



Network Activities Group (NAG)

No.51, Shukhinthar Street, Rose Garden , Ward- 27, North Dagon Township, Yangon, Myanmar.
Tel: 09-450694361~5, Email: info@nagmyanmar.org, Web: www.nagmyanmar.org

Request for Consultancy Services Staff Capacity Building Program

Reference No: NAG/ VA - SR - 099 - 2021

Date: 13th October 2021

Organization	Network Activities Group
Country	Myanmar
Services/Work Description:	Capacity Building Training Consultant
Duration	25 Working Days (Between 25 th Oct 2021 to 25 th Dec 2021)
Location	Home Based
Applications closing date	22 nd October, 2021
How to apply	Submit application together with “Consultancy services for Staff Capacity Building” in subject line together with, 1. Proposal, both technical and financial 2. CV of experts proposed 3. Details on organizational profile if submitting through an institution to procurement@nagmyanmar.org , recruitment@nagmyanmar.org
Note	Only short-listed candidates will be invited for interview. Please, do not send original documents as they will not be returned.

I. Background of the Project

The Improving Inland and Marine Fishery Governance (IIMFG) (Jan 2020 –Dec 2023) Project is funded by LIFT. It aims to improve Fisheries Governance, Policy Research & Education in Rakhine State & Ayeyarwaddy, Yangon, and Thanintharyi Regions. It is the extended program of the 1st Strategic Partnership Agreement (SPA-1) between LIFT and NAG, from 1st April 2017 to 31st December 2019, focused on improving co-management of Ayeyarwaddy’s Wetland Resources.

There are two goals of the project:

Goal 1: Capable, sustainable and influential national CSOs working at scale on all facets of small-scale fisher livelihoods and decent work in Myanmar’s fishery sector.

Goal 2: An informed LIFT Board and management engaging proactively with civil society for strengthened resilience and sustainable livelihoods in fisher and riparian communities.

There are six objectives of the project:

- 1) Improved Community Fisheries Co-management
- 2) SSF Livelihood, Value chains and SMEs
- 3) Effective Fisheries Partnerships and Networks
- 4) Improved Legal Frameworks
- 5) Improved Collaboration with DoF
- 6) Improved Research into Political, Social, Economic and Environmental Issues



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II. Objectives

The Objective of the Staff Capacity Building Program is to improve overall capacity of staffs on organizational system, policy, principles and practices.

The specific objectives are:

- To improve staff capacity on Organizational System
- To improve staff capacity on Organizational Policies & Principles
- To improve staff capacity on Development Practices

III. Scope of Work

The scope of the consultancy service includes the following

- Review relevant Organizational documents
- Design and develop training modules and session plan
- Deliver online trainings and workshops
- Methodology and Tools for Performance Evaluations
- Submit capacity building report including video clips, slides and relevance training materials

Focus Capacity Building Areas and Online Training Hours

- Organizational System (Vision, Mission, Strategies and Code of Conduct) – 2 hours
- Organizational Policies and Practices (Human Resources, Finance, Inclusions & Accountability (Gender, PSEA, Children, Disability etc.) – 20 hours
- Development Practices (MEAL including M&E/MIS, Case Study, Report Writing and Communication) – 12 hours

NAG would like to suggest maximum 2 hours training session per day, but assignments and performance evaluations are a must for each focus areas by using relevance tools.

Supervision and Quality Control

The consultancy service is directly supervised by Program Manager of Delta & Costal Zone. The consultant team need to regularly coordinate Program Manager for design, planning & implementation of capacity building program.

IV. Deliverables

The key deliverables of the consultancy service are:

- Training Modules & Training Session Plan
- Training Methodology and Work Plan including performance evaluations
- Training Report together with video clips, slides and relevant materials

V. Requirements

The consulting services require the following:

- At least 5 years of working experience in capacity building
- Relevant background and experiences on capacity focus areas
- Ability to use online platforms as a mean for training delivery
- Excellent Report Writing Skills



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VI. Expected Timeframe

The assignment is expected to deliver during 25th October 2021 to 25th December 2021.

Particular	Date	Working Day
Contract signed	25 th Oct 2021	
Review Secondary documents	27 th Oct 2021	2
Design of Training Modules & Session Plans	31 st Oct 2021	3
Delivery of Training Sessions	1st Nov ~ 15 th Dec 2021	17 days (34 training hours)
Reporting	25 th Dec 2021	2
Total		24

VII. Background of Network Activities Group

Network Activities Group (NAG) is a national registered non-profit organization in Myanmar. In fostering our vision “Emergence of a peaceful, prosperous and dignified society that values equity and diversity”, NAG focuses on the Governance Approach, intending 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.