

Terms of Reference

TwB volunteers to support FCA's projects

Cambodia

Location of Postings Battambang Province, Banteay Meanchey Province and Phnom Penh, with possible travel to other locations in Cambodia

Host Organization FCA Cambodia

Length of Postings The recommended duration of the assignment is 6 months.

Deployments with shorter duration are not encouraged as progressively implemented project activities require a quite comprehensive approach of development. Longer-term assignments have proven to be more meaningful also for the volunteers themselves as they can enjoy the outcomes of their work and see some change in the practices.

Starting Dates All year round, though preferably in June 2020 and January and/or June 2021 to ensure smooth running of the project activities

Number of Positions 10

Title of the Position Education Specialist (TWB Volunteer)

FCA Cambodia is looking to recruit volunteers who have a background in the education sector or related fields, believe in shared expertise, promote innovative approaches to learning, have a strong will to support professional development of teachers and career counsellors, and consider sudden changes in plans as opportunities.

Background

Within its Education Program, FCA Cambodia is currently implementing projects which aim at providing better life opportunities through enhancing quality education and meaningful career choices.

FCA has developed **Career Guidance and Counselling (CGC)** system in Cambodia since 2014, in collaboration with the Cambodian Ministry of Education, Youth and Sports (MoEYS). The first ever 15 career counsellors in the country were trained in Battambang Province in 2015, by using the expertise of Teachers without Borders volunteers. In 2016, 10 Master Trainers were trained to lay basis for expanding career guidance and counselling services across Cambodia on a larger scale. Today career guidance and counselling is incorporated in the national curriculum, and more career counsellors are continuously being trained in collaboration with the Ministry. Even within these few years, career guidance and counselling has generated both evident and promising results in decreasing school drop-out rates, supporting meaningful education and career choices, and giving youth means to find employment in Cambodia.

Career guidance and counselling services are developed through two ongoing and significant projects, and their interrelated activities. The current phase of *Institutionalization of Career Guidance and Counselling Project* is funded by the Ministry of Foreign Affairs in Finland (MFA), and it will end

by December 2020. A three-year project *Career Guidance and Counselling in Secondary Schools – The bridge to Employment* is financed by the Swedish International Development Agency (SIDA), and is jointly implemented by the Swedish Public Employment Service, Finn Church Aid, the Ministry of Education, Youth and Sports and the National Employment Agency in Cambodia.

Currently we are implementing or initiating the following activities:

- Providing basic career counselling training to train new career counsellors for lower secondary schools (grades 7 – 9) and upper secondary schools (grades 10 – 12)
- Conducting Master Training programs to train new teacher-trainers in basic CC trainings
- Training teaching staff of Regional Teacher Training Centers (RTTCs) and Teacher Education Colleges (TECs)
- Organizing short-term trainings for career counsellors, to address selected themes and topics based on the needs at grassroots level, e.g. supporting learners with special needs
- Supporting Master Trainers and new career counsellors in their professional development with coaching and mentoring
- Conducting a research on cost-effective ways of providing CGC services in Cambodia
- Empowering family and community involvement in children's education
- Revising and updating CGC manuals (teacher's guides and/or workbooks)
- Drafting a nation-wide CGC policy for Cambodia

The volunteer tasks focus on

- contributing to previously mentioned CGC trainings in selected themes and topics, within the scope of his/her expertise and previous experience
- contributing to the further development of CGC training programs and curricula
- supporting capacity building and professional development of the Master Trainers as well as the new career counsellors, by providing further training or coaching and mentoring
- developing school-related family and community activities that facilitate students' education and future education and career plans
- promoting active collaboration between education and employment officials,
- sharing knowledge and experiences on supporting learners with special needs
- contributing to CGC research by collecting data.

The applicants are asked to specify which of the given tasks they are especially interested in, and to describe the competences they have regarding the tasks. Applicants are also invited to innovate how they could contribute to the project activities in any other ways with their skills and experiences. More detailed work plans and job descriptions can be tailored accordingly, in line with the expected project outcomes.

Working language in FCA Cambodia is English. It is primarily the language of the daily correspondence and conversation, and providing documentation. Furthermore, English is the language of instruction in the trainings conducted by volunteers. A local, Khmer speaking project staff member with profound language skills will be working as an interpreter during the trainings and other official events, but is not continuously available for all work-related activities. Other local staff will be then appointed to help with the language.

Required qualifications, skills and competences

In addition to experience in the tasks and/or activities mentioned in the above project descriptions, we consider the following skills and competences as an advantage:

- Innovativeness, high level of self-initiative and ability to work also independently
- A strong will to support professional development of teachers and career counsellors
- Ability to endure stressful situations and calmly resolve conflicts
- Experience in working with multiple stakeholders, and willingness to share knowledge and skills with partners and collaboratively work in a team and show respect for the views and contributions of other team members
- Flexibility and ability to work in a challenging and changing environments, with long travelling distances and limited access to communications, services and sometimes even social interaction.
- In addition, general qualifications and competencies for all TwB volunteers defined in the TwB webpage.

Also, we appreciate experience from the education sector in a developing country and a background in or familiarity with humanitarian or development context.

Supervision and Support

The volunteers will be reporting to Education Project Manager and Education Advisor based in the country office in Phnom Penh. Also, technical support as well as coaching and mentoring to volunteers will be provided by the latter. Volunteers will be also working in close collaboration with other project staff members at all levels, local Master Trainers providing CGC trainings and other stakeholders.