Education Sector Working Group (ESWG)

Terms of Reference

(Disseminated at the ESWG Executive Level Meeting on 18th August 2020)

I. Context

The Government of Laos (GoL) is committed to supporting the updated Aid Effectiveness agenda, as articulated in the Vientiane Declaration II and the Vientiane Declaration Country Action Plan (CAP) 2016-2025 were endorsed in November 2015. Within this context, GoL furtherly revised the role of the Education Sector Working Group (ESWG) to operate according to the eight aid effectiveness principles of: (1) ownership, (2) alignment, (3) harmonization and simplification, (4) inclusive partnerships for development results, (5) transparency, predictability and mutual accountability, (6) domestic resource mobilization, (7) south-south cooperation1, triangular cooperation and knowledge sharing, and (8) business as a partner in development maximizing the impact of investments on education outcomes and enhancing the education sector’s contribution to national development.

Further the development and endorsement of the Education Sector Development Plan was through the ESWG Mechanism, which supports the implementation of National Socio-Economic Development Plan (NSEDP) in each period. The ESWG acknowledges its role in ensuring that the rolling out of the Education Sector Development Plan as the overarching plan to guide the investment in the sector will be successfully implemented and its overarching and specific goals will be met.

Focal Groups have been established under the ESWG mechanism to provide a forum for broader and more detailed technical discussion than is possible at technical and executive level ESWG meetings. Focal Group discussions and resulting recommendations should inform the agenda setting of ESWG meetings at a policy level. Among other issues, the Focal Groups should make recommendations to support development of the five-year sector plans, monitor annual implementation of the sector plans and play an active role in mid-term reviews of the sector plans. Issues identified by Focal groups should be placed on the agenda of ESWG meetings.

The ESWG Term of Reference was established in 2011 and revised in 2013 and 2017 subsequently. It aims to strengthen and provide technical support to education members. The overall goal is to effectively support the implementation of the Education and Sports Sector Development Plan and align with National Social Economic Development Plan through the ESWG mechanism.

II. Mechanisms

The ESWG comprises of three levels of coordination:

- **Executive level**: to provide strategic direction and endorsement of decisions. It is chaired by the Minister of Education and Sports and Co-Chaired by the Australian Ambassador to Lao PDR and the European Union to Lao PDR;

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1 South-South cooperation is a broad framework of collaboration among countries of the South in the political, economic, social, cultural, environmental and technical domains.
• **Technical level**: to provide a forum for building consensus on technical issues relating to the whole sector. It is chaired by the Vice-Minister of Education and Sports and Co-Chaired by the First Secretary of the Australian Embassy to Lao PDR and the Head of Cooperation of Delegation of European Union to Lao PDR; and

• **Focal Groups**: to support Education and Sport Sector Development Plan (ESSDP) implementation at the sub-sectoral levels. The focal group consist of (1) Early Childhood Education; (2) General Education; (3) Post-Secondary Education; (4) Education and Sport Management; (5) Education Research and Evaluation and Sports; and (6) Sports. The focal groups are chaired by relevant departments and development partners.

### III. Education Sector Working Group Structure

![Education Sector Working Group Structure Diagram]

*Note: Inclusive Education - Technical Working Group is cross-cutting theme.*

### IV. Objectives

The objectives of the ESWG are to:

- Promote the development of the Education Sector through implementation of the ESSDP that is aligned with the National Socio- Economic Development Plan and linked to the SDGs.
- Provide a mechanism for government and development partners to engage in joint review, planning and budging, prioritization, resulting in the production of an Annual Costed Sector Plan and Sector-Key Performance Indicators based on the ESDP, and aligned with the new planning and budget cycles of GoL.
• Mobilize and encourage the effective and efficient use of combined GoL and external resources and increase the transparency, accountability and predictability of Development Partner assistance within the sector.
• Support the achievement of specific aid effectiveness milestones as set out in the VDCAP II 2016-2025.

V. Roles and Responsibilities
The key roles and responsibilities of the ESWG in support of the above objectives are:
• Ensuring government leadership and ownership over the key strategic issues in the Education Sector;
• Facilitating alignment with a common policy and programming framework;
• Encouraging harmonization and simplification within the Education sector;
• Ensure Transparency and facilitating mutual accountability in managing for results within the Education sector; and
• Promoting dialogue amongst key stakeholders, including Ministry of Finance and Ministry of Planning and Investment

VI. Expected Outputs
To ensure that the ESWG remains outcomes-orientated and focused on achieving the objective of producing and implementing an annual prioritized, costed sector plan and Sector-key performance indicators the following indicative yearly process and related outputs are envisaged:

1. ESWG Executive Level Meetings
   The ESWG Executive Meeting will be held a minimum of twice per year for:
   • Agreement on the educational priorities of the ESWG for the upcoming financial year;
   • Agreement on the educational priorities and resource envelope of the national government for the upcoming financial year;
   • Endorsement of the Annual Costed Sector Plan;
   • Endorsement of the ESSDP Mid Term Review Report
   • Endorsement of the Joint Annual Review Meeting report; and
   • Agenda items from Technical level ESWG for endorsement;

   Participants to this meeting are representative of INGOs & NPAs; Heads of Missions; & Vice-Ministers of MoF, MPI, MoFA, MoHA, Lao Women Union and Technical Assitances.

2. ESWG Technical Level Meetings
   ESWG Technical will be held a minimum of four times per year, in particular prior to an Executive meeting for:
   • Recommendations and Action Plans for approval from each Focal Group inclusive of cross sub-sectoral issues;
   • Examination of Focal Group Action plans and recommendations to ensure that all cross-cutting issues have been addressed; and
   • Approve draft inputs and reports to other GoL agencies
Participants to this meeting are Director Generals, Heads of Centres, Development Partners, including representatives of INGO and NPAs. Representatives of MoF, MPI, MoFA, MoHA & Lao Women Union and Technical Assistances.

