

Terms of Reference

Developing Community Ownership for Model CLCs in Laos
(Date of Publication: 17.12.2025)

1 Background

DVV International is the Institute for International Cooperation of the Deutscher Volkshochschul-Verband e.V. (DVV), the German Adult Education Association. DVV represents the interests of the approximately 900 adult education centres (Volkshochschulen) and their state associations, the largest further education providers in Germany. As the leading professional organisation in the field of adult education and development cooperation, DVV International has committed itself to supporting lifelong learning.

Since 2009, DVV International supports the development of non-formal education in Lao PDR using a systemic three-level approach supporting micro, meso and macro level interventions. The overall goal of our work is to ensure that a well-managed and resourced Adult Learning and Education (ALE) system, that responds to the needs of learners (youth and adults), is supported by relevant activities and, eventually, established in a sustainable manner. Main partner is the Department for Non-Formal education of the Ministry of Education and Sports (MoES).

To showcase the potentials of community-based non-formal education, DVV International supports the development of four Model Community Learning Centres in Vientiane Capital, Vientiane Province, Luang Prabang and Bolikhamxai. While substantial progress has been made, it is agreed with the MoES to strengthen the community ownership and networks of the centers enabling them to respond better to the needs of the people and gain a higher level of sustainability.

2 Purpose and Work Packages of the Assignment

The main purpose of the assignment is to create and agree with the main stakeholders an action plan on promoting community ownership in the four model CLCs involved for 2026 and beyond

3 Scope of the Assignment

The scope of the assignment covers two main packages. The Consultant is requested to implement the following two packages:

3.1 Package 1 – Analysis of the current situation in the model CLCs

The consultant is requested to visit at least three of the model CLCs to gain insights into the current situation. He/she will share the results of the visit in a sharing and planning meeting

with the DVV team and selected representatives of the DNFE and plan the workshop of package 2 in a joint effort.

After the visit, the consultant will present the main findings in a short report.

3.2. Package 2 – Designing and conducting a planning workshop

Jointly with the team from DVV International the consultant will design and implement a two-day workshop with all relevant stakeholders from the national, provincial, district and local level. At the first day, the workshop will present concepts, good practices and approaches from the region and Laos. Day 2 is dedicated to developing and agreeing on the action plan for community ownership for the year 2026 with an outlook for the period until 2028.

4 Beneficiaries and Stakeholders of the Assignment

The main beneficiaries of the assignment are DVV International's regional office for South East Asia based in Vientiane, Lao PDR as well as the Department for Non-Formal education of MoES.

Principally, the following stakeholders must be involved in the course of the assignment:

- Concerned governmental structures on a national level, provincial, district and local level.
- Staff of the four Model CLCs
- DVV International's team at the Regional Office in Vientiane
- Resource persons providing good practice on community ownership

5 Resources Provided by DVV International

The assignment is implemented in close cooperation with the DVV staff involved in the work with the CLCs and the staff members responsible for capacity building. These persons will be available to the consultant as permanent resource persons. They will provide the consultant with all necessary documents. The Country Office in Cambodia is available to share their successful practice on this topic. The Regional Director will supervise the work and support, where needed.

Additionally, DVV International regional office Vientiane will be responsible for the logistics of the CLC visits as well as the organisation of the workshop.

6 Tasks and Deliverables of the Contractor

During the assignment the contractor will be requested to fulfil the following tasks:

- Plan and implement the CLC field visit;
- Facilitate the planning meeting for the workshop;
- Conceptualize the workshop to develop the action plan;
- Facilitate the workshop and deliver input on good practices and approaches where needed

- Elaborate the action plan in close cooperation with our team;

The contractor has to provide the following **deliverables** in the course of the assignment

- **Short report** about the main finding of the field visit (5-10 pages)
- **Draft agenda** of the workshop
- **Action Plan** for the next phase
- **Final report** (10 – 15 pages).

All documents must be produced in English, font Arial 11, line pitch 1.25, and submitted electronically to DVV International (Word / Power Point).

7 Application Package

The application package must include the following documents:

1. CV(s) of international expert(s), including references to previous studies and regional experience (please use attached template)
2. Technical proposal covering the following aspects (maximum of 4 pages):
 - Description of the understanding of the assignment and related key tasks
 - Outline of the methodological approach
 - Consideration of country specific environment,
3. A detailed financial proposal with all expected costs such as honoraria, envisaged international travel costs, visa, accommodation, and any other costs (including taxes). Please use the template provided and submit with a hand-written signature.

The **deadline for submission** of proposals is 14th of January 2026. Proposals should be sent to Uwe Gartenschlaeger, gartenschlaeger@dvv-international.de

8 Indicative Timetable

The timetable below is indicative and may slightly change in the course of the feasibility study without substantially delaying its completion.

Date	Activity
17.12.2025	Publication of ToR
14.01.2026	Deadline for requests of clarifications, publication of answers on the following day
16.01.2026	Deadline for submission of proposals
22/23.01.26	Interviews, selection and contracting of candidate(s), briefing online discussion
02.02.2026	Start of Assignment
27.02.2026	Completion of field visits
17.04.2026	Final date for implementation of the Planning Workshop
30.04.2026	Submission of final report

The maximum amount available for the assignment is 3.000 €, not taking into account the expenditure for travel and accommodation in Laos, which will be covered by the project separately.

9 Right of Use

The principal has the exclusive and unlimited right to use the results fulfilled by the contract. The transfer of this Right of Use is complete with the payment made to the Contractor. The Contractor has the Right of Use permission strictly limited for personal non-commercial purposes. Transfer of the Right of Use to third parties is excluded.

10 Contractual Conditions

The legal basis for this contract is provided by the „General terms and conditions for the implementation of Services" (VOL/B). These general terms and conditions are not attached to this contract; however, an exemplary service contract is part of these Terms of Reference for perusal.

11 Consultant Eligibility Criteria

The assignment should be conducted by a consultant/team with the following proven areas of expertise:

- Proven track record of implementing similar projects in the field of non-formal education
- Experience in working with CLCs or similar institutions;
- Good understanding of the framework conditions for NFE in South-East Asia, preferable Laos;
- Proficiency in English; facilitation, analytical and management skills;

12 Evaluation criteria of proposals

The proposals will be assessed according to the following criteria:

- Qualification of expert/s (counts one third, based on the "Consultant eligibility criteria");
- Technical proposal (counts one third, based on criteria mentioned for Technical Proposal);
- Financial proposal (counts one third - best price-service relation whereat number of indicated working days will be taken into account.

13 Request for clarification

If you should have questions concerning this tender, please send it until 19th of December to Uwe Gartenschlaeger, gartenschlaeger@dvv-international.de. The answers to the questions will be published on website www.dvv-international.la for all interested parties until 14th of January 2026.