



Terms of Reference (ToRs)

Consultant for Cross-Country Study on Lifelong Learning in Southeast Asia

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. 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 the current project phase (2024-26), one of the indicators of the macro level is that “**Key stakeholders gain insights into best practice examples of the implementation of international and regional LLL policies**”. In this very context DVV International is **elaborating a cross-country study on lifelong learning** implementation with partner universities from Laos, Cambodia, Vietnam and Thailand. Next to a study outline and a framing document, draft **country case studies** (20-30 pages each, English language) have been submitted by all four partners in the end of the year 2024.

Objectives

The DVV International Office in Vientiane Laos, is seeking support from a well-qualified Consultant to assure the quality of the study and further analyze the inputs provided by the university partners.

Expected Tasks and Outputs

The Consultant is expected to deliver the following tasks and outputs:

- a) **Quality assurance of country cases studies:** Provide comments and request improvement of the draft country case studies, with all four partners. Support the elaboration of the final version of country case studies.
- b) **Comparative analysis/recommendations:** Based on the final version of the country case studies, elaborate a comparative analysis and draft overall, well-structured key recommendations to be also used for the study dissemination (e.g. conferences, workshops, policy dialogue)
- c) **Workshop with study teams:** Present the draft comparative analysis and key recommendations during an in-person meeting (2 days), currently scheduled in the first half of May 2025 in Vientiane, Laos. Co-facilitate the workshop and incorporate results in the final comparative analysis and key recommendations.
- d) **Complementary chapter:** Write and/or support the elaboration of a short complementary chapter on the global concept of lifelong learning.



All outputs from the above tasks must be in English language. Therefore, very good written and spoken English skills are required (at least C1 level, preferably C2).

Time Schedule

- a) **Quality assurance of country cases studies:** to be completed until the end of March 2025, latest 15th April 2025.
- b) **Comparative analysis/recommendations and complementary chapter:** to be completed until the end of April 2025.
- c) **Workshop with study teams:** currently scheduled in the first half of May 2025 in Vientiane, Laos. The final comparative analysis and key recommendations must be completed until mid-May, latest until the end of May 2025.

With this procurement we will provide a fee-based contract. Applicants must include the number of envisaged working days and their daily rate in the application package to be submitted (see below).

Application package:

- **Application letter** (maximum 2 pages, Arial 11, line pitch 1.25) that shows understanding of the tasks and briefly outlines the methodology/approach for completing the expected outputs.
- **Detailed CV** outlining relevant qualification and experience, especially as regards adult education and lifelong learning and the elaboration/quality assurance of studies.
- **Financial offer** with number of working days and daily rate in LAK or USD (including taxes). Travel and accommodation costs for the workshop in Vientiane will be covered separately by DVV International and do not need to be included in the financial offer.

The application package must be submitted in English.

Selection criteria:

- Application letter (30 %)
- Detailed CV (40 %)
- Financial offer (30 %)

Application packages should be submitted as PDF document and sent to DVV's Regional Director Southeast Asia, Christoph Jost (jost@dvv-international.la) by email until 27th February 2025. Questions for clarification can be sent until 20th February to the same email address.