



## Terms of Reference (ToRs)

### Advisory Services digital learning app for non-formal education

#### 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 meant, to a large extent, supporting the non-formal education sector. In this context, the Non-Formal Education Development Centre (NFEDC) has been an important partner since the very beginning. The NFEDC in Vientiane Capital is an important structure in providing NFE as well as in the implementation of research, the provision of expertise and material and the provision of curricula for the entire NFE system in Lao PDR.

In the years 2021 and 2022, the NFEDC and DVV International conducted already two research studies, with support of external experts, on the potential and available online learning tools for NFE in Lao PDR. Despite some obvious challenges the studies clearly showed that there is great potential with regard to online and digital tools. In the years 2022 and 2023 NFEDC selected the mobile application “EdApp” as the most convenient tool for digital learning. Learning content was developed for all subjects of grade 12 of the secondary equivalency program (SEP). The application was introduced to a small group of NFE facilitators and first pilot tests undertaken with learners in the year 2023. Next to the newly developed content for grade 12 of the SEP, NFEDC already collected and developed some videos on basic vocational skills training that are, however, scattered in various platforms (e.g. youtube) and not strategically used for interactive/participatory learning organized by NFEDC.

DVV International started a new project phase in the year 2024 that will, inter alia, have a focus on the further development of the online application “EdApp”. Current planning foresees the development and testing of more learning content for which technical guidance is needed. In addition, there are still open questions that need to be clarified before any roll-out in the NFE systems. These questions relate to the objectives, functions and limitations of the EdApp, necessary approval processes with governmental authorities as well as a cost-efficient implementation plan throughout the NFE system for the future, including the definition of roles and responsibilities of stakeholders and beneficiaries involved.

#### Objectives

To tackle the beforementioned technical and strategic challenges DVV International is seeking support from a (team of) Consultant(s) familiar with the development and implementation of learning applications/tools, including necessary approval processes. The objectives are to provide:

- Advice for the creation of new content (additional grade of the SEP / basic vocational skills), regarding technical features, formats and organization of learning material for the lessons.
- Training of NFEDC staff on key functions of the EdApp (e.g. offline use, administration of learners, learner records) to allow proper piloting and ex-post assessment.
- Participation in one or more strategy workshop(s) that lead to a clarification of open issues, future scenarios and, eventually, a roadmap for smooth implementation.



## Expected Tasks

The consultant should deliver the following tasks:

- Revision of the current status of development and testing of the “EdApp”, based on existing online material in the application (functions, contents, etc.), discussions with NFEDC and DVV International, former activity reports and other material available;
- Elaboration of a short report that summarizes the current status, outlines concrete open questions to be clarified and scenarios for piloting and roll-out in the future;
- Participation as expert in one (or more) strategy workshop; facilitation of discussions about scenarios and open issues leading to a clear roadmap for implementation.
- Training and advisory services of NFEDC staff for creating additional content and for piloting the EdApp as planned; creation of a short guide / Q&A

Key outputs from the above tasks (short report, scenarios, roadmap, short guide) must be in English and Lao, while meetings, interviews and workshops will be mainly in Lao. Therefore, fluency in Lao and a good command in English (speaking and writing) is required. Potential applications from consultant teams should ideally have Lao and English speaking staff.

With this procurement we will provide a fee-based contract of 10-15 working days for the above tasks to be completed until the 3<sup>rd</sup> quarter of the year 2024. Having finalized the above tasks there might be an additional fee-based contract for advisory services during implementation.

## Application package:

- Short methodology (1-2 pages) that shows understanding of the tasks and proceedings
- Detailed CV(s) including qualification and reference assignments; experience in education and digital learning tools is considered an asset
- Daily rate in LAK or USD (including taxes); teams may discriminate rates according to members

## Selection criteria:

The contractor will be chosen based on the following criteria:

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

Application packages should be sent to the Regional Director of DVV International, Christoph Jost ([jost@dvv-international.la](mailto:jost@dvv-international.la)) by email until 10<sup>th</sup> March 2024. Questions for clarification can be sent until 1<sup>st</sup> March to Dalouny Sisoulath ([sisoulath@dvv-international.la](mailto:sisoulath@dvv-international.la)).