

TOR for Volunteer Technical Advisor

I. Roles and Responsibilities

- a) Assist the organization in reviewing its Vision, Mission;
- b) Assist in developing the long term strategic plan to improve organizational projects;
- c) Assist in developing the tools for Project Monitoring & Evaluation of different projects;
- d) Provide Capacity Building for local staff as it deems appropriate;
- e) Train and coach the project staff in developing the research projects;
- f) Assist Executive Director in writing project proposals as well as identifying new potential donors;
- g) Assist Executive Director and staff to better communicate with donor agencies.
- h) Liaise with representatives from other NGOs and the public where necessary
- i) Monitor progress on an ongoing basis by communicating with staff and locals on the ground.
- j) Perform other necessary duties as directed by the Executive Director

II. Essential Requirement/Skills

- a) Degree in Management, Community Development or related field
- b) Experience in NGO management system and process
- c) Experience in strategy planning, preferably using a community development approach
- d) Experience in project/program design, M&E and implementation system and practices
- e) Good written and verbal communication skills
- f) Commitment to work as team, coaching, and mentoring others.
- g) Patience, tolerance and flexibility
- h) Ability to cope with cultural isolation and a different standard of living
- i) Must be prepared to work hard with limited resources within a challenging environment.
- j) Experience in developing research projects and liaising with relevant organizations.

III. Duration

The volunteer should be able to commit between 6 months to 1 year.

IV. Support by the Host Organization

PTD is renovating the guesthouse nearby the centre. The request to connect the state power has been approved and it is expected to start from September 2010. Once the renovation is complete and the power supply is in place, PTD will offer the volunteer free accommodation. However, at the moment, PTD is unable to provide transportation support.