

TERMS OF REFERENCE

External Service for Humanitarian Consultant

Yangon, October 2026

Country	Myanmar
Type of contract	Consultancy Service Agreement
Work scope	• Provide strategic and technical support to humanitarian programme for 2027. • Lead/support the design and humanitarian program development
Duration	30 working days from October to December 2026
Application Deadline	22nd October 2026 Applications are requested to submit as early as possible; they will be reviewed and proceed the recruit on a rolling basis due to urgency
Expected Start date	As soon as possible

Introduction and background

The Finnish Refugee Council (FRC) is an international non-governmental organization that has been operating in Myanmar since 2015. FRC works with refugees, internally displaced persons (IDPs), returnees, and host communities to promote equality, livelihoods, peaceful development, and humanitarian assistance in conflict-affected and protracted displacement contexts.

FRC's Myanmar Country Programme focuses on vocational education and skills development, youth empowerment, GBV prevention and response, civil society strengthening, and life-saving humanitarian assistance, with a strong commitment to disability inclusion and locally led humanitarian action. Given the rapidly evolving humanitarian context in Myanmar, there is a need for strengthened humanitarian analysis, preparedness, response planning, programme design, and resource mobilization.

FRC intends to engage an experienced external Humanitarian consultant for a period of three months to provide strategic and technical support to humanitarian programming, initiate in development of FRC's humanitarian preparedness and response planning and support in designing and development of new proposals.

Objectives of the Consultancy

The consultancy aims to:

- Provide strategic and technical support to humanitarian programme and evidence-based learning
- Lead/support the design and development of new proposals, including strategy, programme design, logframe/results framework, consortium/partner coordination, and final proposal development.

Scope of Work and Expected Deliverables

The Humanitarian Consultant will provide strategic and technical support to FRC's humanitarian programme, with a particular focus on strengthening humanitarian preparedness, supporting the development of new proposals.

Humanitarian Analysis and Strategic Advice

- Review the current humanitarian context, emerging needs, operational risks, and access constraints relevant to FRC's areas of operation.
- Provide strategic advice on humanitarian priorities, response approaches, and programme positioning including programme quality control strategies.
- Advise FRC on appropriate humanitarian response modalities and sectoral priorities based on needs and contextual developments.
- Provide technical guidance on sector-specific advisory services (e.g., stakeholder mapping, validating implementation cost estimates, designing remote monitoring Standard Operating Procedures, embedding protection portfolio such as DI and PSEA mainstreaming, etc.)
- Support FRC to strengthen its humanitarian analysis, result-oriented learning methodologies and evidence-based programme design.

Proposal Development and Programme Quality Support

- Lead and coordinate the design and development of new humanitarian proposal in close collaboration with relevant FRC teams and partners and consortium focal points.
- Review and refine the proposed intervention strategy, geographic targeting, sectors, response modalities, and programme approach.
- Support the development of the proposal narrative, results framework, indicators, implementation approach, risk analysis, and other required proposal components.
- Facilitate internal consultations and coordination with relevant technical, programme, MEAL, finance, and operational teams to ensure a coherent and quality proposal.
- Design a comprehensive monitoring and evaluation framework, including indicator tracking tables, and data collection tools or data quality assurance protocols tailored to the specific humanitarian context (e.g., rapid response or remote-management for emergency crisis).

Duration

- The consultancy will be available for at least 30 working days .
- The exact start and end dates will be agreed between FRC and the selected consultant.
- The consultant is expected to maintain regular communication with FRC and participate in relevant meetings, make available for consultations and workshops, either remotely or in person as mutually agreed.

Required Qualifications and Experience

The consultant should have:

Essential

- Advanced university degree in humanitarian studies, international development, international relations, social sciences, disaster management or a related field.
- At least 8 years of relevant humanitarian experience, preferably in complex/emergency contexts.

- Demonstrated experience in humanitarian strategy, programme design and proposal development.
- Demonstrated experience in humanitarian preparedness, contingency planning and emergency response.
- Strong experience in developing proposals for humanitarian funding.
- Strong understanding of humanitarian principles, standards and coordination mechanisms.
- Strong analytical, programme design and proposal-writing skills.
- Strong facilitation and coordination skills.
- Experience working with international NGOs, local organisations and/or humanitarian consortiums. Knowledge of Myanmar context is an asset.
- Excellent written and spoken English for narrative, reporting and other informative papers.

Desirable

- Previous experience working in Myanmar or a comparable complex humanitarian context.
- Experience in localisation and partnership-based humanitarian programming.
- Experience in cash and voucher assistance, protection, WASH, food security, emergency preparedness or multi-sectoral humanitarian programming.

Code of Conduct and Contract

- Adhere to the host organization's Code of Conduct, which outlines the standards for ethical and professional behaviour.
- The consultant will sign a contract detailing terms of service, inputs, deliverables, and confidentiality agreements.
- All information and data disclosed during the consultancy must be treated with confidentiality, and any breach may lead to the contract being nullified.

The host organization's commitment and capacity to ensure the protection, support of and assistance of refugees, IDPs and other concerned people depend on the ability of our staff to maintain and promote the highest standards of ethical and professional conduct. The host organization's Code of Conduct sets out the standards which all staff members must adhere to, and the consultant is bound to sign and abide by the host organization's Code of Conduct.

A contract will be signed by the consultant before the start of the assignment. The contract will detail terms and conditions of service, aspects of input and deliverables. The consultant will be expected to consider confidential any information/data disclosed to her/him or with which she/he may come into contact during her/his service. Therefore, the consultant will not disclose them to any third party or publish them in any paper without the prior written consent of the host organization. The signed contract will be nullified if the host organization discovers any corrupt activities that have taken place either during the sourcing, preparation, and implementation of the consultancy. Ensure confidentiality of all project plans and make it clear who has access to the plans during the assessment.

Note: This TOR is subject to change. Any revisions and final TOR and plan will be agreed with the host organization and consultant prior to finalizing the contract process.

Consultant Fees and Payment.

As agreed by both parties, the applicants are encouraged to mention expected fees and payment methods in the CVs.

- Payment fees shall be agreed by both parties in the job offer., terms and conditions will be specified in the consultancy service agreement.
- As required by Union Taxation Law 2025, the service contractor is advised to retain copies of invoice and support documentation submitted for their own tax payment or reporting purposes as this will not be furnished by the organization.
- Normal hours of work are 8 hours per day, 40 hours per week. Working hours may vary according to the project activities and field activities requirements.

Application

The following documents as **one-file in PDF format** need to be submitted to apply for this job:

- Cover letter
- At least 3 references (including recent organizational counterpart and HR) with contact details

Application Instructions

Candidates should submit their applications to officeygn@refugeecouncil.fi mentioning as **“VA_External Service for Humanitarian Consultant 0102026”** in the subject line.

- Application will not be successful if applied quoting is not mentioned correctly.
- Interested applicants are encouraged to apply as soon as possible as the interview will be conducted on a rolling basis.
- Only short-listed candidates will be contacted for an interview. Telephone queries will not be answered.
- The organization is an equal opportunity employer. We welcome applications from women, persons with disabilities and LGBTQs.