

Terms of Reference – Teachers without Borders (TWB)

IN-COUNTRY POSITION / CAMBODIA

Career Guidance and Counselling in Cambodia (General Education)

Location	Battambang, Cambodia (with occasional travel to Banteay Meanchey Province)
Host Organization	Finn Church Aid (FCA) Cambodia Country Office (CAMCO)
Length of Posting	6 months
Date of Deployment	June – November 2023
Number of Positions	1
Title of Position	Education Adviser (TWB Volunteer)

NOTE the realization of in-country volunteer positions is conditional to securing funding, and to the global and local health and security situation.

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 conduct short in-person training courses and roundtable discussions on selected CGC topics, based on the local needs;
- Support the local CGC Master Trainers’ professional development in conducting onsite coaching and mentoring sessions at target schools, with support from the project staff, to reinforce F2F counselling practices;
- Contribute to the development of CGC training curricula, including lesson plans and material production;
- Provide technical and pedagogical assistance to the development of models and practices that enhance knowledge sharing and peer support among different actors in CGC sector;
- Support the FCA project team in further developing activities and working models that facilitate students’ educational and career choices through networking.

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, mentoring and/or training is an asset
- Good command of 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 might 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 volunteer reports to the appointed focal person in the Country Office, who also coordinates the tasks, and provides technical guidance and reflective support to the TWB. The CAMCO Country Director and Education Manager are the focal persons in administrative issues. The volunteer will also work in close collaboration with other project staff and Country Office staff at all levels.

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.