



TERMS OF REFERENCE –
PILOT OF CODE OF GOOD PRACTICE FOR DEVELOPMENT EDUCATION

October - December 2018

About IDEA: IDEA, the Irish Development Education Association, is the national network for Development Education in Ireland and a leading voice for the sector. We represent approximately 80 members involved in the practice, promotion and advancement of Development Education (DE) in formal, non-formal and informal settings. Together we work to strengthen Development Education in Ireland and to raise awareness of the crucial role of Development Education in achieving an equal, just and sustainable future.

Development Education (DE) is an educational process which enables people to understand the world around them and to act to transform it. DE works to tackle the root causes of injustice and inequality, globally and locally to create a more just and sustainable future for everyone. In Ireland DE is practised by a range of actors, from International Development NGOs, to Domestic NGOs, to Educational Organisations, and Individuals. It takes place across a wide range of formal, non-formal and informal settings, and involves learners of all ages.

https://www.ideaonline.ie/uploads/files/DE_Vision_A5.pdf

The Code of Good Practice in Development Education: Following the development of a draft Code of Good Practice for Development Education in Ireland in 2017, the Code is currently being piloted with a group of 8 IDEA members.

Background: The Code builds on existing work by IDEA members in good practice in Development Education, especially the production of Good Practice Guidelines by IDEA working groups and partners for key areas of DE activity (Adult and community; Formal Education; Volunteering (Comhlámh); DE resources (developmenteducation.ie); Youth (NYCI ongoing)) (see <https://www.ideaonline.ie/what-we-do/enable/share-your-impact/>). A workshop carried out with IDEA members in November 2016 about strengthening good practice in DE led to the Code work beginning in 2017.

Purpose – Finalising the Code of Good Practice in Development Education Pilot and supporting framework, based on the work of the IDEA Pilot Group: IDEA requires a consultant to work on the final stage of the pilot to capture the learning and produce a final draft of the Code of Good Practice for Development Education. This will involve:

- supporting members as they finalise their pilot phase of the Code in consultation with IDEA staff
- running 1 half-day workshop session with members involved in the pilot process & recording key decisions

- taking on board feedback on the draft Code (core principles, indicators, and possible evidence)
- capturing learning from the Pilot Group's experience of working with their chosen Principles/Indicators.
- analysing learning from the implementation practices of other relevant Codes.
- producing a final version of the Code and supporting materials, in particular in relation to support and review mechanisms.
- producing a final document for IDEA on suggested follow-up to the pilot and the roll-out of the Code to the DE sector

Main tasks:

- To manage the remainder of the piloting of the draft Code of Good Practice with the IDEA members involved and in collaboration with IDEA staff
- To design, prepare for and lead a half-day workshop with the Pilot Group and incorporate findings from this into the remainder of the work.
- To lead the creation of supporting materials for the Code with input from IDEA staff and the IDEA Quality and Impact working group, and taking into account materials developed for other similar Codes, looking in particular at potential peer support mechanisms and peer review mechanisms.
- To capture the learning from each organisation's experience piloting their Principles/Indicators, to include in a final document for IDEA with an analysis of the challenges and possibilities for the future work with the Code.
- To incorporate feedback and develop a final draft of the Code of Good Practice including supporting documentation, again with particular emphasis on peer support and peer review. To ensure the Code is as user-friendly as possible in its content and design. IDEA staff will lead on the drawing up of the final version of the Code and its circulation to members.
- To produce a final document for IDEA on suggested follow-up to the pilot and the roll-out of the Code to the DE sector including supporting measures and any assessment mechanisms, and to advise on incorporation of same
- To liaise closely with IDEA staff in carrying out the tasks within the time frame set out below

Planned timeframe and outputs (liaising with IDEA staff throughout):

- October: Support to IDEA members in their progress piloting the Code in consultation with IDEA staff, and gather feedback on their ongoing progress.



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Begin analysis of this feedback. Begin to develop frameworks for peer support and peer review mechanisms for the Code of Good Practice, looking at to other Codes as well as the experience of this pilot.

- November: Continue ongoing work from October. Prepare a short document on potential peer support and reivew mechanisms for the Code for the workshop at the end of the month. Plan for and carry out this half-day workshop of the piloting group in mid/late November (it is the third of three, the others took place in April and June). Write up findings and incorporate feedback from members into supporting documents for the Code/final versions of the Code in collaboration with IDEA staff. Continue to develop supporting documents on peer support and peer review and develop analysis on these.
- December: Consultant to gather and consolidate all relevant feedback and recommendations on the use of the Code of good practice. Incorporate these into a final draft of the Code, ensuring that the final draft is user-friendly. IDEA staff will lead on the drawing up of the final version of the Code and its circulation to members. Finalise documents on options for peer support and peer review, as well as a report for IDEA outlining suggested follow-up/next steps for 2019 for roll-out of the Code to the DE sector.

Budget

It is anticipated that the work will take place over approximately 12 days to the end of 2018. This will be communicated to and agreed with the consultant. IDEA will organise the half-day workshop, and cover the costs for these events beyond the consultant's fee. IDEA will also fund the design and print of the final versions of the Code and supporting documents.

How to apply

Please submit your CV, and a letter of interest outlining a proposed methodology for the work to be carried out including number of days and fee to morina@ideaonline.ie by midday on Friday 12th October. Please contact us if you would like further information.

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