



Terms of Reference (ToRs)

Consultant for Children and Youth Learning Activities

Background

Under the Department for Non-Formal Education (DNFE) in the Ministry of Education and Sports (MoES), 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. NFE offers equivalency programs that allow learners to complete primary, lower or upper secondary education as well as literacy classes and vocational skills trainings.

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, which means, to a large extent, supporting the non-formal education sector. Next to DNFE as DVV International's key counterpart, the Non-Formal Education Development Centre (NFEDC) and its sub-structures at regional, provincial and district level has been an important partner as regards the development of curricula, the implementation of trainings, research and the provision of expertise for the entire NFE system in Lao PDR.

Since its beginning DVV International has been supporting Community Learning Centres (CLC) in Savannakhet Province, Lao PDR, with capacity and institution building, literacy courses, income generating activities, and other trainings for children, youth and adults. This support was completed at the end of the year 2023. With its new project phase (2024-2026) DVV International and its key partners are implementing the new initiative aiming at **establishing four model CLCs in four target provinces:** Luang Prabang Province, Vientiane Capital, Vientiane Province, and Bolikhamxai Province.

The four model CLCs will upgrade already existing facilities according to national standards currently developed and will serve as hubs for community-driven learning, offering essential skills training, income generation activities, literacy programs, and access to vital information to improve livelihoods and well-being. Through its core funding from the German Ministry of Economic Cooperation and Development (BMZ) DVV International will support learning of adults.

At the same time a **complementary project funded by the German charity organization "Sternsinger" will cater the target group of children and youth.** This project is called **"Promoting Children and Youth Learning Activities in model CLCs in Lao PDR"** aiming at:

- i) strengthening the capacity of CLC staff to work with children and youths,
- ii) selecting and training youth community leaders, and
- iii) providing non-formal learning opportunities on various topics (e.g. nutrition, health, environmental protection, children rights) to children, youth and community members

An already ongoing needs assessment will, inter alia, verify which specific topics included in an already existing **handbook for children and youth learning developed earlier in Savannakhet** are considered most relevant for children in the catchment area of the four model CLCs.

The Project "Promoting Children and Youth Learning Activities in model CLCs in Lao PDR" will apply a multiplier-approach to eventually reach out the final beneficiaries:

- A Consultant will inform and qualify a pool of master trainers (training of trainers)
- The master trainers will provide capacity building for CLC staff and youth leaders (with coaching of the Consultant)
- CLC staff and youth leaders will train children, youth and community members



Objectives and Expected Tasks

To ensure that the needs of the children and youths are perfectly addressed, DVV International is now seeking support from a (team of) Consultant(s) familiar with the development and implementation of children and youth approaches, training of master trainers and coaching.

The concrete objectives and tasks of the assignment are:

- **Development of a training manual**, which covers comprehensive instructions as well as learning, information and communication material for children and youth activities. The manual will be built on the existing handbook that deals with topics as nutrition, health, soft skills, environmental protection and children rights. Priority topics will be identified through the ongoing needs assessment.
- Delivery of a **training for the project's pool of master trainers (ToT)** from organisations such as NFEDC, Lao Youth Union, NNFECC and the PNFECC from Xiengkhuang.
- **Coaching of master trainers** during their initial trainings for CLC staff and youth leaders, including the provision of advice and feedback as well as the elaboration of short reports for improvement.

Inputs, Outputs and Provisional Time Schedule

The following **inputs** are estimated but may be adjusted according to the Consultant in its proposal:

- Kick-off Meeting with DVV International and DNFE: 1 working day
- Development of comprehensive training manual: 10-15 working days
- Training of master trainers: 6 working days (including preparatory works)
- Coaching of master trainers: 6 working days (including preparatory works)
- Revision and enhancement of training manual based on observations: 2 working days

With this procurement we will provide a fee-based contract of 25 – 30 working days for the above tasks to be completed until the 3rd quarter of the year 2024.

Key outputs from the above tasks will be the comprehensive training manual with supporting materials and short reports from the ToT and coaching. The language of the outputs and for all meetings, discussion and trainings will be Lao. Therefore, fluency in Lao is required while a good command of English is not compulsory but considered an asset.

Application package:

- Short methodology (1-2 pages) that shows understanding of the tasks and proceedings.
- Detailed CV(s) including qualification and reference assignments that show experience in community development, children and youth empowerment, training and coaching.
- Financial proposal showing the number of working days, work plan and daily rate in LAK (including taxes); teams may discriminate rates according to members.

Please note that the maximum available amount for the assignment is 45.000.000 LAK. The financial proposal will be taken into account for the evaluation of offers (see below)

Application packages can be sent either in English or Lao language.



Selection criteria:

The contractor will be chosen based on the following criteria:

- Short methodology (30%)
- CVs (40 %)
- Financial proposal (30%)

Application packages should be sent to the responsible Project Manager, Dokkham Xomsihapanya (xomsihapanya@dvv-international.la) by email until 25th March 2024. Questions for clarification can be sent until 18th March to Leklai Southavilay (southavilay@dvv-international.la).

The Consultant contract will be concluded in English.