



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

EXPRESSION OF INTEREST

Reference No: NAG-Eoi-SR-121-2023

Date: 20th October 2023

Training Service for the Advance Excel (Individual)

Organization	Network Activities Group
Services/Work Description:	Advance Excel Training Service for the Staffs (Individual)
Duration	3 Days Training
Location	Nyaung U, Mandalay Region, Myanmar
Applications closing date	31 th October 2023, 4: 30 PM (As soon as possible)
How to apply	Submit application together with <ul style="list-style-type: none">• Cover letter explaining why you would be a good fit for this role,• CV detailing relevant experience and qualifications,• Training Methodology• Proposed budget in Myanmar Kyat• Contact details for two relevant references• Submit to procurement@nagmyanmar.org and copy to nyeinchin.soe@nagmyanmar.org
Note	Only short-listed candidates will be invited for interview. Please do not send original documents as they will not be returned.

1. Background

Network Activities Group (NAG) is a local non-profit organization in Myanmar with a vision “Emergence of a peaceful, prosperous and dignified society that values equity and diversity”. NAG support local CSOs to implement 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 (please visit www.nagmyanmar.org for more detail). The organization uses QuickBooks accounting software together with Microsoft excel for producing financial reports.

2. Objective

The general objective of the training is to strengthen the technical capacity of the finance staffs to produce timely and accurate financial report.

The specific objectives are as follow,

- To understand the basic and advance excel functions
- To familiar with functions (using IF, AND, OR, NOT, VLOOKUP, HLOOKUP, MATCH, INDEX etc.)
- To understand and use data sorting, filtering and validation functions
- To effectively use report functions (sub-total, pivot table, consolidation etc.)



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3. Methodology

The proposed training methodology is as follow:

- In-person three days Training
- Presentation and Lecture
- Practical Sessions
- Assignments
- Open Discussion
- Question and Answer Sessions

4. Targeted Participants

The training will target 22 participants from Finance, logistic and Admin& HR Departments.

5. Scope of Work

The proposed three days advance excel training should cover:

- Overview of the Basic Excel
- Working with Functions
- Data sorting, filtering and validations
- Working with templates
- Working with Reports and
- Using Macros

6. Deliverables

The key deliverables of advance excel training are:

- Training package including training plan, methodology, and detailed agenda
- Training manual including instructor notes, slides, and any other supporting materials (including handouts)
- Training report in English
- Certificates to participants

7. Skills and Qualifications

The trainer should have the following qualifications:

- Bachelor or Master's degree in a financial and accounting field
- Minimum 5 years of relevant experience in training fields
- Previous experience in delivering similar trainings
- Good communication and presentation skills
- Ability to support varying needs of individual trainees within limited time

8. Expected Time Frame

Particular	Number of Days
Discuss and agree on detail requirement of the training	0.5 Day
Training Materials & Handout Development	1 Day
In-person Training	3 Days
Training Report	1.5 Days
Total	6 Days