**TERMS OF REFERENCE**

**Non-Formal Education Sub Working Group**

**BACKGROUND**

The Education Thematic Working Group (ETWG) has established a number of sub-groups in key technical areas in line with jointly identified priorities of EFA. These sub-groups are responsive to the context and evolve as deemed appropriate by members. Non-formal education sub working group was formed in 2011 in order to provide a place and forum for actors in the non-formal education sector to support each other and work together to response to the needs of the out of school children in Myanmar.

The term used by non-formal education sub working group is any organized **educational** activity that takes place outside the **formal educational** system. Usually it is flexible, learner-centered and provides different types of learning to particular groups including children, youth and adult.

**Purpose**

To provide a platform for coordination, learning, advocacy and joint action for organisations working on out of school education in Myanmar.

Specific objectives of non-formal education sub working group are

* Create and strengthen a network to exchange information, technical expertise, and resources among NFE working group member.
* Provide a platform for NFE sub working groups to seek supports and coordination from the stakeholders including concerned government department and partners, INGO, LNGOs.
* To advocate for NFE to become a separate department/institution under the MOE

**Functions**

**Advocacy**

* Working with other partners to explore the needs of out of school children and youth by conducting research or study in order to raise awareness and to develop the relevant NFE program for different target groups
* Working through the ETWG, participate in advocacy for improved educational programs, to include NFE as a separate sector or as a by- law under the education law/education reform process
* Working through the ETWG to advocate for allocating budget for NFE program
* Working with partners to link with other policy and procedures to address the needs and implement the appropriate program for out of school children

**Coordination and networking**

* Supporting cohesive and consistent programmes, approaches and messages. This could include
	+ Sharing materials like booklets , training manuals
	+ Developing publications and resources and sharing existing resources on NFE
	+ Bringing together existing training modules
* Sharing information about who is doing what where (3Ws)
* Exchange information and technical advice and coordinate activities between members.
* Obtain technical assistance from appropriate experts.
* Consult with donors on identifying needs for further funding for out of school education activities.
* Coordination with
	+ wider ETWG, JESWG
	+ other sectors including TVET, labour and other services providers

**Capacity building**

* Sharing information about trainings and events
* Facilitate the trainings on NFE related theme
* Convene seminars and workshops
* Link up with regional networks and events

**Membership**

The core membership of the NFE Sub-group will be composed of representatives from national and international NGOs and CBOs and representatives from the UN agencies and respective Government Departments. Each core member organization shall designate **one representative** to attend regular meetings.

**Chairs**

The NFE Sub-group will be chaired by an elected member (co-chair) on a rotating basis. World Education and World Vision International Myanmar will co-chair the NFE sub-working group for 2015

**Meetings**

* The Group will meet every two months, the working group shall decide on a fixed time and venue for meetings.
* A written agenda will be circulated by email to members along with a reminder of the meeting time and venue.
* For each meeting, one participant will be selected on a volunteer basis to prepare meeting minutes and distribute them to members.
* The Group respects the sensitivities of its members. Meetings will take place predominantly in Myanmar language

**Planning and Reporting**

Please see the proposed work plan in annex.