3. Focal Group and Technical Working Group meetings
   The meeting will be held a minimum of four times per year for each of the four groups
   • Technical dialogue on key issues according to TORs of individual Focal Groups
     (attached below) – in depth evidence-based analysis;
   • Technical dialogue on specifically technical issues according to ToRs of individual
     Focal groups (attached)-in depth evidence-based analysis; and
   • Review draft inputs and reports to other GoL agencies.

VII. Implementation
   The ESWG will serve as a mechanism for sector planning, ongoing policy dialogue, coordination, and achievement of outputs as outlined above. The issue of provincial engagement should be addressed, either through the Provincial Coordination Mechanism (PCM) or through some new approach. Observers and guest speakers (for example other line ministries, representatives from the private sector etc) may be invited to participate in selected ESWG meetings by the ESWG Secretariat. Focal Groups Chairs may also wish to engage guest speakers and technical experts to participate in selected Focal Group meetings and inform and support thematic discussions.

   Chairs of all ESWG and Focal Group meetings will always be by a senior representative of MoES. Co-Chairs roles will be undertaken by representatives of Development Partners. The term for Co-Chairs will be two years and will be rotated every two years to the new Co-Chair or depends on the agreement between the existing Chair and Co-Chair. If there is no new organization propose to be the new Co-Chair, the current Co-Chair could continue their role right away. The nomination and approval for the Co-Chair position will come from ESWG. The current Co-Chair positions for ESWG are Australia and EU.

A dedicated Secretariat gives administrative support to the ESWG through the following key tasks:
   • Arranging the logistics for the Executive and Technical ESWG meetings. The official language of the ESWG is Lao and thus this logistical support will include organizing translation and interpretation services.
   • Managing the Executive and Technical meeting agendas and supporting papers and circulating these to appropriate members at the earliest possible opportunity
   • Minuting both Executive and Technical meetings in both Lao and English and circulating these to members within three weeks of the meeting
   • Maintaining an accurate set of records including ESWG Terms of Reference, membership details, agendas, minutes, annual plans and technical papers in both hard and soft copy formats in both Lao and English.

VIII. Technical Support
   The ESWG will be supported by an externally-funded technical support team, which will include an senior education expert, specialists in key technical areas, and other consultants who will work in close coordination with each other under the guidance of the Ministry of Education and Sports and in consultation with the Co-Chairs. The role of this team will be to assist Ministry of Education and Sports to develop the annual costed sector plans, plan the JSRM, other policy priority tasks, and additional technical papers as identified by ESWG members.
Focal Group 1: Early Childhood Education

Terms of Reference

I. Introduction

Focal Group 1 on Early Childhood Education has been established to coordinate and support the implementation of the ESSDP and ESWG along with the restructuring of MOES and to support the effectiveness of coordination mechanism between early childhood education and the development partners, INGO and NPA.

II. Common Goal:

Support the achievement of SDG especially focusing on SDG 4 and support effective implementation of the Education Sector Development Plan aligned with the National Socio-Economic Development Plan through the ESWG. To ensure that all strategies, sub-sector development plan of Early Childhood Education are set as the priority in the ESDP considering its appropriateness to the child development.

III. Objectives:

This Focal Group has been established to:

- Strengthen planning, financing and coordination between MoES Line Departments, Development Partners, INGOs and NPAs for improved formal and non-formal delivery of inclusive quality Early Childhood Education for all children in Lao PDR especially the ethnic children, as well as monitoring and identifying Bottleneck and suggesting solution.

IV. Scope and Responsibility:

The Focal Group has the following responsibility:

1. Provide a forum for open dialogue on achievements and lessons learned from the Early Childhood Education components with line departments and other Focal Groups.
2. Inform the implementation and monitoring of the ESDP, including regular reviews
3. Encourage and monitor the harmonization of Government and Development Partner investments to the Early Childhood Education sub-sector, thereby improving the impact of investment on access to and quality of Early Childhood Education
4. Coordinate to ensure the continuum and smooth transition across different level within Early Childhood Education
5. Monitor, review and provide recommendations on Early Childhood Education plans, policies and programmes
6. Identify opportunities for capacity building of MoES and Development Partners in areas relating to Early Childhood Education
7. Promoting the explicit integration of inclusive approaches across the Early Childhood Education sector
8. Coordinate with Focal Groups 2 and 5 on the monitoring, evaluation and research needs for Early Childhood Education sector development
9. Contributing to the preparation of and implementation of the Joint Sector Review Mission and considering the resulting recommendations for the Early Childhood Education sector
10. Provide policy guidance and facilitate in-depth technical discussion through the formation of specific Technical Working Groups and Taskforces as required which report to the Focal Group

V. Focal group structure:
   General Guiding Membership

1. Director General, Department of Early Childhood Education Chair
2. Representative from UNICEF Co-chair
3. Representative from Save the Children Co-chair
4. Deputy Director General, Department of Early Childhood Education Vice-Chair

Members:
1. Deputy Director General, Department of Non-Formal Education Vice-Chair
2. Director, ESIC Member
3. Deputy Director General, Department of Teacher Training Member
4. Deputy Director General, Research Institute for Educational Sciences Vice-Chair
5. Director, ESQAC Member
6. Director, Inclusive Education Center Member
7. Representatives from Development Partners Member
8. Representatives from INGOs Member
9. Representatives from NPAs Member
10. Chairperson, Private Education Association Member
11. Director, Private Education Council Office Member

Secretariat
1. Head, Division of M&E
2. Deputy Director of Kindergarten
3. Head, Division of Cresha
4. Head, Division of Inclusive Education Centre, IEC
5. Head, Division of Literacy, DNFE
6. Head, Division of M&E, RIES
7. Development Partner Co-Chair

VI. Roles and Responsibilities:
1. Chair:
   To lead and monitor the formulation and implementation of the Focal Group Work Plan. The Chair will call for meetings, finalize Agenda items and provide reports on the meeting to higher levels. To co-ordinate and collaborate with other Focal Group Chairs and line departments. If the Chair is away, they may delegate their responsibilities to a Vice-Chair.

