

Towards an ASEAN Lifelong Learning Agenda

Contract for Services – Terms of Reference

Organisation: SEAMEO Regional Centre for Lifelong Learning (SEAMEO CELLL)
Under financial and technical support of the UNESCO Institute for Lifelong Learning (UIL)

Duration: 15 August – 31 December 2016

1. Project Background

The integration of the Association of Southeast Asian Nations (ASEAN) presents member states with great opportunities in the form of increasing mobility and cooperation, yet at the same time it creates a level playing field where each and every nation will face immense socio-economic competition. To survive and thrive in such environment, a skilled and competent workforce is a must.

Lifelong learning appears to be a strong solution since it focuses on learners as dynamic actors who can constantly adapt to the changing world and reinvent themselves, thereby becoming prepared to overcome any challenges as society develops. The importance of lifelong learning has been reflected in the ASEAN Charter 2007, the ASEAN Leaders Statement on Human Resources and Skills Development for Economic Recovery and Sustainable Growth (2010) and the establishment of the SEAMEO Regional Centre for Lifelong Learning (2013).

Nonetheless, lifelong learning in Southeast Asia leaves much to be desired. Even though there are encouraging signs of development, the context of lifelong learning in Southeast Asia is one of a mixed picture with disparities among member countries. Sharing of experience in the development and implementation of national lifelong learning systems among ASEAN member states is also lacking and needs to be enhanced.

In this direction, the SEAMEO Regional Centre for Lifelong Learning (SEAMEO CELLL), under the financial and technical support of the UNESCO Institute for Lifelong Learning (UIL), is initiating a regional collaborative research project for advocacy on lifelong learning in 2016. The purpose of this project is in line with the ASEAN Socio-Cultural Community Blueprint 2025, SEAMEO Educational Priorities 2015-2035, UNESCO 2016-2017 Programme and SEAMEO CELLL First Five-Year Development Plan FY2015 / 2016 – FY2019 /2020 endorsed by its Governing Board in September 2015.

The current project seeks to support Southeast Asian nations in implementing and developing lifelong learning systems, which in turn promotes economic growth and social well-being. To this end, it involves a research component that investigates the lifelong learning conditions of each ASEAN member state with a view to compiling and sharing an inventory of good practices and innovations, as well as providing recommendations on policies, legislation and financing for lifelong learning. Once the research component is completed, the project culminates in a high-level policy dialogue on developing lifelong learning in the region which then leads to the creation of a regional Agenda.

2. Main Tasks

Under the supervision of Mr. Khau Huu Phuoc, Research and Training Manager of SEAMEO CELLL, the Contractor is expected to assist SEAMEO CELLL with the research component of the project and the publication of a compendium of papers. Specific tasks in order are as follows:

1. Conduct a literature review on lifelong learning policies and strategies with a particular focus on the ASEAN context. The literature review should be comprehensive and critical. **More importantly, the literature review should result in a conceptual framework based on which the Contractor will analyse data later on.** SEAMEO CELLL acknowledges that the framework might be subject to modification, and therefore there is no deadline on the literature review, but the Contractor is expected to frequently report progress to SEAMEO CELLL's Research and Training Manager.
2. Review and provide feedback on executive summaries on lifelong learning conditions from ASEAN member states (between 8 and 11 in total). These documents introduce and outline the national reports that member states will subsequently submit. **The executive summaries are scheduled to be sent to SEAMEO CELLL by 20 August 2016.**
3. Produce a preliminary structure of the synthesis report, with the literature review included, to synthesise the national reports based on the executive summaries available up to 31 August 2016. Discuss the structure with SEAMEO CELLL's Research and Training Manager and make revision where necessary. **The structure must be completed by 19 September 2016.**
4. Review and provide feedback on national reports on lifelong learning conditions from ASEAN member states. **The draft version of the reports will be available by 20 September 2016.**
5. Analyse and compile a synthesis of key findings from the reports, especially in relation to good practices, policy enablers and barriers in lifelong learning. Discuss the synthesis with SEAMEO CELLL's Research and Training Manager and make revision where necessary. **The synthesis must be completed by 30 September 2016.**
6. **Be present at SEAMEO CELLL's expert meeting on 4-5 October 2016 in Ho Chi Minh City, Viet Nam.** The expert meeting is attended by SEAMEO CELLL's Governing Board members, focal point representatives from the participating member states (in Task 2), UIL experts and SEAMEO CELLL staff.
7. During the meeting, the Contractor will be in charge of (a) reviewing last-minute country reports and providing feedback to country representatives; (b) revising the synthesis of key findings and recommendations; and (c) annotating an outline of the compendium of papers.

The Contractor will also present the aforementioned synthesis.
8. Review national reports on lifelong learning conditions from ASEAN member states. **The final version of reports is expected by 1 November 2016.**
9. Analyse new data from these reports and the expert meeting discussions, building upon previous analyses. Produce a synthesis that combines all available data and provide policy recommendations. Discuss the synthesis and recommendations with SEAMEO CELLL's Research and Training Manager and make revision where necessary. **The synthesis and policy recommendations must be completed by 10 December 2016.**
10. Provide professional support to SEAMEO CELLL staff in compiling a compendium of papers presented at the expert meeting and other seminars during the Lifelong Learning Week in Vietnam. The compendium will be ready to print by 31 December 2016.
11. The Contractor must strictly observe ethical practices in research and have a clear data management plan for the executive summaries, draft and final national reports, expert meeting proceedings as well as any other sources of data.

12. The Contractor must format all syntheses according to SEAMEO CELLL's specifications and UIL reference style.

3. Expected deliverables

- Literature review and preliminary plan for analytical synthesis of the national reports based on the executive summaries **by 19 September 2016**
- Synthesis of draft national reports **by 30 September 2016**
- A presentation of key findings from draft national reports **on 4-5 October 2016**
- Synthesis of final national reports and policy recommendations **by 10 December 2016**

It must be emphasised that all syntheses should not be a general description of lifelong learning in the region, but an inductive conceptual analysis based on both data from national reports and the literature review.

The Contractor will ensure the quality of the work produced under this contract. The Contractor may liaise with any appropriate networks of national experts and institutions to gather further data and information. However, all data must be kept secure by the Contractor and shared with no individual or organisation except SEAMEO CELLL and UIL.

4. Payment

A total payment of EUR 9,000 will be paid to the Contractor in three (3) installments:

1) EUR 3,000 – Upon the signing of the Service Contract.

1) EUR 3,000 – Upon the completion of Main Tasks 1-7 as described in **Article 2: Main Tasks**

2) EUR 3,000 – Upon the completion of Main Tasks 8-12 as described in **Article 2: Main Tasks**.

The fee includes all expenses including travel and accommodation of the expert meeting.

5. Application

Interested candidates are invited to submit to SEAMEO CELLL the following:

- An expression of interest to participate in SEAMEO CELLL's project
- An up-to-date CV stating details of educational qualifications, work experience and contact details. Please highlight relevant prior experience and writings in the areas of lifelong learning, adult education, non-formal education, community-based education and similar fields.

SEAMEO CELLL encourages those with strong background and formal training in education research, especially from highly recognised research institutions, to apply.

Please submit all applications by email by 07 August 2016 to

Mr Khuu Huu Phuoc

Manager of Research and Training

SEAMEO Regional Centre for Lifelong Learning (SEAMEO CELLL)

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