

Terms of Reference

TwB experts to support FCA's projects

DISTANCE POSITION / CAMBODIA

Career Guidance and Counselling

Location	Distance volunteering to support career guidance and counselling (CGC) development and project activities taking place in Phnom Penh, Battambang Province and Banteay Meanchey Province, occasionally in other locations as well
Host Organization	FCA Cambodia
Length of Posting	3-6 months with a possibility of extension up to 12 months
Date of Assignment	April-December 2021 and 2022, duration depends on the tasks the volunteers are contributing to
Number of Positions	2-3
Title of the Position	TwB Expert

In case international travel and field work in Cambodia becomes safe towards the end of the year, position can be considered to be changed into in-country position given that the expert is willing to travel.

FCA Cambodia is looking to recruit volunteers who believe in shared expertise, promote innovative approaches to learning and supporting professional development, and consider sudden changes in plans as opportunities. Currently we need specialists with diverse backgrounds in education sector to support our programs.

The working language of FCA Cambodia is English. The language of instruction in the trainings is also English. Translation of the materials (English–Khmer) and interpretation during the trainings will be provided by a local staff member experienced in education and CGC sector.

Background and description of the project

The project, ***Establishment of Sustainable Career Guidance and Counselling in Cambodia (ESCGC)***, supports Cambodia's education system to implement CGC training programs in pre-service and in-service teacher training by means of a well-structured master plan. As an outcome, the Ministry of Education, Youth and Sport (MoEYS) will be able to train new school counsellors and deploy them to secondary schools nationwide. In the long run, all schools in Cambodia will have fulltime school counsellors to facilitate their students in learning essential skills and supporting their education and career choices.

The Vocational Orientation Department (VOD) of the MoEYS leads the development process, and FCA's role is to provide technical and financial support. Operation of the CGC working group formulated in 2018 and led by the MoEYS is re-activated to meet regularly.

The project also engages and involves provincial and district education authorities in the implementation, to ensure local ownership and leadership and sustainability of project outcomes. Strong collaboration and clear information flows are maintained to ensure their participation and decision making power, by facilitating various workshops and meetings and deploying focal staff in both target provinces.

Furthermore, the capacity of new school counsellors in Battambang and Banteay Meanchey provinces is strengthened. Sustainable and low cost approaches to skills development are created, to ensure that the MoEYS and school counsellors themselves can continue practicing the models and methods even after the project phases out.

Volunteers' main tasks may include the following:

- Provide online coaching and mentoring via videoconferencing tools to local CGC Master Trainers to enhance their capacity and professional development as trainers and mentors of new school counsellors. (Monthly thematic group coaching and mentoring sessions of 2-3 hours, and one on one mentoring at agreed times).
- Plan and conduct 2-3 short (60-90 min.) thematic online lessons on selected topics as part of CGC trainings (pre-service and in-service training for teachers and school counsellors).
- Contribute to the CGC curricula, strategy and policy development by providing comments and recommendations.
- Participate in the development of school and community activities that facilitate education and career choices.
- Reporting with action plans to further develop the coaching and mentoring activity

Position Specific Qualifications and Competences

- Background in Education with experience in career guidance and counselling
- Practical experience in coaching, training and mentoring is an asset
- Good skills in online training and communications tools
- Flexibility to bear the time difference and occasionally unstable data connections
- High level of adaptability as changes of plans occur with a short notice, due to nature of work and local context
- Experience from the education sector in a developing country and background in or familiarity with humanitarian or development context is an asset
- **In addition, general qualifications and competencies for all TwB volunteers defined in the TwB webpage**

Supervision and Support

Volunteers report to Education Advisor based in the country office, who also supervises and coordinates the volunteers' tasks and provides technical guidance and support. Education Program Manager is the focal person in administrative issues. Volunteers also work in close collaboration with other project staff and country office staff at all levels. Email and videoconferencing tools (Skype, Teams and Zoom) are used as methods of communication.