



TERMS OF REFERENCE

Call for Expression of Interest – Consultancy

Myanmar Heart Development Organization (MHDO) is seeking experienced professionals or consultants with expertise in developing Safeguarding Policies for NGOs. The consultant will be responsible for creating and finalizing 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 that has experience in developing policies and procedures, as well as a proven track record of facilitating participatory workshops.

“Safeguarding Policy Development Workshop”

Organization	Myanmar Heart Development Organization - MHDO
Objective of Policy Development Workshop	To provide training to staff, develop the Safeguarding policy, create related forms and templates, and establish procedures for handling response channels.
Approach of the consultancy process	Participatory facilitation approach
Timeframe for process	May 12-14, 2025
Consultancy Period	3 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

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 Safeguarding Policy and Procedures.
2. Staff develop awareness of the organization's Safeguarding policies and procedures.
3. The drafted Safeguarding Policy is developed, refined, and finalized to ensure alignment with organizational goals and industry standards.
4. Staff are equipped with the necessary skills to implement Safeguarding policies and procedures effectively 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 Safeguarding Policy and Procedures will be provided in both English and Burmese.

I. Keys Tasks of the Consultant or Consulting firm

The lead trainer will conduct the workshop on developing Safeguarding Policy and Procedures 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 developing and implementing Safeguarding Policies.
2. Strong and comprehensive knowledge of Safeguarding Policies.
3. Proven experience consulting with both local organizations and international agencies in the areas of Safeguarding.
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 Safeguarding 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 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)