

## Terms of Reference (ToRs)

2020 Tracer Study on the Professionalization of CLC Staff (Management, Trainers and Committees)

### Background

DVV International is the Institute for International Cooperation of the Deutscher Volkshochschul-Verband e.V. (DVV), the German Adult Education Association. As the leading professional organisation in adult education and development cooperation, DVV International has committed itself to supporting lifelong learning for over 50 years. DVV International provides worldwide assistance for the establishment and development of sustainable structures for youth and adult education.

Since 2009, DVV International has been working in Lao PDR and Cambodia. We initially collaborated with our partners in Cambodia through our country office in Vientiane, Lao PDR. In 2017, we opened our country office in Cambodia.

In its funding cycle 2018-2020 DVV International set as one of its objectives that “CLC Management, Trainers and Committees work more professionally”. In order to verify this, the following indicator had been set: “50 CLC-staff (Trainers, managers, members of committees) use new approaches and strategies in their daily work.” In order to achieve this, a number of trainings have been implemented and a cycle management training program for Community Learning Center (CLC) committees and non-formal education (NFE) staff had been started. which comprises a series of six modules including Basic Knowledge and Skills (module 1), Community Mobilisation (module 2), Networking/Partnership (module 3), Leadership and internal management (module 4), Fundraising (module 5), and Monitoring & Evaluation (module 6).

### Objectives

The objective of the envisaged tracer study is to assess in how far the above-mentioned indicator has been achieved. This means to ascertain whether

1. the participants who attended modules 1 and 2 of the management training cycle have disseminated and shared the lessons learned with their colleagues and communities and have adopted lessons learned in their everyday work.
2. Lessons from previous trainings (Soft Skills) taken advantage of by participants in their daily work

### Expected Qualifications

The contractor shall provide the following qualifications:

- Experience in working in the education sector an understanding of the local contexts in Cambodia;



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- *Experience in studies on Cambodian communities;*
- *Fluency in English and Khmer*
- *The ability to travel to remote areas.*

*The contractor can be a company or a physical person. The work should be finalised until 30<sup>th</sup> June 2020.*

*Bidders shall send their application including a short proposed methodology, CV and financial proposal via email to DVV International Cambodia – Country Director Mrs. Vanna Peou ([vannadvvcambodia@gmail.com](mailto:vannadvvcambodia@gmail.com)) until 31<sup>st</sup> March 2020.*

*The maximum budget for the envisaged tracer study is 6500 USD.*

*Questions may be asked until 25<sup>th</sup> March 2020 via the aforementioned email address.*