



WWF-Myanmar
164 (A+B), Dhammazedī Road,
Bahan Township, Yangon
Myanmar 11201

Direct: +95-1-7515106
Fax: +95-1-7503383
www.wwf.org.mm

Terms of Reference

Proposal Writing Trainer/ Facilitator

Work location: Yangon, Myanmar

Duration: Three days

1. Background

WWF, an independent conservation organization active in nearly 100 countries, works to sustain the natural world for the benefit of people and wildlife. WWF-Myanmar, established in 2014, is focused on halting the loss of the country's extraordinary biodiversity and ensuring that human use of the country's natural resources is sustainable and equitable. Preserving the environment in which people live and work is critical for health and wellbeing. Find out more at www.wwf.org.mm.

2. Objectives of the Assignment

The objective of this assignment is to enhance the capacity of WWF-Myanmar's staff (25) in proposal writing by providing them with the necessary knowledge, skills, and tools to develop competitive and compelling funding proposals.

3. Scope of Work

The Proposal Writing Trainer/Facilitator will be responsible for:

- Conducting a needs assessment to identify gaps in proposal writing skills.
- Designing a comprehensive training program tailored to the needs of the staff.
- Delivering interactive training sessions on proposal writing, including concept development, donor requirements, budgeting, and proposal structuring.
- Providing practical exercises and case studies to reinforce learning.
- Offering follow-up small groups coaching or mentorship sessions as needed.
- Evaluating and reporting the effectiveness of the training through feedback mechanisms and assessment tools



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4. Deliverables

The trainer/facilitator is expected to provide:

- A detailed training plan and materials before the commencement of the training.
- Conduct at least two days training sessions and provide a one-day coaching session to draft proposals as needed.
- A post-training evaluation report, including recommendations for further capacity building.
- Training handouts and reference materials for participants.

5. Duration of Assignment

The assignment is expected to start in April starting from learning needs analysis and training days and coaching session is expected to be in May.

6. Required Qualifications and Experience

- Graduate degree in Communications, Development Studies, Business, or a related field.
- At least 5 years of experience in proposal writing, grant writing, or fundraising.
- Proven experience in facilitating capacity-building workshops for NGOs, institutions, or corporate organizations.
- Strong knowledge of donor requirements and funding mechanisms.
- Excellent communication and facilitation skills.
- Familiarity with environmental and community assistance programmes

7. Reporting

The Trainer/Facilitator will report to the People & Culture Team & Conservation Director.

8. Application Process

Interested candidates should send a curriculum vitae and a cover letter. These should clearly demonstrate how the candidate meets the selection criteria. In addition, a technical proposal outlining the draft training agenda, approach, methodology, and timeline for the training, also stated the financial proposal with detailing costs, including facilitation fees and other expenses.

The CV/Resume, cover letter and proposals should be in English and emailed to vacancy.mm@wwf.org.mm by the closing date.

Closing Date: 7 April 2025 (Monday)

Only shortlisted candidates will be contacted.