



Call for Proposal: Consultancy services for Training to CBOs, CSOs and private organizations

INTRODUCTION

The Skill for Community Resilience and Empowerment Project (SCORE) is a comprehensive four-year initiative spanning from 2023 to 2026, aimed at enhancing technical, vocational training, and non-formal education in Rakhine State, Mon State, Kayin State, and Tanintharyi Region.

Overall Objective of the Action:

To contribute to sustainable development and the utilization of human capital through education and training interventions in conflict-affected regions of Myanmar.

Overall Objective (Output 1.3):

To establish cooperation mechanisms that integrate the priorities of communities, non-formal educators, local businesses, employers, and trainers into education, technical and vocational education and training (TVET), and employment planning. This objective aims to empower interested organizations with the requisite skills and knowledge to facilitate the sustainable development of education and training initiatives within the targeted regions.

OBJECTIVES

The consultancy service is dedicated to empowering Community-Based Organizations (CBOs), Civil Society Organizations (CSOs), and private entities with the essential skills to drive community education and training strategies, proficiently apply for grants, and establish impactful community initiatives through successful grant proposals.

Outlined tasks are as follows:

1. Initial Meeting: Facilitate an introductory meeting with the Carelink SCORE project team and its consortium partners to comprehensively grasp project objectives and requirements.
2. Training Standard and Plan Development: Develop a comprehensive a Standard training manual and Plan tailored to the specific needs of the participating organizations, encompassing various aspects such as:
 - Education planning training
 - Conflict sensitivity training
 - Child and educational rights
 - Basic financial management training
 - Grant proposal writing training
 - PCM training
3. Conduct Training sessions for interested organizations within the target areas, focusing on enhancing their capacities in the aforementioned areas.
4. Ongoing Support and Coaching: Provide continuous support and coaching to interested organizations, ensuring sustained guidance until targeted grants are secured and fostering sustainable community development.
5. Final Report Compilation: Compile and submit a detailed final report, meticulously documenting progress, achievements, and recommendations derived from the consultancy process.

SUBMISSION OF PROPOSAL

Interested service providers are requested to submit a proposal in English that should cover:

1. Detailed profiles highlighting past experiences in conducting comparable studies, with a preference for expertise within the education and skills sector. Additionally, provide CVs of proposed consultants to demonstrate their qualifications and suitability for the project.
2. Present a budget proposal in Myanmar Kyats (MMK) according to the prescribed format outlined in the Terms of Reference (ToR) document, specifically Annex 1.
3. Offer a concise presentation of the proposal to the SCORE project management team by the selected shortlisted service provider. This presentation should effectively communicate the key elements of the proposal, including methodologies, timelines, and expected outcomes, to ensure alignment with project objectives and expectations.

YOUR QUALIFICATION

We are in search of a qualified consultant, whether an individual, a team of Myanmar citizens, or a Consulting Company. The ideal candidate(s) should possess a strong track record of successfully conducting similar functions and demonstrate familiarity with training programs, particularly in education and vocational sectors, in collaboration with International Non-Governmental Organizations (INGOs) and NGOs.

Key qualifications include:

- Hold a Master's degree in education, social sciences, psychology, or a related field.
- Proficiency in both Myanmar and English languages.
- Expertise in designing and delivering training programs tailored to the needs of diverse communities.
- Demonstrated ability to effectively collaborate with stakeholders and adapt approaches to local contexts.
- Strong communication and interpersonal skills.
- Demonstrate extensive experience conducting diverse training programs covering areas such as education planning, inclusiveness, conflict sensitivity, child and educational rights, basic financial management, grant proposal writing, and organizational development.
- Possess a profound understanding of sustainable development plans relevant to education and training initiatives.
- Exhibit strong facilitation skills, capable of engaging diverse learners through interactive sessions, workshops, and seminars.
- Capable of assessing the learning needs and preferences of diverse groups.
- Possess awareness of local and national regulations governing education and vocational training.
- Demonstrate excellent verbal and written communication skills, with a proven ability to build rapport and motivate learners effectively.
- Skilled in creating inclusive learning environments that respect cultural diversity.
- Show strong problem-solving skills for addressing challenges during training and adapting teaching strategies to meet evolving learner needs.
- Proficient in designing and implementing assessment tools, with the ability to analyze data for program improvement.
- Exhibit a commitment to continuous professional growth through participation in workshops and conferences.
- Display a genuine passion for promoting lifelong learning, coaching, and skills development.
- Have a track record of award-winning experience in grant and proposal writing.
- A minimum of three years of proven experience in executing tasks akin to those outlined above.

