

## Term of Reference

### Monitoring and Evaluation Consultant for Project Life Skills for Lao Youth

#### 1. 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 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 with potential in term of labour market and youth employment. The **Life Skills Training** planned will include 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 main components/milestones of the project are:

- Develop 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

Following the development of the handbook and the TOT in the capital, the life skills trainings for youth will be implemented by at LYU at provincial level, supervised by DVV International and LYU headquarter.

#### Objective of the project:

This project has the following objectives:

- Enable LYU to use life skills in their training programs
- Train youth in eight target provinces on life skills

#### Purpose of the monitoring and evaluation

DVV International understand itself as an educational organization. In order to improve further project activities, DVV International, as the implementing agency, would like to learn more about achievements, challenges and best practices of the project. The evaluation's main goal is to document project achievements towards the objectives set in the initial project proposal. Furthermore, the evaluation should review and assess the relevance of the project activities, the achievement of the expected results, and their perspectives for sustainability. It should include a reflection about **lessons learnt** and make **recommendations** for the project counterparts regarding methodologies, strategies and approaches for possible further activities. The evaluation and its recommendations shall be a useful tool of information for the project implementing agency – DVV International and its partners.

#### 2. Scope of evaluation service

##### 2.1 Key actors, tasks and preliminary work plan

One key task of the evaluator/consultant is to develop a comprehensive M&E framework based on the project design and its intended outcomes and outputs outlined in the full set of the project application. The implementation of the M&E plan by the consultant will have to become an appropriate tool in demonstrating

the effectiveness and impact of a project as it generates credible and useful information for both DVV international and donors.

The consultant will work closely with the Project Manager (PM) under the supervision of DVV International 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 final framework and other outputs through a consultative process.

To collect information from data sources, the contractor is free to propose feasible methodological approaches (quantitative or qualitative). We recommend considering the following groups:

- Managers, consultants and committee members of the project (DVV, LYU)
- Stakeholders from partner institutions (LYU in central and provincial level)
- Trainers from LYU at the provincial level
- Target group (youth in target provinces)

The monitoring and evaluation tasks start with reviewing documents provided by DVV International, and the preparation of a monitoring and evaluation plan, including methodological approaches.

This is followed by participation in the TOT in the capital and field studies through participation in 4-5 trainings in selected provinces. The consultant will have to compile reports about all trainings observed, in line with the M&E plan developed. The aforementioned report will feed into the draft report to be presented and discussed on sharing and learning event in the final stage of the project. Eventually, the consultant will have to compile a final report to be discussed and amended on consent with DVV international.

The consultant is asked to specify his tasks in the technical proposal.

## 2.2 Expected Deliverables

The following deliverables are expected:

- **Monitoring and Evaluation Plan:** The expert will develop and present a monitoring and evaluation plan for the program. This plan will specify the methodologies for monitoring and evaluation, tools for collecting data, data to be collected and processing approaches.
- **Individual monitoring reports** for the ToT and the trainings in the provinces
- **Draft monitoring and evaluation report** based on the observations and the individual monitoring reports, in line with the M&E plan developed. The draft report will be revised by DVV International and LYU, before returned to the consultant for improvement.
- Presentation of draft on the sharing and learning event, based on a **power point presentation** developed by the consultant.
- **Final monitoring and evaluation report:** The final report will take into account discussion from the final event as well as comments from DVV International.

All deliverables must be produced in **English** and submitted to DVV International electronically. The draft and the final monitoring and evaluation report must include an executive summary with main findings and recommendation (3-4 pages). These summaries must also be submitted in **Lao language**.

## 3. Provisional Timeline and Working Day

The following table depicts 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.

<b>Task/Deliverables</b>	<b>Suggested time frame</b>
Inception meeting with DVV and LYU and discussion on overall of monitoring and evaluation plan, information about training schedules	0,5 day February 2024
Review of documents, developing of draft M&E plan	3 days February 2023
Presentation and discussion of draft M&E plan with DVV and LYU	0,5 days February 2024
Participation in ToT in the capital or the Province of Vientiane	5 days First quarter 2024
Field Phase / Participation and observation in 3-4 provincial trainings (followed by submission of individual reports)	10-15 days First/second quarter 2024
Elaboration of draft monitoring and evaluation report	4 days May 2024
Submission of draft monitoring and evaluation report	June 2024
Sharing and learning event Final version of Evaluation Report	1 day July 2024
Elaboration of final monitoring and evaluation report and summaries	2 days July 2024
<b>TOTAL (estimated number of working days)</b>	<b>25 - 30 days</b>

The work should be finalised by the 15 July 2024.

#### **4. Responsible Persons at DVV International, Coordination and Logistics**

The consultant will work in close cooperation with the PM of DVV International under supervision of RD in Vientiane. The Project Coordinator from DVV International in Vientiane will handle the cooperation regarding the exchange of relevant project documentation and data.

Logistical support will be offered to the consultant by the DVV staff and LYU in Vientiane, including booking of accommodation, local transportation and assistance in arranging interviews and project visits.

DVV International will be the contracting authority for this evaluation. The main contact persons will be the Project Manager, Dalouny Sisoulath, DVV International, Vientiane.

## 5. Qualifications of the Evaluator

The evaluation should be done by an evaluator who needs to have experience in M&E frameworks and studies as well as capacity building.

The consultant we are looking for should

- have at least 5 years experience in the field of evaluation for development projects
- be able to demonstrate sound knowledge of evaluation methods and instruments
- be experienced in the field of (non-formal) education or community development
- have experiences with stakeholder participation and transparent knowledge management
- have analytical and writing skills
- be fluent in Lao and have a good command of English (writing and speaking)

## 6. Application

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

a) Detailed CV particularly informing about similar assignments in English;

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

→ Narrative overview displaying an understanding of the task and ToR

→ Detailed methodology/ approach

→ Work Plan, including detailed steps of implementation and timeline

→ First sketch of the monitoring and evaluation plan

c) financial proposal including the number of working days and the daily rate in LAK, including taxes. Please note that travelling and accommodation costs outside Vientiane will be covered by DVV International and do not need to be included in the financial proposal.

The maximum available budget for the assignment will be in the equivalent of 5.000 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 **4 February 2024** to the Project Manager, Dalouny Sisoulath, DVV International [sisoulath@dvv-international.la](mailto:sisoulath@dvv-international.la)

Late submissions will not be accepted.

## 7. 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%)