



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

### **Translation of adult education documents**

#### 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 order to better convey messages of adult education, DVV International seeks to translate relevant documents from English into Lao.

#### Objectives

The objective of the translation process is to translate seven documents on adult education and development from English into Lao. The overall volume of all documents is about 125 pages.

#### Expected Qualifications

The contractor should provide the following qualifications:

- Long-standing experience in translating from English to Lao
- Lao at mother tongue level
- Experience in translating texts around education and development

The contractor can be a company or a physical person.

The work should be finalized until 31<sup>st</sup> January 2022.

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)).