

Term of Reference

Monitoring and Evaluation Consultant for Project Life Skills for Lao Youth

Background

DVV International is the International Institute of the German Adult Education Association (DVV). 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, cooperating among other organisations with the Lao Youth Union (LYU).

DVV International and LYU are currently implementing the project 'Providing Life Skills to Lao Youth' supported by the German Charity Organisation "Kindermissionswerk – Die Sternsinger" to provide a basic understanding of life skills in **eight target provinces**. The **Life Skills Training** includes the provision of skills for self-development, preventive education (health, drug abuse resistance, etc.) and guidance for better employment, studies and other life goals. The project initially has a duration of one year (**August 2023 – July 2024**) and might be extended for a second year thereafter.

The main components/milestones of the project are:

- Development of a Life Skills Handbook with training material for youth
- Capacity building for the LYU trainers from the provincial level (ToT)
- Implementation of activities for youth in eight provinces

Since the beginning of the Project, the handbook has been drafted and the ToT in the capital has already been concluded, both with support of an external Consultant. So far, the life skills trainings for youth have been implemented in four provinces (Bokeo, Xiengkhuang, VTE Capital, Khammouane). The remaining four trainings in the provinces of Luang Namtha, Luang Prabang, Savannakhet and Salavan will be completed until the end of June 2024.

Purpose of the monitoring and evaluation

DVV International understand itself as an educational organization. In order to improve further project activities, DVV International would like to learn more about achievements, challenges and best practices of the project. The evaluation's main goals are:

- To assess the project achievements with the main partner of the Project (LYU headquarters)
- To assess the results of the ToT with selected trainers from the provincial departments of LYU
- To assess the learning outcomes from selected participants (learners in secondary schools)
- To revise and summarize training reports from the four trainings realized so far (activity reports LYU, observation reports from Non-formal Education Development Center and pre- and post-tests of learners managed by the project manager of DVV International)
- To receive recommendations for the potential 2nd year of project implementation

Scope of services and tentative time schedule of evaluation

The following table depicts the tasks of the consultant, the time schedule as well as an indication of the envisaged number of working days. The consultant is free to change the number of working days in his/her proposal.

Tasks	Working days and time frame
Procurement and Contracting	until 20 th May
Kick off Meeting with DVV International and Lao Youth Union	1 working day May 2024
Desk research based on documents provided by DVV International (proposal, handbook, activity and observation reports, pre-/post tests)	3 days May/June 2024
Telephone or face-to face interviews (30-60 minutes each) with <ul style="list-style-type: none"> - Project Manager DVV International (1 pax) - External Consultant (1 pax) - Lao Youth Union HQ (3 pax) - Lao Youth Union Trainers from 4 Provinces (4x3 = 12 pax) - Learners from 4 secondary schools (4x3 = 12 pax) 	3 days June 2024
Participation and observation in one of the remaining provincial trainings (in Vientiane Capital)	3 days June 2024
Elaboration of draft evaluation report and submission to DVV International; incorporation of first comments (if needed)	4 days June 2024
Presentation of draft evaluation report at the mid-term review meeting in Vientiane Capital	1 day July 2024
Elaboration of final evaluation report and summaries	1-2 days July 2024
TOTAL (estimated number of working days)	16-17 days

The works should be finalised latest by **25 July 2024**.

The consultant will work closely with the Project Manager (PM), Dalouny Sisoulath, DVV International, Vientiane, under the supervision of DVV International's Regional Director (RD). The evaluator/consultant must provide regular briefings and draft documents to the PM to gather comments and suggestions, which should be incorporated in the deliverables (see below).

Logistical support will be offered to the consultant by the PM and LYU in Vientiane for arranging interviews and the participation in the provincial training.

Expected Deliverables

- **Draft evaluation report** based on desk research, interviews and observations during the training.
- **Final evaluation report** taking into account discussion from the mid-term review and comments from DVV International
- **Power point presentation** including key findings and recommendations to be presented at an internal meeting and at the Mid-term Review

The evaluation report should have a length of 10-15 pages plus an additional **executive summary** of 2-3 pages. All deliverables must be produced in **English** and submitted to DVV International electronically. The power point presentation and the executive summary must be also produced in **Lao language**. Therefore, a very good command of English and Lao is required.

Qualifications of the Evaluator

- at least 5 years experience in the field of evaluation for development projects
- sound knowledge of evaluation methods and instruments
- experienced in the field of (non-formal) education and /or youth work
- analytical and writing skills
- very good Lao and English skills (writing and speaking)

Application

The application package should be fully in English and include the following documents:

a) **Detailed CV** particularly informing about similar assignments;

b) **Technical proposal** covering the following aspects (3-5 pages):

→ Narrative overview displaying an understanding of the tasks, ToR

→ Short methodology / approach

→ Work Plan, including detailed steps of implementation and timeline

c) **Financial proposal** including the number of working days and the daily rate in LAK or USD equivalent, including taxes.

The maximum available budget for the assignment will be in the equivalent range of 3.000 – 3.500 USD (including taxes) but please note that the contract can only be concluded and paid in LAK.

Interested candidates should send the application package no later than **12 May 2024** to the Project Manager, Dalouny Sisoulath, DVV International sisoulath@dvv-international.la

Late submissions will not be accepted.

Evaluation Criteria for Applications

The applications will be assessed according to the following criteria:

- **Qualification of the consultant** based on the detailed CV (40%)
- **Technical proposal** based on criteria mentioned above (30%)
- **Financial proposal based on** best cost-service relation (30%)