

HQAI is seeking consultants in Myanmar for short term engagements as an audit facilitator

HQAI is an independent auditor for the humanitarian and development sector. The standard we use is the Core Humanitarian Standard (CHS) on Quality and Accountability. HQAI verifies that organisations correctly apply the standard from the head office to the field. HQAI responds to growing demands from NGOs, governments, donors and the public for a professional, objective and independent assurance that organisations supporting vulnerable and at-risk communities act in accordance with the CHS. HQAI is a not-for-profit organisation registered as a Swiss association.

HQAI plans to engage audit facilitators to undertake the fieldwork related to an upcoming CHS audit of a Myanmar humanitarian NGO. Note that HQAI conducts quality audits and not financial audits so we are seeking consultants with experience in MEAL and facilitating discussions at community level. The fieldwork will include conducting focus group discussions (FGDs) with community members who have participated in the sampled projects as well as interviews with field staff and other stakeholders. It is anticipated that the fieldwork will be conducted in rural and remote areas of Myanmar.

To undertake the fieldwork, HQAI is seeking a consultant who is:

- Experienced in conducting consultations with communities and gathering qualitative information
- Experienced in the humanitarian sector and familiarity with principles and practice of accountability and safeguarding
- Fluent in English and Burmese and preferably other languages of Myanmar (such as Kachin)
- Familiar and understanding of local contexts and cultures, particularly in rural areas
- Willing to travel to rural parts of Myanmar where NGO projects are implemented

It is expected that the fieldwork will need to be conducted in November to December 2026. The assignment is likely to consist of 8 non-consecutive days. Shortlisted consultants will need to complete approximately 4 unpaid hours of e-learning and attend a 4 hour live training session with HQAI in order to be considered for a facilitator assignment.

Audit Facilitators - Generic Terms of Reference

The consultant will support the work of HQAI auditors by undertaking tasks on their behalf in-country. S/he will receive an induction training prior to the assignment in order to become familiar with the CHS and auditing principles. The consultant will assist primarily with the collection of information rather than analysing the information.

The consultant will conduct individual and group interviews under remote supervision of HQAI auditors. When possible, the auditors may observe the discussion/interview using virtual technology. After each interview or discussion or series of meetings, the consultant will debrief with the auditors. The auditors will provide feedback to support the process as well as seek any clarifications necessary. After the completion of each project, the consultant shall submit a written report detailing his/her notes on the process, points raised during interviews and communities consultations, interviewees' opinions, concerns, and responses to questions.

Tasks and responsibilities

- Complete the Introduction to the Core Humanitarian Standard on kayaconnect.org
- Participate in trainings, briefings, and debriefings with auditor/s.
- Assist the Auditor/s by collecting information using tools agreed with the Lead Auditor through interviews with community members as individuals or groups.
- Conduct interviews autonomously respecting the guidelines and inquiry topics provided by the Auditor.
- Work with the audited organisation to arrange neutral venues for the interviews to take place, where the interviewees are comfortable, and confidentiality is ensured.
- Manage the environment during the interviews to ensure that confidentiality is applied.
- Check whether the interviewees have been influenced or coached by any parties.
- Fill-in and submit to the Auditors the agreed interview form at the end of each day of interviews, detailing notes on the process, points raised during interviews and community consultations, interviewees' opinions, concerns, and responses to questions.
- Debrief with the auditors at the end of each day of consultations.
- Provide explanation to the auditors as requested.
- Work closely with the auditors to identify relevant topics to be followed upon in subsequent consultations.

Professional knowledge and experience

- Fluent in English and relevant national and local languages
- Experience in conducting interviews and consultations

- Experience in the humanitarian and/or development sector
- Familiarity with the key aspects and terms of the Core Humanitarian Standard (e.g. PSEAH)
- Familiarity with principles of confidentiality and risk management
- Familiarity with the local culture and context
- Ideally prior experience with monitoring and evaluation techniques
- Ideally prior experience with remote management / remote monitoring
- Security training and/or safety and security awareness gained through extensive working experience in fragile environments

Competencies

- Good organisational skills
- Self-reliant, pro-active, organised, hard-working and reliable individual and work style
- Excellent motivational, interpersonal and teamwork skills
- Excellent problem-solving skills with attention to details
- Cultural sensitivity to discuss aspects of PSEAH with individuals and groups
- Excellent writing skills in English

Conditions and timeline

- The consultant must successfully complete HQAI facilitator training and their time spent training will not be remunerated by HQAI
- The consultant must be available at the agreed time to undertake the fieldwork and willing to travel to the designated project areas.
- The consultant is expected to write a short report of its findings, as per the template that will be provided by the auditors.
- Transportation, accommodation, food and administrative authorisation to travel from departure to project site will be facilitated and paid by the audited organisation.
- The consultants will abide with the security protocols of the organisation during the assignment.
- Consultants will be paid according to HQAI's global rates for fees and per diem upon successful completion of their contract.

- If culturally appropriate, female consultants can be accompanied by a *mahram* of their choice.

How to apply

Interested candidates should submit their CV and a short cover letter in English to pmiller@hqai.org by **19 October 2026**.

Due to the expected high volume of applications, only shortlisted candidates will be contacted. If you don't get any return from HQAI within four weeks after the closing date, please consider that you have not been selected.