responsibility and engage in intercultural cooperation, it is very valuable to have experience of working in a developing country. However, there are currently far more young people looking for opportunities to work abroad as volunteers than there are places available in developing countries. Moreover, in the past, the volunteer service assignments being offered outside the scope of officially-funded programmes or by private agencies often involved the volunteers in considerable expense, which made it difficult for many young people, in particular those from lower-income families, to sign up.

That is why, in early January 2008, the Federal Ministry for Economic Cooperation and Development (BMZ) launched the new volunteer service *weltwärts*, involving assignments in developing countries which will be financed from public funds.

The volunteer service is based on the idea of “learning by serving” and has the following aims:

- to give the volunteers the opportunity to acquire qualifications and experience which are useful for both their personal and further career development, and will also help them to become “disseminators” and carry out development information and education work after their return home;
- to make a contribution through the young volunteers’ work to supporting the projects of Germany’s partner organisations by helping people to help themselves, and strengthening civil society in the developing countries;
- to boost, in the spirit of “global learning”, development information and education work in Germany through the activities carried out by the volunteers on their return home.

The new volunteer service is being targeted at young adults aged 18 to 28. The service particularly wants to attract young women and applicants from lower-income families, and those having graduated from secondary school under the German system at age 15 or 16.

The development volunteers service *weltwärts* involves a wide variety of sending organisations, some of which have already placed volunteers in developing countries and have long-standing partnerships with their very diverse counterpart organisations there. It is their task in particular to select the volunteers and provide them with special educational support (training and mentoring in the developing country), to determine to which location they will be assigned and to

	<p>support the partner organisation in that country.</p> <p>The volunteers work in projects run by local partner organisations in developing countries (assignment locations) and should be completely integrated in those local organisations. The local partner organisations are contracted to provide proper induction, work and support for the volunteers. The length of the voluntary service assignments is flexible and can range from 6 to 24 consecutive months; however, an ideal length is 12 to 18 months, and this is how long assignments usually last.</p> <p>In principle, assignments are available in all developing countries, as long as the security situation in a particular country does not make it difficult to leave there. Possible areas for assignments are the sectors of German development policy, provided that the project in question and its environment are suitable for a volunteer service assignment.</p> <p>The BMZ has set up an administrative office (“<i>weltwärts-Sekretariat</i>”) at the German Development Service, DED, to handle the financial and administrative arrangements for the programme.</p> <p>The sending agencies will receive project-related funding of up to 580 euros per volunteer per month from the BMZ. The sending agency must provide at least 25% from its own funds.</p> <p>The deployment is free of charge for the volunteers. On top of that, the sending agencies provide the volunteers with pocket money as well as board and decent lodging.</p> <p>The volunteers are expected to be active in development work both during and after their period of assignment, and that, following their return home, they will make active use of their experiences abroad in development information and education work in Germany.</p> <p>Currently there are 216 sending agencies accredited with the BMZ, offering 5,399 placements. To date, a total of 5,875 young people (2,257 in 2008) have gone abroad on volunteer assignments. Sixty-two per cent of them were women. So far, 2,241 volunteers have completed their assignments for <i>weltwärts</i>. Currently, the majority of placements are in Latin America (45 per cent), followed by Africa (35 per cent) and Asia (around 19 per cent). The main fields for assignments are education (33 per cent), work with children and teenagers (32 per cent), work with disabled people (7 per cent), health (5 per cent), and environmental and natural resources protection (also 5 per cent) (as at 6 November 2009).</p>
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In 2008, 11.87 million euros in funding was spent on the *weltwärts* volunteer programme. The plan in the medium term is to deploy up to 10,000 volunteers per year. An amount of up to 70 million euros will be made available annually.

The aim of the evaluation is:

1. To carry out an independent assessment of the *weltwärts* programme with regard to its concept, implementation and impact so far as well as its procedures and organisation;
2. To produce concrete recommendations for the further development of the *weltwärts* programme in terms of its content.

The subject of the evaluation will be completed and current assignments carried out by *weltwärts* volunteers since the programme began in 2008. This will include selected backstopping activities and work back home by returning *weltwärts* volunteers. Specifically, this will mean that the evaluation will cover all relevant aspects of the volunteer programme, such as:

- programme concept and implementation (i.e. selection and preparation of volunteers, their deployment with local partner organisations, debriefing of the volunteers and their follow-up work back home);
- processes, organisational structure and operations; the interaction between the relevant players/management systems and processes;
- effectiveness of the programme in terms of development and in particular development information and education with regard to the volunteers and the partner organisations, and in terms of the development information and education work in Germany.

Key questions to be considered:

The evaluation shall examine how well the service has been designed and is being carried out; how good are the service's processes and organisation; and how effective is the service in terms of providing development and, in particular, development information and education.

The criteria to be evaluated are the usual five DAC-defined criteria (i.e. relevance, effectiveness, efficiency, impacts and sustainability). Coherence, coordination and complementarity are further criteria.