2. Co-Chair:
   The Co-Chair will work closely with the Chair and provide support to the Chair for meeting of the Focal Group 1’s responsibilities and will serve as the focal point for engagement of Development Partners within the Early Childhood Education sub-sector. Where possible, the Co-Chair will share with the Ministry of Education and Sports costs associated with the functioning of the Focal Group. The term for the Co-Chair position will be reviewed at ESDP mid-term review, which the position will be open for rotation to a new Co-Chair. The nomination and approval for the Co-Chair
position will come through Focal Group 1 membership and will be approved by the Ministry of Education and Sports.

3. **Vice Chair:**
   The Vice-Chair will work as directed by the Chair, leading and implementing activities under the responsibility of the Chair.

4. **Members:**
   - Members will work to support the delivery of the Focal Group 1 responsibilities.
   - Attend and contribute the Focal Group 1 meeting
   - Formulate joint statements to the ESWG

5. **Secretariat:**
   - Support the preparation of Focal Group meetings, including the drafting and circulation of meeting agendas and any supporting documents which will be provided to members at least one week prior to a meeting.
   - Undertake the documentation and minute of Focal Group meetings depending on a certain TWG, ensuring the circulation of these to all members within 1 week of a meeting.
   - Facilitate the drafting of reports required from the Focal Group to the ESWG

**VII. Working Procedures:**

A. **Working Principles:**
   1. Members will work collaboratively in the development and implementation of an annual Work-Plan, based on the ESDP and Early Childhood Education policy priorities.
   2. Focal Group members will jointly monitor and evaluate progress against the Work-Plan and contribute towards reporting requirements.
   3. The Focal Group will promote collaboration and linkages with Focal Groups 2, 4 and 5.
   4. The Focal Group will forward to the ESWG any matters requiring approval or endorsement by the broader sector working group.
   5. Focal Group can establish and supervise the task forces or technical working groups according to the needs.
   6. The TOR can be reviewed as required in consultation with other Focal Groups.

B. **Meetings:**
   1. The Focal Group will meet at a minimum every three months, drawing on a standing agenda.
   2. Reports will be provided on the activities undertaken by Focal Group 1 as based on the requirements of the Technical and Executive ESWG.
   3. An annual report on Focal Group activities and recommendations will be submitted to the Chair of ESWG through its Secretariat in time for inclusion in the ESWG report to the Round Table Meeting.
   4. Additional Focal Group meetings will be organised when necessary to address specific issues and topics as they arise.
   5. A minimum of two thirds of members is required to endorse Focal Group submission to the ESWG.

C. **Budget:**
The budget for Focal Group administration will be provided by the Government, and Development Partners where possible.
Focal Group 2: General Education

Terms of Reference

I. Introduction

To align with the new organizational structure of the Ministry of Education and Sports, Focal Group 2 was established separate from Focal Group 1 which cover Pre-Primary, Primary and Lower Secondary Education. This Focal Group 2 was established to coordinate and support the implementation of Education Sector Development Plan and is a coordinating body of the Ministry of Education and Sports, and Development Partner in general education sector.

II. Common Goal

Support the achievement of SDG especially focusing on SDG 4 and support effective implementation of the Education Sector Development Plan aligned with the National Socio-Economic Development Plan through the ESWG.

III. Objectives

This Focal Group has been established to strengthen planning, financing and coordination between MoES Line Departments, Development Partners, INGOs and NPAs for improved formal and non-formal delivery of inclusive quality General Education for all learners in Lao PDR, as well as monitoring and identifying Bottleneck and suggesting solution.

IV. Scope and Responsibility:

The Focal Group has the following responsibility:
1. Provide a forum for open dialogue on achievements and lessons learned from the General Education components with line departments and other Focal Groups.
2. Inform the implementation and monitoring of the ESDP, including regular reviews
3. Encourage and monitor the harmonization of Government and Development Partner investments to the General Education sub-sector, thereby improving the impact of investment on access to and quality of General Education
4. Coordinate to ensure the continuum and smooth transition across different level within General Education
5. Monitor, review and provide recommendations on General Education plans, policies and programmes
6. Identify opportunities for capacity building of MoES and Development Partners in areas relating to General Education
7. Promoting the explicit integration of inclusive approaches across the General Education sector
9. Contributing to the preparation of and implementation of the JSRM and considering the resulting recommendations for the General Education sector
10. Provide policy guidance and facilitate in-depth technical discussion through the formation of specific Technical Working Groups and Taskforces as required which report to the Focal Group
V. Focal group structure:

General Membership

1. Director General, Department of General Education Chair
2. Representative, Development Partners Co-chair
3. Representative, INGO Co-chair
4. Deputy Director General, Department of Early Childhood Education Vice-Chair
5. Deputy Director General, Research Institute for Educational Sciences Vice-Chair
6. Deputy Director General, Department of Non-Formal Education Vice-Chair
7. Representative from ESIC Member
8. Representative from Department of Teacher Training Member
9. Representative from Department of Physical and Art Education Member
10. Representative from ESQAC Member
11. Representative from Inclusive Education Center Member
12. Representative from Planning Department Member
13. Representative from inspection Member
14. Representatives from Development Partners Member
15. Representatives from INGOs Member
16. Representatives from NPAs Member
17. Chairperson, Private Education Association Member
18. Head of Private Education Promotion Office Member

Secretariat

1. Head, Division of Primary Education, DGE
2. Head, Division of administration office, DGE
3. Head, Division of primary education, DGE
4. Head of division of Lower Secondary Education, DGE
5. Head, Division of Upper Secondary education, DGE
6. Representative from Development partners
7. Representatives from INGO

VI. Roles and Responsibilities:

1. Chair:
To lead and monitor the formulation and implementation of the Focal Group Work Plan. The Chair will call for meetings, finalize Agenda items and provide reports on the meeting to higher levels. To co-ordinate and collaborate with other Focal Group Chairs and line departments. If the Chair is away, they may delegate their responsibilities to a Vice-Chair.

