

Terms of Reference

TwB Support to FCA's Education Projects in 2022

IN-COUNTRY POSITIONS / CAMBODIA

Career Guidance and Counselling (CGC)

Location	Phnom Penh, Battambang Province or Banteay Meanchey Province, depending on the tasks, occasionally in other locations as well
Host Organization	Finn Church Aid (FCA) Cambodia Country Office
Length of Posting	Preferred minimum of 6 months
Date of Deployment	February-July 2022 and July-December 2022
Number of Positions	2
Title of Position	Education Adviser (TwB Volunteer)

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

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, 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 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, lessons plans of CGC related in-service and pre-service trainings for teachers, and national CGC master plan and policies.

Expected Deliverables

- Reflective reports and plans to further develop the CGC activities, e.g. trainings and coaching and mentoring activity.
- Lessons plans and materials for thematic refresher trainings, CGC related in-service and pre-service trainings for teachers, and demonstration lessons.
- Activity descriptions.

Position Specific Qualifications and Competencies

- 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 and mentoring is an asset
- Experience in training curricula planning, material production, strategy & policy development and other activities mentioned above is an asset
- Innovativeness, self-initiative, and ability to work independently
- Experience in working with multiple stakeholders is an asset
- High level of adaptability as changes of plans occur with a short notice, due to nature of work and local context
- Flexibility and ability to work in a challenging environment, with long travelling distances limited access to communications, services, and sometimes social interaction
- **In addition, general qualifications and competencies for all TwB volunteers defined in the TwB webpage**

Coordination and Support

TwB Experts 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. Experts also work in close collaboration with other project staff and country office staff at all levels.

Working language in 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.