



## **Terms of Reference (ToR)**

### **Two-Day Workshop with the Non-Formal Education Development Centre (NFEDC) on its strengths and weaknesses**

#### Background

DVV International is 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. As a sub-structure of the Department for Non-Formal Education (DNFE) of the Ministry of Education and Sports (MoES) it is the task of the NFEDC to provide services such as consultancy, capacity building and resources to the various structure of the non-formal education system as well as to do further research on non-formal education topics.

In the project phase 2021-2023, DVV International aims at further strengthening NFEDC. The project objective related to NFEDC therefore reads: “The Non-Formal Education Development Centre (NFEDC) is recognised as the central provider of capacity building, research, material and resources for non-formal education and actively provides services to actors in the NFE system.” One of two related indicators reads: “In 2023, the satisfaction rate with the services of NFEDC at provincial/district level in Central Laos is at least 70 %.” The first step is an analysis of NFEDC’s strengths and weaknesses with the NFEDC and based on this, the development of a plan of the needed capacity building measures.

#### Objective:

The contractor is expected to conduct a participatory two-day workshop with the NFEDC staff and the responsible DVV project manager. On the first day he is to develop weaknesses and strengths of the institution based on its role in the non-formal education system defined in the NFE decision 2016. On the second day the contractor should develop a list of capacity building measures to support NFEDC 2021, 2022 and 2023.

#### Methodology

The workshop should take place in February 2021. Before the workshop the contractor is expected to consult with the responsible resource persons of DVV International.

#### Selection criteria:

The contractor will be chosen based on the following criteria:



- Experience in conducting similar assessments (20 %)
- Experiences in (non-formal) education in Lao PDR (20 %)
- A convincing methodology (30 %)
- Budget (30 %)

The assignment foresees four working days: one for the preparation, two workshop days and one for documentation and reporting.

Applications including a draft methodology, a CV of the expert and a proposed budget should be sent to the Regional Director of DVV International, Dr. Johann Heilmann by email ([heilmann@dvv-international.la](mailto:heilmann@dvv-international.la)) until 17<sup>th</sup> January 2021. Questions for clarification can be sent until 23<sup>rd</sup> December 2021.

Annex: NFE Decision 2016