



## **Terms of Reference**

### **Trainer – Revolving Fund & Business Plan Development for Bamboo Craft Producer Groups**

Supervised by:           Livelihood Development Officer  
Work location:           Project area  
Duration:                 4 months

#### **1. Background of consultancy assignment/project**

WWF, an independent conservation organization active in nearly 100 countries, works to sustain the natural world for the benefit of people and wildlife. WWF-Myanmar, established in 2014, is focused on halting the loss of the country's extraordinary biodiversity and ensuring that human use of the country's natural resources is sustainable and equitable. Preserving the environment in which people live and work is critical for health and wellbeing. Find out more at [www.wwf.org.mm](http://www.wwf.org.mm).

The project aims to enhance the sustainability and scalability of Non-timber forest based products (NTFPs) enterprises, a focused training on basic book-keeping and the Business Model Canvas (BMC) will be conducted. This training aims to strengthen the entrepreneurial and financial management capacities of the entrepreneurs to help them operate their businesses more effectively.

#### **2. Objective of the Training**

The objectives of the training are to equip NTFPs entrepreneurs with basic skills in financial record-keeping to manage their income and expenses effectively, introduce the Business Model Canvas as a simple planning tool to analyze and improve their bamboo business, and enable participants to understand and apply both concepts to their real-life bamboo business product operations.



### 3. Scope of work

#### The trainer will be responsible for

- Designing and conducting an 8-day training program tailored to community bamboo entrepreneurs, using practical, hands-on methods;
- Developing user-friendly training materials, worksheets, and templates and format suitable for low-literacy audiences;
- Covering key topics such as:
  - o Basic book-keeping: simple ledger keeping, cash flow, income and expenditure tracking, profit/loss;
  - o Business Model Canvas: customer segments, value propositions, key resources, revenue streams, cost structure, and distribution channels – all contextualized to bamboo-based enterprises;
- Facilitating and coaching group work and exercises using real examples from participants' own bamboo enterprises;
- Conducting a brief pre-/post- assessment to measure learning outcomes;
- Submitting training report including participant feedback, photos, attendance list, and recommendations.

### 4. Outputs/Deliverables of performance and time schedule

No.	Activity	Expected Outputs	Deadline/Date
1.	Contextualized training materials and agenda tailored to bamboo entrepreneurship	Training handouts, book-keeping & BMC templates, and agenda	Second week of July
2	Conduct of training sessions (in person, preferably in the village or nearby accessible location)	Training session, pre & post assessment	Third/Fourth week of July– Second week of August
3	Monthly coaching with bamboo enterprise group (in person, preferably in the village	Coaching & mentoring session (once a month)	September, October, November



	or nearby accessible location)		
4	Submission of final report	Training report, including findings & outputs of coaching and recommendations	Second week of November

## 5. Duration of Assignment

The assignment will be conducted over a period of 15<sup>th</sup> July till end of 15<sup>th</sup> November, with allocated for training sessions and technical support.

## 6. Requirements

### Education and Experience

- Proven experience in delivering training on business planning and financial literacy to communities;
- Familiarity with bamboo value chain or community based enterprise is a strong advantage;
- Proficiency in using participatory, visual, and adult-learning approaches;
- Strong communication skills and ability to deliver content in the local language;
- Experience working with community-based enterprises, cooperatives, or producer groups.

## 7. Location

The training will take place in project village, with an estimate of 10 participants from project community.

## 8. Application

Interested candidates should send a curriculum vitae and a cover letter. These should clearly demonstrate how the candidate meets the selection criteria, also stated the financial proposal with detailing costs and proposed workplan in brief. The CV/Resume, cover letter and proposal should be in English and emailed to [vacancy.mm@wwf.org.mm](mailto:vacancy.mm@wwf.org.mm) by the closing date.

**Closing Date: 2 July 2025 (Wednesday)**

WWF does not discriminate against applicants based on race, gender, physical or cognitive differences, or any other characteristic. ALL are encouraged to apply.

Only shortlisted candidates will be contacted.