



TERMS OF REFERENCE

Call for Expression of Interest – Consultancy

Myanmar Heart Development Organization (MHDO) is seeking experienced professionals or consultants with expertise in developing Logistics & Procurement Policies for NGOs. The consultant will support the review and finalization of policies for a local organization as part of its Organizational Development efforts. MHDO is particularly interested in collaborating with a national consultant or consulting firm with experience in developing policies and procedures and a proven track record of facilitating participatory workshops.

“Logistics & Procurement Policies Review and Finalize Workshop”

Organization	Myanmar Heart Development Organization - MHDO
Objective of Policy Review and Finalize Workshop	To review and refine the drafted Logistics & Procurement policies to ensure they align with MHDO’s goals and improve efficiency, transparency, and compliance.
Approach of the consultancy process	Participatory facilitation approach
Timeframe for process	March 27-28, 2025
Consultancy Period	2 days
Target Group for process	Country Level Management Staff
Place of Assignment	Yangon (Exact place will be notified)
Deadline for Submission	March 23 rd , 2025/5:00PM COB

Background

Myanmar Heart Development Organization (MHDO) is a registered local non-governmental organization (LNGO) established in 2009 in Myanmar. MHDO collaborates with international partners to implement ongoing development and humanitarian projects.

Excepted outputs of the assignment

The objectives and deliverable outputs of this consultancy services are:

1. Organization staff gain a practical understanding of Logistics & Procurement Policies and Procedures
2. Staff develop awareness of the organization's current Logistics & Procurement systems and processes
3. The drafted Logistics & Procurement Policies are reviewed, refined, and finalized to ensure alignment with organizational goals and industry standards.
4. Staff are equipped with the necessary skills to apply procurement and logistics procedures efficiently in their daily operations.
5. A detailed report summarizing key discussions, recommendations, and finalized policy updates is provided for future reference and implementation.
6. The finalized Logistics & Procurement Policies and Procedures will be provided in both English and Burmese to ensure accessibility and clear understanding for all staff members.

I. Keys Tasks of the Consultant or Consulting firm

The lead trainer will conduct the Review and Finalize of Logistics & Procurement Policies and Procedures by performing the following tasks:

1. Desk review on existing Logistics & Procurement Policies and Procedures of MHDO.
2. Preliminary meeting with MHDO for expectations from the workshop.
3. Develop the workshop agenda, interactive lesson plan, and workshop materials such as presentation in power point and exercises in Burmese and English version.
4. Develop workshop evaluation tools.
5. Organize a two-days’ workshop and submit workshop completion report in English at the end of the event.



6. Submit finalized version in bilingual (English and Burmese) after 10 days of Workshop.

II. Logistics

MHDO will take responsibilities on logistics related tasks for all participants. The transportation of consultant shall be owned arrangement.

III. General Qualifications

The consultant team which will ideally have the following skills and experience:

1. At least 5 years of relevant professional experience in developing, mentoring and coaching Logistics & Procurement Policies or in Supply Chain Management.
2. Strong and concrete knowledge of Logistics & Procurement Policies and related fields.
3. Proven experience consulting with both local organizations and international agencies in the areas of Logistics & Procurement or Supply Chain Management.
4. Ability to communicate complex information in a clear, and concise, and effective manner.
5. Ability to facilitate the workshop in Burmese language.
6. Ability to develop and finalize the policies and procedures in both English and Burmese.
7. Understanding of current trends, best practices, and standards in Logistics & Procurement and related fields.
8. Proven ability to use a wide range of facilitation tools and interactive facilitation approaches.

IV. Expressions of Interest

Interested consultant(s) or Consulting Firm should submit a statement of interest including the following:

- A brief technical proposal including description of suggested methodologies, tools, and work plan
- A budget outlines including consultant fees and associate costs
- A detailed information on the previous experiences (CV, Project Portfolio, etc.)
- Must include at least three references in the CV.

As part of its safeguarding protocols Myanmar Heart Development conducts a background and reference checks. **Only shortlisted consultant/consultancy team will be contacted for interview.**

Please email your technical and financial proposals to-

Myanmar Heart Development Organization: Management@mhdo-mm.org, sawsanmyint@mhdo-mm.org

The deadline for receiving technical and financial proposals is March 23rd, 2025 at 5:00PM COB (Myanmar Time)