

Terms Of Reference

Humanitarian Advisor (Consultant)

Introduction

Norwegian Refugee Council (NRC) is looking for a full-time consultant to serve in the role of INGO Forum Humanitarian Advisor in Myanmar. The Humanitarian Advisor will facilitate and strengthen humanitarian coordination amongst its 120+ INGO members, in accordance with the Forum's strategic framework and member priorities. The Humanitarian Advisor is a senior position and reports to the INGO Forum Director. S/He is responsible for strategic direction, and facilitation of coordination among humanitarian INGO members as well as with key external stakeholders such as local and national NGOs, United Nations and donors. The coordination entails ensuring effective information exchange and analysis, representation, strengthening inter-agency coordination and response and support to humanitarian advocacy on common positions and agreed interests.

The earthquake that rocked Myanmar on 28 March 2025 is the worst natural disaster to hit the country since Cyclone Nargis in 2008. Over 2,000 people have been reported killed, thousands more are injured or missing, and the death toll is expected to climb as search and rescue teams continue their work. The disaster, coupled in a civil war ongoing, will necessitate a significant and coordinated humanitarian response. The fact that the impacted areas straddle active conflict zones will only make the response more challenging. The INGO community is already seeing access concerns due to damaged infrastructure, limitation on movement in country, a lack of a coherent and expedited system to have humanitarian teams enter and exit the country to support local teams, restricted import of aid, and many other access barriers.

The Forum also sees the need to shore up and strengthen the coordination mechanisms that exist, as well as build off of those platforms to ensure there is consistency, transparency, and fluid communication among humanitarian actors. Working on additional issues like communication continuity (hardware and systems), and strengthening safety and security capabilities for INGOs will also be critical.

Key Responsibilities:

1. Lead the Forum's efforts on Coordination of the response, both internally amongst members, and also external facing with our primary interlocutors; OCHA, HCT, UN Agencies, Safety and Security organizations, donors, ICVA, etc.
2. Support the INGO Forum's coordination of humanitarian work, encompassing facilitation of meetings and processes to agree common messages, drafting policy briefs and reports, and engagement with external stakeholders (including the UN/OCHA).
3. Together with the Forum Director and sub-national programme managers, strengthen the Forum's work on humanitarian access and bureaucratic and administrative impediments (BAI) with members and across relevant stakeholders and working groups in order to move the response forward in the most effective and cost efficient manner possible
4. Work alongside the Director to ensure that key learnings around the Humanitarian response are extracted from different INGO Forum processes and incorporated into policy briefs, reports and key messages.

5. Regularly participate in ICCG and key cluster/ working group meetings (protection, cash working group etc) and ensure that key information is channeled to Forum members and Secretariat staff to enhance their collective response capacity. This also extends to the

About the Role

The key areas of work for the Adviser will include:

- Internal coordination with INGO Forum members, including the facilitation of meetings, information sharing, and contributing to common positions, key messages and communication products based on member needs and priorities.
- External coordination, with an emphasis on UN agencies and local and national organisations to strengthen the INGO Forum's collective voice and positioning, including through in-person meetings where possible.
- Attend meetings as a representative of the INGO Forum as agreed with the Director and when requested, including inter-agency meetings such as ICCG, HWS, donor meetings and external networks.
- Support the organisation of INGO Forum humanitarian coordination meetings and ensure documentation of regular INGO Forum members' meetings, as well as other relevant events and meetings (e.g. HWS, HCT, HAWG, etc)

Key tasks and activities

The following tasks and activities will be undertaken:

- Compiling and circulating vital updates to members through Forum SitReps
- Developing concise analysis and guidance for the Forum members and external stakeholders related to BAI, enhanced coordination, INGO Safety and Security, Humanitarian Access and other key areas
- Holding meetings and facilitating working groups to develop messaging and gaining consensus
- Supporting the Secretariat in strengthening coordination at the sub national levels

Main outputs

The main output of this consultancy will be:

- Facilitation of the INGO Forum's Humanitarian and associated meetings.
- Enable and facilitate effective INGO representation in key humanitarian coordination/decision-making bodies at national and sub-national level, including through HCT/AHCT preparatory meetings; trainings and information sessions; developing common positions and messages.
- Guidance and analysis reports on improvements to be made on the coordination of the response

Critical interfaces

Relevant interfaces for this position are:

- INGO Forum Secretariat
- INGO Forum members - a more focused group on the operational response/
- OCHA
- INSO/GISF
- HCT Reps
- Donor Groups (as needed)
- ICVA/InterAction

Required Experience and Skills

The key skills and capacities required for this consultancy include:

- 7-9 years' work experience in complex and fragile environments. Experience in the field of humanitarian programming/coordination, development, human rights, policy research and analysis or related field is an advantage. Experience and/or solid understanding of the context of Myanmar is essential.
- Strong coordination background with CSOs, NGOs, INGOs and/or UN.
- Strong analytical skills and demonstrated ability in writing briefing papers, reports and other information products.
- Strong ability to work within and lead a diverse team. Excellent ability to provide guidance and support to programme staff in the areas of localisation and partnerships.
- Flexible and able to multi-task and improvise.
- Excellent computer literacy. Competencies for online presentation and design preferred.
- Excellent knowledge of English-written and verbal. Knowledge of Myanmar language is desirable.

Ability to travel to Yangon or Thailand, and stay for long periods of the consultancy (4-6 weeks)

Application of process requirements

Application must include the following:

- Cover Letter
- CV with three professional references not older than 5 years.
- For further queries on the ToR, please email to: director@ingoforum.org

Application Closing Date: 26 October 2025

Application shall be submitted to: mm.tender.general@nrc.no



About the INGO Forum Myanmar

Active since 2007, the INGO Forum is an independent membership body and coordination forum. It supports and strengthens the work of the INGO community in order to better respond to the needs and protect the rights of the people of Myanmar. The INGO Forum achieves this by improving coordination and representation, amplifying the collective voice of its members and representing their interests to key decision-makers, as well as by coordinating and facilitating information exchange, learning, and resource-sharing among the NGO community. The INGO Forum provides a platform for organisations to share experiences, identify challenges, and find ways to support the work of its members to serve better the people for whom we work. The members are the drivers behind INGO Forum, and their active participation is essential to the INGO Forum's continued dynamism.