2. Co-Chair:
The Co-Chair will work closely with the Chair and provide support to the Chair for meeting of the Focal Group 2’s responsibilities and will serve as the focal point for engagement of Development Partners within the General Education sub-sector. Where possible, the Co-Chair will share with the Ministry of Education and Sports costs associated with the functioning of the Focal Group. The term for the Co-Chair position will be reviewed at ESDP mid-term review. Co-chair will be open for rotation to a new Co-Chair every two years. The nomination and approval for the Co-Chair position will
come through Focal Group 2 membership and will be approved by the Ministry of Education and Sports.

3. **Vice Chair:**
The Vice-Chair will work as directed by the Chair, leading and implementing activities under the responsibility of the Chair.

4. **Members:**
   - Members will work to support the delivery of the Focal Group 2 responsibilities.
     - Attend and contribute the Focal Group 2 meeting
   - Formulate joint statements to the ESWG

5. **Secretariat:**
   - Support the preparation of Focal Group meetings, including the drafting and circulation of meeting agendas and any supporting documents which will be provided to members at least 3 days prior to a meeting.
   - Undertake the documentation and minute of Focal Group meetings depending on a certain TWG, ensuring the circulation of these to all members within 2 weeks of a meeting.
   - Facilitate the drafting of reports required from the Focal Group to the ESWG

**VII. Working Procedures:**

A. **Working Principles:**
1. Members will work collaboratively in the development and implementation of an annual Work-Plan, based on the ESDP and General Education policy priorities.
2. Focal Group members will jointly monitor and evaluate progress against the Work-Plan and contribute towards reporting requirements.
3. The Focal Group will promote collaboration and linkages with Focal Groups 1 (early childhood education), 3 (post general education) and 5 (research and studies).
4. The Focal Group will forward to the ESWG any matters requiring approval or endorsement by the broader sector working group.
5. Focal Group can establish and supervise the task forces or technical working groups according to the needs.
6. The TOR can be reviewed as required in consultation with other Focal Groups.

B. **Meetings:**
1. The Focal Group will meet at a minimum every three months, drawing on a standing agenda.
2. Additional Focal Group meetings will be organised when necessary to address specific issues and topics as they arise.
3. Reports will be provided on the activities undertaken by Focal Group 2 as based on the requirements of the Technical and Executive ESWG.
4. An annual report on Focal Group activities and recommendations will be submitted to the Chair of ESWG through its Secretariat in time for inclusion in the ESWG report to the Round Table Meeting.
5. A minimum of two thirds of members is required to endorse Focal Group submission to the ESWG.

C. **Budget:**
The budget for Focal Group administration will be provided by the Government, and Development Partners where possible.
Focal Group 3: Post-Secondary Education
Terms of Reference

I. Introduction
Focal Group 3: Post-Basic Education, covering High Education, Technical and Vocational Education and Training and Non Formal Education has been established to support effective and coordinated implementation of the related sub-sector development plans, thereby contributing to achievement of overarching ESSDP 2016 – 2020 and the NSEDP 2016 – 2020.

A separate Technical Working Group (TWG) has been established focused specifically on the TVET sub-sector. A Terms of Reference has also been elaborated for the TVET TWG.

II. Common Goal

III. Objectives
The objectives of Focal Group 3: Post-Basic Education are to:

• Promote the development of HE, TVET and NFE through implementation of their respective development plans, thereby contributing to achievement of the ESDP, in alignment with the NSEDP, and linked to the SDGs;

• Provide a mechanism for government and development partners to engage in joint review, planning and budgeting, and prioritisation resulting in the production of Annual Costed HE, TVET and NFE Plans and Key Performance Indicators, based on HE, TVET and NFE Development Plans, and aligned with the planning and budget cycles of GoL;

• Mobilise and encourage the effective and efficient use of combined GoL and external resources and increase the transparency, accountability and predictability of development partner assistance within the HE, TVET and NFE sub-sectors;

• Provide a forum for open dialogue on developments and achievements, and identifying solutions to issues and challenges, in HE, TVET and NFE.

IV. Roles and Responsibilities
The key roles and responsibilities of Focal Group 3: Post-Basic Education in support of the above objectives are:

• Ensuring government leadership and ownership over the key strategic issues in HE, TVET and NFE;

• Facilitating alignment with a common policy and programming framework;

• Encouraging harmonisation and simplification within and amongst HE, TVET and NFE;

• Ensuring transparency and facilitating mutual accountability in managing for results within HE, TVET and NFE;

• Promoting dialogue amongst key stakeholders, including other Ministries, public sector institutions and private sector representative organisations.

• Providing inputs, reviewing and giving feedback on HE, TVET and NFE development plans particularly in terms of alignment with labour market requirements and ASEAN integration;
Advocating equity in participation for disadvantaged groups, particularly focusing on gender, disability and ethnicity, in HE, TVET and NFE;
Promoting collaborating and linkages with other Focal Groups.

V Expected Outputs
To ensure that the Focal Group 3 remains outcomes-oriented and focused on achieving the objective of producing and implementing annual prioritised costed HE, TVET and NFE plans and key performance indicators, the following indicative yearly process and related outputs are envisaged:

At the Focal Group 3: Post Basic Education meetings (held a minimum of four times per year):
- Discussion and agreement on the priorities of the HE, TVET and NFE sub-sectors for the year;
- Endorsement of the annual costed HE, TVET and NFE plans;
- Dialogue on and analysis of key issues and challenges in HE, TVET and NFE;
- Dialogue on technical issues of specific reference to HE, TVET and NFE.
- Review of draft inputs and reports to other GoL agencies.

VI Organisational and Operational Structure
Focal Group 3: Post Basic Education will serve as a mechanism for HE, TVET and NFE sub-sector planning, ongoing policy dialogue, coordination, and achievement of outputs as outlined above. Observers and guest speakers (for example other line Ministries, representatives from the private sector, etc) may be invited to participate in selected Focal Group 3 meetings by the Focal Group 3 Secretariat to inform and support thematic discussions.

