



Terms of Reference

Consultant for Tracer Study of Community Learning Center Development Project
(Date of Publication: 22/06/2026)

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

Since 2009, DVV International supports the development of non-formal education in Lao PDR. 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 (DNFE) of the Ministry of Education and Sports (MoES).

To ensure the high quality, relevance, and long-term sustainability of these collaborative interventions, this specific assignment is designed and requested for/to comprehensively evaluate the qualitative and quantitative impact of the conducted training programs implemented across all 4 target CLCs within 4 provinces including Luang Prabang, Vientiane Province, Vientiane Capital and Bolikhamxai Province, measuring their effects both on individual participants and within the wider community, community learning center and local authorities. Furthermore, the findings from this study will serve as a strategic insight to develop and support concrete, actionable recommendations aimed at optimizing future delivery mechanisms, enhancing capacity-building frameworks, and continuously improving the overall quality of services provided to target groups.

2 Purpose and Work Packages of the Assignment

The primary purpose of this assignment is to conduct a comprehensive assessment of the impact of the implemented training interventions to determine their overall

effectiveness, sustainability, and transformative value. By analysing outcomes at both the individual (CLC staff), VEDC, DESB and community levels, the assignment seeks to measure how effectively the skills and knowledge gained have been applied, identify the broader socio-economic benefits generated within the community, and uncover any systemic challenges in delivery. Ultimately, this exercise will provide an evidence-based set of strategic recommendations and forward-looking guidelines to refine training program design, optimize service delivery models, and strengthen the institutional capacity of Non-Formal Education structures to better meet the evolving needs of adult learners.

3 Scope of the Assignment

The consultant will be fully responsible for the design, leadership, implementation, and final presentation of the Tracer Study. Geographically, the study will focus on the four target Community Learning Centers (CLCs) located across four provinces: Vientiane Capital, Vientiane Province, Bolikhamxai Province, and Luang Prabang Province. The study covers training programs implemented for CLC staff and community members between 2024 and 2025.

To capture a comprehensive overview of the training impact, the study will engage multiple layers of stakeholders. The primary target respondents will be the CLC staff and the community members who directly participated in the 2024–2025 training programs. Additionally, to triangulate the findings and assess broader institutional and community-level outcomes, the study will include members of the Village Education Development Committees (VEDC) and personnel from the District Education and Sports Bureaus (DESB). In terms of sample size per target location, the consultant is expected to interview a representative sample, which must include at least 10 to 15 participating CLC staff and community members per center, along with key VEDC members and relevant DESB personnel at each site.

Specifically, the consultant's responsibilities will encompass the following core phases:

Study Design & Methodology:

Phase 1. Develop the tracer study methodology, sampling strategy, and data collection tools (e.g., questionnaires, interview guides) in consultation with DVV International and Department of Non-Formal Education (DNFE). The proposed approach should be present in an inception report.

Field Implementation & Data Collection:

Phase 2. Implement the field data collection across the four target provinces to conduct interviews and focus group discussions with the specified respondents.

Data Analysis & Reporting:

Phase 3. Analyse the qualitative and quantitative data collected to assess individual and community-level impacts and synthesize findings into a comprehensive draft report.

Presentation & Finalization:

Phase 4. Present the key findings and strategic recommendations to DVV International, the Department of Non-Formal Education (DNFE), and relevant stakeholders for feedback before finalizing the report.

4 Beneficiaries and Stakeholders of the Assignment

The main stakeholders of the assignment are DVV International's Regional Office for Southeast Asia based in Vientiane, Lao PDR and the Department for Non-Formal education of MoES.

Main beneficiaries will be DVV International and government partners including Department of Non-Formal Education (DNFE), Provincial Education and Sport Services (PESS) and District Education and Sports Bureau (DESB), who will use the study's findings to optimize future funding, refine adult education programs, and improve provincial and regional service delivery. Additionally, local CLC staff, VEDCs, and rural community members will benefit indirectly as future non-formal training programs become more high-quality, relevant, and impactful for their livelihoods.

