

## Terms of Reference

### TwB Support to FCA's Education Projects in 2022

#### DISTANCE POSITIONS / CAMBODIA

### Career Guidance and Counselling (CGC)

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

#### Description of the Project

The ***Establishment of Sustainable Career Guidance and Counselling in Cambodia*** - project supports Cambodia's education system to implement qualifying 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 counselors and deploy them to secondary schools nationwide. In the long run, all schools in Cambodia will have full-time school counselors to facilitate their students in learning essential skills and supporting their education and career choices.

The Vocational Orientation Department (VOD) of the MoEYS leads this development process and FCA's role is to provide technical and financial support. The project also engages and involves provincial and district education authorities and local teacher education colleges in the implementation to ensure local ownership and leadership as well as sustainable results and impact. Close collaboration is maintained to ensure their participation and decision-making power by facilitating various workshops and meetings.

In addition to contributing to CGC development at national and strategic level, the project provides capacity building in education. Skills and knowledge of the trained school counselors in Battambang and Banteay Meanchey provinces are strengthened through online trainings and webinars on selected topics. Local CGC Master Trainers are supported with regular coaching and mentoring. Also, Communities of Practice, clusters of school counselors, and other sustainable and low-cost approaches to skills development are created to ensure that the schools, school counselors, trainers, and education authorities can continue practicing the models and methods even after the project phases out.

### **Main Tasks May Include**

- Plan and conduct short online trainings and webinars and virtual roundtable discussions on selected CGC and education -related topics. Within during/after COVID-19 -sphere, these could mean, for example, crisis preparedness, online and distance counseling, wellbeing, inclusion.
- Contribute to the development and implementation of CGC training curricula, including lesson planning and material production.
- Provide technical assistance on the developing models and practices that enhance collegial learning and knowledge sharing and peer support among different actors in the CGC sector.
- Support the project team to further develop activities that facilitate students' education and career choices, and/or community-based activities and/or transition phases.

### **Position-Specific Qualifications and Competences**

- Master's Degree in Education or related fields
- Strong experience in the field of career guidance and counseling in Finland, and/or activities mentioned in the above project description
- Practical experience in coaching, mentoring *and/or* training is an asset
- Good command of online training, learning and communications tools
- Innovativeness, self-initiative, and ability to work independently
- Cultural sensitivity and intercultural communication skills
- Experience in working with multiple stakeholders, skills to work collaboratively in a team
- Flexibility to bear the time difference and occasionally unstable data connections
- High level of adaptability as changes of plans might take place with 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 report to CAMCO Education Advisor based in the country office and local Education Specialist, who also coordinate the tasks and provide technical guidance and reflective support to the TwBs. Education Manager is the focal person in administrative issues. Experts also work in close collaboration with other TwBs, project staff and country

office staff at all levels. Email and videoconferencing tools (Skype, Teams and Zoom) are used as methods of communication.

The 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 and other activities will be provided by a local staff member experienced in education and CGC.