



## The Lutheran World Federation Myanmar Programme

### Terms of Reference

## “Consultancy for Skills Development on Delivering Humanitarian Assistance”

### 1. Project Reference

Assignment Title	Consultancy for Skills Development on Delivering Humanitarian Assistance
Project	Development on Delivering Humanitarian Assistance Capacity Building Support
Contract period	1 March 2022 – 30 June 2022

### 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

Myanmar is in humanitarian need. This is driven by multiple factors including military-coup, armed conflict, inter-communal violence, COVID-19 pandemic, landmine contamination, and vulnerability to seasonal natural hazards. The situation is aggravated by chronic poverty, protracted displacement, food insecurity, limited social support networks, and underlying inequalities including statelessness, segregation, discrimination, and gender disparities that exacerbate the needs, vulnerabilities, and

marginalization of people in many parts of the country. The major triggers have been COVID-19 impact on health and livelihoods compounded with the military coup on 01 February 2021, which has resulted in civil war, inflation, displacement, and a banking crisis.

In July 2021, the World Bank predicted<sup>1</sup> an 18% annual decline in GDP for 2021. By the end of April 2021, UNDP had published a report<sup>2</sup> predicting that almost half of Myanmar's population would be forced into poverty by the end of 2021. On 19 October, the UN reported<sup>3</sup> that three million people (about 5% of the entire population) were in urgent need of immediate life-saving assistance and protection.

In many of the geographical locations of LWF Myanmar, partner communities are already displaced from their homes from fighting. Elsewhere, tensions are reaching the boiling point between the government and ethnic groups vying for autonomy. The programme is thus shifting all programming to mainstream humanitarian components, including development projects where staff have no previous experience with humanitarian approaches, guidelines (e.g. SPHERE standards), protection and safeguarding risks related to expanded power differentials between communities and staff, and coordinating with the cluster systems.

In this regard, LWF is seeking a consultant to review the humanitarian situation in Myanmar, humanitarian practices, principles, standards, Cluster/Sectors standards, SoPs and knowledge gaps of key staff in LWF Myanmar. Based on the findings, a Humanitarian Programming training curriculum will be developed. Furthermore, the global LWF Humanitarian Manual will be contextualized as part of this assignment. Finally, LWF's a core team of key staff across the Myanmar will be trained as humanitarian programming trainers. In the Training of Trainer (ToT), a core LWF team will invite the UN/INGO cluster leaders and other external partners to present the humanitarian insights and cluster function including local standards and standard operating procedures (SoPs). The target training participants are officer and coordinator level staff of LWF Myanmar Country Programme.

## 4. Objective of the Assignment

The primary objective is to enhance and strengthen the capacity of LWF Myanmar Programme, member churches, and partner communities living or operating in humanitarian contexts. This strengthened humanitarian action includes respect and application International Humanitarian Law, Humanitarian Principles, SPHERE Standards, Cluster/Sectors standards, SoPs, etc. and will create greater awareness and knowledge of the relationship between Rights-based Empowerment Approach and humanitarian action in complex emergencies for "resilience building", with a specific focus on prevention, response, and recovery. In addition, the target participants of this activity will also have the skills, knowledge, and ultimately improve the delivery of services to those in need of humanitarian assistance.

## 5. Deliverables and Key Outcomes

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

### A. Expected outcomes

- (1) Produce one Humanitarian Programming training manual in English language
- (2) Produce one contextualized LWF Myanmar Humanitarian Manual
- (3) LWF core team and key staff are trained as humanitarian programming trainers.

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<sup>1</sup> <https://www.worldbank.org/en/news/press-release/2021/07/23/myanmar-economy-expected-to-contract-by-18-percent-in-fy2021-report>

<sup>2</sup> <https://www.undp.org/press-releases/pandemic-and-political-crisis-could-result-half-myanmars-population-living-poverty>

<sup>3</sup> <https://news.un.org/en/story/2021/11/1105202>

- (4) Produce the final consultancy completion report

Estimated timeframe during the contract period (1 February 2022 – 30 April 2022)

## B. Key tasks

Expected outcomes	Key Tasks	Tentative Timeline	Number of working days
1	<input type="checkbox"/> Review the humanitarian situation in Myanmar, humanitarian practices, principles, standards, Cluster/Sectors standards, SoPs and knowledge gaps of key staff in LWF Myanmar. <input type="checkbox"/> Develop the Humanitarian Programming training manual which should include proper visual aids	February 2022 and March 2022	8 days
2	<input type="checkbox"/> Review, contextualize and develop the global LWF Humanitarian Manual <input type="checkbox"/> Develop key facts or overview snapshots of the manuals with visual charts	February 2022 and March 2022	5 Days
3	<input type="checkbox"/> Work together with LWF core team and facilitate the humanitarian programming training of trainer programme – 3/2 days ToT Training	April 2022	3 Days
4	<input type="checkbox"/> Produce the final consultancy completion report	April 2022	2 Days
Total working days			18 Days

## 6. Coordination and Supervision

The consultant will be working closely together with Programme Coordinator, LWF Humanitarian Programming Core Team and LWF Myanmar 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 Program Coordinator.

## 7. Copyright and Ownership

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

## 8. Timeframe

- Estimated timeframe during the contract period (1 February 2022 – 30 April 2022)

## 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 5 years of relevant experience in Humanitarian Sector
- Having in-depth knowledge of the Humanitarian issues and context of Myanmar;

- Experience in, Humanitarian training, emergency response, and camp management
- Able to work remotely
- Bringing a strong commitment to delivering timely and high-quality results.
- Business communication skills in English

## I 0. Application Requirement

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

- Cover letter highlighting relevant capacities and experiences
- CV of consultant
- Proposed concept and workplan
- Proposed daily rates of consultancy charges
- The shortlisted proposals will be invited for interview as appropriate.
- The applications/proposal shall be sent to: [procurement.myanmar@lutheranworld.org](mailto:procurement.myanmar@lutheranworld.org)
- The deadline for the submission of the applications is **4 March 2022, 5:00PM (MST)**.
- LWF Myanmar reserves the right to accept or reject any or all proposals and applications.