

# **Terms of Reference for an Online Course for DGB Bildungswerk's project partners in South and Southeast Asia on Data Research Methods for Project Monitoring**

## **A. General**

DGB Bildungswerk BUND e.V. (DGB BW) is the federal organization of the German Trade Union Confederation (DGB) for general, political and trade union related knowledge transfer, training and further education.

Within the North-South Network (NSN), we have been working with trade union projects and initiatives in developing and transition countries in Latin America, Asia, South East Europe and Southern Africa for three decades. We support our partners in the planning of sustainable development strategies and promote "capacity building" - because social development needs qualification.

Our development cooperation aims at ensuring political, economic and social human rights, decent work for all, the promotion of democracy and gender equality in companies and in society. We promote sustainable economic and social development, which minimizes existing inequalities. For this purpose, we support the formation and consolidation of strong, democratic, politically and financially independent trade unions and organisations that represent the interests and rights of workers.

For planning, monitoring and evaluation as well as for reporting, the project partners follow a result-oriented approach which is in accordance with the standards of the Federal Ministry for Economic Cooperation and Development (BMZ) as well as with the principles of the DAC / OECD.

## **I. Scope of the Online Course**

To realize the project cooperations, DGB BW receives funding from the German Ministry for Economic Development and Cooperation (BMZ).

Within the current Asia project 2019-2021 of the DGB BW, an online course on data collection methods and tools for appropriate monitoring of the cooperation projects in South and Southeast Asia should be implemented in order to improve the project partners' capacity on effective project implementation and monitoring.

## **II. Objectives of the Online Course**

Objectives of the online course are:

- Reflection with project partners about their experiences in data collection and monitoring of projects
- Introduction of project partners to data research methods and tools and their importance for adequate project monitoring
- Introduction of project partners to key implementation aspects of research methods: purpose, design, strengths, limitations
- Familiarising project partners with implementation processes of data research methods
- Familiarising project partners with adequate reporting of data research findings

## **III. Implementation of the Online course**

The online course will take place online and must be in English. The online course can be offered in several modules if applicable in terms of content and didactics.

The online course is intended to build on the experience and knowledge of project monitoring of the current project partners in the Asia project. For this purpose, the external expert should get an overview of the current approach of the project partners for project monitoring through the document view. In addition, a preparatory discussion with the DGB BW should take place to clarify content-related and technical questions regarding the conceptual and content-related preparation of the online course. The external expert then identifies appropriate data collection methods to support project monitoring for the project partners and prepares them for presentation to the project partners in the context of the online course in terms of content and didactics (theoretical background, procedure, aspects for selecting the method). The external expert will conduct an online course trial run together with the DGB BW in order to check if technical and content related aspects are properly prepared. Afterwards, the online course will be conducted through the external expert for the project partners. Through the online course, the project partners are then to be informed about how data research processes can be carried out and how it can be prepared in a monitoring report. The DGB BW provides the appropriate software for carrying out the online course. The DGB BW currently works with go-to software, but is also examining other providers of online course software.

## **IV. Extent of the Online Course**

The online course shall give the project partners the opportunity to exchange and to reflect about their current project monitoring practices. Furthermore, the project partner are informed about adequate data collection methods and tools in the context of project monitoring and should be able to select the methods according to their needs. Eventually, the project partners are able to implement the data collection methods and tools and to report their findings appropriately.

The implementation of the assignment should take a total of approximately eight hours (one working day) plus preparation time. Since the assignment can be divided into several sessions, the total time of the execution can also be divided.

## **V. Methods and phases of the Online Course**

The online course shall be implemented in three different

phases: Inception phase: Preparatory talks with DGB BW, desk study of relevant documents, development of methodological approach and instruments

2. Test phase: The external expert will carry out a test online course with the responsible DGB BW staff online to agree on technical and content-related aspects.
3. Implementation phase: After final agreements with DGB BW, the external expert should conduct the online course with the current project partners of the DGB BW and create a video recording for documentation purposes.

The methodological and didactic design of the online course should be arranged in a participatory and process-oriented manner.

## **VII. Time Frame:**

1. Inception phase: August 2020
2. Test phase: September 2020
3. Implementation phase: October 2020

## **VIII. Tasks and Responsibilities**

### Responsibilities of the external expert

- Familiarisation with DGB BW specification and guidelines for result-oriented monitoring
- Familiarisation with project partners monitoring practice
- Development of an adequate webinar concept/methodology
- Availability of technical equipment (devices for internet, audio input, webcam)
- Implementation of the online course
- Elaboration of a video recording of the online course

### Responsibilities of DGB BW

- Contracting the external expert
- Provision of all relevant project documentation and reports
- Approval of the concept and the implementation of the online course
- Organisational preparation for the online course (registration of participants, clarification of technical and content related questions of project partners) in cooperation with the external expert
- Facilitation of the online course (introduction of external expert, structuring of question and answer session) in cooperation with the external expert
- Provision of software for the online course

### External expert profile

- Professional experience and knowledge in qualitative and quantitative data collection methods
- Good knowledge of monitoring standards and instruments for result-oriented based projects
- Professional experience and knowledge in implementation of participant-oriented online courses (especially webinars)
- Technical knowledge in implementation of online courses
- Sound knowledge of German and international development cooperation
- Good knowledge on trade unions and industrial relations in general; specific knowledge on the situation of trade unions and industrial relations in South and Southeast Asia is desirable
- Intercultural competence
- Fluency in English is required

### Contents of the offer

The offer shall include a short description of understanding of task and approach towards the online course the external expert's CV, a list of relevant previous assignments, and a separate price offer.

The pricing should be based on a fixed price (gross and any other payments like daily subsistence, social security and taxes). VAT shall be stated separately. The offer shall be oriented on daily rates but shall distinguish (also in rates) between days needed for preparation and implementation.

**Deadline for submission of the offer: 15 July 2020**

**Commitment period of the offer: 31 July 2020**

**Provisional date for selection: 20 July 2020**

### **Submission of offers:**

Please address your application and/or questions to the following address:

tanja.schindewolf@dgb-bildungswerk.de

### **Selection criteria:**

Professional experiences in project monitoring of international development cooperation projects; good knowledge of qualitative and quantitative data research methods, professional experience in implementation of qualitative and quantitative data research methods, professional experience and knowledge in adequate (technical, educational, content-wise) preparation of online courses, knowledge of trade unions and industrial relations in South and Southeast Asia; cost efficiency

### **Payment conditions:**

Payment will be based on invoicing, following performance. A partial payment based on partial outputs (e.g. draft report) can be agreed upon.