



Terms of Reference

TwB experts to support FCA's projects

DISTANCE POSITION / CAMBODIA

Vocational Training and Livelihoods

Location	Distance position to support the Technical and Vocational Education and Training (TVET) development in Siem Reap Province
Host Organization	FCA Cambodia
Length of Posting	3-6 months
Date of Assignment	April-December 2021 (depends on the tasks the volunteers are contributing to)
Number of Positions	2
Title of the Position	TwB Expert

In case international travel and field work in Cambodia becomes safe towards the end of the year 2021, 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

Women's Bank is funding the project **“Inclusive actions for improving women's social status through skills, employment and economic development (INSWEED)”** through Finn Church Aid (FCA) Cambodia. The project is implemented by an FCA led consortium with Cambodian Women Crisis Center (CWCC) from 2020 to 2023.



INSWEED's overall objective is that women and adolescent girls in the target areas enjoy equal opportunities and rights to education, decent work and representation. The project contributes to the goal that adolescent girls and their families in the targeted areas would be economically empowered and become more active members in their local communities.

The project aims to increase the access of girls and youth to relevant and quality Technical and Vocational Education and Training (TVET) services by improving the quality and relevance of governmental services through e.g. collaboration between institutions, promoting Public-Private Partnerships, revising and piloting market-driven curricular, teacher training, and Career Guidance and Counselling (CGC) development. In addition, capacity building is provided for pre-TVET/skills training: awareness raising and advocacy on rights, education and TVET options, CGC in Lower Secondary School (LSS)/Upper Secondary School (USS). These will contribute to improved quality of TVET responding to the market demand.

Furthermore, the project aims to increase the access of targeted girls and women to jobs and/or establish micro businesses and the access of targeted girls and youth to vocational and soft skills training. The project focuses on poor families to ensure they can afford education for their children and on graduating students by promoting Income Generating Activities (IGAs) and various support modalities for setting up micro and small businesses, such as networking, coaching and mentoring. The project will offer start-up support packages or start-up capital to micro and small businesses established by project beneficiaries.

Soft skills training and CGC are provided to ensure that the enrolled students finish their studies. The project will offer Learning Support Incentives to vulnerable students, as well as adapted support through Civil Society Organizations (CSOs) or Disabled Persons' Organizations (DPOs) to People with Disabilities to increase their access to TVET/vocational skills training.

Volunteers' main tasks may include

- Support the content development and training methodologies of soft skills trainings to enhance the quality of the services provided to the youth by the targeted TVET centers.
 - TwB Expert will provide three thematic online Training of Trainers (ToT) trainings to TVET teachers (60-90 min per training).
 - Training sessions on e.g. pedagogical skills, competence-based approach in TVET, learner-centered methods, inclusive education, psychosocial support, assessment of learning outcomes, and cooperation with private sector actors to TVET teachers will be provided to the local CGC Master Trainers and project staff.
- Contribute to the development of a detailed capacity building plan for each target TVET institution in Siem Reap. Series of online meetings with TVET centers are required to understand and assess the capacity gaps and needs.
- Provide inputs to the development of a ToT manual on separate topics to be published and rolled out after getting approval from the Ministry of Labour and Vocational Training (MoLVT).
- Together with the project staff, provide short online coaching and mentoring (via Zoom) to the trained teachers after the trainings.
- Contribute to the adjustment of the existing CGC training materials and manuals for the needs of TVET education and vocational skills training, assuring gender sensitivity and disability inclusion.

Position specific qualifications and competencies

- Experience in technical and vocational education and training (TVET)



- Experience or motivation to work with relevant stakeholders, ministries, NGOs and/ or private sector
- Interest in promoting gender equality in education
- Guidance and coaching experience is an asset
- Expertise on TVET curricular development is an asset
- Good command of videoconferencing and online training 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
- High ability on problem solving, negotiation and coordination skills
- **In addition, general qualifications and competencies for all TwB volunteers defined in the TwB webpage**

Supervision and support

The volunteer reports to Livelihood Development Manager, who also supervises and coordinates the volunteer's tasks. Education Advisor provides technical guidance and reflective support, and is responsible for the overall coordination of the volunteers' work. Volunteers also work in close collaboration with other project staff and country office staff at all levels. Email and videoconferencing tools (Skype, Teams or Zoom) are used as methods of communication.

Each TVET centre is required to assign a focal point who will closely work with the Livelihood Development Manager to coordinate the volunteers' tasks.