

Call for Consultancy Terms of Reference (ToR)

1. Position Information

Job Title	: Consultant (individual or group)
Reports To	: Education and Training Specialist
Location	: Kale or Remote
Contract Type	: Independent Contract
Duration	: 15 working days, including one ToT training (8 Jul - 8 Aug 2025)
Daily Rate	: 200,000 MMK
Deadline for application	: 3 July 2025

2. Assignment Overview

Due to long school closures in Chin State, Myanmar (since 2020), communities have established informal Community-Based Learning Centers (CBLCs) to ensure children continue learning. However, CBLC committees lack training in school management, record-keeping, and administrative systems, limiting their effectiveness. Our organization seeks a consultant to develop a one-day CBLC management and administrative training program, an administrative guideline (10-20 pages) in Zolai or Burmese, and templates for CBLC committee members (teachers, parents, volunteers) to strengthen their capacity in managing these centers. The consultant will also provide online ToT training to mobile trainers who will deliver cascade training in CBLCs.

3. Scope of Work

A. Training Development

- Conduct online workshops (consultation meetings) with relevant stakeholders for needs assessment in Tedim and Tonzang Townships.
- Design a one-day interactive training (lesson plans, guideline, etc.) in Zolai or Burmese.
- Focus on practical, low-resource solutions

B. Training Delivery

- Provide one-day online ToT training to mobile trainers (in Zopau or Burmese)

C. Post-Training Support

- Develop a 10-20 pages administrative and management guideline for community-based learning centers.
- Develop simplified administrative and management tools and templates, each template needs a focus on gender, diversity, and disabilities.

4. Deliverables

1. Training materials and kits
2. ToT training
3. CBLC administrative and management guidelines (10-20 pages) in Zolai or Burmese

4. Administrative and management related templates and tools (Burmese and/or English)
5. A Final Report (English)

5. Qualifications and Competencies

- ***Essential***
 - Expertise in **community-based education**, non-formal education, or emergency education.
 - Experience designing **practical trainings** for low-literacy or rural-remote audiences.
 - Familiarity with **Zomi Context**: socio-cultural, economic and political dynamics in Tedim and Tonzang Townships
 - Fluency in **spoken Zopau and Burmese** (essential for workshop and consultation meetings), and **English** writing (essential for report and template development)
- ***Preferred***
 - Prior work with **local NGOs/CBOs** in conflict-affected areas.
 - People who have worked with ZEWG, as a volunteer and another role in previous activities, will be given priority.

6. Logistics and Support

ZEWG will:

- Facilitate online workshops/meetings with local stakeholders for needs assessment.
- Share existing templates and other resources, if needed.
- Organize ToT training

7. Application Process

- Interested candidates can apply for the position by filling up [this application link](#) by **3 July 2025**.
- ***Things to prepare for the application:***
 - Updated full CV/resume.
 - A cover letter outlining your suitability for the role (Can be written in Zolai, Burmese or English).

8. Application Timeline:

- Deadline: **3 July 2025**
- Interviews for the assignment: **7 July 2025** (Only shortlisted candidates)

9. Notes

- If you have any inquiry for clarification about the assignment, please reach out to us through info.zewg@zomieducation.org or zewg.edu@protonmail.com. **You can ask questions to these emails but applications sent to these emails will not be considered.**
- ZEWG has the right to not employ anyone who has applied for the assignment or to cancel this job advertisement due to an unsatisfactory candidate pool, budget cut, and changes in project plan.