



Terms of Reference for Consultant for Small Businesses

Required Position : One Post
Duty Station : Myitkyina, Kachin State
Contract Type : Short-term Service Contract

Date: April 22.2024

Humanity Institute was officially formed in January in 2012 with the vision of Open and doing society in which Human Rights, Democratic Values and Good Governance prevail. Championing in promoting and protecting Human Rights and providing legal assistance to the victims of Human Rights violation for some years, the organization has extended its vision to establish a University in Kachin State in 2024 envisioning to providing equitable quality education and an educational alternative for youth who aspire to pursue academic purpose. As synchronized activities, Humanity Institute continues its core programs of conveying Human Rights and Legal assistance, promoting education reform and teacher capacity, conducting non-partisan researches and publishing The Kachin Times journal. Humanity Institute is active in Kachin State and Northern Shan State. Since its establishment, HI has published a number of research papers and reports, and some have recently been published as well. Likewise, the school is also expanding its education services for young people opening different programs since 2014, while the Kachin Times journal shares latest information and analysis on current issues of local context among Kachin community around the world with the mission of promoting informed and thinking society as well as Kachin literature.

Objectives:

The objectives of the project are as follows:

- To create regular income for women in their community by producing local value-added products.
- To empower women members of the groups and communities to involve and engage in group business.
- To access more market opportunities by creating linkages and networking with private sectors and other successful social enterprises in Kachin state and other areas.

Expected Outputs:

The consultant will produce the following outputs:

- Facilitate the workshop for forming business entities and long term and sustainable business development for the target communities in Myitkyina and carry out the followings tasks-
- Forming business entities and TOR for each group (Type of business entities, vision, mission, values, structure- governance, membership, financial, rules and regulations, profit sharing)
- Long-term and sustainable business development for each group.

Responsibilities and Tasks:

- Participate in the meetings with the project team and stakeholders for the workshop.
- Develop an agenda and submit it to the project team before the workshop.
- Study the working nature, context, and background of the project.
- Co-design workshop plan with the project team and develop materials.
- Lead and facilitate the workshop with strategic inputs for each group.
- Conduct documentation for the whole workshop.
- Write up the workshop report and submit a draft report for each group in the Burmese version.
- Revise the draft report on comments and feedback.

How to Apply:

Qualified and interested candidates shall submit a full CV with detailed experience, skill, concept note, honorarium fees, and referee contacts from recent employers.

Tel: +959 784127721

Email: htuzi@humanity-institute.org

Deadline for submission of application: As soon as possible

Note: Do not enclose any original documents with your application, as they will not be returned. Only shortlisted candidates will be then contacted to attend for interview.