



## **Terms of Reference (ToR)**

### **Trainer for Capacity-Building Training on Project Cycle Management, Community Mobilization, Communication, and Facilitation**

---

#### **1. Background**

Ar Yone Oo Social Development Association (referred to as AYO), established in May 2008, is a non-political, non-sectarian, and not-for-profit organization implementing both humanitarian and development projects in states and regions across Myanmar, with about 200 staff members and its Head Office in Yangon. AYO is committed to serving the most vulnerable people without prejudice of gender, religion, or ethnic background. AYO's programs are comprised of humanitarian and development projects. With the sustainability of community development in mind, AYO initiates the establishment and continues to strengthen the capacity building of Community-Based Organizations (CBOs). AYO remains dedicated to improving its effectiveness, efficiency, and impact across its areas of programmatic intervention. To strengthen the capacity of its staff and partners working at the community level, the organization is seeking a qualified trainer to conduct an integrated training program focused on:

- ☐ **Project Cycle Management (PCM)**
- ☐ **Community Mobilization**
- ☐ **Effective Communication**
- ☐ **Facilitation Skills**

This training aims to enhance the practical knowledge and soft skills of field staff, enabling them to design, implement, and manage development and humanitarian projects effectively and responsively in the complex socio-political context of Myanmar.

---

## **2. Objective of the Assignment**

The objective of this consultancy is to design and deliver an interactive, context-relevant training program to enhance participants' understanding and application of:

- ☐ The full project cycle (from needs assessment, planning, implementation, monitoring and to evaluation)
  - ☐ Principles and tools of community mobilization
  - ☐ Practical communication and facilitation techniques
  - ☐ Adaptive approaches suitable for both humanitarian and development settings in Myanmar
- 

## **3. Scope of Work / Key Responsibilities**

The selected trainer will:

- ☐ Design a tailored training curriculum integrating all four thematic areas.
  - ☐ Develop relevant case studies and group exercises based on Myanmar's development and humanitarian context.
  - ☐ Deliver an in-person training over 4 days.
  - ☐ Facilitate participatory learning using adult-learning methodologies.
  - ☐ Conduct pre- and post-training assessments.
  - ☐ Submit a final report summarizing training outcomes and recommendations.
- 

## **4. Key Content Areas**

### **Project Cycle Management (PCM):**

- ☐ Problem analysis, stakeholder mapping
- ☐ Logical framework approach and result-based planning
- ☐ Project implementation, monitoring, and evaluation

### **Community Mobilization:**

- ☐ Principles of participatory development
- ☐ Engagement strategies in sensitive or conflict-affected areas
- ☐ Working with community structures and leaders

**Communication:**

- ☐ Effective verbal and non-verbal communication
- ☐ Cross-cultural communication in Myanmar's diverse context
- ☐ Communication for community-level advocacy and social-behavior change

**Facilitation Skills:**

- ☐ Tools and techniques for group facilitation
  - ☐ Managing group dynamics and conflict
  - ☐ Facilitation in remote or challenging environments
- 

**5. Deliverables**

- ☐ Customized training agenda and materials (slides, handouts, toolkits)
  - ☐ Pre- and post-training assessment tools
  - ☐ Training delivery (in-person)
  - ☐ Final training report with key findings and recommendations
- 

**6. Duration and Timeline**

- ☐ Total estimated days: 4 days
  - ☐ Training delivery dates: 4<sup>th</sup> /April/2025 to 7<sup>th</sup> /April/2025
  - ☐ Final report due: Within 5 days after training completion
- 

**7. Required Qualifications**

- ☐ Proven experience of five years in delivering training on PCM, community development, community mobilization, facilitation and communication
  - ☐ Strong understanding of humanitarian and development programming in Myanmar
  - ☐ Familiarity with participatory tools (PRA, LFA, SWOT, etc.)
  - ☐ Culturally sensitive and context-aware approach
-

## 8. Location and Logistics

The training will be held in Yangon. AYO will provide venue, materials, meals, and participant coordination. Daily commuting fares will not be provided; it will be at the trainer's expense.

---

## 9. Application Process

Interested individuals or consulting firms should submit:

- ☐ Expression of interest with proposed approach and training outline
- ☐ Trainer CV(s) with relevant experience
- ☐ Sample of previous training (outline and report)
- ☐ Financial proposal (daily rate or package)

**Submission Deadline:** All applications must be submitted by 24<sup>th</sup> April 2025.

**Submit to:** [hr-ygn@aryoneoo-ngo.org](mailto:hr-ygn@aryoneoo-ngo.org) , cc: [haudshwe@gmail.com](mailto:haudshwe@gmail.com)