



ក្រសួងមហាផ្ទៃ
គម្រោងសាលាអភិបាលកិច្ច
SCHOOL OF GOVERNANCE PROJECT

Term of Reference

Position Title:	Training Manual Development Expert
Name of Project:	School of Governance
Type of Contract:	Consultancy Contract
Remunerations:	The consultancy fee is a lump sum basis, between 8,000USD – 8,500USD, includes tax
Duration:	October – December 2016
Duty Station:	Phnom Penh and occasionally travel to provinces
Starting Date:	As soon as possible
Report to:	Core team of the Ministry of Interior and TI Cambodia

1. Introduction

Ministry of Interior and Transparency International Cambodia signed a Memorandum of Understanding on 15 January 2016 – to cover a 5-year cooperation framework 2016-2020, to establish a School of Governance and training programme. The partnership aims at supporting building capacity of public service providers and human resources in Cambodia in order to contribute enhancing effective service delivery in the country.

To implement and achieve the goal of the MoU, a 5-year project was also formulated and focuses on two key objective priorities: 1) establishing School of Governance, and 2) conducting short-course training programme for public service providers, of which the course centring integrity as core course content.

Under the objective 2 of the project, a training manual will be developed to server as guiding training material. As part of the training plan in 2016 a 3-days training course will be organized in fourth quarter, and targeted about 25-30 senior officials who are the department gender focal point of Ministry of Interior. The course will help enhancing knowledge and hands-on skill of participants to

be able to integrate and apply integrity and good governance in the gender aspect for their respective policy development and work.

2. Assignment Objectives

- 1) To develop standardized training manual/handbook on good governance and integrity both English and Khmer version.
- 2) To develop additional gender courses which embed to the core course on good governance.
- 3) To develop mechanism/procedure for measuring the knowledge progress/ impact including evaluation and feedback for improvement for the next course development,
- 4) To deliver core course developed and some courses in the curriculum.
- 5) To facilitate and observe the training programme to identify the gap/challenges and improve the manual.

3. Scope of Work and Deliverables:

Under the direct supervision of the project director and guidance of the project management team, the consultant/expert will be responsible to undertake the following tasks:

- 1) **Course and Need Assessment**
- 2) **Curriculum and Manual/handbook development**
- 3) **Conduct training course**
- 4) **Develop mechanism/procedure to measure the impact of training course and course application.**

4. Methodology

- Consult with target beneficiaries, MoI, TI Cambodia and other stakeholders to identify the relevant courses and capacity need that support improving service delivery,
- Identify courses and content for development of the curriculum and manual,
- Consult with stakeholders/partners/individuals that used to provide such similar training course for designing curriculum and manual,
- Review existing and relevant courses materials/programme,
- Develop draft curriculum and manual including course outline/content for consultation with stakeholder/partner/project management for approval,
- Lead conduct consultation on the draft curriculum and manual,
- Finalise training curriculum and manual,
- Design training materials base on approved curriculum and manual,
- Consult with Project Team and relevant stakeholder to develop plan and procedure for follow-up the course application.

5. Main Deliverables

The following deliverables are expected:

Deliverables	Submission dates
Consultation with stakeholders and partners on capacity building needs	Week 4 of October 2016
Literature review	Week 4 of October 2016
Draft and finalisation of training curriculum (Core)	Week 1-2 of November 2016
Compilation of training curriculum into training manual	Week 3 of November 2016
Development and finalisation of embedded course curriculum on gender related.	Week 4 of November 2016
Development of pre-test and post test	Week 4 of November 2016
Conduct training	Week 1 of December 2016
Development of follow-up plan and procedure for measurement of impact or application of the knowledge on post-training	Week 2-3 of December 2016
Training reflection report	Week 4 of December 2016

6. Key selection criteria

- Understanding public service issues;
- Strong knowledge and understanding of good governance – transparency and integrity;
- Experience in designing training curriculum and manual;
- Experience in promoting gender mainstreaming/empowerment of women
- Experience in facilitating training events and conferences according to various methodologies
- Substantial experiences in capacity and institutional building associated with local governance and decentralization reform in Cambodia;
- Excellence of English writing and communication;