The Chair and Vice-Chair of all Focal Group 3 meetings will always be a senior representative of the Hem TVET and NFE Departments of the Ministry of Education and Sports (MoES). Co-Chair roles will be undertaken by representatives of development partners. The term for Co-Chairs will be one year. Nomination and approval of Co-Chairs will be by Focal Group 3 members.

General Membership
1. Director General, Department of HE Chair
2. Representative(s), Development Partners Co-Chair
3. Director General, Department of TVET Vice-Chair
4. Director General, Department of NFE Vice-Chair
5. Deputy Director General, Department of Student Affairs Member
6. Director General, Department of Skills Development and Employment, Ministry of Labour and Social Welfare Member
7. Director, Education Statistics Centre Member
8. Director, Vocational Education Development Institute Member
9. Director, Private Education Promotion Office Member
10. Director, National Training Council Permanent Office Member
11. Deputy Director General, Educational Standards and Quality Assurance Centre Member
12. Deputy Director, Inclusive Education Centre Member
13. Representatives, Development Partners supporting Post-Basic Member
Education
14. Representatives, International Non-Governmental Organisations supporting Post-Basic Education  
Member
15. Representative of National Chamber of Commerce and Industry  
Member
16. Deputy Director General, Department of Teacher Education  
Member

Secretariat
1. Head, Academic Affairs Division, HE Department  
Head
2. Head, Monitoring and Evaluation Division, TVET Department  
Deputy
3. Deputy Head, Monitoring and Evaluation Division, DSA  
Member
4. Head, Monitoring and Evaluation Division, NFE Department  
Member

Chair
The Chair calls meetings, finalises agendas, finalises minutes, and reports meeting outcomes to the ESWG Technical Committee.

Vice-Chair
The Vice-Chair works as directed by the Chair, leading and implementing activities under the responsibility of the Chair. The Vice-Chair assumes the role of Chair in the absence of the Chair.

Co-Chair
The Co-Chair works closely with the Chair and co-chairs Focal Group meetings. The Co-Chair supports the Focal Group to ensure that relevant development partners in each sub-sector participate in Focal Group meetings and events.

Members
The members work as directed by the Chair and Vice-Chair, leading and implementing activities under the responsibility of the Chair and Vice Chair.

Secretariat
The Secretariat gives administrative support to the Focal Group through the following key tasks:

- Arranging the logistics for the Focal Group meetings. The official language of Focal Group meetings is Lao and, therefore, logistical support includes organising translation and interpretation services;
- Managing Focal Group meeting agendas and supporting papers and circulating these to the members a reasonable amount of time in advance of meetings;
- Minuting Focal Group meetings and circulating these to members (in both Lao and English languages) within three weeks of meetings;
- Maintaining accurate records including terms of reference, membership details, agendas, minutes attendance lists, annual plans and technical papers in both hard and soft copy formats in both Lao and English.
VII Budget

The budget for Focal Group administration and meetings is from State budget and development partners.
Focal Group 4: Education and Sports Management and Administration

Terms of Reference

I. Background:
In order to continue to support improved 8 principles, the ESWG will adopt the annual sector Performance Monitoring Framework (PMF), annual work plan and sector key performance indicators (S-KPIs). This assessment framework was jointly agreed upon to assess the progress of the implementation of the Education Sector Development Plan (ESDP) and the annual work plan of the sector. The Monitoring and Evaluation (M&E) Networks of the Department of Inspection prepare an Annual Performance Monitoring Report (APMR) under the assessment processes of the PMF. This information is included in the MoES’s and ESWG report submitted to the Ministry of Planning and Investment and GoL as part of the Round Table Process annually organized.

Focal Group 4 on Education and Sports Management and Administration focuses to coordinate and support the implementation of the Education Sector Development Plan (ESDP), and Sustainable Development Goal (SDG) for achieving the National Socio-economic Development Plan (NSEDP) 2016-2020.

II. Common Goal:
Support the achievement of SDG and support effective implementation of the Education Sector Development Plan aligned with the NSEDP through the ESWG.

III. Objective:
The Focal Group is established to:

1. Improve the coordination of information and statistics management to provide a reference for planning, budget planning, and Monitoring and Evaluation activities.
2. Support planning processes, and budget allocations which are consistent with the priorities of the ESDP in order to achieve the ESDP priorities and Education and Sports Quality Standards.
3. Review, monitor and evaluate the implementation of the ESDP and support planning for future monitoring and evaluation activities.
4. Support and promote personnel to undertake their roles and develop the capacity of the staff in the Education and Sports sector.
5. Support communication messages and disseminate information through media formats.
6. Support strategies of the Educational Administration Development in the implementation of the ESDP.
7. Support strengthening of the textbook management system in the implementation of the ESDP.

IV. Scope and Responsibility:
The Focal Group has the following responsibility:

1. Improve the coordination of information and statistics management to provide a reference for budget planning, and Monitoring and Evaluation activities:
- Encourage and support the management and dissemination of education and sports information.
- Provide support to the Focal Groups on Basic Education, Post-Basic Education and Educational Research and Analysis so that they will be able to support the achievement goals identified in relevant strategies and plans.
- Participate in other activities relevant to the focus of Focal Group 4 in relation to education development, including with NPAs and INGOs.

2. Support planning processes and budget allocations which are consistent with the priorities of the ESDP in order to achieve the ESDP priorities and the Education and Sports Quality Standards:
   - Encourage and promote all stakeholders to participate in the annual costed sector plan, in relation to the MoES planning and budget processes.
   - Encourage and promote all sub-sectors to implement the annual work plan and sector key performance indicators (S-KPIs).
   - Encourage all sub-sectors to monitor and report budget expenditure from all funding sources of Government, Development Partners, Private and communities in a timely manner and to ensure the effective and efficient use of aid.
   - Support and promote cooperation with Development Partners and other sectors for project management and investment planning to align with the priorities of the Education and Sports Development Plan.

