

TERMS OF REFERENCE

Subject:	Lifelong Learning Week (LLL-Week) in 5 municipalities in Kosovo.
Client:	DVV International Kosovo
Project:	Professionalization of Adult Education Centres in Europe
Location:	Kosovo
Deadline for expression of interest:	13.10.2024
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DVV International is international branch of the German Adult Education Association (DVV). It works worldwide to promote and support adult learning as a key to poverty reduction. Building on DVV's knowledge and experience as a national association of adult learning providers, DVV International seeks to develop and share best practices in the field of adult education. The project approach of DVV International, targeting improved conditions in policy, legislation and financing (*macro level*), as well as professionalism in practice and theory for adult education (*meso level*), necessarily requires cooperation both with government institutions such as, for example, ministries as well as with universities, associations, civil society organizations and other professional educational organizations. The project portfolio is supplemented with the support of our partners by the creation of exemplary, concrete learning opportunities especially for disadvantaged population groups (*micro level*). This makes DVV International the only worldwide professional organization in the field of adult education and development.

Lifelong Learning Week (LLL-Week) in 5 municipalities in Kosovo (Prishtina, Prizren, Peja, Vitia and Vushtrria) 05-08 November _ 2024

Through this Lifelong Learning Week (LLL-Week) for ALE- Providers in 5 municipalities in Kosovo, we emphasize the role of the non-formal ALE network in Kosovo – (ALE-NK). The member organizations of ALE-NK (Adult Learning and Education Network Kosovo) and other possible participation ALE organizations from 5 different municipalities in Kosovo, will be taken into the topic of choice, starting from the context in which ALE operate in Kosovo.

Through the national conference called “Adult Education as a key component of Lifelong Learning” we will subsequently do well into the implementation process of Kosovo policy framework (Kosovo Education Strategy KES-2022-2026 and its implementation that is supposed to provide the tools useful to read our society and the changes it bears. And through other organized activities from ALE NK member organizations and other ALE Providers from 5 municipalities in Kosovo, we will reaffirm that ALE is a key component of lifelong learning, nothing that ALE practices apply to a widerange of ages, education levels, learning spaces and modalities, and recognizing that lifelong learning is the major engine of a learning society at different levels, involving individuals, families, organizations, workplaces, neighborhoods, cities, and regions.

Through this published ToR, we are looking for one company which will undertake the following services for implementation of the LLL-Week for in 5 municipalities in Kosovo.

- Design and print of the banners, roll-up, posters, in coordination with the DVV International office in Kosovo and their promotion/publication during the organized activities within the LLL-Week in 5 municipalities in Kosovo;
- Publication of the program for organized activities within the LLL-Week from 5 municipalities in Kosovo, on the portals in at least two official online newspapers in Kosovo, and social networks (FCB, etc.);
- Ensuring the equipment (for at least 100 participants) and provide translation (from Alb. to Eng. and Srb. and vice-versa) during the organized national Conference in Pristina.

Start of the project October 14, 2024. Duration of the project app. November 15, 2024.

			October 2024		Responsible
1	Design and print of the banners, roll-up, posters, in coordination with the DVV International office in Kosovo and their promotion /publication during the organized activities within the LLL-Week in 5 municipalities in Kosovo;				Selected organization
2	Publication of the program for organized activities within the LLL-Week from 5 municipalities in Kosovo, on the portals in at least two official online newspapers in Kosovo, and social networks (FCB, etc.);				Selected organization
3	Ensuring the equipment (for at least 100 participants) and provide translation (from Alb. to Eng. and Srb. and vice-versa) during the organized national Conference in Prishtina.				Selected organization

Selection criteria

- Extensive experience in organizing and implementation of promotion materials, banners, posters, roll-ups for education events - like; conferences, round tables, fairs, etc. for ALE activities;
- Team and experienced staff and practitioners, able for preparation of events in the field of Education;
- Good cooperation with member organizations of ALE- NK, and other ALE state and non-states stakeholders in Kosovo, in particularly from 5 maintained municipalities;
- Ability to communicate and produce documents in Albanian, Serbian and English languages;
- Ability to offer cost-effective budget.

Proposal

- Registration Certificate and CV of the organization;
- Costs calculation / for design and print, publication of the programs in at least two official online newspapers in Kosovo, and ensuring the equipment (for at least 100 participants) and provide translation for main Conference in Prishtina,
- All documents should be sent in to the E-mail; ralija@dvv-international-ks.org from publication of this call until October 13 ,2024.