

Term of Reference for Public Policy, Law Development and Administration

Required position: Trainer/Facilitator

Duty Station: Myitkyina

Contract Type: Short-term

Contract Duration: July, 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 conduct training/workshop for the HI staff in order to promote technical capacity in formulation of policy, law making process and public administration.

Delivery Outputs

1. Produce training material relevant to the training participants and local context
2. Conduct training/Workshop in local language

**Scope of Task:**

The consultant will be responsible for:

1. Organize and participate in the meeting related to training/workshop
2. Prepare agenda, lesson plan and training material based on the objectives and staff capacity
3. Conduct and lead training/workshop in person through participatory and other approaches
4. Provide agenda and training materials before 5 working days of the training
5. Provide feedback and suggestion on the training participants during and after the training
6. Carry out pretest and post-test

How to Apply: Qualified and interested candidates shall submit a full CV detailing your experience, knowledge, skill, concept note, 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.