3. Review, monitor and evaluate the implementation of the ESDP and to support planning for future monitoring activities:
   - Encourage all stakeholders to together implement annual sector Performance Monitoring Framework (PMF) effectively.
   - Encourage and support all stakeholders to formulate, monitor and report the results of their annual work plan as Annual Performance Monitoring Report (APMR) in a timely manner according to the priority policy of the Education and Sports Development Plan with the development partners.
   - Encourage wide consultation with key stakeholders on the Annual Sector Education Report.
   - Encourage, support and monitor the annual work plan, S-KPIs and EQS as the reference for planning, budget and staff allocation in the following year.

4. Support personnel to undertake their roles and develop the capacity of the staff in Education and Sports sector:
   - Support the revision of the revision of teacher recruitment, allocation and deployment policy and guidelines.
   - Support the analysis of teacher issues, in particular teacher surplus, shortage and volunteer teachers.
   - Encourage the development and implementation of a capacity development framework to achieve the priorities of the Education and Sports Development Plan.

5. Support communication messages and disseminate information through media formats.
- Encourage good communication and disseminating relevant on key Education and Sports Development Plan and policy implementation and reforms with ESWG and Focal Groups, media and public.

6. Support strategies of the Educational Administration Development in the implementation of the ESDP.
- Support and promote the strategies of the Educational Administration Development.

7. Support strengthening of the textbook management system in the implementation of the ESDP.
- Support Textbook System Strengthening including Textbook Planning, Procurement and Printing, Distribution and Storage, Coordination and Partnerships, and Registration, Care and Reuse.

V. Focal Group Structure:

- **General Membership**
  1. Director General, Department of Inspection Chair
  2. Representative, Development Partners Co-Chair
  3. Director General, Department of Planning Vice-Chair
  4. Director General, Department of Finance Vice-Chair
  5. Director General, Department of Personnel and Organization Vice-Chair
  6. Director General, Cabinet of MoES Vice-Chair
  7. Deputy Director of the Cabinet of MoES Member
  8. Deputy Director General, Department of External Relations Member
  9. Deputy Director of Institute for Educational Administration Development (IFEAD) Member
  10. Deputy Director of Research Institute for Educational Sciences (RIES) Member
  11. Deputy Director of Education and Sports Research Centre Member
  12. Deputy Director of Education Standard Quality Assurance Centre (ESQAC) Member
  13. Deputy Director of Statistics and Information Technology of Education and Sports (SITCES) Member
  14. Deputy Director of Information and Communication Technology Centre for Education and Sports (ICT) Member
  15. Deputy Director of Information and Media Centre Member
  16. Deputy Director of Inclusive Education Centre (IEC) Member
  17. Representatives from Development Partners Member
  18. Representatives from INGOs Member
  19. Representatives from NPAs Member

- **Secretariat**:
  1. Director of M&E Division (Dept of Inspection) Director
  2. Director of Planning Division (Dept of Planning) Deputy
  3. Director of Budget Division (Dept of Finance) Member
  4. Director of Personnel Development Division (Department of Personnel and Organization) Member
  5. Director of Research and Executive Briefing Division (Cabinet of MoES) Member
  6. Technical Staffs of M&E Division (Dept of Inspection) Member
VI. **Roles and Responsibilities:**

1. **Chair:**
   The Chair will lead and monitor the formulation and implementation of the Focal Group Work Plan. In addition, s/he will call for meetings, finalize Agenda items and provide reports on the meeting to higher levels. If the Chair is a way they may delegate their responsibilities to a Vice-Chair.

2. **Co-Chair:**
   The Co-Chair will provide support to the Chair for a meeting of the Focal Group 4 and will serve as the co-chair for various meetings. The Co-Chair will support the Focal Group 3 to encourage the engagement of Development Partners and provide funding support for various meetings of the Focal Group (the budget for a meeting shall be approved in advance by the Co-Chairs). The term for the Co-Chair position will be reviewed at the ESDP midterm review (not focused on evaluating the performance) following which the position will be rotated to a new Co-Chair. If none volunteer to be co-chairs the position can be continued.

3. **Vice Chair:**
   The Vice-Chair will work as directed by the Chair, leading and implementing activities under the responsibility of the Chair.

4. **Members:**
   The members will work as directed by the Chair and Vice-Chair, leading and implementing activities under the responsibility of the Chair and Vice Chair.

5. **Secretariat:**
   - Draft the plan and comply reports on activities implementation, cooperation and monitoring, support the decisions of each meeting, preparation, organizing, taking note of the meeting and report the meeting’s result to the Chair.
   - Organize internal meeting to prepare, carry out, take note of the meeting (depending on the agenda or a certain TWG or head of the secretariat) and submit a report to the Chair.
   - Before each regular Focal Group Meeting, the Secretariat shall inform each institution the agenda 1 week in advance and after the meeting, the Secretariat should circulate the Minute of Meeting to the members of the Focal Group and the members of the ESWG within 2 weeks.
   - Background documents need to be shared with participants 3 days in advance so that participants can understand and prepare for discussion of each agenda and more technical discussion is encouraged.

VII. **Working Procedures:**

A. **Working Principles**
   1. Members will work collaboratively in the development and implementation of an annual workplan, based on the ESDP and basic education policy priorities.
2. Focal Group members will jointly monitor and evaluate progress against the workplan and contribute towards reporting requirements.
3. The Focal Group will promote collaboration and linkages with Focal Groups 1, 2, 3, 5 and 6.
4. The Focal Group will forward to the ESWG any matters requiring approval or endorsement by the broader sector working group.
5. Focal group can establish and supervise the task forces or technical working groups according to the needs.
6. The TOR can be reviewed as required in consultation with other Focal Groups.

