

Terms Of Reference
Government Liaison Consultant, INGO Forum – Consultancy
1st June 2025 to 31st December 2025
(4 days maximum for the consultancy period)

1. Consultancy Assignment Background

In light of the current political situation in Myanmar, this consultancy is in partnership with the INGO forum and aims to support the effective coordination of the liaison staff of the INGO Forum members in navigating solutions to overcome operational challenges and the processes they have to follow in dealing with the agencies/counterparts they interface with. The consultant will be working under the supervision of INGO Forum director with the support of INGO Forum Localisation and Partnerships Advisor to provide capacity building initiatives as well as organise meetings to enhance understanding of agencies' operational structures, stakeholder analysis and coordinate how best to respond to the challenges and drive positive outcomes for the INGOs operations in Myanmar.

2. Objectives and Scope of Work

1. Compliance with and adherence to DRC and INGO forum policies, guidance and procedures.
2. Provide briefing of the political situation updates and the potential impact and consequences for the government relations staff's job scope and the INGOs operations
3. Contribute to the overall review of the operations management group structure and the role of the INGO Forum, and formulate recommendation to improve the coherence of coordination, information sharing, and communication systems used by the INGO Forum and key stakeholders
4. Contribute to guidance documents and short papers designed to assist members navigate different operational aspects in country (e.g. registration process, MOUs, visa acquisitions, etc.)
5. Organization of meetings, briefings, follow-up of action points and sharing of information as required with INGO Forum members
6. Support liaison staff/officers to identify priority areas and provide a guidance note on various approaches to overcome the issues

3. Deliverables

- At least 3 x Briefing meeting on situation updates and discuss operational challenges (2 hours) with the Liaison/Relations staff (1 meeting per month for 3 months)
- Written inputs/sections of guides and reports to be used internally by members as manuals on administrative processes with local government bodies in country
- Ad-hoc support and provide advice to the Forum Secretariat team on BAI related issues for the INGOs

Critical interfaces

By interfaces, DRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this consultancy are:

- **INGO Forum Member Management Teams**
- **INGO Forum Secretariat**
- **INGO Forum Steering Committee**
- **Working groups within the Forum**

4. Qualifications of the Consultant

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following categories:

1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

Generic professional competencies for this position:

- Minimum 10 years working experience with NGOs, in an INGO coordination role strongly preferred. Although, equivalent experience, including the UN, DPKO missions, diplomatic community, donors, national governments and others is also relevant.
- Solid understanding of the UN system, integrated missions, principled humanitarian assistance.
- Strong facilitation skills and ability to foster a collaborative working environment
- Strong analytical skills and demonstrated ability in writing briefing papers, advocacy products and other information products.
- Knowledge about own leadership skills/profile. Strong ability to work within and support diverse teams
- Strong communication and interpersonal skills.
- Flexible and able to multi-task and improvise.
- Excellent computer literacy.
- Fluency in English, both written and verbal

Context/specific skills, knowledge and experience:

- Knowledge of the context in Myanmar, highly desirable
- Knowledge of relevant legal and policy frameworks, international and domestic

2. Behavioural competencies

These are personal qualities that influence how successful people are in their job. DRC's Competency Framework states 12 behavioural competencies, the following are **essential** for this position:

- Handling insecure environments
- Strategic thinking
- Empowering and building trust
- Influencing
- Initiate action and change
- Analysing