

## Terms of Reference (ToR)

### Consultancy announcement for WASH training of Trainers in Taunggyi, Shan State, Myanmar

#### Background on ACTED

Acted is an international non-governmental organization (INGO) that operates in 43 countries across Africa, Asia, Europe, and the Middle East and with its headquarters being located in Paris, France.

With 27 years' history of going the last mile to support vulnerable populations affected by crises and promote sustainable development in the communities it serves., Acted is implementing a wide variety of project in emergency, rehabilitation, and development in 40 of the world's most vulnerable countries affected by conflicts, disasters or socio-economic hardship.

ACTED Myanmar was established in 2008 and since then has been working in different parts of the country to address the humanitarian needs of conflict-affected and disaster-prone communities. The organization has a presence in multiple states and regions in Myanmar, including Rakhine.

#### Project Background

The organization is implementing a project to improve the well-being and reduce the suffering and vulnerability of conflict-affected women, men, girls, and boys in Southern Shan. As part of this initiative, the organization will conduct Training of Trainers (ToT) on Water, Sanitation, and Hygiene (WASH)—including sanitation, waste management, and hygiene practices—to strengthen the capacity of staff and local partners involved in WASH activities.

#### Consultancy Objectives and scope of work

The Trainer will conduct a Training of Trainers (ToT) on WASH, with a focus on building capacity for staffs and civil society organizations to effectively facilitate WASH activities , in alignment with Acted's WASH and the Myanmar WASH cluster's SOP. The ToT should cover the following topics:

- Introduction to Sanitation waste Management
- Hygiene promotion (personal, menstrual hygiene management (MHM), food, water, and environmental hygiene)
- Water treatment and latrine maintenance
- Local context considerations and "Do No Harm" principles
- Key principles and approaches to WASH activities based on ACTED's or WASH Cluster's SOP (Standard Operating Procedures).
- Ensure training is adapted to the local context and humanitarian needs
- Practical skills for Sanitation Waste Management, Water treatment, Good Hygiene (personal, MHM, Food, Water, Environmental etc.) and latrine Maintenance.
- Review of designs/BoQs/ sanitation water management plan from partners

#### The trainer is responsible for

1. **Developing the training curriculum and materials:** The trainer will be responsible for developing a comprehensive training curriculum that covers all the relevant topics related to WASH activities. This will include developing training materials such as presentations, handouts, and other relevant resources to be used during the training. It will also include all supplementary materials needed for the trainings including practical based exercises ( hands-on demo: latrine construction, water testing , equipment required, interactive activities and case studies etc. And prepare for the training materials, training pamphlets, pre and post-test.

2. **Conducting a 5-day training of trainers (ToT) on WASH, Taunggyi:** The trainer will be responsible for delivering the ToT to a maximum of 15 to 20 participants. During the training, the trainer will be expected to use various participatory training techniques to ensure that the participants are engaged and actively involved in the learning process.
3. **Final consultancy/ Training report:** The trainer will be expected to submit a final report in English to the organization at the end of the ToT. This report should include an evaluation of the training, feedback from participants, and recommendations for future activities related to WASH.

Overall, the trainer/trainers will play a crucial role in ensuring the success of WASH ToT and should be committed to building the capacity of trainers and promoting **Community sensitization on critical and safe WASH practices** through WASH activities.

#### Duration/ Implementation of Consultancy

The consultancy will span 14 days in total, including 5 days for the preparation of the training curriculum, pamphlets, training plan and development of training modules and materials, followed by 5 days for training delivery and submission of the final training report. The training will be organized in Taunggyi, Shan state, targeting approximately 15 to 20 participants per location.

The consultant(s) will work in close collaboration with the ACTED program, and coordination staffs and report directly to the Project Coordinator in Taunggyi.

Consultant(s) are expected to abide to all humanitarian principles and to ensure **data protection and confidentiality**. It is also demanded that consultants always follow **ACTED Code of Conduct and ACTED Security Strategy**.

#### Specific conditions and budget

The budget for the consultancy should include all costs related to the trainer's services, including fees, travel, accommodation, and other expenses related to the ToT.

The consultant will abide to all rules and laws implemented in country.

#### Qualifications

- Advanced degree in Engineering, Environmental Health, Public Health, or related field.
- 3-5 years of experience in WASH training, sanitation, hygiene promotion, or related fields.
- 3-5 years of experience in INGO/humanitarian experience
- Ability to understand local context
- Proven experience in conducting Training of Trainers (ToT).
- Strong knowledge of WASH standards (SPHERE, WASH Cluster SOPs).
- Fluency in English & Burmese (written & spoken).
- Ability to develop interactive training materials.
- Familiarity with humanitarian principles and conflict-sensitive approaches.

#### Application Requirements

Interested candidates are invited to submit their applications in English to [wailinn.soe@acted.org](mailto:wailinn.soe@acted.org) copying [ne.lin@acted.org](mailto:ne.lin@acted.org) before the **18 May 2025** with the subject line **"71GDJ\_WASH ToT \_consultancy"**, including their technical and financial offers. Consultants must be able to start from Monday 2<sup>nd</sup> June 2025 onwards in Taunggyi.

All applications must be accompanied by the following documents in English.

- CV (including 2 referees)
- Cover letter
- Copies of testimonials
- Proof of experience/certificate of work
- References from past similar assignments
- A financial offer (in MMK) and technical offer with a detailed timeline of activities and proposed course content and a comprehensive plan for the scope of work