

Training Coordinators

Background

SLM is preparing a proposal in response to a UNESCO solicitation to support the implementation and monitoring of school development plans across Myanmar, with a focus on earthquake-affected regions, more specifically in Sagaing, Mandalay, northeastern Shan State, or Bago Region. To support this effort, SLM is recruiting consultants to carry out the required monitoring and analysis tasks.

Selection is contingent upon SLM's successful award of the contract.

Period of Performance

The contract is expected to begin in **July 2025 to May 2026**, with the possibility of extension.

Scope of Work

Support the Senior Finance Professional in all aspects of financial verification and spot-checks.

- Support training planning and coordination by collaborating with the Project Lead to finalize content, schedules, and logistics.
- Contribute to the development of a detailed Work Plan and Concept Note for training across 50 community schools.
- Design and refine training materials on crisis-sensitive planning, M&E, budgeting, and risk mitigation, incorporating the use of the Class Map application.
- Organize and facilitate virtual, in-person, or hybrid 2 hour training sessions using interactive and participatory methods.
- Provide technical support to participants during training sessions, including mobile data top-ups and guidance on app use.
- Conduct follow-up with schools, document training outputs and participant feedback, and assist in drafting progress reports.

Minimum Qualifications and Experience

- Team members must have a bachelor's degree in Education, Computer Science, Social Sciences, or a related field.
- At least 7 years relevant work experience delivering education-related trainings and building capacity, preferably in monitoring and evaluation, education management information systems or education planning.

- Proven experience in training and capacity building.
- Proven experience writing monitoring and progress reports.
- Experience working with government agencies, CSOs and /or other UN agencies and INGOs.
- Experience working in emergency context.
- Proficient in English and Myanmar Language.

How to apply

To submit your application, kindly provide your CV using the form provided below.

To apply before **8 July 2025**.