

Terms of Reference

TwB Support to FCA's Education Projects in 2022

DISTANCE POSITIONS / CAMBODIA

Career Guidance and Counselling (CGC)

Location	Distance support to CGC development and project activities taking place in Phnom Penh, Battambang Province and Banteay Meanchey Province, occasionally in other locations as well
Host Organization	Finn Church Aid (FCA) Cambodia Country Office (CAMCO)
Length of Posting	3-6 months
Date of Deployment	Between February-December 2022
Number of Positions	2-3
Title of Position	TwB Expert or TwB Volunteer

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. The project also engages and involves provincial and district education authorities in the implementation, in order to ensure local ownership and leadership and sustainability of project outcomes. Strong collaboration and clear communication 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 the trained 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.

Main Tasks May Include

- 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 with duration of 2 – 3 hours each, and one to one mentoring at scheduled and/or agreed times).
- Plan and conduct 3 – 5 short (around 90 min) thematic online trainings and/or webinars on selected CGC topics.
- Contribute to the CGC training curricula, lessons planning and material production, and strategy and policy development by providing comments and recommendations.
- Participate in the development of school and community activities that facilitate education and career choices.

Expected Deliverables

- Reflective reports with action plans to further develop the coaching and mentoring activity.
- Lessons plans and materials for trainings and webinars.
- Activity descriptions.

Position Specific Qualifications and Competences

- Background in Education with experience in career guidance and counselling in Finland
- International experience is preferable, especially in the field of education
- Practical experience in coaching, mentoring, and training is an asset
- Good command of online training and communications tools
- Experience in training curricula planning, material production and/or strategy & policy development is an asset
- Innovativeness, self-initiative and ability to work independently
- Experience in working with multiple stakeholders is an asset
- 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
- **In addition, general qualifications, and competencies for all TwB volunteers defined in the TwB webpage**

Coordination and Support

TwB Distance Experts and TwB Volunteers report to Education Advisor based in the country office and local Education Specialist, who also coordinate the tasks and provide technical guidance and reflective support. Education Manager is the focal person in administrative issues. Distance Experts / 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.

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