

**Ministry of Agriculture, Livestock, and Irrigation
Department of Rural Development (DRD)
National Community Driven Development Project
IDA Grant H814-MM
Assignment Title: National Training Expert (24 Months)
Reference No: C 65**

The Republic of the Union of Myanmar has received financing from the World Bank towards the cost of its NCDD Project; website: (<http://cdd.drdmyanmar.org>), which is being implemented by the Department of Rural Development (DRD) of the Ministry of Agriculture, Livestock, and Irrigation.

Introduction

Due to the NCDDP scale up, the need for a more robust Training Unit is a priority in order to ensure capacity building of field staff regarding the NCDDP Operations Manual, and consequently a smooth and quality implementation of the project. A key pillar of the Training Unit is the National Training Experts, who will serve as the top section of the national training cascade system.

The NCDD project is now looking for National Training Experts with adequate experience in the areas of training functions and who can deliver Training of Trainers (TOTs), as well as coach trainers in the field and monitors the quality of training delivery. These Training Experts will work in close collaboration with the International Training Expert of the Union Technical Assistance and DRD and will be based in Nay Pyi Taw, with travel to Project Townships.

Objective and Scope

The objective of the assignment is to implement and support the NCDDP's training activities, both at Union level and in NCDDP townships. In particular, this includes delivering a TOT package in order to train trainers to deliver a Training-of-Facilitator (TOF) package in the townships. It also includes supporting refresher training for facilitators in the NCDDP old townships, as well as working with other project units to deliver sector specific training and refresher trainings at the beginning and throughout the project cycle.

The delivery and support of training includes fulfilling the requirements and standards for training preparation, delivering high quality and effective training, reviewing and updating training material, reporting, post-course training evaluation and examinations, monitoring the quality of trainers and training, planning and coordinating with township teams, and giving hands on coaching in the field to trainers. All this is done with the support of and in cooperation with the International Training Expert.

The assignment requires substantial travel in country to NCDDP townships.

Main Tasks

The National Training Experts will perform the following tasks through the close coordination with the Union TA Training Expert and DRD:

- Participate in any training required upon the advice of the UTA Training Expert or Union DRD.
- Study and become an expert on the NCDD Operations Manual and related materials, as well as all Training materials.
- Help to create, test, revise, and update all training materials related to the TOT and TOF packages.
- Prepare and deliver Start-Up, Refresher, TOT, and TOF trainings to staff from both union and township level as per the Training Plan or when requested according to project needs.
- Assist and support other units (such as Infrastructure, Procurement, Grievance, Finance, Communications, and Gender) in the development of training material and the delivery of training in those units.
- In the field, provide on-the-job coaching, support, and monitor the performance and effectiveness of National Training Assistants and the training delivered by them.
- Assist with the planning and coordination of training with the Union and Township teams.
- Prepare training reports as needed.
- Prepare and conduct post-course training evaluations and examinations.
- Work with the UTA Training Expert on Training Strategic Development.
- Any other relevant tasks as needed according to the UTA Training Expert and Union DRD.

Time and Location

The contract will have duration of 24 months, starting on 1st September, 2017 and working full time. Duty station is the NCDDP union secretariat in Nay Pyi Taw (around 30% of the working time) with frequent travels to the project townships (around 70%). This position is subject to possible relocation to NCDDP Regional Offices when these are established

Required Profile

- University Degree in a relevant subject (social work, development, political science or related)
- At least three years working experience as a trainer in community empowerment projects or relevant fields
- Prior experience in NCDDP, especially in leadership positions with training functions, is a big advantage
- Prior experience in attending or conducting TOTs (especially NCDDP TOTs) is also an advantage
- Three years working experience in rural development, community development, community infrastructure, or similar relevant field
- High motivation to travel in country
- Outstanding inter-personal and communication skills
- Strong ability to work in a team
- English proficiency is required (reading, comprehension, speaking, and writing)
- Advanced computer skills (Word, Excel, PowerPoint, Email)
- Commitment to learning