Terms of Reference for the Consultancy of CSO Capacity Building

1. Executive Summary

<table>
<thead>
<tr>
<th>Request from</th>
<th>ADRA Thailand</th>
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<tr>
<td>Type of Consultancy</td>
<td>Conduct trainings and provide technical support to Civil Society Organizations</td>
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<td>Type of Program</td>
<td>Migrant Right Advocacy</td>
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<tr>
<td>Agreement Symbol</td>
<td>CSO-LA/2019/412-540</td>
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<tr>
<td>Funding Source</td>
<td>The European Union</td>
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<tr>
<td>Project title</td>
<td>CSO Development for the Promotion and Advancement of Migrant Rights</td>
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<td>Project duration</td>
<td>36 months</td>
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<td>Overall Project Objective</td>
<td>Increase social and economic equality of marginalised and vulnerable migrant workers in the greater Mae Sot area, Thailand.</td>
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<td>Specific Project Objectives</td>
<td>Strengthen capacity of local CSOs to effectively advocate for improvements in labour/human rights and working conditions for vulnerable migrant workers in greater Mae Sot, Thailand.</td>
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<td>Objective of consultancy</td>
<td>The main objectives of capacity building effort are: a) to assess the training needs of each CSO partner; b) conduct a two-day workshop for 3 thematic areas in project management or organizational development based on the training needs identified by the assessment; c) provide periodic technical support to 3 sub-granting CSO partners following the workshops.</td>
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<td>Approach of the consultancy</td>
<td>3 two-day capacity building workshops for 8 CSO partners with periodic technical support to 3 sub-granting CSO partners only</td>
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<td>Timeframe for consultancy</td>
<td>September 2020 to September 2022</td>
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<td>Target Group for capacity building</td>
<td>3 Sub-granting CSO partners and 5 associate CSO partners in Mae Sot</td>
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Background to the Project

In January 2020, Adventist Development and Relief Agency (ADRA) and Human Right Development Foundation (HRDF) started a 36-month Project entitled CSO Development for the Promotion and Advancement for Migrant Rights funded by the European Union that aimed at increasing social and economic equality of marginalised and vulnerable migrant workers in the greater Mae Sot area, Thailand. The project targets 5,000 migrant workers in greater Mae Sot, Thailand.
Thailand is a main receiving country in ASEAN hosting approximately 2 million registered migrant workers. In this regard, it is assumed that 80% of them are Myanmar migrant. Considering the number of female migrants, women migrant workers make up a significant proportion for approximately 50% of total migrant population. In Tak province, Mae Sot and Phob Pra districts are common destination for Myanmar migrants due to flexibility of border management and the impact of Special Economic Zone that create high demand of labour as well as the growth of agricultural sector. In Mae Sot, there are approximately 375 manufacturing factories locating in the district and it is seen as a pull-factor for migrants to come and seek better economic opportunities. However, migrant workers in the target areas are often encounter with different forms of exploitation and human rights violations, such as limited access to basic social protection and being exploited by employers and officials. Moreover, the agricultural sector in Phop Phra is considered as one of the most dangerous industries for health and safety and it is expected to employ a significant number of child labour.

The major problems facing Burmese migrant workers include: (i) the necessary legislation, policy, and enforcement required to ensure more rights, freedoms and protection from exploitation for migrant workers, are not currently in place. Under Thai laws, migrant workers are not allowed to form labour unions, therefore, they have limited capacity in voicing their concerns. Further, although there has been some law reform to increase protection of migrant workers, enforcement remains at a low level. (ii) Lack of capacity of CSOs to engage in the dialogue process at national level, language barriers, limited resources and travel restrictions, are among major factors that limit the ability of CSOs to engage directly. (iii) Occupational health and safety is another issue affecting migrants, where injuries could be prevented through more effective regulation of the workplace. Migrant workers often encounter with ‘3 D-jobs’, Dangerous, Dirty, and Difficult, making this group highly susceptible to injury. The major health concerns of migrant workers include skeletal or muscular illnesses due to heavy workloads and poor occupational health and safety standards.

