



## Terms of Reference (ToRs)

### Consultant for Adult Learning and Education System Building Approach (ALESBA) in Lao PDR

#### Background

DVV International is the International Institute of the German Adult Education Association. It has been supporting adult education and lifelong learning in Lao PDR since 2009. In this context, the Department of Non-Formal Education (DNFE) of the Ministry of Education and Sports (MoES) has been the key partner since the very beginning. The non-formal education (NFE) system is an integral part of the education system in Lao PDR. It caters for the needs of all those citizens who have never taken part in formal education or who dropped out of school at a very early stage. The Lao NFE system including its national, provincial, district and community-based government structures offers equivalency programs and basic vocational skills trainings while modern approaches to non-formal learning (e.g. soft and life skills, women empowerment and mobile skills) are introduced with support from DVV International.

The overall goal of DVV International's engagement in all its partner countries is to strengthen sustainable structures for youth and adult education. This follows a so-called three-level approach, supporting the macro-level (framework conditions such as laws, strategies, policies), the meso-level (institution and capacity building for NFE providers, teachers/facilitators) and the micro-level (piloting of NFE approaches, provision of trainings to NFE target groups). In this very context DVV International has been developing and successfully implementing the so-called Adult Learning and System Building Approach (ALESBA) in its African partner countries during the last years. ALESBA is a tool, which can guide governments, universities and other stakeholders in the complex task of system building, at the same time the approach is open to improvement, adaptation, and modification. Although ALESBA was born in Africa the approach rests on a generic conceptual framework of what an adult learning and education (ALE) system constitutes and can therefore be adapted for use in any country.<sup>1</sup>

DVV International has now started a new project phase of its country program in Laos (2024-2026). At the same time a new phase of DVV's Regional Asia project began which, inter alia, foresees to introduce ALESBA in selected Asian countries, including Lao PDR. Hence, DVV International is now seeking an experienced consultant with proven know-how of the non-formal education sector to facilitate the introduction of ALESBA in Laos.

#### Objectives

The objective of the assignment is to become a national master-trainer and accompany DNFE and DVV International in the overall ALESBA process in all phases (see below), including conceptual know-how transfer, facilitation of workshops/reviews as well as documentation. The overall results will feed into an assessment report that will help to identify priorities for non-formal education support in Laos beyond the currently approved phase (2027 onwards).

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<sup>1</sup> For more information and all ALESBA materials available please consult: <https://www.dvv-international.de/en/ale-toolbox/system-development/adult-learning-and-education-system-building-approach>



## Expected Tasks and Outputs

The Consultant should support the below project phases and deliver the following tasks:

- **A - Consensus Building:** Following first familiarization with the concept and core documents, information and awareness raising about ALESBA in workshops and/or other partner activities implemented by DVV International and its key NFE partners.
- **B - Training of Master Trainers:** The Consultant will have to participate in an international five-days training of master trainers, together with one focal point person from DNFE (to be defined). This training will include consultants and focal point persons from four Asian countries. It will give them an introduction to the ALESBA conceptual framework and build their capacity on how to prepare, conduct and document an assessment with a peer review team/process. All participants return with a contextualised assessment tool for their respective country.
- **C - Training of Peer Assessment Team:** Training of a national assessment/peer review team. The composition of the peer assessment team will be discussed during the training of master trainer, DNFE and other key NFE stakeholder. The number of the assessment team members will depend on the scope of the assessment to be defined.
- **D - System Assessment:** The peer assessment teams will conduct the country assessment by a peer review process, with guided support of the Consultant that assures a sound documentation process. The Consultant assesses results from the ALESBA process implemented, writes a report and completes a specific scorecard (which is a standard ALESBA tool).
- **E - Final Workshop:** Share the assessment report and complete the scorecard tool with key stakeholders - and agree on next steps for system building.

Key outputs from the above tasks (assessment report, scorecard) must be in English and Lao, while the documentation of peer review and other meetings, interviews and workshops will be mainly in Lao. The international ALESBA training will be conducted in English. Therefore fluency in Lao and a good command in English (speaking and writing) is required.

## Time Schedule and Inputs

**A - Consensus Building:** distributed to various occasions to be identified - 2 working days until May 2024

**B - Training of Master Trainers:** expected to take place in Sri Lanka - 5 working days in the last week of May 2024.

**C - Training of Peer Assessment Team:** including preparations, agreements with stakeholders' management, selection of peer review teams and the training itself (3 days in the third quarter of 2024).

**D - System Assessment:** possibly simultaneously in various areas of the county (3 days), followed by the documentation of assessment results (5 days in third / fourth quarter of 2024)

**E - Final Workshop** – 2 days in the fourth quarter of 2024



With this procurement we will provide a fee-based contract for a maximum of 20 working days for the above tasks to be completed until December 2024. Having finalized the above tasks there might be an additional fee-based contract for advisory services in the following year.

Application package:

- Short methodology (1-2 pages) that shows understanding of the tasks and proceedings
- Detailed CV outlining relevant qualification and experience, especially as regards a systemic understanding of the NFE system in Laos
- Daily rate in LAK or USD (including taxes). National and international travel costs will be covered by DVV International and do not need to be included.

Selection criteria:

- Short methodology (30 %)
- CV (40 %)
- Prices / daily rate (30 %)

Application packages should be sent to DVV's Regional Director Southeast Asia, Christoph Jost ([jost@dvv-international.la](mailto:jost@dvv-international.la)) by email until 23<sup>rd</sup> March 2024. Questions for clarification can be sent until 14<sup>th</sup> March to Mana Chanthalanonh ([chanthalanonh@dvv-international.la](mailto:chanthalanonh@dvv-international.la)).