

Call for Proposals

Evaluation of the DW Akademie project
in Guatemala, funded by the German
Federal Ministry for Economic
Cooperation and Development (BMZ)

DW Akademie is calling for proposals for the evaluation of its project in Guatemala, which is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ).

1. Introducing DW Akademie

DW Akademie is part of Germany's international broadcaster Deutsche Welle and is Germany's leading organization for international media development. We support free and transparent media systems, quality journalism and media and information literacy in close to 50 countries in developing and emerging countries.

With our projects and as a strategic partner of the BMZ, we strengthen the right to freedom of expression and access to information. We enable people to form their own opinions based on reliable facts and via a free flow of ideas so that they can present their views in social debates. This enables them to play an active and equal part in social and political developments and thus improves their standard of living.

We help to transform and restructure media landscapes after periods of crisis and conflict and contribute internationally to the professionalization of media training and education. We respect the cultural identity of our partners and conduct projects based on mutual agreement. It is important to us that projects have a practical approach and that they are interactive and innovative in nature. We consider our work to be successful when changes and reforms are being demanded by our partners and when partners are prepared to take responsibility for them beyond the time of our cooperation. Human rights are at the heart of what we do.

Our strategies are aimed at structural and sustainable changes to support and enhance free, independent and plural media landscapes. For this, four strategic fields are covered: Political and Legal Frameworks; Qualification; Professionalism and Economic Viability of the Media Sector; and Participation in Society. The interplay of these diverse approaches enables the creation of sustainable structures, which are a prerequisite for freedom of expression and access to information.

2. The BMZ Project

a) Context and Project Summary

DW Akademie's projects in Latin America, funded by the BMZ, are implemented over a four-year period. The project under consideration in this tender will end in December 2019. During the last year of the project, an evaluation is scheduled to take place in time to provide important information for any potential subsequent proposals.

The aim of the work in **Guatemala** is to provide access to relevant information to indigenous people, adolescents and young adults in rural areas and the capital so that they can participate more actively in social and political debates. DW Akademie is supporting the consolidation of a youth radio station in Guatemala City. Furthermore, Media and Information Literacy (MIL) is being promoted amongst young people to encourage a critical stance towards a highly concentrated media landscape. In the North of the country, DW Akademie also supports the setup of a radio station for a predominantly indigenous population. The new program is due to become a communication center for the Q'echí culture. In addition, DW Akademie is assisting a local NGO in promoting access to information via new technologies for the rural population.

b) Project Aims

The theory of change of our projects includes inputs (activities), outputs (deliverables) and outcomes (project aims).

The expected outcomes of the project in Guatemala are as follows:

1. Disadvantaged groups of the population - youngsters and young adults from marginalized urban peripheries as well as the rural population, especially those with an indigenous background - use a variety of ways to participate and take part in public debates.
2. Rural media workers are able to professionally carry out their journalistic work, taking into account possible security risks.

As part of the regional program, the project contributes to the following impact at regional level:

The aim of DW Akademie's projects in Latin America is to support disadvantaged groups - especially the indigenous population in rural and urban peripheral areas as well as young people from marginalized urban peripheries - to exercise their right to self-determination and to participate in society. They obtain a voice in public debates, get access to relevant information and participate in interactive media programs. They inform themselves about their rights and actively participate in the public discourse. In Colombia and Guatemala, the projects also contribute to dealing constructively with the respective violent conflicts and human rights violations of the past by involving civil society.

3. Principles and Criteria of the Evaluation

Evaluations of DW Akademie projects are based on principles that both the contracting authority and the contractor must adhere to. These principles stem from the OECD/DAC and the German Association of Evaluators (DeGEval) and are as follows:

Impartiality and Independence; Credibility; Usefulness; Participation; Feasibility; Fairness; Precision.