It is envisaged that these identified problems will be tackled through the “CSO Development for the Promotion and Advancement of Migrant Rights” project. The stated objective will be achieved by three expected results described below:

- **Result 1**: Improved awareness of and adherence to labour laws among target employers and migrant workers;
- **Result 2**: Enhanced CSO capacity to engage in policy dialogue platforms and networks for migrant rights and advocacy and;
- **Result 3**: Strengthened collaboration between CSOs, local authorities, and private sector to bring about improved labour/human rights for migrant workers.

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1. Thailand Migration Report 2019
2. IOM, Assessing Potential Changes in Migration Patterns, 2015
3. IOM Flow Monitoring Report, Sept 2018
Capacity Building for Civil Society Organizations

The individual consultant or the consultant team will undertake the following activity proposed by the project under Result 2:
[Activity 2.2] Provide operational and technical support to 3 sub-granting CSO partners and 5 associate CSOs. This activity will employ various methods, from one time workshops to individual mentoring and coaching of the concerned organizations. An in-depth capacity needs/gap assessment will be conducted to identify the areas for development concerning the operational capacity, such as organizational development and management aspects as well as technical capacity including knowledge on labour law and human rights, advocacy and networking skills. An overall capacity building plan for the project and an individual plan tailored for the sub-granting CSOs will be developed by a local consultant in collaboration with ADRA Thailand to ensure the effectiveness of the capacity building opportunities.

Approaches of the Consultancy

By the end of the consultancy, it is expected that 75% of CSO partners will increase knowledge and skills in various areas of project management and organizational development based on the specific needs identified in the capacity assessment.

Trainings will primarily be conducted through a training of trainers approach. It is expected that the consultant can provide follow up mentoring and support to the ADRA Thailand field staff such as developing appropriate tools or systems that suits the needs of the CSO partners. ADRA and HRDF field staff will be the one to provide on-going support on the ground to CSO partners to reduce language barrier.

Keys Tasks of the Consultant or the Consultant Team

The consultant or the consultant team will conduct three capacity building workshops and provide technical support by performing the following tasks:
- Prepare and conduct a training needs/gap assessment form in Thai or English among training participants (CSO partners);
- Submit the training needs assessment report (2-4 pages) in English to ADRA;
- Develop the training plan tailored for each CSO partner in consultation with ADRA;
- Prepare training materials such as presentations in power point or training exercises in Thai or English version for each training session;
- Develop training evaluation tools (e.g. pre-post tests);
- Conduct a two-day training for each session with a maximum of 3 trainings for the priority areas for development identified through the assessment;
- Provide periodic technical support to 3 sub-granting CSO partners following up the training such as give them feedback on development management tools.

Three training workshops will be organized by ADRA and costs related to the venue, food, and participants transportation will be covered by the project.
Timeframe of the Capacity Building Activities

The capacity assessment is expected to be conducted in September 2020. The first training workshop is scheduled to take place the fourth quarter of 2020. The second and third trainings are planned to take place in 2021. The relevant training materials need to be developed by the consultant and share with ADRA before each training. Pre and post training tests need to be administered for each training to monitor the effectiveness of the training. The total payable working days for the consultant or consultant team for this consultancy is 35 days. ADRA will cover travel and accommodation costs for three trips.

Background of the Consultant and Consultant Team

- At least 5 years’ experiences in the area of project management, monitoring and evaluation, etc.
- Concrete knowledge on M&E concepts and principles
- Experience in working with migrant communities considered beneficial
- Experience in conducting trainings with CSOs or CBOs in Mae Sot, Tak Province considered a plus
- Able to deliver trainings in Thai and English language
- Strong English speaking and writing abilities
- Ability to develop project management tools for CSOs and CBO training participants
- Ability to collaborate with ADRA and project partners to providing technical support after the trainings

Submission of application

Applications should be submitted no later than 10 August 2020.

Applications in the English language, including i) a resume of not more than 3 pages; ii) a cover letter; iii) a brief proposal to describe how trainings will be carried out; iv) a draft budget outlines consultant fees and associate costs should be submitted by email to chaovalit@adrathailand.org