

## Terms of Reference

Project title:                   Opening up Community Learning Centers (CLC) in rural Lao PDR for Youth and Children,  
Phase 2

Country:                         Lao PDR

Project number:

Funding agency:

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## 1 Introduction

DVV International is the Institute for International Cooperation of the German Adult Education Association, the “Deutscher Volkshochschul-Verband e.V.” (DVV). DVV represents the interests of approximately 900 Adult Education centers (Volkshochschulen) and their regional associations, therefore DVV is the largest further education provider in Germany.

As the leading professional organization in the field of adult education and development cooperation, DVV International has committed itself in supporting lifelong learning for more than 50 years by now. DVV International has provided worldwide support for the establishment and development of sustainable structures for Youth- and Adult Education.

DVV International funds its projects through the support from institutional and private donors. A major share is being funded by the BMZ for the creation/strengthening of social structures. The institute cooperates with more than 200 civil societies, governments and academic partners in more than 30 countries in Africa, Asia, Latin-America and Europe. Together with regional, national, and global adult education (AE) associations, DVV International promotes the lobbying and the advocacy for the human right for education and lifelong learning. To achieve this, we align ourselves towards the UN Sustainable Development Goals (SDG), the Incheon Declaration for Education 2030 and the UNESCO World Conference on Adult Education (CONFINTEA).

DVV International supports the European and global exchange of information and expertise through conferences, seminars and publications. DVV International's interventions cover three levels:

*First level* – contribution to policies, strategies, standards and norms, as well as funding on national level (macro level).

*Second level* – institutional capacity building and capacity building of teaching staff (meso level).

*Third level* - the basic model interventions for the population with potential for replication at national, regional, and international level (micro level).

### 1.1 The Project

Since 2010 DVV International started promoting Community Learning Center's (CLC) as a community space for learning, sharing and meeting. So far, DVV International has supported the construction of 24 CLCs with the cooperation of the District Education and Sport Bureau (DESB) Nong and Sepon.

The Project “Opening up Community Learning Center's (CLC) in rural Lao PDR for Youth and Children”, is ongoing since 2016, and funded by the Kindermissionswerk Sternsinger. The Project was implemented in 10 rural villages in the Nong and Sepon District in the Savannakhet province of Lao PDR. The Savannakhet province is located in central Laos, and is the most populous province of the country, with a high rate of poverty in certain areas, especially along the border to Vietnam. Primary ethnic minority groups live, who are rarely or not formally educated at all, live in those rural areas.

The main components, of Phase 2, of the project activities included:

- Capacity building for partners on District level
- Implementation of activities for youth and children
- Empowerment of youth groups to articulate their interests
- Organizing cultural and sports events with focus on youth and children
- Providing appropriate material for partners and CLCs

A field office in Nong with three staff members is managing the implementation, supervised by a project manager in Vientiane.

## 1.2 Objectives of the Project

This project phase has the following objectives:

- (1) The partners at the District level of Nong and Sepon are trained and equipped to adequately support activities for youth and children in the villages.
- (2) Implementing innovative activities for youth and children in the 10 CLCs and on District level to activate the youth.

## 1.3 Activities of the Project

DVV International has promoted Community Learning Center's (CLCs) as a community space for learning, sharing and meeting. A range of activities were implemented in the ten target CLCs:

- Capacity Development
- Soft Skills trainings
- Trainings on youth work
- Youth empowerment
- Trainings on youth led research and village mapping
- Cultural and sport events
- Assessment on appropriate equipment

## 1.4 Purpose of the Evaluation

DVV International understands itself as an educational organization. In order to improve further project activities, DVV International, as the implementing agency, would like to learn more about achievements, challenges and best practices of the project phase mentioned above.

The evaluation's main goal is to document project achievements towards the objectives set in the initial project proposal. Furthermore, the evaluation should review and assess the relevance of the project activities, the achievement of the expected results, and their perspectives for sustainability. It should include a reflection about **lessons learnt** and make **recommendations** for the project counterparts regarding methodologies, strategies and approaches for possible further activities. The evaluation is aimed at revealing problems and barriers in the project implementation, as well as outlining how they were overcome.

The evaluation and its recommendations shall be a useful tool of information for the project implementing agency – DVV International and its partners.

## 2 Scope of Evaluation Services, Tasks and Expected Deliverables

The evaluation will consist of both desk and field study. A combination of primary data collection and secondary data review is expected during the evaluation.

Some secondary data sources will be made available to the contractor. The following **secondary documents** will be provided:

- Project application
- Interim reports
- Activity reports
- Participants list

To collect information from **primary data sources**, the contractor is free to propose feasible methodological approaches (quantitative or qualitative). We recommend taking the following groups into consideration:

- Management of field and regional office of DVV International

Representatives of partners:

- Stakeholders from partner institutions (e.g. LWU, LYU)
- Trainers and teachers
- Managers and committee members of CLCs

Effectiveness with regard to the target group:

- CLC authorities
- Participants
- Families of participants

The evaluation will begin with an inception phase of reviewing documents provided by DVV International (desk study), and the preparation of a short inception report. This is followed by a period of field study and the preparation of a draft report. The final report will consider remarks to the draft report made by the DVV International regional office.