The criteria guiding the evaluation are based on criteria developed by the OECD/DAC:

- Relevance
- Effectiveness
- Efficiency
- Impact
- Sustainability

Digital aspects should be considered throughout all criteria where applicable- for example in the area of security, media and information literacy, but also in regards to the collaboration with partners. More information about DW Akademie's digital strategy can be found here: <https://www.dw.com/en/dw-akademies-digital-strategy/a-19321460>

4. Process and Format of the Evaluation

a) Evaluation Process

All received proposals will be judged according to a fixed set of criteria. Based on this appraisal, an evaluator will be chosen for each project. After a first meeting to start the inception phase, DW Akademie will provide the contractors with detailed information on the projects in question. Based upon this information and discussions, contractors will write their inception reports detailing the prospective methodology, a possible focus on certain evaluation criteria and the design of the evaluation. Beyond document analysis, an evaluation trip to the project country is expected to take place. DW Akademie will support contractors in planning and conducting the trip. Interviews as well as data analysis and writing the report will be carried out independently by the contractor. Usually, contractors will be supported by either DW Akademie staff or by a local co-evaluator on their field trips. Applicants are invited to propose local experts as part of their proposal.

At the end of the evaluation process, the evaluator delivers an independently written report, which will be subject of discussion with the project team at the change workshop. The workshop also serves to discuss the conclusions and recommendations of the evaluation and to determine which ones can realistically be put into practice. All meetings and workshops will take place in Germany (Bonn or Berlin) or in Latin America.

b) Format of Proposals

The proposal should outline a coherent concept for the evaluation of the BMZ-funded country project in Guatemala. It should include examples of how the OECD/DAC criteria could be applied in the specific context, the aim of the evaluation and take into account the political situation in the country and the region as a whole. Furthermore, applicants should make a suggestion for the overall design and a possible methodology. A preliminary time schedule should describe the different stages of the evaluation, a proposed budget should detail expected expenditure for personnel, travel and materials. Applicants should also highlight their evaluation expertise. The exact documents to be included in the proposal are listed below under 5 b). The proposal will be considered as the applicant's suggestion for the evaluation. The focus of the evaluation as well as the budget will be finalized during the inception phase and be documented in the inception report. Applications from teams of evaluators, consisting of a local and an international expert, are possible.

In the covering letter, applicants are invited to indicate whether they would be interested in carrying out an evaluation of one of the other projects that will be evaluated detailing in short their respective expertise. Overall, each applicant can only be contracted for one evaluation and each evaluation will be awarded separately as they will be conducted at the same time. There is no claim to conclusion of the contract.

c) Format of the Evaluation Report

The final evaluation report shall be approximately 15 pages (A4) in length and be written in German *or* English. This will be accompanied by an executive summary in English *and* Spanish, consisting of two to three pages as well as an appendix containing additional information that is important for the understanding of the evaluation results. This includes research tools such as questionnaires, interview guides, etc., as well as a precise list of the evaluation activities. DW Akademie will be responsible for the proofing of the English and Spanish executive summaries.

DW Akademie recommends a mixed method design including both quantitative and qualitative techniques. The exact methods that will be applied during the evaluation will be finalized in the inception report of around five pages.

5. Application Requirements

a) Applicant's Profile

Applicants should have experience in planning and conducting evaluations within the field of international development. They should have proficient knowledge of information and data collection and analysis, as well as excellent analytical skills. Experience in the media sector, consultancy of international development or media development projects as well as relevant regional knowledge is preferred. Additionally, applicants need to have a basic understanding of German in order to understand project documents and provide proof of a good working knowledge of Spanish as evaluation interviews will be held in Spanish.

b) Documents

The following documents should be included in the proposal:

- Covering letter, detailing the motivation and eligibility of the applicant for the specific evaluation;
- CV, documenting relevant experience as detailed above, including contact details of two referees;
- Proposal for an evaluation design, including methodology, relevant evaluation questions relating to the OECD/DAC criteria and a preliminary time schedule;
- List of expenditures, broken down into costs for personnel, material and travel, as well as an indication of the number of working days the consultant(s) are planning to spend on the evaluation.

c) General Information

For the proposal, applicants should consider a budget between 18,000 Euros and 23,000 Euros (net), including expenses for travel, working days and any materials needed.

Evaluation proposals should be submitted *in electronic form only* to Nadine Jurrat nadine.jurrat@dw.com, with Andrea Gellert andrea.gellert@dw.com in cc. Deadline for all proposals is September 17, 2018.

Contractors will be selected by October 1, 2018. The actual evaluation will commence on November 1, 2018. A kick-off meeting will take place at the end of November / beginning of December 2018. The first version of the evaluation report will be handed in by mid-March 2019. Change workshops will take place at the end of March / beginning of April 2019. The evaluation report will be finalized by the end of April 2019.

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