



Terms of Reference (ToR)

Tracer Study on Training of Master Trainer

Background

The two-year (2015-2017) Training of Master Trainer programme (ToMT) has been conceived in close cooperation between DVV International and the Department of Non-formal Education (DNFE) of the Ministry of Education and Sport (MoES), and has been elaborated with the support of RMIT, ASPBAE and UNESCO.

The ToMT project benefitted from the participation of five main trainers who have more than 5 years experiences of working in adult education. The combination of international and local trainers allowed the trainer team to design trainings which are based on the local context but fit the international aspiration at the same time.

The participating trainers were mainly from Non-formal Education Centres under the Ministry of Education and Sports (MoES) but also from mass organisations like Lao Youth Union (LYU), Lao Women Union (LWU), Vocational Skill Centre and National University of Laos (NUOL). Moreover, this project was able to reach some actors from civil society organisations such as Lao Disable Women Development Centre and Huam Jai Asasamak Association. A total of 35 participants took part in the project. 51% of the participants were women and 60% already worked as trainers before. Therefore, this group consisted of almost an even amount of technical staff who could immediately apply their new skills to their daily work and of the decision makers of the organisations who have a great influence and are able to support and expand adult education within their organisations. The participants were provided with a handbook which was adopted from Curriculum globALE, a cross-cultural core curriculum for the training of adult educators worldwide.

Objective:

The tracer study aims to follow-up with the ToMT members and explore, if the members are able to utilize their skills in a professional and personal context and if the project has an impact on Adult Education in Laos which is provided by the Non-formal Education system. So the following issues need to be addressed:

- What are the members doing now?
- Do they have a chance to apply the skills they have gained from the training? In what way do the members use their competencies in their daily work?
- Is there any professional progress or personal development of the members?
- How does their organisation observe the changes within them?
- In what extent do the ToT members share their competencies with other partners?

- Can trainers (or are they already) be used as multipliers for Adult Education methodologies?
- Do trainers use material from the trainer cycle (such as their handbook) training and does this material need further improvement?
- How can the ToT project affect Adult Education in Laos on a wider scale?
- How can the members be supported so that they have the full potential to apply and further develop their gained skills?
- Can some of them even act as trainers for new training cycles themselves?

The project manager will provide basic information of the participants to the contractor

Methodology

The preferred survey variant constitutes interviews with the ToMT participants and with the organisations they work with. The interviews can take place in the provinces or can be conducted in one area where all the participants will be gathered together.

The aim is to generate interview material from at least 70 percent of the participants.

The contractor is expected to undertake the following tasks:

- Design two questionnaires for the interviews with the participants of the ToMT and with their institutions in Lao language
- Proceed the collected data and information from the interviews
- Present a draft and a final report to DVV International in English including a Lao version of the conclusions
- Formulate recommendation for how the competencies can be used in the future
- Conduct a presentation for DVV International and the Lao counterparts

The work should be finalized until mid of December 2019.

Applications including a draft methodology, a CV of the involved staff and a proposed budget should be sent to the Regional Director of DVV International, Dr. Johann Heilmann by email (heilmann@dvv-international.la) until 30th September 2019. Questions for clarification can be sent until 22nd September 2019.