



## **Terms of Reference for Facilitation of MA-UK (Myanmar) Strategic Planning Process**

MA-UK (Myanmar) seeks a consultant to facilitate an online, remote country program strategy development process. The process will include about 55 team members across 3 Myanmar offices and multiple countries and time zones. All voices on the team will be considered in the process.

### **Objectives of the workshop and process:**

- Provide 'big picture' overview to all staff of the current context and how MA-UK (Myanmar) can position itself within that context.
- Clarify and discuss how teams and staff members see their contributions within the changing and challenging context, and how MA-UK will contribute to solutions
- Create documentation that reflects the work of the process and charts a way forward for MA-UK for the next 18-24 months

### **Deliverables of the project:**

- Support MA-UK (Myanmar) in developing the agenda, ensuring inclusive and participatory remote working modalities.
- Preparation of online workshop modalities and formats in consultation with MA-UK (Myanmar) organizing team.
- Facilitate the process, enabling MA-UK (Myanmar) management to be part of the discussion.
- Provide facilitation support in English and Myanmar language, to ensure inclusivity of the process. Provide translation where needed.
- Post-workshop report with focus on documentation of workshop outputs and consultant observations.

### **Process & Methodology**

- This process is expected to include an online workshop of 3 to 4 days with a considerable cross-section of the MA-UK (Myanmar) team.

### **Workshop Facilitation**

- To provide workshop facilitation in 2 languages: English and Myanmar. The main language in plenary sessions will be in English, with translation provided where necessary.
- To ensure that workshop outputs, key discussion and decision points are documented.

### **Finalization**

- To provide a post-workshop report with session outputs and key discussion and decision points.

### **Budget Response**

- To submit overview of cost based on the proposal activities, based on preparation for an online workshop of 3 to 4 days, and conducting the workshop

### **Offer submission Location, Web site, Email, Contacts & Deadline**

12/A Kokkine Yeikthar Street, Golden Valley 2, Bahan Township, Yangon, Ph 019 544540 ; 09 50 92773

### **OR/AND**

can submit on following website & email

Website - <https://www.mauk-myanmar.org/tender/>  
(Go to Facilitation of MA-UK (Myanmar) Strategic Planning Process tab)

### **OR/AND**

Email – [lalfak.mawia@mauk-myanmar.org](mailto:lalfak.mawia@mauk-myanmar.org) ; Ph 09 261596235

The deadline for submission of offers from interested parties shall be close of business on 6<sup>th</sup> September, 2021 at 5:00 pm