B. **Meeting and Reporting**

1. The Focal Group will meet at a minimum every three months, drawing on a standing agenda.
2. An annual report on Focal Group activities and recommendations will be submitted to the Chair of ESWG through its Secretariat in time for inclusion in the ESWG report to the Round Table Meeting.
3. Additional Focal Group meetings will be organized when necessary to address specific issues and topics as they arise.
4. A minimum of two thirds of the members is required to endorse Focal Group submission documents to the ESWG.

C. **Budget**

Budget for Focal Group administration is from the State budget and aid of Development Partners
Focal Group 5: Educational Research and Evaluation

Terms of Reference

I. Introduction

II. Common Goal
Focal Group 5 works to coordinate and support the achievement of objectives and outcomes of the each phase of ESDP and SDGs, which are aligned with the National Socio-Economic Development Plan (NSEDP) in each period and other government’s policy frameworks under the guidance of the Government-led ESWG management committee.

III. Objectives
1. Support strengthening of system and personnel development for conducting educational research and evaluation;
2. Coordinate and support with the ESWG management committee and support the education activities;
3. Coordinate with relevant stakeholders in identifying the needs for educational research and evaluation;
4. Provide a forum for data sharing and dissemination the research findings that have been conducted in the education and sports sector.

IV. Scope and Responsibility
1. Develop training plans on research and analysis for personnel within technical research and analysis team of education and sport sector;
2. Coordinate with MoES line-departments, relevant stakeholders and development partners for conducting educational research and evaluation;
3. Support and facilitate relevant stakeholders on technical aspect for conducting educational research and evaluation within the education and sport sector;
4. Provide advice and summarize the priority research topics through collaboration with MoES line departments and development partners;
5. Disseminate research and analysis findings of the education and sport sector and of the development partners through various means, such as seminar meetings, websites, publications, etc.
6. Establish database to archive research studies and reports in order to provide necessary information for interested individuals and organizations.

V. Focal Group structure
1. General Membership and management committee

2. Director of Research Institute of Education and Science (RIES) Chair
3. Representative from the World Bank Co-Chair
4. Representative from Plan International Co-chair
5. Deputy Director of Research Institute of Education and Science Vice Chair
6. Deputy Director General Department of Higher Education Vice Chair
7. Deputy Director General of Department of Planning Vice Chair
8. Deputy Director General of Department of Finance Vice Chair
8. Director of Educational Research and Evaluation Center Vice-Chair
9. Deputy Director of the Research Science and
   Academic Service Office, National University of Laos Member
10. Representative of Department of Personnel Member
11. Representative of Department of Inspection Member
12. Representative of Department of Pre-Primary Education Member
13. Representative of Department of General Education Member
14. Representative of Department of Teacher Education Member
15. Representative of Department of TVET Member
16. Representative of Department of Non-Formal Education Member
17. Representative of Department of Physical and Arts Education Member
18. Representative of Department of Student Affairs Member
19. Representative of Institute for Education Administration and
    Development (IFead) Member
20. Representative of TVET Institute
21. Representative of Faculty of Education, NUoL Member
22. Representative of Education Statistics Center Member
23. Representative of ICT Center Member
24. Representative of Education and Sports Quality
    Assurance Center (ESQAC) Member
25. Representative of Inclusive Education Center Member
26. Representative of Teacher Development Centre Member
27. Representative of Non-formal Education Centre Member
28. Representatives from development partners and CSO Member

2. Secretariat

1. Technical staff from Education and Sport Research Centre
2. Technical staff from the World Bank
3. Technical staff from Plan International

VI. Roles and Responsibilities
1. Chair

The Chair leads in developing plans and monitor the implementation of the Focal Group
annual work plan. In addition, the chair calls for meetings, approve agenda items,
manages the meetings and reports on the outcomes of meetings to MoES authorities. If
the chair is away, s/he will delegate the responsibilities to a Vice-Chair for acting.

2. Co-Chair

The Co-Chairs join in leading developing plans and monitor the implementation of the
Focal Group annual work plan and co-chair meetings. In addition, co-chairs encourage
the support from development partners on financial and technical aspects for
contributions to the research and analysis activities of FG5. The term for the Co-Chair
position will be in accordance with the ESDP cycle (5 years); if the new co-chair could
not be identified, the current co-chair can continue the task until further notice from the
ESWG management committee.
3. Vice Chair
The Vice-Chairs work to support the chair in leading developing plans, monitor the implementation of the annual work plan of FG and take additional responsibilities as assigned by the chair.

4. Members
The members work to support the chair, co-chairs and vice-chairs in developing plans, monitor the implementation of the annual work plan of FG and take additional responsibilities as assigned by the chair. In addition, members actively contribute to arranging meetings.

5. Secretariat
1. Coordinate closely with the ESWG secretariat to obtain any guidance and advice to implement the results from ESWG meetings and any other matters related to the FG5.
2. Through consultation with the chair and co-chairs, draft the FG5 annual work plan, based on outcomes of ESWG meetings and any other requirements related to education and sport research and analysis.
3. Coordinate with the ESWG secretariat to prepare the FG5 meetings and draft agendas and materials through consultation with chair and co-chairs.
4. Send out the invitation to relevant MoES departments and education institutions/centres at least one week prior to meetings and then, follow up and confirm the relevant participants.
5. Coordinate with the ESWG secretariat for sending out invitation among development partners at least one week prior to meetings.
6. Work collaboratively with the ESWG secretariat in taking minutes of the meetings, finalise and share among chair and co-chairs for comments and submit to the chair for approval.
7. Circulating the minutes to participants within 2 weeks after the meetings.

VII. Working Procedures

1. Working Principles
7. Follow the one-boss system and base on democratic foundational principle and work as a team and assign tasks individually.
8. Any activity requires to have detailed plans, requirement of rules and regulations in place for effective implementation, summarize, evaluate and share lessons learned in each period of implementation, report to MoES ministerial council.
9. Any implementation is an official and approved from Minister of Education and Sports.

