**Terms Of Reference**

**Localisation and Partnerships Adviser, INGO Forum – Consultancy**

**June - December 2025**

**Introduction**

The multi-dimensional crisis in Myanmar presents serious challenges to efforts by the international community to support humanitarian assistance to people in need, civil society groups and pro-democracy actors, including access to various parts of the country. Moreover, the rapidly changing and uncertain political and security environment results in an extremely fluid and often insecure operational space, with increased safety and security risks to humanitarian organisations’ staff and partners.

The increasing reliance on local actors and partners to deliver humanitarian and development assistance across the map of Myanmar is an operational reality , and a step towards realizing more equitable forms of localization in the country. Myanmar presents a real opportunity to develop successful models of localization, with greater stewardship, voice, and stake in the management of the aid paradigm. With the onset of the Humanitarian Reset just on the horizon, an even greater effort is expected to invest and expand our conceptual frameworks around partnership and localization.

The INGO Forum Myanmar, as a network of over 140 INGOs operating in the country, works towards strengthening information sharing, coordination, collective positioning and joint advocacy among its members. The Forum provides various forms of support to its diverse membership but, as a result of the situation described above, would like to bolster its localisation and partnerships work. With a recently-finalised Localisation Strategy and a relaunched Partnerships Workstream, the Forum wants to ensure INGO Forum members and their partners are well supported in these areas.

**Objectives**

The INGO Forum would like to engage a full-time consultant as Localisation and Partnerships Adviser. The two main elements to the Adviser consultancy are as follows:

1. Lead the INGO Forum’s next phase of a Localisation Strategy, working closely with the Forum’s sub-national Programme Managers, INGO Forum Members, NGO and CSO networks, UN, and donor stakeholders. The adviser will ensure that the various activities outlined in the strategy’s workplan – including key meetings, the development of partnerships’ principles, specific engagement with CSOs, etc. – are carried out in an inclusive and participatory way.
2. provide key advice and guidance on the INGO Forum’s Partnerships and Operations Workstream, including leading regular meetings and partnerships processes with workstream members.

In addition, the Adviser will be expected to support key Forum activities, including regular attendance in sub-regional workstream meetings and support to Forum Programme Managers; facilitation of the Forum’s operational management meeting with INGO liaison officers; and advising and supporting the Forum’s SMT in delivering key Forum functions such as organising monthly members’ meeting, information sharing and representing member concerns in key external meetings.

The consultant will work with/be supported by the INGO Forum Secretariat, Steering Committee and members, as well as external stakeholders (LWG members, CSO Networks, Forum Members, Donors, etc)

**About the Consultancy**

Facilitating the implementation of the Localisation Strategy with the Secretariat programme team and providing key support to the Partnerships Workstream will include:

* Implementation of the strategy’s workplan and ensuring its provisions remain relevant and appropriate, particularly for INGO Forum members, their partners, and local and national actors in general.
* Ensuring the milestones of the donor funding linked to the Localisation Strategy are met.
* Working closely with the INGO Forum’s sub-national Programme Managers to integrate elements of the strategy into their day-to-day work, including the inclusion of local and national actors in their coordination and outreach work.
* Ensuring the Partnerships Workstream is operational with increasing levels of engagement and information sharing by INGO Forum members.
* Provide necessary support and guidance to the Northeast (Partnership and Outreach) Programme Manager in building their knowledge and capacity on the Forum’s partnership and localisation work.

In addition, the consultant will be expected to support the Forum’s Secretariat team in the following ways:

* Facilitate the Forum’s operational management workstream with members’ liaison officers and develop the INGO Forum’s support to its members and their partners on Bureaucratic and Administrative Impediments (BAI).
* Attend INGO Forum’s sub-national coordination meetings, ensuring that the Forum’s Programme Managers are well-equipped to support localisation and partnerships in their respective coordination spaces.
* Work closely with the Forum’s SMT, offering advice and leading and supporting processes linked to member engagement, BAI, banking challenges, etc.

**Key tasks and activities**

Over the course of the consultancy (approximately 5 (FIVE) days per month) the following tasks and activities will be undertaken:

* Submit regular plans for the monthly meetings under Partnerships, Localization, and Operations Workstreams
* Draft ToRs for any related research or corollary consultancies in these workstreams that the Forum may pursue
* Ensure that these topics and the outcomes that are delivered from these WS are properly shared and connected w other relevant parts of the Forum’s work.
* Regularly engage and consult with the Forum’s programme team and SMT to ensure this plan is being implemented in a timely and efficient way.

**Main outputs**

The main output of this consultancy will be:

* The provision of key support and advice to the INGO Forum Secretariat team on localisation, operations and partnerships, and support to the Forum’s Programme team in the conduct of its day-to-day work and build networks with local partners in their respective coordination areas.
* Support to the INGO Forum Secretariat and SMT in the execution of its duties including support to and the facilitation of key meetings.
* Support programme management and organisational development by providing inputs to key Forum documents and strategies.
* Any other relevant tasks that fall within the scope of these ToRs, as discussed and agreed with the Forum Director.

**Required Experience and Skills**

An individual Myanmar national consultant would be most appropriate for these ToRs. The key skills and capacities required for this project include:

* Strong coordination background with proven experience in engaging and networking with local and national organisations, INGOs, UN and donors.
* 3-5 years’ work experience in complex and fragile environments. Experience in the field of development, human rights, policy research and analysis or related field is an advantage. Experience and/or solid understanding of the context of Myanmar is essential.
* Demonstrated ability to communicate and collaborate effectively with and provide guidance and support to a diverse team in the areas of localisation and partnerships.
* Strong communication and interpersonal skills.
* Competencies for online presentation and design preferred.
* Excellent writing skills in English.
* Knowledge of Myanmar language.

*ENDS*