Phases of the evaluation:

The evaluation's preparatory phase will include, in particular, the presentation of an extended desk report (Inception Report) along with an evaluation of pertinent literature and a context

	<p>analysis that will cover the following:</p> <ul style="list-style-type: none"> • the role of <i>weltwärts</i> in comparison with other national and international development volunteers services for young people; • development information and education work with volunteers; • overview and initial analysis of the subject matter to be studied • presentation of the study design, analysis framework (intervention logics, detailed evaluation questions, assessment table) and the planned methods for collecting and assessing data; • proposal for the selection of up to six country case studies; • a plan for the time line, activities and evaluation product; • draft outline for the case studies, the report on development information and education work and the main report. <p>The <u>case study phase</u> should comprise the following elements in particular:</p> <ul style="list-style-type: none"> • preparation and implementation of studies in up to six selected developing countries; • analysis and report; compilation of debriefing notes; compilation of case study reports on the selected case study countries; • implementation of investigative studies (evaluation of pertinent literature, surveys) and <u>compilation of a report</u> on the development information and education work carried out in Germany by the <i>weltwärts</i> volunteers who have returned home; • implementation also of a quantitative impact analysis; • implementation of an organisational and operations analysis. <p>In the <u>synthesis phase</u>, the findings are to be collated into a report.</p>
<p>Staffing – numbers and necessary qualifications</p>	<p>The consulting firm is responsible for the professional execution of the evaluation. It will therefore have (see also attached assessment grid):</p> <ul style="list-style-type: none"> • proven practical experience in the management of complex evaluations; experience with evaluations in the field of volunteer services, development information and education work and non-governmental organisations would be an advantage; • the necessary infrastructure to make sure that the evaluation is carried out professionally within and outside Germany, including communications, logistics

	<p>and administration;</p> <ul style="list-style-type: none"> • the necessary capacities for technical and methodical backstopping and for quality management; • good access to qualified expert evaluators. <p>Please note: The tendering firms that meet the requirements are asked to submit an offer. The international and national evaluation team being proposed in the offer should, between them, have the following experience and qualifications:</p> <ul style="list-style-type: none"> • proven practical experience with evaluations; experience with evaluations in the field of volunteer services, development information and education work and non-governmental organisations would be an advantage; • expertise in the field of development-oriented volunteer services as well as in development information and education work in Germany and in working with NGOs; • proven expertise and experience in the use and application of quantitative analytical methods and of organisational analysis; • Experience (measured in consultant years) of working with various government and non-governmental development organisations in Germany and other donors countries, especially in the relevant field (volunteer services, development education work); • broad-based regional experience; • intercultural competence; • fluent (written and spoken) German (documents are mostly in German) and fluent (written and spoken) English, plus good knowledge of at least one other language that is relevant for the evaluation. <p>A reasonable gender balance must be ensured within the team. Local evaluators should also be included in the implementation of the country case studies.</p> <p>The team leader proposed by the consulting organisation must have – in addition to the above qualifications – knowledge and experience of leading and managing inter-cultural and inter-disciplinary teams and of managing complex evaluations or studies in an international context. Information must be provided about which tasks the team leader will be responsible for (when, in which form and to what extent they will be carried out).</p> <p>The consulting organisation and the team (in so far as it is involved) with regard to the subject matter of the evaluation shall prove their independence and impartiality by giving a transparent and detailed presentation of any commissions carried out in the past. In the case of a consortium, this</p>
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	information is to be provided for all participating firms/organisations.
<p>If you are interested in implementing the above project, please complete the following document and send it no later than 26.02.2010 to the following e-mail address: vel@gtz.de</p> <p>To obtain automatic confirmation of receipt of your expression of interest at GTZ, please enter "Interessensbekundung/expression of interest" and the project processing number in the subject line when returning this form.</p> <p>The evaluation of the expressions of interest will probably be completed by 09.03.2010.</p> <p>If we are unable to consider you, we shall send you a brief notification to this effect.</p>	

Expression of interest

To whom it may concern:

We wish to express our interest in participating in the following call for tenders by the GTZ:

Brief project title	BMZ Evaluation “Development volunteers service <i>weltwärts</i>”
Project number	10.0100.7
Project processing no.	81122529
Country of assignment	Germany and selected developing countries
Period of assignment	July 2010 – June 2011
Submission deadline	26.02.2010
By e-mail to	vel@gtz.de

To ensure smooth processing, please take note of the instructions at the end of this document!

1. Company name and address / number in the commercial register

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2. Commercial details

	2007	2008	2009
Annual turnover in €			
Operating profit in €			
Equity capital in €			
Loan capital in €			

3. Number of employees

	2007 average	2008 average	2009 average
Permanent staff			
Staff on limited-term project contracts			

4. Brief company profile (max. 20 lines)

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5. Reference projects from the relevant sector and region in the last 5 to 7 years

Project title and client	Focus / scope of tasks	Region	Timeframe	Contract value in €

6. Brief profile and name of key staff members for backstopping the above project at the company headquarters

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7. Contact person for queries

Name:
E-mail:
Tel.:

We hereby affirm that the above information is true and complete

Notes on completing the expression of interest

Please limit your expression of interest to a maximum of four pages and please refrain from supplying any other attachments (CVs etc.).

If you are declaring your interest as part of a consortium, please supply the details requested above for all partners, making it clear which information is for which partner and appointing a lead partner.