The assignment includes up to 21 working days, the maximum budget available for this assignment is 3,000 EUR.

5 Resources Provided

The Tracer Study is implemented in close cooperation with the DVV International staff involved in the work with the target Community Learning Centers (CLCs) and DNFE. These team members will be available to the consultant as permanent resource persons throughout the assignment. They will provide the consultant with all necessary background documents, including the 2024–2025 training modules, project activity reports, training/workshop participant registries, and other required and relevant information.

DVV International, in collaboration with the Department for Non-Formal Education (DNFE), will be responsible for the administrative facilitation of the study. This includes issuing official coordination letters to the District Education and Sports Bureaus (DESB) and Village Education Development Committees (VEDC) to mobilize respondents and schedule field interviews. Furthermore, DVV International will cover the logistical costs of the field data collection across the four target provinces—Vientiane Capital, Vientiane Province, Bolikhamxai, and Luang Prabang – including vehicle arrangements for data collection.

6 Tasks and Deliverables of the Consultant

The consultant is responsible for executing all phases of the Tracer Study and must submit the following deliverables:

1. **Inception Report & Tools:** Conduct a literature review of 2024–2025 project data and draft a comprehensive inception report, including localized questionnaires and interview guides for all target respondent groups.
2. **Field data collection:** Lead and manage data collection across the four target provinces, completing interviews with at least 10–15 community members per site, alongside CLC staff, VEDCs, and DESB personnel.
3. **Raw Data Submission:** Clean, organize, and submit the complete raw dataset (including qualitative interview transcripts and quantitative summaries) immediately following field completion.
4. **Draft Tracer Study Report:** Analyse findings to evaluate individual and community-level impacts, synthesizing them into a detailed draft report that provides clear, actionable recommendations for future services/implementation.
5. **Validation Presentation:** Develop a PowerPoint presentation and deliver a briefing to DVV International, DNFE, and relevant stakeholders to share key findings and validate the study's conclusions.
6. **Final Tracer Study Report:** Integrate all constructive feedback from stakeholders into a professionally finalized, comprehensive evaluation report written in English and Lao.

All documents must be produced in English and Lao languages, 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 expert(s), including references to previous research/study conducted and regional experience.
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 (if applicable) and any other costs (including taxes). Please, note that travel within Laos and accommodation will be provided by DVV International as stated above.

The deadline for submission of proposals is 06/07/2026. Proposals should be sent to Leklai Southavilay at southavilay@dvv-international.la

8 Indicative Timetable

The timetable below is indicative and may slightly change in the course of implementation.

Date	Activity
<i>June 22, 2026</i>	Publication of ToR
<i>July 6, 2026</i>	Deadline for submission of proposals
<i>July 20, 2026</i>	Selection and contracting of candidate(s), briefing online discussion
<i>July 13, 2026</i>	Start of Assignment – kick-off meeting with DVVI and DNFE: ½ day.
<i>July 20, 2026</i>	Preparation of Inception Report, including methodologies and survey tools: 3 days.
<i>July 27, 2026</i>	Presentation and testing of survey tools / planning of field visits with partners: 1 days.
<i>August 3-14, 2026</i>	Field surveys in 4 target provinces/districts and 4 model CLCs: 10 days.
<i>August 17-21, 2026</i>	Data processing and elaboration of draft and final assessment report: 5 days.
<i>August 26, 2026</i>	Presentation of draft assessment reports and incorporation of comments: 1.5 days

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 in line with the respected regulations.

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:

- Have university degree in Education, Development, Social Sciences, M&E or related disciplines with strong experience in conducting similar research works and studies.
- Be able to demonstrate sound knowledge of assessment methods and instruments.
- Strong experience in community development, non-formal education for children, youth and adults, youth-led initiatives and social development.
- Analytical/writing skills; fluent in Lao and English, know-how of ethnic languages an asset.

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 considered).

13 Request for clarification

If you should have questions concerning this tender, please send it until 01/07/2026 to Leklai Southavilay, southavilay@dvv-international.la. The answers to the questions will be published on website www.dvv-international.la for all interested parties until 01/07/2026.