



THE
LUTHERAN
WORLD
FEDERATION
World Service
member of **actalliance**

The Lutheran World Federation Myanmar Programme

Terms of Reference

“Training Consultancy for Skills Development on Financial Management”

I. Project Reference

Assignment Title	Training Consultancy for Financial Management Training for W-CSOs
Project	4696 UN Women
Contract Period	8 March 2023 – 22 March 2023

2. Organization Background

LWF proactively works with partners to address displacement, poverty, and injustice, including the promotion of gender equality and climate resilience

The Lutheran World Federation (LWF) Myanmar is an international non-governmental organization serving the people of Myanmar since 2008. We are a rights-based humanitarian and development organization. Therefore, at the centre of everything we do are the people involved in and affected by our work: internally displaced persons, returnees, host communities, poor, and marginalized populations. LWF Myanmar engages with and supports duty-bearers while empowering partner individuals, households, and community development organizations to claim their rights. Within the present LWF Myanmar Strategy 2019-2024, our work spans the realms of humanitarian assistance, recovery, and long-term development, building upon three interrelated programmatic areas: Livelihoods; Quality services; and Protection and social cohesion.

LWF Myanmar is dedicated to promoting children’s rights and ensuring that their welfare and physical security are recognized, safeguarded and protected in accordance with UNCRC; and international, regional and national standards. LWF Myanmar commits itself to create and maintain an environment that promotes its core values and prevent children from physical abuse, neglect, emotional abuse and sexual abuse. Employees are expected to adhere to LWF Child Protection Policy and safeguard children and Protection, Sexual Exploitation and Abuse (PSEA).

3. Project Background and Introduction

Since February 1st, 2021, the triple crisis of COVID-19, coup, and conflict have plunged Myanmar into one of the most complex humanitarian crises in the world. The Myanmar population is confronted with reduced access to livelihoods due to market disruptions, food insecurity, restrictions on cash withdrawals, a collapsed healthcare system, and government-imposed disruptions in telecommunications and internet access. It is expected that in the coming years, half of Myanmar’s population will be forced back into poverty. The military takeover has also dramatically impacted CSOs’ ability to operate. The targeting of CSOs, including women-led organizations, has forced some organizations to suspend activities or change

their operating modality, significantly impacting access to multi-sectoral frontline services, traditionally relied on as an alternative to public services.

The problems faced by CSOs – particularly women-led CSOs (W-CSOs) - have their roots in the pre-military take-over in Myanmar. However, they have been deeply exacerbated since the take-over, with the most vulnerable disproportionately. The CSO landscape is characterised by many organisations with highly diverse focuses, political ambitions, and capacities. The contribution and perspective of women and youth are consistently overlooked, and hierarchical and patriarchal attitudes prevail. This is reflected in low levels of women’s political representation, with women accounting for only 15% in the Parliament, and 4% in ministerial positions. Lack of collective voice of women advocating for gender equality coupled with limited representation of women in political and decision-making positions at the national, regional/state, district, township, ward and village levels, and a legal and political system that maintain inequalities contribute to a political environment that suppresses the voices and political and civic rights of women and other marginalised groups.

Despite this situation, CSOs continue to operate, often with low visibility. Indeed, in the absence of government duty bearers, CSOs play an increasingly important role as primary duty bearers and front-line humanitarian responders. In this context, the role of women-led CSOs (W-CSOs) is critical to ensure that community-level protection needs are met and women’s voices are taken into account during locally-led, sustainable, and inclusive local development and humanitarian response processes.

4. Objective of the Assignment

The primary objective is to enhance and strengthen the Financial Management capacity of targeted W-CSOs in Myanmar. The purpose and scope of the assignment aims at equipping W-CSO leaders, managers, finance and board members with the knowledge and skills to efficiently manage the financial resources of their NGO towards sufficiency. Participants will learn the basics of financial management concerning accounting principles, monitoring revenues and expenses, analysing budgets, interpreting financial statements and reports, defining strategies and making decisions concerning resource generation and investments, as well as preparing financial planning and budgeting through the training. The training will consist of 3 days of online interactive training designed to meet the needs of W-CSOs.

5. Deliverables and Key Outcomes

Consultant will facilitate and deliver the following key outputs and key tasks.

A. Outcomes of the consultancy

- 1) Develop a Trainer Manual for the Financial Management course.
- 2) Facilitate and deliver a 3-day basic and advanced financial management courses via online.
- 3) Produce a training completion report.

B. Key tasks

Expected outcomes	Key Tasks	Number of working days
1	Develop a Trainer Manual for the Monitoring and Evaluation course which includes basic and advanced course.	3 days
2	Facilitate and deliver basic monitoring and evaluation course online training	3 days

3	Produce the training report	5 days
Total working days		11 Days

6. Coordination and Supervision

The consultant will be working closely together with Regional Finance and Admin Manager, Finance Coordinator and Training Team to fulfil the expected outcomes and tasks successfully according to the Terms of Reference. The consultant will work under the overall guidance of the Finance Coordinator.

7. Copyright and Ownership

The copyright of any part of the materials developed by the consultant under this the ToR will belong to LWF Myanmar Programmed.

8. Timeframe

- Estimated timeframe during the contract period (8 March 2023 – 22 March 2023)

9. Qualifications, Background and Experience:

- Education: University qualification, master's degree, and relevant certifications in a relevant technical field in capacity development related area
- A minimum of 10 years of relevant experience in Financial Management.
- Having in-depth knowledge of the humanitarian and gender issues and context of Myanmar.
- Bringing a strong commitment to delivering timely and high-quality results.
- Business communication skills in English.

10. Application Requirement

The following key items are requested to submit us as an application process:

- CV of consultant
- Proposed daily rates of consultancy charges in **Myanmar Kyats**
- The applications/proposal shall be submitted and sent to the email address: procurement.myanmar@lutheranworld.org
- The deadline for the submission of the applications is **20 February 2020, 5:00PM (MST)**.
- LWF Myanmar reserves the right to accept or reject any or all proposals and applications.