

# Terms of Reference (TOR)

**Consultant: Humanitarian Coordination Reset Advisor (Myanmar & Global Linkages)**

**Contracting Agency: INGO Forum Myanmar - NRC**

**Duration: 3 months**

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## 1. Background

The **INGO Forum Myanmar** convenes and represents international NGOs to strengthen collective impact, improve humanitarian access, and foster localisation in one of the world's most complex operating environments. Effective coordination has become increasingly critical in the Myanmar context, where humanitarian needs are escalating while traditional coordination structures face both political and operational challenges.

Globally, the **Agile Coordination Initiative (ACI)** seeks to refine humanitarian coordination through a **whole-systems and adaptive approach**, building from diverse coordination modalities — from clusters to area-based coordination, to community- and NGO-led mechanisms. The aim is to strengthen coordination that is **contextual, operationally relevant, and people-centred**.

This consultancy will act as a **dual bridge**:

- **In Myanmar:** supporting the Forum and its members to test, adapt, and refine coordination models that serve front-line delivery and localisation.
  - **Globally:** contributing Myanmar case evidence and insights to the Agile Coordination Initiative, influencing humanitarian reform debates and ensuring Myanmar voices inform global discussions.
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## 2. Objectives

1. Strengthen **country-level coordination approaches** within Myanmar, supporting Forum and members to adopt adaptive and locally grounded practices.
  2. Generate **case studies, lessons, and tools** from Myanmar that feed into the global Agile Coordination framework and toolbox.
  3. Facilitate Myanmar's engagement and visibility in **global humanitarian coordination reforms**, including the Humanitarian Reset, IASC, and other international platforms.
  4. Support IFM members and partners to **better navigate, influence, and shape coordination structures** for more inclusive, accountable, and effective humanitarian response.
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### 3. Scope of Work and Deliverables

#### Country-Level (Myanmar)

- Provide **technical advice and facilitation** to IFM and its working groups on adapting coordination approaches.
- Support IFM's engagement in **HCT, clusters, area-based coordination task forces**, and informal/local coordination mechanisms.
- Develop a **Myanmar-specific technical note** with recommendations on coordination models that strengthen localisation and operational delivery.
- Build capacity of IFM members and local partners to influence coordination mechanisms.

#### Global-Level (Agile Coordination Initiative)

- Produce at least **one Myanmar case study/learning paper** for inclusion in the global Agile Coordination knowledge base.
- Contribute to **global thematic briefs and toolbox products**, providing contextual lessons and practical tools.

- Represent Myanmar perspectives in **cross-country working sessions, regional retreats, and global forums** (e.g., IASC Principals meetings, Humanitarian Networks and Partnerships Week).
- Draft or co-author **policy and advocacy briefs** highlighting Myanmar experiences and linking them to global reform debates.

### Cross-Cutting Deliverables

- **Monthly updates** to the Forum and Steering Committee on progress, lessons, and challenges.
  - Documentation of **good practices, challenges, and adaptations** in Myanmar's coordination landscape.
  - Final consultancy report summarising **achievements, lessons learned, and recommendations** for both Myanmar and global coordination agendas.
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## 4. Duration & Location

- **Duration:** 2 months - Ending no later than 15 December 2025
  - **Location:** Primarily remote, with Myanmar/regional base preferred. Travel within Myanmar (if feasible) and to regional/global workshops/events.
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## 5. Reporting & Management

- Primary reporting line: **Director, INGO Forum Myanmar.**
- Secondary technical link: **Agile Coordination Initiative Steering Group.**

- Regular collaboration with Forum members, local networks, and global NGO coordination partners (ICVA, NEAR, H2H, GSIF, etc.).
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## 6. Qualifications & Experience

- Minimum 7–10 years' experience in humanitarian coordination, NGO forums, or inter-agency leadership roles.
  - Strong knowledge of **Myanmar's humanitarian and political context**, with proven ability to navigate sensitive environments.
  - Demonstrated experience in **coordination facilitation, policy analysis, and humanitarian system engagement**.
  - Strong track record in **research, learning, and knowledge product development**.
  - Familiarity with localisation, adaptive management, and non-traditional coordination models.
  - Excellent communication skills in English (knowledge of Myanmar languages desirable).
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## 7. Consultancy Fee & Logistics

- The consultant will be contracted under NRC's consultancy arrangements.
- Fees commensurate with experience and scope of work.
- Travel, workshop participation, and related costs covered by the Forum's project budget as relevant.

## Application Process and requirements

Application must include the following:

- Cover Letter
- CV with three professional references.
- For further queries on the ToR, please email to: [director@ingoforum.org](mailto:director@ingoforum.org)

**Application Closing Date:** 17 October 2025

Application shall be submitted to: [mm.tender.general@nrc.no](mailto:mm.tender.general@nrc.no) and CC [director@ingoforum.org](mailto:director@ingoforum.org)