

Term of Reference

Consultant for life skills handbook development and training

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 Lao PDR, cooperating among other organisations with the Lao Youth Union (LYU).

DVV International and LYU are implementing the project 'Providing Life Skills to Lao Youth' supported by the German Charity Organisation "Kindermissionswerk – Die Sternsinger" to provide basic understanding of life skills to Lao youth. This includes skills for self-development, preventive education (health, drug abuse resistance, etc.) and guidance for better employment, studies and other life goals.

In the current Sternsinger-funded project, DVV International aims at institutionalising activities for youth through the development of a **Life Skills Handbook**, building on an already existing handbook for soft-skills elaborated in the former project with LYU that just finalized. The **Life Skills Handbook** will be used by LYU Trainers at the provincial level in order to deliver related trainings for youth and the establishment of awareness for youth within the LYU community.

Objective:

DVV International is now seeking for the services of an qualified expert to develop the life skills handbook, which covers self-development, preventive education (health, drug abuse resistance, etc.) and guidance for better employment, studies and other life goals.

The expected activities and outputs from the consultant are as follows:

- Develop draft Life Skills Handbook in Lao language
- Presentation of draft handbook in consultation meetings with DVV and LYU, following finalisation of handbook for training.
- Facilitate and support training of LYU Trainers (ToT)
- Supervision of 2 trainings implemented by LYU
- Recommendation to improve the content and the methodology of the handbook.
- Revise handbook according to practical experience and observations

Provisional Timeline and expect output

Task/Deliverables	Suggested time frame
a. Inception meeting with DVV and LYU and Presentation of the content detail	0.5 day November 2023
b. Elaboration of the first draft of the handbook	10 days November/December 2023
c. Consultation meeting to present and discuss the contents of the first draft of the handbook with LYU and DVV, followed by elaboration of final first version of the handbook	5 days December 2023
d. Training of LYU trainers (ToT)	5 days December 2023
e. Observation / coaching of two trainings implemented by LYU	5 days First quarter 2024
f. Consultation meeting to revise the second draft of the handbook	5 days June 2024
g. Finalization of the handbook	2.5 day June 2024

The work should be finalised by the end of June 2024. The maximum amount that is available for the task is 48.000.000 LAK.

Selection criteria:

The contractor will be chosen based on the following criteria:

- *Experience in conducting similar consultancies and in the topic of the project (soft/life-skills, non-formal education for Youth).*
- *Experience as trainer/facilitator.*
- *Experience in developing similar tasks (such as handbook and training manuals)*
- *Experience in work with youth.*



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Applications including a methodology / approach for implementing the assignment (maximum 2 pages), a provisional table of contents of the handbook, a CV and a financial proposal including the number of working days and the daily rate must be sent to the Project manager of DVV International, Dalouny Sisoulath (sisoulath@dvv-international.la) until 10th November 2023. Questions for clarification can be sent until 7th November 2023.

The existing handbook on soft-skills and further information about the can be sent upon request.