



**Trainer in Bookkeeping and Income-generating Activities Training**  
**Primary Health Care Project of Swiss Development Cooperation**  
**Kayin State, Myanmar**

Title of Trainer : **Trainer in Bookkeeping and Income-generating Activities Training**  
**Primary Health Care Project of Swiss Development Cooperation**  
**Kayin State, Myanmar**

Type of Contract: Individual

Duration of Assignment: 4 days

Location: Hpa-an Township, Kayin State

Announcement date: 11<sup>th</sup> June 2025

Closing date: 17<sup>th</sup> June 2025

**1. Background and Rationale**

The Primary Health Care (PHC) project is a unique program that was designed to use a convergent approach to improve the health status of conflict-affected townships. The overall impact of the project is focused on achieving improvements in the health status and access to services through a community empowerment and equity lens. This was intended to be achieved through a focus on the supply side, the demand side, and the enabling environment of the health system.

**The project intends to achieve three outcomes:**

- Outcome 1: Equitable provision of quality primary health care services is improved in rural areas of target townships
- Outcome 2: Communities are empowered to improve health status and local health governance
- Outcome 3: Local and ethnic health systems in Southeast Myanmar are coordinated and strengthened



## Terms of Reference for evaluations and research



### 2. Objectives

The primary objective of the training program is to empower participants with the tools, techniques, and strategies required for successful community fundraising. The trainer will facilitate interactive sessions that enable participants to:

- a. Understand the fundamentals of community fundraising, its importance, and its impact on community development.
- b. Identify diverse fundraising opportunities that align with community needs and values.
- c. Develop tailored fundraising plans that encompass goal-setting, target audiences, messaging, and resource allocation.
- d. Explore various fundraising channels, including events, grants, and partnerships.
- e. Enhance communication and storytelling skills to effectively convey the mission and goals of their community initiatives.
- f. Overcome common challenges and setbacks in community fundraising efforts.

### 3. Expected Outputs

- ✓ The members of VHC have successfully learned how to manage the seed fund and also raise funds.

### 4. Deliverables

The selected trainer will be responsible for the following:

- a. Designing a comprehensive training curriculum that covers the key aspects of community fundraising.
- b. Developing engaging training materials, presentations, case studies, and practical exercises.
- c. Delivering interactive training sessions, based on the organization's preference and current circumstances.
- d. Adapting the training content to the participant's skill levels and specific community contexts.
- e. Facilitating discussions, group activities, and hands-on exercises to reinforce learning.
- f. Providing real-world examples and success stories to illustrate effective fundraising strategies.
- g. Conducting assessments or quizzes to evaluate participants' understanding of the material.
- h. Offering personalized guidance and feedback to participants during the training.
- i. Sharing additional resources and references for participants to further their knowledge.
- j. Submitting a post-training report highlighting key takeaways, participant feedback, and recommendations for future training improvements.



## Terms of Reference for evaluations and research



### 5. Timeline

The training program is expected to take place for 7 days and is tentatively scheduled to start on July 2024.

Payment	Outputs	Expected deadline
10%	<b>Contract signature</b>	1 <sup>st</sup> week of July 2025
30%	<b>Completed the desk review and consultations</b> <b>Presentation and Validation of Key Contents, including the report of key contents</b>	1 <sup>st</sup> week of July 2025
30%	<b>Fundraising Training for VHC members</b>	1 <sup>st</sup> week of July 2025
30%	<b>Final report of summary briefings</b>	4 <sup>th</sup> week of July 2025

### 6. Budget

- (1) The Total budget for the trainer fee to be included in the proposal
- (2) KBC PHASE M will arrange or cover necessary travel costs and accommodation **during the training**
- (3) No insurance cover by KBC-SM

### 7. Qualifications

- Profound knowledge of community fundraising principles and strategies.
- Experience designing and delivering training programs.
- Ability to provide real-world examples of successful campaigns.
- Flexibility to adapt training content to evolving fundraising landscapes and industry trends
- Relevant certifications in fundraising or training

### 8. Management

The Trainer will be accountable to the Director (Care and Counselling Department), KBC Social Mission



## Terms of Reference for evaluations and research



### **How to apply**

Interested and qualified candidates are requested to send a Work proposal and Curriculum Vitae to the email [hr.phasem.kbc@gmail.com](mailto:hr.phasem.kbc@gmail.com) and [bmoopaw@kbcsm.org](mailto:bmoopaw@kbcsm.org) or to the following address:

(1) KBC-SM Yangon Office

No (396) D, Bogyoke Aung San Road, Lanmadaw Township, Yangon, 09 51 73021

The work proposal must include 1) methodology 2) work plan, and 3) budget proposal of the works. It should be 2 pages at the maximum