

Term of Reference for Sub grant and partnership policy and guideline development

Required position: Consultant

Duty Station: Myitkyina

Contract Type: Short-term

Contract Duration: June, 2024

Date: 8, May, 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 actives, 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.

Objective

The primary objective of this consultancy is to lead and conduct workshop for review and development of sub grant and partnership policy and guidelines of Humanity Institute.

Delivery Outputs

1. Conduct in person workshop in local language
2. Produce Burmese version of sub grant and partnership policy and guidelines of Humanity Institute

**Scope of Task:**

The consultant will be responsible for:

1. Organize and participate in the meeting related to training/workshop
2. Review the policy documents and explore practices of HI
3. Prepare agenda, lesson plan and training material based on the objectives
4. Conduct and lead training/workshop in person through participatory and other approaches
5. Provide agenda and training materials before 5 working days of the training
6. Submit draft version three days after the workshop
7. Submit final version five days after commerce and feedback from HI

How to Apply: Qualified and interested candidates shall submit a full CV detailing your experience, knowledge, skill, training/workshop design, honorarium fees and contacts of referee from recent employers.

Tel: 09400041468

Email: susunaing@humanity-institute

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 to you. Only shortlisted candidates will be then contacted to attend for interview.