

## **Invitation to tender – Development of Evaluation Toolkit for practitioners engaged in Development Education in the Adult and Community Education sector.**

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*Deadline: 5pm, 8<sup>th</sup> November 2019*

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Saolta, under the direction of Development Perspectives, is seeking a researcher to develop an evaluation toolkit for use in the Adult and Community Education (ACE sector) The toolkit should be suitable for use with adult learners and should capture information on the outcomes and impact of Development Education initiatives.

### **Objective**

The Irish Aid [Development Education Strategy 2017-2023](#) and accompanying [Performance Measurement Framework](#) set out a strategy for Development Education (DE) in the Adult and Community Education (ACE) sector. The Strategy commits support from Irish Aid to the provision of quality DE in a variety of unique and innovative settings to adult learners, communities, civil society groups and community education workers. The Performance Management Framework (PMF) sets out the following programme outcome for the ACE sector.

<p><b>Increased accessibility, quality and effectiveness of development education within the adult and community education sector.</b></p>
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The objective of this research piece is to assist ACE and DE practitioners in assessing the outcomes and impact of their development education initiatives. Following a review of existing evaluation practices in the area, the consultant will work with Saolta to select relevant indicators and then develop a set of tools that will can be used in adult and community education settings to collect robust data on those indicators.

### **Methodology:**

The proposed methodology should include, but not necessarily limited to:

- Desk research to identify best practice in measuring outcomes and impact in the DE and/or ACE sector.
- Consultations with key stakeholders to identify a set of appropriate indicators for the sector.
- Development of a prototype Evaluation Toolkit.

## Outputs

The required outputs for this tender are:

- A short review (approx. 8 pages) of existing evaluations used in the sector.
- A Prototype Evaluation Toolkit that will assist DE practitioners in the ACE sector to measure the number of adults accessing DE and the impact of DE on participants' awareness, understanding, attitude and actions.

## Timeframe and key milestones

- Deadline for tender submission: 8<sup>th</sup> of November
- Commencement of work: 15<sup>th</sup> of November 2019
- Review of existing evaluation tools: 6<sup>th</sup> December
- Draft Prototype Evaluation Toolkit: 13<sup>th</sup> December

## Budget

This work is funded by Irish Aid through the Department of Foreign Affairs and Trade. The budget available for this work is negotiable to a maximum amount of €3000 and will depend on the tender proposal and scope of work. The tenderer should include a proposed daily rate, which should include all labour costs, attendance at meetings, design costs and any other expenses.

The total fee should be inclusive of VAT, where applicable, and the successful tenderer will need to submit a Tax Clearance Certificate within 7 days of offer.

## Reporting and Contracting Arrangements

The contract for this work is between the chosen consultant and Development Perspectives, whose point of contact is Melíosa Bracken, Research Officer.

### Payment breakdown

Payments will be made on receipt of invoices from successful tenderer.

Payment one: Installment one will be paid at the beginning of the contract.

Payment two: Installment two will be paid on the successful completion of the work.

## Skills and qualifications

### Education

- A relevant research/third level qualification and/or appropriate experience in the sector.

### Experience

- Experience of developing evaluation tools for educators working with adult learners.
- Experience of using qualitative and quantitative methods to capture data.
- Experience of developing materials for use by adults and/or adult education practitioners.

### Knowledge and Skills

- Understanding of the Development Education and Adult and Community Education.
- Sound knowledge of different evaluation approaches and qualitative and quantitative evaluation methods, particularly in adult learning environments.

## Award Criteria

The contract will be awarded in accordance with the award criteria set out below:

- Approach and proposed methodology (50%).
- Expertise in developing and utilising evaluation tools (30%).
- Breakdown of costs (20%).

Development Perspectives is not bound to accept the lowest tender or any tendered offered.

## Tender Methodology

Please submit your tender proposal under the following headings:

1. Contact information
2. Relevant experience and skills
3. Approach and proposed methodology
4. Budget - including daily rate of consultant
5. Two references (including telephone numbers and emails)
6. Examples of previous work.

Maximum tender document: 4 pages. Please disclose any conflict of interest or potential conflict of interest in the tender document.

## Further Information

Any questions regarding this request for tender can be directed by email to:  
[meliosa@developmentperspectives.ie](mailto:meliosa@developmentperspectives.ie)

Please submit completed tenders to: [meliosa@developmentperspectives.ie](mailto:meliosa@developmentperspectives.ie) with the subject line: 'Evaluation Toolkit Tender' in the subject line.

