

CL Myanmar
Terms of Reference (ToR)

Consultancy for DRR Training and DRR Action Plan

Service/Work Description	Consultancy (DRR Training and DRR Action Plan)
Location of Assignment	Hpa-An Township, Kayin State
No. of Position	1 Position
Report to	Project Manager/Program Manager
Duration	24 Days
Travel Percentage	80%
Expected Start Date	21 st July 2025
Application Closing Date	July 11,2025 (5:00 PM) Myanmar Time

CL Organization

1. Background (Carelink Background)

CL Organization is a non-governmental, non-profit, non-political and non-religious local CSO that welcomes everyone regardless of their religion, race, ethnicity, or Gender and is willing to work for the best of society. CL's mission is to enhance the sustainable livelihoods and healthy lifestyles of local vulnerable people and farmers by implementing various training and projects (domestic skills, agricultural training, business start-ups, marketing training, land use training, and health care knowledge) in Myanmar.

2. Objective of the Assignment

The primary objective of this consultancy is to support CL in conducting DRR trainings and drafting DRR Action Plans in collaboration with community members, based on Participatory Rural Appraisal (PRA) findings.

3. Scope of Work

The Consultant will be responsible for the following tasks:

- Review and analyze PRA reports to identify priority risks, vulnerabilities, and community needs.
- Design and deliver context-specific DRR training sessions tailored for community members and local committees.
- Lead the formulation of DRR Action Plans aligned with national and local DRR frameworks.
- Provide technical advice and support for the formation and operationalization of Community-Based Disaster Risk Management (CBDRM) committees.
- Submit comprehensive reports including training documentation and DRR Action Plans.

4. Expected Deliverables

The Consultant is expected to deliver the following:

- Detailed training materials and agendas for DRR training.
- Successful facilitation of DRR training sessions in eight (8) villages (three days per village).
- Eight (8) finalized DRR Action Plans, aligned with each CAP.
- Final comprehensive report summarizing the process, key outcomes, lessons learned, and recommendations for future programming.

5. Required Qualifications and Experience

- A Bachelor's or Master's degree in Disaster Management, Environmental Science, Development Studies, or a related field.
- A minimum of five (5) years of relevant professional experience in DRR, CBDRM, or community-based development programming.
- Demonstrated experience in designing and facilitating participatory training and planning workshops.
- Strong technical, facilitation, coordination, and analytical reporting skills.
- Fluency in both English and Myanmar is essential; proficiency in a local language is considered an asset.

6. Duration and Location

- The consultancy will span a total of twenty-four (24) working days.
- All activities will be implemented in Hpa-An Township and surrounding villages in Kayin State.

7. Reporting and Coordination

The Consultant will report directly to the Project Manager and coordinate closely with the Program Manager and the project implementation team. Regular updates and debriefings will be required to ensure quality and alignment with project objectives.

8. Compliance and Performance

The Consultant is expected to complete all assigned tasks within the agreed timeframe and in strict accordance with the provisions outlined in this Terms of Reference (ToR). Deliverables must meet CL quality standards and be submitted within the 24-days consultancy period. Any failure to adhere to timelines, deliverables, or quality expectations may result in contract termination or withholding of payments, as stipulated in the agreement.

APPLICATION PROCEDURE

Interested consultants/teams are requested to submit:

- A technical proposal outlining the approach and methodology.
- A financial proposal with a detailed budget.
- CVs of key personnel.
- Examples of similar work conducted previously.

Interested Individual Consultancy/ Trainers to hrteams83@gmail.com. Only Shortlisted candidates will be called for an interview. Late applications will not be considered.

“CL is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct at all times (both during work hours and outside work hours)”.