

Terms of Reference

TwB volunteers to support FCA's projects

IN-COUNTRY POSITION / CAMBODIA

Career Guidance and Counselling

Location	Battambang Province and Banteay Meanchey Province, occasionally in other locations as well
Host Organization	FCA Cambodia
Length of Posting	6-12 months
Date of Deployment	January–December 2022 (all year round, though preferably in January and/or June 2022 to ensure smooth running of the project activities)
Number of Positions	2-3
Title of the Position	Education Adviser (TwB Volunteer)

NOTE the realization of in-country volunteer positions depends on the global and local health situation.

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:

- Provide onsite and online coaching and mentoring to CGC Master Trainers to enhance their capacity and professional development as trainers and mentors to new school counsellors.
- Plan and conduct thematic lessons on selected topics as part of CGC trainings in pre-service and in-service teacher trainings.
- Develop school and community activities that facilitate education and career choices.
- Observe school counsellors at school visits and conduct reflection sessions together with Master Trainers to facilitate the professional growth of the school counsellors.
- Provide expertise and demonstration lessons to school counsellors at target schools.
- Participate in the CGC trainings and preparatory workshops to support the Master Trainers and further develop the trainings.
- Contribute to the development of CGC curricula, national CGC master plan and policies.
- Reporting with action plans to further develop the CGC activities, e.g. trainings and coaching and mentoring activity

Position Specific Qualifications and Competencies

- Background in Education with experience in career guidance and counselling
- Practical experience in coaching, training and mentoring is an asset
- 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
- Ability to reside in remote areas with sometimes challenging living conditions
- **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 reflective support Education 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.