



TERMS OF REFERENCE

Call for Expression of Interest – Consultancy for Developing Climate-Smart Agriculture Manual and Guidelines

MHDO is seeking a consultant or consulting firm with expertise in Climate-Smart Agriculture and experience in creating manuals and guidelines tailored to local contexts. The consultant will also be expected to facilitate participatory workshops to staff to ensure that the manual and guidelines reflect the real needs and insights of the target communities.

“Developing Climate-Smart Agriculture Manual and Guidelines Workshop”

Organization	Myanmar Heart Development Organization - MHDO
Objective of Developing Climate-Smart Agriculture Manual and Guidelines Workshop	To create a practical and context-specific Climate-Smart Agriculture manual that is easily comprehensible, practical, user-friendly manual for local communities, in accordance with the project's objectives and goals. To deliver Training of Trainers (ToT) for MHDO staff and facilitate participatory workshops to ensure staff are equipped with the knowledge and skills they can pass on to communities for the effective implementation of Climate-Smart Agriculture practices.
Approach of the consultancy process	Participatory facilitation approach with field visits for hands-on, practical learning.
Timeframe for process	April 23-25, 2025
Consultancy Period	3 days
Target Group for process	Country Level Management Staff and Field Staff
Place of Assignment	Yangon (Exact place will be notified)
Deadline for Submission	March 23 rd , 2025

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. MHDO is committed to strengthening its capacity to support local communities in sustainable agricultural practices through the development of Climate-Smart Agriculture manual and guidelines. This effort is part of the organization's broader Organizational Development (OD) process to enhance the knowledge and skills of its staff and community members in Climate-Smart Agriculture.

Excepted outputs of the assignment

The objectives and deliverable outputs of this consultancy services are:

1. Staff gain a practical understanding of Climate-Smart Agriculture principles and how they can be applied to local agricultural practices.
2. Staff develop awareness of the organization's current Climate-Smart Agriculture approaches and how these align with sustainable farming practices and community needs.
3. The Climate-Smart Agriculture manual and guidelines are drafted, refined, and finalized to ensure they are practical, context-specific, and aligned with the organization's goals and industry best practices.
4. Staff are equipped with the skills to apply Climate-Smart Agriculture principles and practices effectively.
5. A detailed report summarizing key discussions, recommendations, and finalized manual and guidelines is provided for future reference and implementation.
6. The finalized Climate-Smart Agriculture manual and guidelines will be provided in both English and Burmese.



I. Keys Tasks of the Consultant or Consulting firm

The lead trainer will conduct the create Climate-Smart Agriculture manual and guidelines by performing the following tasks:

1. Preliminary meeting with MHDO for expectations from the workshop.
2. Develop the workshop agenda, interactive lesson plan, and workshop materials such as presentation in power point and exercises in Burmese and English version.
3. Develop workshop evaluation tools
4. Organize a three-days' workshop and submit workshop completion report in English at the end of the event.
5. 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 creating and implementing Climate-Smart Agriculture practices.
2. Strong and concrete knowledge of Climate-Smart Agriculture principles and practices.
3. Proven experience consulting with both local organizations and international agencies in the field of Climate-Smart Agriculture.
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 create and finalize the Climate-Smart Agriculture manual and guidelines in both English and Burmese.
7. Understanding of current trends, best practices, and standards in Climate-Smart Agriculture.
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)