

## Tender announcement

### Terms of Reference

ZOA, is an international NGO with its head office in The Netherlands. ZOA provides RELIEF to people affected by conflict or natural disasters. ZOA contributes to a new perspective of HOPE in which people work together for a promising future in dignity and mutual trust. Together with the affected communities, ZOA works on the RECOVERY of their livelihoods.

#### **Position Title**

Specialist – Farmer Group Formation and Revolving Fund Development (Training of Trainers Approach)

#### **Purpose of the assignment**

The purpose of this assignment is to design and implement a capacity-building program using a Training of Trainers (ToT) approach that enables project partners to establish and support farmer groups and revolving funds for agricultural recovery and resilience.

#### **Main responsibilities**

##### **1. Training Design & Planning**

- Conduct a capacity needs assessment of project partners and local stakeholders.
- Develop a comprehensive ToT curriculum on:
  - Farmer group formation and governance;
  - Revolving fund design and management;
  - Financial literacy and accountability.
- Prepare training materials, manuals, and toolkits in accessible formats and local languages.

##### **2. Training Delivery**

- Facilitate ToT workshops for selected staff from implementing partners, government departments, and community-based organizations.
- Use participatory and adult learning methodologies to ensure effective knowledge transfer.
- Provide coaching and mentoring to trainers during field implementation.

##### **3. Technical Support & Quality Assurance**

- Support trained partners in rolling out training to farmer groups.
- Monitor the quality and consistency of training delivery and group formation processes.
- Provide technical backstopping on fund management, group dynamics, and conflict resolution.

##### **4. Monitoring, Evaluation & Reporting**

- Develop simple tools for tracking group formation and fund performance.
- Document training outcomes, success stories, and lessons learned.
- Submit regular progress reports and a final evaluation report.

#### **Expected outputs**

- ToT curriculum and training materials
- At least 3 ToT workshops conducted
- Minimum of 30 trainers certified

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- Operational guidelines for farmer groups and revolving funds
- Monthly progress reports and final report with recommendations

### **Required Personal Qualities**

- Master's degree in agriculture, Rural Development, Community Development, or related field
- Minimum 5 years of experience in farmer group formation, microfinance, or rural livelihoods
- Proven experience in designing and delivering ToT programs
- Strong facilitation, mentoring, and interpersonal skills
- Familiarity with post-disaster recovery contexts is an asset
- Fluency in Myanmar language; knowledge of local dialects in Mandalay Region preferred

### **Reporting Line:**

Reports to the Livelihoods and Early Recovery Project Manager

Please send CV with 3 references, work plan and financial proposal in English, by email to [recruitment.cdn@zoa.ngo](mailto:recruitment.cdn@zoa.ngo)

The closing date for applications is **09 July 2025** at **17:00** PM.

Only short-listed candidates will be contacted.