



## **DVVI Terms of Reference (ToR)**

### **Analysis of the Availability of Online Teaching and Learning Tools for Non-Formal Education (NFE) in Lao PDR based on the needs of the NFE system**

#### Background

DVV International is the German Adult Education Association. It has been supporting adult education and lifelong learning in Lao PDR since 2009, which meant, to a large extent, supporting the non-formal education sector. In this context, the Non-Formal Education Development Centre (NFEDC) has been an important partner. As a sub-structure of the Department for Non-Formal Education (DNFE) of the Ministry of Education and Sports (MoES) it is the task of the NFEDC to provide services such as consultancy, capacity building and resources to the various structure of the non-formal education system as well as to do further research on non-formal education topics.

In the project phase 2021-2023, DVV International aims at further strengthening NFEDC. The project objective related to NFEDC therefore reads: “The Non-Formal Education Development Centre (NFEDC) is recognised as the central provider of capacity building, research, material and resources for non-formal education and actively provides services to actors in the NFE system.” One of two related indicators reads: “One annual study implemented by NFEDC contributes to improving the data base in NFE.”

In this context and in analysing the needs in non-formal education, NFEDC and DVV International conducted a feasibility study on the potential of online learning and teaching in the non-formal education sector in Lao PDR in 2021. Online or long-distance learning and teaching tools are widely seen as having great potential to serve the needs of people willing to learn. The target groups of non-formal education are mainly people who have dropped out of the formal education system or who have never attended school at all. One of the recommendations the study came up with is to further analyse which tools are needed in non-formal education for both teacher training and training of the target groups and to thereby check what is already available. This will now be the objective of the study in 2022.

#### Objective:

The contractor is expected to conduct the analysis together with staff members of the NFEDC in order to ensure a know-how transfer in terms of research capacities from the contractor to NFEDC. It is therefore expected that the contractor includes some capacity building elements for NFEDC staff members prior to the study.

The analysis is then expected to answer the following questions:

- What are the needs of the NFE systems in terms of online teaching and learning tools?
- What are existing tools that can easily be put to use of online teaching and learning in the non-formal education system?
- What tools are needed for NFE teacher training? What tools are needed for trainings of the NFE target groups? Which of the existing courses (vocational training skills, equivalency programme, literacy) can most easily be taught online?
- How can the use of two of the identified tools be outlined?

### Methodology

The analysis should start with a short inception phase mainly doing online research. This should result into an inception report that outlines the detailed methodology of the study.

Before the implementation of the analysis the contractor should provide capacity building to NFEDC staff in order for them to understand about the methodology, to learn about the requirements of such an analysis and in order to be prepared for taking part in the analysis themselves.

This should be followed by research implemented by the contractor and the NFEDC team. Based on the desk research and the further research which should involve interviews with different stakeholders the contractor is then expected to write a report based on the questions set above. He is also expected to do a de-briefing session with the NFEDC colleagues and representatives from the DNFE and do a final presentation at an NFEDC event. The language of the report should be English, while a Lao summary should be prepared as well.

The work should be finalized until the end of June 2022.

#### Selection criteria:

The contractor will be chosen based on the following criteria:

- Experience in conducting similar analyses (15 %)
- Experience with digital tools (20 %)
- Experiences in (non-formal) education in Lao PDR (15 %)
- A convincing methodology (20%)
- Budget (30 %)

The number of working days should not exceed 30 of which 5-10 should be dedicated to explicit capacity building for NFEDC.

Applications including a draft methodology, a CV of the involved staff and a proposed budget should be sent to the Regional Director of DVV International, Dr. Johann Heilmann by email ([heilmann@dvv-international.la](mailto:heilmann@dvv-international.la)) until 22<sup>th</sup> March 2021. Questions for clarification can be sent until 15<sup>th</sup> March 2022.