

Retender-Consultancy Service **Open for Local in Laos and Regional Consulting Companies.**

Country: Lao People's Democratic Republic
Organisation: Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
Address: GIZ office Vientiane, House 247/Unit 19, Thaphalanxay Village, Sisattanak
Watnak Nyai Road, District PO Box 9233, Vientiane Capital, Lao PDR

Title or Assignment: English Language Courses for GIZ staff in seven provinces of Lao PDR

Project: CliPAD (PN: 18.2092.7-010.00; **Ref. SC# 83482621**)

Scope of Work:

GIZ looking for an internationally certified language school which can offer English courses to project staff which includes a pre-assessment of the potential trainees, online trainings as well as a final exam resulting in the handover of certification after successful completion of the exam.

It is expected to have general English courses with addition of scientific vocabulary (in particular, forestry and agriculture) for the staff with advanced English skills. The total number of participants could be up to 70 persons. It is expected to have three different classes based on the English skills of the staff. The division into groups should take place after preliminary testing. The duration of each class shall be 60 minutes, preferably twice a week for a period of 12 weeks including homework. All sessions should be recorded and made available to attendees shortly after the session for self-study.

Main Tasks:

Tasks of the consultant(s) include:

- Conducting English proficiency test for all students (the level should be defined in accordance with the Common European Framework of Reference)
- Forming groups based on the English language proficiency test results and approval of class schedules.
- Elaboration of the programme to meet the needs of learners and to achieve the course outcomes according to the curriculum. The programme should include topics, formats, and modes of delivery, etc.
- Conducting and managing classes in offline and online formats
- Providing consulting support to the students during the course (as needed)
- Intermediate testing of students' progress (at least once a month)
- Reporting, monitoring and evaluation in compliance with GIZ requirements
- Certification after final exam (the level should be defined in accordance with the Common European Framework of Reference)

*Interested qualified local in Laos and regional consulting firms are invited to register to obtain more detail information of tender document by sending mail to register: LA_Quotation@giz.de from 08:00 to 16:00 starting **04 March 2025** until dead line submission of **25 March 2024**. (please indicate your full address and please use this reference contract number **83482621** when request for registration*