

## Terms of Reference – Teachers without Borders (TWB)

### DISTANCE POSITION / CAMBODIA

## Career Guidance and Counselling in Cambodia (General Education)

<b>Location</b>	Distance position to support project activities taking place in Phnom Penh and the provinces
<b>Host Organization</b>	FCA Cambodia Country Office
<b>Length of Posting</b>	6 months
<b>Date of Deployment</b>	Jan/Feb – July 2023
<b>Number of Positions</b>	2
<b>Title of Position</b>	Education Adviser (TWB Distance Expert)

### Description of the Project

The project *Establishment of Sustainable Career Guidance and Counselling in Cambodia* contributes to the development of qualifying career guidance and counselling (CGC) training programs nationally in pre-service and in-service teacher training through a well-structured master plan. As an outcome, the national education structures will be strengthened, and the Ministry of Education, Youth and Sport (MoEYS) will train new, qualified school counsellors and deploy them to secondary schools nationwide. In the long run the aim is for all schools in Cambodia to have fulltime school counsellors to support their students' learning in essential and future skills as well as their educational and career choices.

Vocational Orientation Department (VOD) of the MoEYS leads this development process where 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 to ensure local ownership and leadership, and sustainable impact. Close collaboration is key to ensure the local participation and decision-making power.

In addition to contributing to CGC development at national and strategic level, the project provides capacity building to career guidance counsellors. The skills and knowledge school counsellors in Battambang and Banteay Meanchey provinces are strengthened through in-person training courses and webinars on selected topics based on the counsellors' needs. Through "training of trainers" format, local CGC "Master Trainers" are supported with regular coaching and mentoring sessions. Further, Communities of Practice, clusters of school counsellors and other sustainable and low-cost approaches to skills development are built to ensure the schools, school counsellors, trainers and

education authorities can continue practicing the models and methods even after the project phases out.

### **The Main Tasks for the Volunteer May Include**

- Plan and provide regular mobile coaching and mentoring (CM) sessions to CGC Master Trainers, to support their capacity building and professional development in selected areas of need. In addition to the regular online sessions, scheduled and moderated chat discussions on selected topics shall be organized. Including preparations, the CM sessions will require a contribution of around 2-4 hours per week;
- Plan and conduct 2–4 thematic online trainings (duration 60–90 min. each) on selected topics as additional in-service training for school counsellors over the agreed reporting period;
- Compile the produced lesson plans and training materials with activity descriptions for training and webinars for future use.

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

- Master’s Degree in Education or relevant fields
- Strong experience in the field of career guidance and counselling in Finland, and/or activities mentioned in the above project description
- Practical experience in coaching and mentoring is a notable asset
- Good command of online training, learning and communications tools
- Innovativeness, self-initiative, and ability to work independently
- Cultural sensitivity and intercultural communication skills
- High level of adaptability as changes of plans take place 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**

The TWB Distance Experts report to the appointed focal person in the Country Office, who also coordinates the tasks and provides technical guidance and reflective support to the Distance Experts. The CAMCO Country Director and Education Manager are the focal points in administrative issues. The Experts 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 the main methods of communication.

The working language in FCA Cambodia is English. Translation (English/Khmer) of the materials and interpretation during the training and other activities will be provided by a local staff member experienced in education and CGC.