



## **Terms of Reference (ToRs)**

### **Editing of English Curriculum for Managers of Adult Education Centres**

#### 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 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. Since 2009, DVV International is working in Lao PDR and Cambodia and from its two offices in Vientiane and Phnom Penh it also reaches out to the South East Asian region.

In 2021, DVV International has commissioned the development of a curriculum for managers of adult education centres. The curriculum has then been developed in recent months by the SEAMEO Centre for Lifelong Learning in Vietnam. It is based on previous training cycles conducted in Cambodia and Lao PDR and it is meant for use in DVV International offices worldwide.

The curriculum is currently being discussed and revised and will be ready for language editing in the end of November. In the end, it will consist of approximately 60 pages.

#### Objectives

The objective of the editing process is to

- Ensure that the publication is free of any linguistic errors
- Ensure a decent language level

#### Expected Qualifications

The contractor should provide the following qualifications:

- Long-standing experience in editing English non fictional and/or scientific texts
- English at mother tongue level
- Experience in educational projects would be an asset

The contractor can be a company or a physical person.

The work should be finalized until 12<sup>th</sup> December 2021.

Bidders should send their application (short motivation letter, CV, financial proposal) to the Regional Director for Southeast Asia of DVV International, Dr. Johann Heilmann, by email ([heilmann@dvv-international.la](mailto:heilmann@dvv-international.la)) until 25<sup>th</sup> November 2021. Questions can be asked until 20<sup>th</sup> November 2021 under the same address.