



# Network Activities Group (NAG)

No.31(A-1), Mya Hnin Si Street, 27-Ward, Rose Park (3), North Dagon Township, Yangon, Myanmar.  
Tel: 09-450694361~5, Fax: 01 8010233, Email: [info@nagmyanmar.org](mailto:info@nagmyanmar.org), Web: [www.nagmyanmar.org](http://www.nagmyanmar.org)

## 1. Background

Network Activities Group (NAG) is a national registered non-government organization under the Home Affairs of Myanmar and established in 2008 of post Nargis Cyclone period. In fostering our vision “Emergence of a peaceful, prosperous and dignified society that values equity and diversity”, NAG focuses on the Governance Approach, intending to necessary changes of various stakeholders and existing practices towards good governance which is essential and core for the sustainable development and win-win solutions for all stakeholders. Accordingly, NAG has engaged stakeholders of all levels and different areas including local, regional and national government departments, trying to promote interaction, good relations, and eventually coordination and collaboration among them. Given that nature of facilitating and coordinating activities, and creating networks of development efforts with partners, and promoting governance among relevant stakeholders, NAG implements livelihood, natural resources management and rural development programs and projects in Central Dry Zone, Coastal and Delta, Hilly Region and South Eastern Part of Myanmar.

The Network Activities Group (NAG) also providing Township Technical Assistance (TTA) services to CDD Projects in (8) townships in Myanmar under contract with the Department of Rural Development (DRD), Ministry of Agriculture, Livestock and Irrigation (MOALI). Pyawbwe and Yamethin Townships is one of the CDD projects also being supported by NAG. DRD Union and Township levels have the main responsibility for the CDD project implementation.

In May 2018, NAG township team conducted the training need assessment (TNA) for the staff capacity in Pyawbwe and Yamethin, including the Township DRD staffs, Key experts, Community Facilitators (CFs) and Technical Facilitators (TFs). As per result of training need assessment, Project Cycle Management Training is highest priority to provide for the project implementation staffs. The PCM training needing to provide the Pyawbwe and Yamethin CDD staffs including Township DRD staffs, Key experts, Community Facilitators (CFs) and Technical Facilitators (TFs) in Nov’18 to Dec’18. Therefore, NAG is looking for the committed Trainer for the following position;

## 2. Job Profile

Job Title:	Training consultant for Project Cycle Management
Place of assignment	Pyawbwe and Yameithin Township
Duration for Requirement:	ASAP
Report to	Program Manager

## 3. Training Objective

The objective of the training is to provide all project staffs in Pyawbwe and Yamethin with a broader understanding of the project cycle management from the early stages of problem identification and planning through to project implementation and completion.

The specific objectives of the PCM Training are as follows:

- Contribute to overall capacity-building of professional project staff in Pyawbwe and Yamethin including the DRD counterparts and other township staffs, and community and technical facilitators;
- Promote a broader understanding amongst the participants of the project cycle management using the logical framework; and



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- Develop the participants' skills to apply commonly used tools and techniques for project planning, monitoring and evaluation.

#### 4. Training Methodology

- Participatory Approach
- Demonstration, Practice and Feedback
- Group discussion and presentation
- Question and answers
- Visual Aids

#### 5. Targeted Participants

- Township DRD staffs
- Township Technical Assistant Team (TTA)
- Community Facilitators (CFs)
- Technical Facilitators (TFs)

The total targeted participants are approximately 87 in Pyawbwe Townships and 67 in Yamethin.

#### 6. Expected Outputs

The training is expected to cover the following topics:

- Conducting 80 hours teaching for each training.
- Sustainable development – what does it mean
- Project Cycle – needs assessment, planning, project management, implementation, monitoring and evaluation
- Logical framework – goal (impact), objectives (outcome), activities (outputs), inputs, indicators, means of verification, assumptions and risks
- Proposal develop – related knowledge share how to develop for the project proposal
- Participatory tools – PRA, M&E, stakeholder analysis,
- Cross-cutting issues – gender, minor ethnic groups, vulnerable (disabled, elderly, out-of-school youth)
- Report preparation

#### 7. Scope of Work

- Prepare training curriculum, teaching materials and disseminate documents to all trainees, the curriculum.
- Develop training manual that should include presentation, bilateral discussion and dialogue for all participants by consultant.
- Conduct pre- test and post-test exams for trainees with document and it need to include in completion report.
- The pre-test and post –test exams should include written test for all trainees.
- The trainer should do skill test for trainees at each every 20 hours full time of training.



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- Arrange training assessment with participation of trainees at each every 20 hours full time of training.
- At the end of training, the trainer should prepare and submit quality report to respective person and it should be included recommendation for next level trainings.
- In practice exercise should include in line with the project and program activities.

## 8. Key Responsibility

- Develop PCM training curriculum (Power point, handouts, etc...) share to project team both hard and soft copy
- The trainer should be make sure for the pre-test to the trainees to understand their level of knowledge before starting the training
- Lead and facilitate the whole training to get the achievement
- Use appropriate tools such as visual aid, demonstration, practicing, group works, and presentation in the training period
- Coordinate with the Township team for the necessary requirements to provide the training
- Conducted the training post-test to measure knowledge level of the trainee.
- Prepare and sharing training completion certificate award to participants who will have successfully.
- Prepare two training reports and submit to respective person (1) after 20 hours teaching for mid training progress report and (2) the training completion report, need to submit after two week of training completion.

## 9. Training Schedule

- This training will conduct as tentative in third week of November to last week of December 2018. PCM training period should be covered on 40 hours teaching time in weekend for each township.

## 10. Require Qualification

- Minimum of 5 years of professional experience related to project management, training, Training of Trainers (ToT)
- Previous working experience in civil society organizations, NGO, INGO and UN.
- Proficiency in Microsoft package (Especially Word and Power Point Presentation)
- Highly team building skill and talent on good working environment.

## 11. Submit Application Letter

Send application together with cover letter, CV, references to [thihathunaung10@gmail.com](mailto:thihathunaung10@gmail.com), [htainlynn.thwe86@gmail.com](mailto:htainlynn.thwe86@gmail.com) or address – “ Logistics Department, Network Activities Group (NAG), No. 31 (A-1), Mya Hnin Si Street, 27-Ward, Rose Park (3), North Dagon Township, Yangon. Phone 01-8010233, 09-450694361 and 09-420725579.