



## **TERMS OF REFERENCE (TOR) FOR WOMEN BANK SKILLS DONOR IN MYANMAR DURING 2026**

<b>Project Title:</b>	Breaking Barriers and Building Success in Myanmar (BBBS)
<b>Type of Assignment:</b>	Developing entrepreneurship training modules and delivering Training of Trainers (ToT) for project staff. Strengthening staff capacity to provide ongoing coaching and mentoring support to women business owners and youth entrepreneurs.
<b>Time of Assignment:</b>	Approximately 2 to 3 months, earliest from February 2026 onwards
<b>Location:</b>	Distance support to Finn Church Aid (FCA) Myanmar (MYACO)

### **Introduction**

The Breaking Barriers and Building Success (BBBS) Project, funded by the Women's Bank, aims to uplift conflict-affected women in two sub-townships of Thandaunggyi Township, Northern Kayin State, and two townships (Moeguand and Myitkyina) in Kachin State, Myanmar. Spanning three years from January 2024 to December 2026, the project addresses the cycle of limited economic opportunities faced by these women. Without meaningful intervention, they remain trapped in prolonged economic hardships, further deepening gender inequalities and delaying empowerment. The BBBS project offers a comprehensive, multifaceted approach that directly tackles the underlying causes of these challenges, including social and cultural norms that restrict women's opportunities.

Leveraging insights from previous initiatives and aligning with both national and international gender equality goals, the BBBS project is a strategic and impactful initiative, well-positioned to drive economic empowerment for women in Kayin and Kachin States.

The project will significantly contribute to Main Objective 1 (People and Private Sector) of the Myanmar Country Programme Results Framework/FCA Global Programme: People can claim and enjoy their right to inclusive and sustainable economic growth for poverty eradication. The long-term goal is to enhance women's socio-economic empowerment by providing them with opportunities for training, establishing and expanding businesses and cooperatives, and taking on leadership roles in the development of their communities and country.

## **Project Objectives**

The primary objective of the project is to empower women's groups (specifically women-led cooperatives) in Kayin and Kachin states, enabling them to operate independently with profitable and sustainable businesses. By doing so, the project aims to contribute to the economic and social development of these regions.

## **Current challenges**

In Myanmar, across both rural and urban areas, many women and youth are starting small businesses to supplement household income and improve livelihoods. Within Women Bank project areas, women's groups have initiated micro-business; however, many struggle to sustain growth due to limited entrepreneurship training, gaps in financial literacy, restricted market access, and insufficient mentoring support. As a result, these businesses often remain small-scale, unprofitable, or unable to expand. Political instability, ongoing conflict, and logistical challenges further compound these barriers. It is therefore essential to bridge basic entrepreneurial skills with advanced business management competencies

In this regard, MYACO team would like to seek to develop standardized training modules designed to equip women and youth with the knowledge, skills, and practical tools necessary to grow sustainable and profitable enterprises.

## **Objective and scope of the assignment**

The main objective of this voluntary assignment is to strengthen the entrepreneurship capacities of youth and women in Myanmar by:

- Developing and delivering entrepreneurship training modules adapted to Myanmar context
- Deliver Training of Trainers (ToT) for staff
- Strengthen staff capacity to provide ongoing coaching and mentoring support to women business owners and youth entrepreneurs

## **Detailed activities**

### **1. Training Needs Assessment (TNA)**

- Identify knowledge and skill gaps among target groups

For the TNA and to better understand the country context, the volunteer expert will engage with MYACO project staff and partner staff.

## **2. Module Development**

- Develop entrepreneurship training modules that may include sections such as:
  - Business idea generation
  - Business planning and management
  - Marketing (including digital marketing)
  - Financial literacy and record-keeping
  - Access to finance and risk management
- Integrate coaching and mentoring techniques into modules for trainers
- Include practical exercises, case studies, and locally relevant examples

## **3. Training of Trainers (ToT)**

- Train staff in delivering modules effectively
- Build coaching and mentoring capacity
- Provide facilitation guides, coaching templates, and assessment tools

### **The following are the expected deliverables:**

- ✓ Entrepreneurship training manual, including facilitation guide, exercises, handouts, slides, and reference materials
- ✓ Training report including recommendations for improving training and mentoring approaches

### **Qualifications of the Skill Donor**

- Advanced degree in Business, Entrepreneurship, Education, or related field
- Strong experience in entrepreneurship training, business development, digital marketing and ToT
- Demonstrated expertise in coaching and mentoring entrepreneurs
- Experience with participatory training methodologies and adult learning approaches is an added advantage
- Excellent facilitation, communication, and report-writing skills
- Knowledge and understanding of contextualized business development

## Division of Tasks and Responsibilities:

The expert will work together with the Myanmar team to identify knowledge and skill gaps among target groups, and to design tailored business skills training modules. The expert will deliver Training of Trainers (ToT) to the Myanmar project staff. Additionally, the expert will draft a final report.

FCA Country office will work closely with the expert and provide local context, data, and facilitate communication between the expert and local stakeholders, including providing translation. FCA Country office will take ownership of implementing the expert's recommendations.

## Timeframe

The duration of each assignment supporting Myanmar Country Office via distance from Finland (or from another country) is approximately 2 to 3 months. The assignment's exact timing and duration will be agreed upon selection, starting earliest in February 2026.

The distance support assignments will be arranged in a way that it is possible to do it alongside other full-time commitments. Distance support tasks may be done mainly during evenings and weekends with occasional meetings and workshops during office hours.

Additionally, the Expert will partake in induction before the start of the assignment, commit in submitting the final report and sharing about the experience in Women's Bank's channels.

The table below gives a tentative breakdown of the tasks. Task details and schedule will be agreed between the Expert and the counterparts after selection.

Tasks	Time / days
<b>1. Preparatory phase</b>	Starting from earliest January 2026
Start of contract and orientation	1 day
Liaison with FCA Country Office concerning the details of the programme and arrangements. Orientation and introductions of Myanmar project staff.	1 day



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Finalization of the assignment framework and plan, tools, and methodology with Country Office.	
Desk review of relevant project and other documents and preliminary design of the assignment.	3 days
<p><b>2. Assignment supporting Myanmar Country Office via distance</b></p> <p>Including but not limited to:</p> <ul style="list-style-type: none"> <li>• Identify knowledge and skill gaps among target groups</li> <li>• Develop entrepreneurship training modules</li> <li>• Deliver ToT to staff</li> </ul> <p>See "Detailed activities" for more information</p>	<p><b>Approximately 2-3 months, Duration and timing to be negotiated, earliest from February 2025 onwards</b></p>
Report finalisation	
<p><b>Information sharing in Finland</b></p> <ul style="list-style-type: none"> <li>- Debriefing in Helsinki with FCA and Women's Bank</li> <li>- Communicating and sharing the results of the assignment and personal experiences in FCA, Women's Bank and other media, including one Women's Bank event</li> </ul>	<p>1 day</p> <p>1 day</p>
<i>End of contract</i>	

## Remuneration

This will be a voluntary assignment.

## Contact persons:

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