Financial Proposal:

Provide a detailed financial proposal outlining the costs associated with the consultancy services, in accordance with the requirements specified in the Terms of Reference.

Availability:

Confirm availability to complete the development of the sustainable plan and conduct training within the proposed time frame, ensuring adherence to project timelines and deliverables.

Candidates meeting these criteria are encouraged to apply, as we are committed to selecting a consultant who can contribute effectively to our project's success and make a tangible impact on the communities we serve.

YOUR OFFER

Please send your proposal to hr.carelink89@gmail.com. The proposal (highlighting the experiences and the CV of the proposed candidate/s and cost) specified in the ToR should be submitted to the above-mentioned emails by 20th May 2024. Only Short listed candidates will be contacted and arranged for the interview.



TERMS OF REFERENCE

1. Background

CARELINK

Carelink, founded in 2020, stands as an independent youth organization dedicated to effecting positive change. We take pride in our status as a non-governmental, independent, and non-partisan entity, devoid of affiliations with any political party, governmental body, or external organization. Operating with complete autonomy and neutrality, we are singularly devoted to advancing our mission.

Our commitment is unwavering: to champion our cause without bias or external influence, ensuring that our efforts are solely directed towards creating a positive impact in our chosen field.

Carelink's mission is to uplift and empower marginalized and vulnerable communities by bolstering their livelihood opportunities, enhancing access to the job market, and executing development projects that address critical issues spanning agriculture, health, education, and migration. Our overarching vision is to foster a participatory, inclusive, equitable, and sustainable environment for disadvantaged communities throughout Myanmar.

Skills for Community Resilience and Empowerment (SCORE) Project

Background

The Skill for Community Resilience and Empowerment Project (SCORE) is a comprehensive four-year initiative, scheduled from 2023 to 2026, designed to enhance technical and vocational training alongside non-formal education in ethnic and conflict-affected regions of Myanmar. Implemented across Rakhine State, Mon State, and ethnic Karen areas of Kayin State and Tanintharyi Region.

Overall Objective of the Action:

To contribute to sustainable development and the effective utilization of human capital through education and training interventions in conflict-affected regions of Myanmar.

Overall Objective (Output 1.3):

To establish cooperation mechanisms that integrate the priorities of communities, non-formal educators, local businesses, employers, and trainers into education, technical and vocational education and training (TVET), and employment planning. This objective aims to equip interested organizations with the necessary skills and knowledge to foster the sustainable development of education and training initiatives.

2. Objective of the consultancy

The objective of the consultancy is to provide trainings offerings to CBOs or CSOs or private organizations to enhance their skills in developing community education and training plans, as well as effectively applying for grants and to create robust community initiatives and submit successful grant proposals.

The consultant will also leverage their extensive expertise in service provision trends to offer group members training and support in education planning and various cross-cutting issues including inclusivity, child and educational rights, and conflict sensitivity. Additionally, the consultant will conduct training sessions for education and training groups, focusing on basic financial management, grant writing, and organizational development, with a special emphasis on engaging youth members. This support will include facilitation assistance, modest financial aid for workshops and meetings, and aiding in the development of community education and training plans.