## 2.1 Tasks of the Evaluator

The evaluator will be requested to fulfil the following tasks:

- Methodological design and planning of the evaluation in communication with DVV International
- Desk Study of relevant project documents (application and project plan, interim reports, activity reports, monitoring documents and teaching material) resulting in a short inception report
- Design of data collection instruments for the field phase
- Implementation of the field phase, including travel arrangement and interpretation if necessary
- Conduct the field phase with participation and involvement of all relevant stakeholders
- Compile preliminary evaluation report, integrate comments, and finalize the report
- De-briefing session

## 2.2 Deliverables

The following deliverables are expected:

- **Inception report:** The expert will present a short report giving information about methods and specified questions. This report will be presented to DVV International, discussed and, if need, amended.
- **Debriefing:** By arrangement with the DVV International program coordinator, the expert will present the preliminary, country-specific results of the evaluation and will answer questions in this regard, documenting the discussion, which must form part of the final report.
- **Draft evaluation report:** DVV International will receive a first draft of the final report. On this basis, comments will be made on the rough draft before it is returned to the expert.
- **Final evaluation report:** The final report will take into account the comments on the rough draft about the entire evaluation process and all results and recommendations.

The evaluation report should be produced **in English** and submitted to DVV International **electronically**.

## 2.3 Indicative Timetable and Work Input

The indicative number of working days foreseen is 15 days; but it is up to the contractor to make alternative suggestions as long as the maximum budget of 3700 Euro is not exceeded.

The **indicative timetable** for the evaluation is as follows:

Deadline for clarifications: 15. March 2020

Deadline for submission of application: 20. March 2020

Selection of candidate: 31. March 2020

Inception Report (Draft): 25. April 2020

Field phase: May 2020

First draft of evaluation report: 31. May 2020

Final version of Evaluation Report: 15. June 2020

## **2.4 Target Group for the Evaluation Results**

The target group of the evaluation results will be the project management team of DVV International Laos. The results of the evaluation will also be sent to the Contracting Authority (Kindermissionswerk Sternsinger). Furthermore, the results of the evaluation will also be presented to the Lao partners and selected development agencies in Laos.

## **2.5 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 Right of Use permission strictly limited for personal non-commercial purposes. Transfer of the Right of Use to third parties is excluded.

## **2.6 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.

## **3 Responsible Persons at DVV International, Coordination and Logistics**

The evaluator should work in close cooperation with DVV International Regional Director in Vientiane during the preparatory and implementation phase. The Project Coordinator from DVV International in Vientiane will handle the cooperation regarding the exchange of relevant project documentation and data.

Logistical support will be offered to the evaluator by the Project team in Vientiane (DVV International regional office staff), including booking of accommodation, local transportation and assistance in arranging interviews and project visits. Please, note that all expenditures should be covered by the contractor(s).

DVV International will be the contracting authority for this evaluation. The main contact persons will be

- The Regional Director of South- and Southeast Asia, Dr. Johann Heilmann, DVV International, Vientiane

The DVV country office will provide all relevant documents and support the evaluator in the field with arranging interviews and field visits etc.

## **4 Qualifications of the Evaluator**

The evaluation will be done by an evaluator who needs to exhibit experience in evaluating development projects. The evaluation expert shall further have experience with organizational development and capacity building.

The consultant we are looking for should

- have at least 3years experience in the field of evaluation for development projects
- be able to demonstrate sound knowledge of evaluation methods and instruments
- be proficient in the field of non-formal education or community development
- have experiences with stakeholder participation and transparent knowledge management
- have analytical and writing skills
- be fluent in English and Lao

### **4.1 Quality Standards**

The candidates should propose a suitable evaluation design and methodology, well adapted to the project objectives and ToR for the evaluation, in order to meet the evaluation's goals and objectives.

## 4.2 Estimated Budget

The maximum budget for the assignment is 3800 EUR (including taxes), including honorarium, per diems, travel and transportation costs of the Evaluator.

## 5 Application

The application package should include the following documents:

- a) Qualifications covering following aspects: CV(s) of person(s) to be involved in the assignment in English (Please use the template provided);
- b) Technical proposal covering the following aspects (**maximum of 5 pages**):
  - Narrative overview displaying an understanding of the task and ToR
  - Detailed methodology/ approach
  - Work Plan, including detailed steps of implementation and timeline
  - Consideration of any specific requirements envisaged for the evaluation
  - Consideration of the specific context (country, topic)
  - Internal Quality Management
- c) A detailed financial proposal with all expected costs

Interested candidates should send the application package no later than 20<sup>th</sup> March 2020 to the following e-mail address:

Dr. Johann Heilmann (Regional Director for Southeast Asia at the DVV International Regional Office in Vientiane, Lao PDR) e-mail address: [heilmann@dvv-international.la](mailto:heilmann@dvv-international.la)

Late submissions will not be accepted.

### 5.1 Evaluation Criteria for Applications

The applications will be assessed according to the following criteria:

- **Qualification of the evaluation team (counts one third)** (based on criteria mentioned above);
- **Technical proposal (counts one third)** (based on criteria mentioned above; all of the abovementioned criteria for technical proposals will be taken into account);
- **Financial proposal (counts one third)** (best cost-service relation; please consider the envisaged total number of working days).

### 5.2 Request for Clarification

If you should have questions concerning this tender, please send your questions to Dr. Johann Heilmann mentioned as contact person above.