



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

Call for Expression of Interest

Consultancy Service – Proposal Writing Training

Reference No: NAG/VA-SR-026/2022

Organization	Network Activities Group
Country	Myanmar
Position	Consultant for proposal writing training
Duration	1 st to 8 th April 2022
Location	The training will be held through online platform
Applications closing date	29 th March 2022 (As soon as possible)
How to apply	Submit application for “Consultancy service for Mangrove Friendly Aquaculture Training” in subject line together with, 1. Technical and Financial Proposal 2. CV of proposed experts Organizational profile & relevance experiences to procurement@nagmyanmar.org , or Phone: 09 450694361~5.”
Note	Only short-listed candidates will be invited for interview. Please, do not send original documents as they will not be returned.

1. Project Background

The project is to build resilience of sesame and paddy farmers in two townships (Hpa-An and Hlaing Bwe) in Kayin State through empowering farmers to participate and benefit from the development of sesame and paddy crops value chain.

The objective of the project will be achieved through establishing farmer development initiatives, increasing quality and productivity of sesame and paddy production, creating enabling environment for sesame and paddy farming and trading.

2. The Purpose

The purpose of this consultancy is to strengthen the overall potential of NAG organization by equipping standardized design, writing good quality, and effective proposals. The following are the steps included in the training package.

- Improve design and quality of writing skills of project proposals.
- Initiate projects with standardized and effective manner.
- Improve participant’s understanding and know-how regarding the development of good funding proposals.
- Enhance participant’s understanding of challenges through virtualizing and experience sharing.
- Improve participant’s understanding of donor grant processes.

3. Supervision and Quality Control



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The consultancy service is directly supervised by Program Officer. The consultant needs to regularly coordinate Program Officer for design, planning & implementation of proposal writing training program.

4. Expected Results

- Participants will be able to use business intelligence and analysis for purposes of donor engagement.
- Participating individuals understand the features of a logical, well-designed project.
- Participants understand the steps and activities required to ensure good, logical project design.
- Potential applicants understand the process and key components for a good funding proposal.
- Participating organizations understand and can identify how or if their proposed intervention responds to funders priority themes and the scope of a call for applications.
- Participating organizations are able to develop a good quality application (especially theory of change).
- Participating organizations understand and are able to develop relevant and appropriate project budgets.
- Participating organizations understand due diligence requirements and how to satisfy them.

5. Scope of Work

The consultant will be expected to engage with the organization before and after the training program as per requirements.

- Develop comprehensive training modules in project design and proposal writing.
- Lead in the delivery of training according to training modules
- Lead the training through coaching, providing support and supervising
- Lead in work planning, evaluate, analysis and reporting

Project design

1. What is a well-designed intervention.
2. Understanding the problem – what do communities need and how do you determine it; Target groups and stakeholders; project design tools including situational analysis; stakeholder analysis; problem analysis; and needs assessments.
3. Justifying the response –experience, track record, Board and staff, systems and processes, etc.
4. Planning the solution – the theory of change and intervention logic, community participation, identification of inputs, activities, outcomes, and impact of the project.
5. Designing your project - the essential elements of a well-designed project (the context and problem, outcomes, activities, monitoring, evaluation and learning plan, indicators, risks and mitigating actions, assumptions, budget, sustainability, etc.).
6. Measuring your impact - your approach to monitoring, evaluation and learning.

Proposal Writing

A brief introduction on “designing your project” – (based on the bullet point above) and resource mobilization methods, principles, practices and the importance of diversification of resources for sustainability. More specifically, the section will focus on:

- Checking your eligibility – do you meet the criteria.
- Understanding the elements of a good funding proposal and (including strategies for writing winning proposals).
- Developing a budget to deliver a project plan.
- Meeting due diligence requirements.
- Collaborating and writing consortia/joint proposals.



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- Budgeting - logical and effective, reasonable and relevant processes and learning from previous proposals.

6. Deliverables

The key deliverables of the consultancy service are:

- Training Modules & Training Session Plan
- Training Methodology and Schedule
- Training Report together with video clips, slides and relevant materials

7. Requirements

The ideal candidate will have the following qualifications:

- A degree in Development Studies, Human Rights, Communications, Business Management, Resource Mobilization, Finance, International relations or other related fields.
- At least 5 years' relevant experience in Resource Mobilization, Project Design, and effective Proposal Writing, Fundraising, and practices preferably with international relations or other related fields.
- Previous experience facilitating good quality, impactful training in project design and proposal writing for organizations on the local organization
- Strong track record in the successful design and delivery of project design and proposal writing training
- Experience in design and delivering of virtual/online training

8. Required Skills

- Proficiency with Zoom and online platforms and tools
- Proficiency with Microsoft Office tools
- Comfortable working with a diverse team

9. Expected Time Frame

Particular	Date	Day
Preparation & Designing Meeting	1-Apr-2022	2
Training/Workshop	Between 4-Apr to 6-Apr	3
Reporting	7-Apr-2022 8-Apr-2022	2
Total Day		7

10. Background implementation of the organization

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 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.