Terms of Reference

<table>
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<tr>
<th>Position Title</th>
<th>Consultant to conduct training on facilitation and training skills</th>
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<tbody>
<tr>
<td>Name of Project</td>
<td>“Greater young women empowerment in decision making and accountable public service delivery”</td>
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<td>Reporting to</td>
<td>Program Manager</td>
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<td>Remuneration</td>
<td>The consultancy fee is a lump sum basis of 550 USD (inclusive of withholding tax)</td>
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<td>Type of Contract</td>
<td>Consultancy employment</td>
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<td>Timeframe</td>
<td>Up to 5 working days (expected from May-December 2020)</td>
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<td>Starting Date</td>
<td>As soon as possible</td>
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1. Background:
Transparency International Cambodia (TI Cambodia) is a fully accredited National Chapter of Transparency International Secretariat based in Berlin, Germany. With more than 100 Chapters worldwide, we work together with all relevant stakeholders including the government, civil society organisations (CSOs), development partners (DPs), private sector, media and individuals to promote integrity and reduce corruption.

TI Cambodia in partnership with the Ministry of Interior (MoI) has implemented a joint 3-year project which focused on building capacity of national and sub-national officials on good governance, accountability and integrity in order to enhance public service deliveries. The project, Phase I, was completed in 2019. TI Cambodia and ActionAid Cambodia in cooperation with MoI are implemented a new project, Phase II, titled “Greater Young Women Empowerment in Decision Making and Accountable Public Service Delivery”. It is a three-year project (January 2020 to December 2022) under financial support of the European Union (EU) and Swedish International Development Cooperation Agency (SIDA). The main objective of the project is to create an enabling environment and empower youth, particularly young women, in Cambodia to effectively participate in decision-making processes to improve public service delivery, particularly gender-responsiveness, through innovative technology platforms and to engage in policy dialogue with key decision-makers and service delivery entities at local and national levels.

To achieve the objective, the project’s approaches are centered on four main areas:

i) Building capacity of public officials of MoI and targeted sub-national service providers of One-Window Service Office/Unit and Ombudsmen Office as well as targeted communes and sangkats on accountable and gender responsive public service delivery;

ii) Building capacity of youth, especially young women, and providing them platforms to engage in dialogue and monitoring of public service delivery at targeted areas;

iii) Creating a platform, especially through innovative technology, that facilitates citizen feedbacks and responses from public service providers; and

iv) Conducting multi-stakeholder dialogues at sub-national and national levels to address citizens’ concerns and feedbacks on public service delivery and facilitate a policy response.
This project is co-implemented by TI Cambodia and ActionAid Cambodia (AAC) in partnership with Department of Integrity and Governance (DIG) and Department of Functions and Resources (DFR), Ministry of Interior.

Building capacity of public officials of MoI and sub-national providers at One Window Service Units (OWSUs)/Provincial Ombudsmen (POs), One Window Service Offices (OWSOs)/District Ombudsmen (DOs) and Commune/Sangkat Office on accountable and gender responsive public service delivery is one of the main components of the project in order to ensure that public officials and sub-national service providers are well-equipped with sufficient knowledge and understanding on how to apply good governance and gender aspect in providing public services. Therefore, TI Cambodia and MoI are working on firstly mobilizing, building and strengthening capacity of in-house MoI’s officials to become the future trainers of the ministry. Secondly, the trained officials from MoI will deliver a numbers of training courses to OWSUS/POs, OWSOs/DOs, and Commune/Sangkat, especially on accountable and gender sensitivity and responsiveness in public service delivery.

2. Overall Goal of the Position:

Build capacity of 30-35 trainers of MoI to become professional trainers. At least 60% increase their knowledge and understanding of facilitation and training skills and are able to delivery trainings to sub-national public service providers and citizens.

3. Objectives of the Assignment:

By the end of the course, participants will be able to:
- Describe styles of adult learning and approaches for capacity development;
- Describe techniques for conducting Training Need Assessment (NTA), developing training curriculum and designing training materials/visual aids;
- Show roles of good trainer/facilitator;
- Identify trainer’ skills and participatory methodologies; and
- Demonstrate dealing with difficulty situation during session delivery.

4. Key Deliverables:

- Training curriculum and materials including participant’s workbooks, session plans, hand-outs and visual aids are developed in Khmer;
- The 2/3 day training to 30-35 participants (40% women) is delivered; and
- The training report reflecting the results and impacts of the training and suggestions for future improvement is produced either in Khmer or English version

5. Roles and Responsibilities:

- Review existing training manuals of the project and develop training curriculum and material for trainings of trainers for MoI officials in Khmer language;
- Conduct 2/3 day training to 30-35 trainers of MoI on facilitation and training skill particularly on area of good governance for public service delivery;
- Provide support/comment to the trained officials on how to develop and design training materials as well as deliver trainings to sub-national public service providers;
- Develop appropriate tools to measure and evaluate the result of training provided, such as pre-post test and evaluation report; and
• Produce final training report (the training report will be produced either in Khmer or English covering on introduction, objectives, contents, methods, finding including results of pre and post-test and results of evaluation, conclusion and recommendation).

6. Required Knowledge, Experiences and Skills:

• At least bachelor degree in relevant fields of study;
• Have extensive experience as trainer, facilitator and coach in Training of Trainer (ToT), preferably in areas of Good Governance, Decentralization and De-concentration Reform (D&D), Project Design/Management, Monitoring and Evaluation (M&E), Report Writing, Leadership and Management, Gender Mainstreaming or Social Services;
• At least 7 years of professional experience in developing training manual and delivering training courses on similar topics for government institutions at national and sub-national levels;
• Experiences of applying new learning style-case studies and intensive discussions, using diverse methods in controlled environment, and bringing together resources, skills, and ideas to achieve the trainees’ objectives is highly considered;
• Sound knowledge of good governance, gender and accountable and responsive public services; and
• Good oral and written communication in English and Khmer.

7. Timeframe:

The following activities are expected with the timeline:

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<tr>
<th>Item No.</th>
<th>Activities</th>
<th>Submission dates</th>
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<tr>
<td>1</td>
<td>Conduct a meeting with Project Team to develop detailed action plan for the assignment</td>
<td>Week 3 of May 2020</td>
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<td>2</td>
<td>Conduct training need assessment (TNA) with trainers of MoI and revising the existing training manual on training skill of SOG</td>
<td>Week 3 of May 2020</td>
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<td>3</td>
<td>Based on the result of TNA, prepare training curriculum and material and present to the project team</td>
<td>Week 4 of May 2020</td>
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<td>4</td>
<td>Conduct a 2 or 3-day training to 35 MoI’s trainers</td>
<td>Week 1 of June 2020</td>
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<td>5</td>
<td>Write a final report on of the whole assignment and result/impact of the trainings (2 days)</td>
<td>Week 2 of June 2020</td>
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8. Contact Person:
For more details, please contact Ms. Som Chanthida, Programme Manager, via chanthidasom@ticambodia.org or call: 012-678 734.