2. Meeting and Reporting
5. The FG5 meetings to be held at least 2 times per year or as needed, drawing on the work plan and any requirements made from the ESWG secretariat.
6. An annual report on the Focal Group activities and recommendations will be submitted to the Chair of ESWG through its Secretariat in time for inclusion in the ESWG report to the Round Table Meeting.

7. A minimum of two thirds of members is required to endorse Focal Group submission to the ESWG.

3. Budget

Budget for the Focal Group administration is from State budget and aid of Development Partners.
I. Background:
Sport is one of the activities that support energetic atmosphere in society, it makes Lao people physically and mentally healthy and having good sportsmanship. Furthermore, sport also build concious and contribute to human resource development, increase national’s role and aime to enhance unity, friendship, peace and cooperation in sub-regional, regional and international level as to build honor, protect and develop the nation.

II. Goal:
The purpose is to support sports for sustainable development and support effective and sufficient implementation in alignment with sport development plan and the National Social Economic Development Plan through Education Sector Working Group.

III. Objective:
To ensure that prioritized strategies and focuses of the sport in Education and Sport Development Plan are implemented in alignment and respond to the need, the development of sport is effective and efficient from central to local, it is able to join and link with sub-regional, regional and international level.

IV. Scope and Responsibility:
The focal group has following responsibility:
1. Provide strategy and technical advice:
   - Provide advice on the implementation supporting sport for effectiveness and efficiency;
   - To resolve main issues on sports from counterparts, education and sport sector, social organization (National Federal Sport) and other related sector who continuously support sports;
   - To find issues, gaps and challenges on the implementation and might affect the success implementation of sports;
   - To contribute and support strategy development process and sport plan.
2. Represent sport technical team at meetings to promote and clarify situation and need in sports in order to support the implement the development and prepare sport activities base on MoES development policy.
   - Ensure that data, resolution of sport committee are disseminated to the committee and relevant development partners, exchange of information and give strategic recommendation on progress and milestone, resolution and policies to support effective implementation on sports;
   - Provide recommendation on supporting mechanism and monitoring the support on sports;
   - Jointly work as a committee to find solutions in policy level and implementing to reduce new issue from the implementation;
   - Help the sport committee to actively and effectively plan;
   - Present the new preparation plan on sport activities in sport agenda and related sectors to ensure the support, allocation from government and international organization appropriately.
3. Role: coordinate, organize meetings, exchange information, follow up and support, provide comments, summarize and report.
- Resolve issues related to sport regarding strategy and macro level;
- Build network between Ministry of Education and Sports and development partners whom interested in supporting sport;
- Exchange information on sports with related sport technical;
- Identify overall issue on the implementation, risks and gaps that may affect success of sport and develop ways to overcome challenges;
- Identify standards on sport service to society and develop sport standards to meet for international level.
- Identify lesson learnt and report the movement to the committee regularly;
- Play other role and obligation base on the assignment of the Chair of the sport committee;

V. Structure:
The committee consist of:
1. Overall guidance committee:
   1) Director General of Department of Elite Sport Chair
   2) Representative from development partner Co-Chair
   3) Director General of Department of Sport for all Vice Chair
   4) Director General of Department of Art and Physical Education Vice Chair
   5) Head of National Olympic Committee of Laos Vice Chair
   6) Representative from Inclusive Educaion Center Member
2. Secretariat:
   1) Head of Elite Sport Information Division Head
   2) Head of Administration Division, Department of Elite Sport Deputy Head
   3) Head of Monitoring and Evaluation, Department of Art and Physical Exercise Member
   4) Head of Administration Division, National Olympic Committee of Laos Member

VI. Roles and responsibility of the committee:
1. Chair: lead and monitor the development and implementation of the committee. The Chair calls a meeting, decide agenda items and report the result to the upper management. In the absence of the Chair, there might be an assignment to the Vice Chair;
2. Co-Chair: Work with the Chair on organizing and Co-Chairing meetings. The Co-Chair supports the sport committee to encourage development partners and provide financially support to the committee meeting as necessary (budget for meetings must be approved in advance by the Co-Chair). The Co-Chair will be reviewed during the Mid Term Review of the Education and Sports Sector Development Plan, (not focusing on performance result). After that, the new Co-Chair will be replaced and if there is no applicant, the Co-Chair should consult with the Chair to continue the role as possible;
3. Vice Chair follow the lead of the Chair on leading and implementing activities per the responsibility of the Chair.
4. Secretariat:
   - Draft plan and summarize implementation report, cooperation, and monitor the support, agreement in each meeting, preparation, management, taking minute of meeting and report to the Chair;
- Before organizing the meeting, the secretariat shall notify relevant offices and representative on the agenda at least 2 weeks in advance. After the meeting, the secretariat shall send the minute of meeting in two weeks to attendees and the committee;
- Prepare handouts and send to attendees 3 days prior to the meeting for the attendee to get understanding and prepare discussion base to the agenda and increase more technical discussion.

VII. Working Procedure:
1. Working principle:
   1) Sport committee works following central democracy and following Ministry of Education and Sport rules by the lead of the Director General of Elite Sports, Chair of Sport Committee;
   2) Sport committee monitors and evaluate sports according to Education and Sport Development Plan and policies those are prioritized in sports;
   3) Minute of sport meetings will be shared with committee and related sport sector. Comments from committee and relevant sport sector will be taken for consideration for improvement;
   4) Role and responsibility of the sport committee will be review bi-annually.
2. Meetings:
   1) Meetings will be organized quarterly in alignment with sports committee. The next meeting agenda is discussed at the end of the meeting;
   2) The meeting will be organized half formal with focus on creative, open and honest result;
   3) All technical members will be invited to contribute on the topic of the meeting. Chair and Co-Chair of the meeting will summarize the topics base on identified topics and activities those are relevant to the sector. All the committee member will be respected and should actively work to ensure safe environment for all.
3. Administration budget of the sport committee will be provided by the Government, development partners, or mass organization.