

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 the position of a National Training Expert 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 (three) 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 a) coordination with Union and Regional/Township teams to produce integrated training plans and its delivery, b) plan and deliver a TOT cascade package (Year one ToT and Refresher during Year 2-4) in order to train trainers to deliver a Training-of-Facilitator (TOF) package in the townships, c) manage supervision, coaching and mentoring support to the Townships Training Teams, d) provide facilitation support for Township and Union MSR, e) provide assistance in the administration of Training to Township Staff under special training grant scheme, and f) manage training data and provide inputs to NCDDP for quality reporting.

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 Technical Assistance organized by NCDDP.

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:

- Have annual and quarterly coordination meetings with all Union Training Teams to produce integrated annual training plans and its implementation.
- Assist the International Consultants in the design and delivery of ToT Cascade System for to deliver full training course during Cycle 1 and Refresher Course during Cycle 2-4. This will include assistance to create, test, revise, and update all training materials related to the TOT and TOF packages.
- Prepare and deliver Start-Up and thematic 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 production of materials and the delivery of training in those units. This will be done in coordination with the Infrastructure and other Training Team with assistance from International Experts as and when provided by NCDDP.
- Strategize and manage the supervision, coaching and mentoring of Regional and Township Trainers in delivering training to TFs and CFs. This will be done with assistance from Assistant Trainers in the Union Team (Master Trainers in the ToT Cascade System) to provide support to the planning and delivery of ToF training during Cycle 1 and Refresher Course during Cycle 2-4 including the phasing out training during Cycle-4.
- Manage the collection and management of Training data that includes Trainers data, Participants data, course evaluation data for analysis and reporting. This will be done in coordination with overall management of NCDDP, especially in coordination with the MIS team.
- Prepare and conduct post-course training evaluations.
- Organize regional level learning and feedback sessions with Township Trainers.
- Provide support to Union DRD on planning, scheduling and facilitation (where required) for Township and Union MSR.
- Provide assistance to Union DRD in standardizing the planning and administration of training provided to Township staff through the 40k scheme for special assistance.
- Any other relevant tasks as needed according to the Union DRD.

Outputs

- Annual Training Plans and budget for NCDDP.
- Delivery of ToT Courses for all Cycle 1 and Refresher Courses for all Cycle 2-4 Townships (based on geographical allocation of tasks) – Course completion reports.
- Supervision and Coaching Trip Reports (highlighting issues identified and support provided).
- Quarterly training reports using Training Data.
- Annual Report containing progress and lessons on Union Training Activities and support services provided for other activities (MSR and 40K).

Time and Location

The contract will have duration of 24 months, starting on November 2018 and working full time. Duty station is the NCDDP union secretariat in Nay Pyi Taw with frequent travels to the project townships.

Essential Qualification

- University Degree in a relevant subject (social work, development, political science or related)
- Minimum Five years working experience as a participatory development trainer in community empowerment projects or relevant fields
- Experience in attending or conducting TOTs
- Minimum Five 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

Desirable Qualification

- Prior experience in NCDDP, especially in leadership positions with training functions
- Experience in adult learning methodology.
- Experience in designing or producing training materials on participatory development.
- Prior experience in Gender and Social Inclusion in community development programs.

Note: Women candidates with qualifications and experience are specially encouraged to apply.

How to apply:

The interested candidates should send his /her interest with CVs including previous experience and relevant certificates to the below address not later than 16:00pm, 12 October, 2018 in person or via email or in enclosed envelope. Only the shortlisted candidates will be contacted for further selection processes (ie. Personal interview if required).

Attn:

U Kyaw Swa Aung (Director)

NCDD Project Secretariat Office, Department of Rural Development, Ministry of Agriculture, Livestock and Irrigation,

Office No.36, Nay Pyi Taw, Myanmar.

Phone: 067-418637

Email address: unioncddprocurement@gmail.com