3. Main tasks and activities

The major tasks and activities for the consultant are:

- Coach, train, and offer technical support to enhance the capacities of interested organizations in education and vocational training settings.
- Design and implement programs for vocational training, professional development, and capacity building, aimed at enhancing the quality of sustainable development in education and vocational training delivery.
- Provide organizations with soft copies and PowerPoint presentations of relevant training materials covering topics such as education planning, inclusiveness, conflict sensitivity, child and educational rights, basic financial management, grant proposal writing, and organizational development.
- Develop a strategic plan outlining goals, objectives, and timelines for sustainable development in education and vocational training plans.
- Coach, monitor, and mentor Community-Based Organizations (CBOs), Civil Society Organizations (CSOs), and private organizations (including Education & Training and Entrepreneurial ventures) in proposal development whenever funding opportunities or proposal calls arise from various donors and organizations across Myanmar.
- Provide continuous support to target beneficiaries throughout the project period as agreed upon.
- Share information about small grants and other relevant funding opportunities.
- Guide the development of initial small grant proposals for submission to external donors.
- Offer advice on fundraising strategies, including local charitable giving initiatives.
- Ensure timely completion of assigned tasks within designated timeframes.
- Provide comprehensive training reports and other necessary documentation to ensure transparency and accountability.

No.	Deliverables	Time frame	No. of working days
1.	Develop training courses (education planning training, cross-cutting issues of inclusiveness, conflict sensitivity training, child and educational rights, basic financial management training, grant proposals writing training, organizational development training courses) and form and format for development education and vocational training plans	June/July	
2.	Conduct trainings, forwarding information about small grants and other appropriate funding opportunities	1 st week of July	

3.	Training reports (in English) presentation	August	
4.	Final completion report (in English) and presentation	September	
5.	Coach, monitor, mentor, advice CSOs CBOs for proposal writing to win the award and advise on fundraising through local charitable giving	Occasionally throughout the project	

4. Time Frame of the assignment

From Date of signature to December 2024

5. Programme/Mission Schedule

The consultant should prepare and submit the proposal, work plan, estimate cost of the training including trip plan and final reporting.

6. Logistics

Carelink team will facilitate logistics during the field visit based on the need (e.g., guidance to transportation means, introduction and organize the meeting with interest organization and accommodation etc). However, daily subsistence allowance (DSA), travel cost and accommodation should be included in the budget proposal. Field travel for the assignment should comply with the instructions from the responsible project staffs and will need to be flexible to adapt the approach as per the needs and situation restrictions.

7. Reporting / Debriefing

The Consultant shall submit relevant documentations according to the Task Specification and agreed guidelines and formats with Carelink Myanmar.

Agreed reports and documentation shall be in English and submitted electronically according to the time frame agreed in ToR.

8. Annex 1. Template for budget proposal

Service provider is urged to develop budget proposal with the following format.

Position/ title of consultancy	Days / units	Rate (MMK)	Total (MMK)
Tasks / Human resources			
Consultation with Project team and agree the workplan	0	0	0
Preparation and developing of training curriculum for the education planning training, cross-cutting issues of inclusiveness, conflict sensitivity training, child and educational rights, basic	0	0	0

financial management training, grant proposals writing training, organizational development training courses			
Conduct trainings, forwarding information about small grants and other appropriate funding opportunities	0	0	0
Training report (in English) and presentation	0	0	0
Coach, monitor, mentor, advice CSOs CBOs for proposal writing to win the award occasionally throughout the project and advise on fundraising through local charitable giving	0	0	0
Achievement report and presentation	0	0	0
Total fees	0	0	0
Travel expenses (if applicable)			
Accommodation	0	0	0
Meals	0	0	0
Transport	0	0	0
Other expenses	0	0	0
Total travel expenses	0	0	0
Other costs			
Communications	0	0	0
Stationary/supplies	0	0	0
Incidentals	0	0	0
Contingency	0	0	0
Total other costs	0	0	0
Total cost	0	0	0