



Terms of Reference

Title: Facilitator for workshop “How do we want to work together?”
Country: Jordan
Project number: 08267
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1 Introduction

DVV International (DVV I) 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 900 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 Education. The programme of DVV International is financed by Germany's Federal Ministry for Economic Cooperation and Development (BMZ). DVV International has been working with partners in the Middle East since 2009. The regional office in Jordan was opened in 2010, the country office for Palestine in Ramallah in 2012. Through these ToR, DVV I Middle East is seeking a facilitator who moderates a full-day team workshop on the question "How do we want to work together?".

2 Background information

The team of DVV I Middle East will hold a regional workshop from 27 to 29 November 2023 in Amman, Jordan. On the 28 November a full day is devoted to a workshop on the topic "How do we want to work together?". The DVV I team that will be participating in this workshop is comprised of 7 to 12 people from Jordan and Palestine.

3 Objective of the workshop

The objective of the one-day-workshop is to create a space where the regional team can discuss values and ethics of cooperation among each other and with partners and service providers. The workshop shall result in a code of conduct or code of ethics for the regional DVV I team.

4 Indicative Timetable

The **indicative timetable** for the study is foreseen as follows:

- Selection and contracting of facilitator: 9 November 2023
- Briefings/preparation (online or in person): Between 12 and 20 November 2023
- Submission of workshop concept paper: 21 November 2023
- Last briefing: 26 November 2023
- Conducting workshop: 28 November 2023
- Submission workshop documentation: 5 December 2023
- Submission first draft code of conduct: 12 December 2023

5 Tasks of the facilitator

The facilitator will be requested to fulfil the following tasks:

- Prepare the full-day workshop in close coordination with the regional director and the country directors.
- Moderate and facilitate the full-day workshop in Amman.
- Document the workshop.
- Provide a first draft of a code of conduct or code of ethics based on the workshop and its documentation.

6 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 Right of Use permission strictly limited for personal non-commercial purposes. Transfer of the Right of Use to third parties is excluded.

7 Deliverables

The following deliverables are expected:

- **Workshop concept paper:** The facilitator provides DVV I with a concept on how the workshop is to be implemented. This concept paper includes a tentative agenda, methodologies used during the workshop, and the expected outcomes.
- **Preparatory meetings:** Preparatory meetings (2-3) between the facilitators and DVV I will take place in advance to the workshop.
- **Conducting the workshop:** The facilitator conducts a full-day workshop “How do we want to work together?” (approx. 9:30 to 17:30) with the DVV I team in Amman.
- **Documentation of workshop:** The facilitator provides DVV I with a documentation on the workshop.
- **Draft of a code of conduct:** The facilitator provides DVV I with a first draft of a code of conduct or code of ethics on the basis of the workshop and its documentation.

The workshop and the outcome documents (documentation and first draft of code of conduct) should be **in English** and submitted to DVV International **electronically**. A translator will be present during the day.

8 Responsible persons at DVV International and logistics

DVV International will be the contracting authority for this workshop. The main contact person is Barbara Hust, Regional Director Middle East.

9 Qualification of the study expert/study team

The facilitator we are looking for should have the following qualification:

- Very good experience in facilitating team workshops for non-profit organisation;
- Very good knowledge of facilitation methods;
- Very good knowledge of soft skills and team building activities in a non-profit environment;
- Good writing skills;
- Fluency in English; Arabic is an asset;
- Preferably the facilitator should be based in Amman;
- Intercultural competence including the ability to work with a local translator.

10 Application

All candidates who would like to participate in the tender for conducting the outlined facilitation should submit the following:

- a) CV
- b) Technical and financial proposal covering the following aspects (maximum of 2 pages):
 - a. Show understanding of the task
 - b. Show facilitation and methodological approaches
 - c. Financial proposal

The offers must be sent **until 30 October 2023** to the following e-mail address:
Barbara Hust (Regional Director Middle East) hust@dvv-international.jo

Late submissions will not be accepted.

11 Evaluation criteria of proposals

The proposals will be assessed according to the following criteria:

- **Qualification of facilitator (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).