



Consultancy Terms of Reference: Leadership and Management Training for Women Support Groups in Dawei (in-person)

FUTURE LIGHT ORGANIZATION CONTEXT AND BACKGROUND

Future Light is a local non-profit Non-Government Organization (NGO) / Civil Society Organization (CSO) based in Dawei Township, Tanintharyi Region. It was established on 16 June 2007 by a dedicated group of eleven men and eleven women living with HIV. The organization was founded to support People Living with HIV (PLHIV) and to work on HIV prevention, treatment, care, and support.

Over time, Future Light expanded its programs to include Child Protection, Youth Empowerment, Health, and Humanitarian Response initiatives. These programs have been implemented in partnership with international NGOs, local NGOs, and UN agencies. Future Light currently operates in four townships in the Dawei area, Tanintharyi Region.

SCOPE OF WORK AND SPECIFIC TASKS

The consultant will design training resources (curriculum, presentation, and handouts) and facilitate a 3-day in-person training for representatives of Women Support Groups. The training will be attended by 15 elected women leaders at the Future Light Office in Dawei.

The consultant is expected to:

- Facilitate participatory sessions using group exercises, role plays, and practical activities.
- Conduct pre- and post-tests to measure knowledge and skill improvement.

Service Objectives

By the end of the training, participants will:

- Strengthen leadership and management skills.
- Gain confidence in guiding Women Support Groups.
- Enhance their capacity to participate effectively in community decision-making and mobilization.
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DELIVERABLE AND INDICATE TIMELINE:

The consultant is expected to deliver the following outputs within the agreed schedule:

Tentative Timeline (2026)	Expected activities and output	Numbers days
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14 October 2026	- Submit Draft Training Curriculum, Presentation, and participant handouts/ materials	1 day
16 October 2026	- Submit finalized Training Curriculum, Trainer Presentation, and participant handouts/ materials	1 day
21–23 October 2026	- Conduct Leadership and Management Training (3 consecutive days)	3 days
30 October 2026	- Submit Training Report (including pre/post-test results and financial documents)	1 day

CONTRACT SUPERVISION

The consultant will coordinate closely with the Program Manager, Future Light, who will oversee quality assurance. Reports must be submitted in English in electronic format (Microsoft Word), including pre- and post-test comparisons and financial supporting documents.

CONSULTANCY FEE AND SCHEDULE OF PAYMENT

The consultancy fee will cover the entire package (including travel costs). Payment will be made as follows:

- 10% upon signing the contract
- 60% after completion of the 3-day training
- 30% after submission of the final training report and supporting documents

CHILD SAFEGUARDING AND PSEAH POLICY

Future Light maintains a zero-tolerance policy toward abuse, exploitation, and harassment. The consultant must sign and comply with FL's Child Safeguarding and PSEAH policy and related procedures.

SELECTION CRITERIA FOR THE CONSULTANT

- Minimum of **5 years of relevant experience** in leadership, management, or community mobilization training.
- Proven expertise in **facilitation of participatory workshops**, including group exercises and interactive methods.
- Strong background in **gender empowerment, women's leadership, or community development**.
- Excellent communication and presentation skills in both **Myanmar and English**.
- Ability to design clear and practical **training materials** (trainer guidebook and participant handouts).
- Demonstrated capacity to manage deadlines, adapt to changing needs, and maintain flexibility.

- Willingness to conduct training **in-person in Dawei**.
- Experience working with **women's groups, grassroots organizations, or civil society networks** is highly desirable.
- Qualified national candidates, women, and persons living with disability are strongly encouraged to apply.

SUBMISSION OF APPLICATION

Future Light Organization welcomes applications from qualified individual consultants for the **“Leadership and Management Training for Women Support Groups.”**

Interested consultants are invited to submit a brief proposal to hr@futurelightdawei.org no later than 5:00 p.m., 7 October 2026, including:

- **Resume/CV** highlighting academic qualifications and relevant professional experience in leadership, management, gender empowerment, or community mobilization.
- **Evidence of past work** (e.g., references or short examples) demonstrating experience in facilitation of participatory workshops, women's leadership, or community development.
- Proposed **professional fee** structure (daily rate or lump sum), with indication of availability during October 2026.

CONTACT INFORMATION

Future Light Office

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