



## Schedule D

### Terms of Reference

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#### Senior Program Manager: Know & Grow Project

#### Ethnic Minority Women Program

#### CARE International in Cambodia Overview

CARE is an international development organisation fighting global poverty with a special focus on working with women and girls to bring sustainable changes to their communities. CARE founded in 1945, today CARE works in **95 countries** around the globe. In 2015 CARE supported **890 poverty**-fighting development and humanitarian aid projects to reach more than **65 million people**. We work with partners to achieve lasting results for marginalised communities.

CARE has been working with Cambodian since 1973. Today, CARE focuses on empowering particularly marginalized and vulnerable women in Cambodia. CARE reaches each year over 175,000 people in Cambodia, particularly women who have migrated to urban areas, women and girls from ethnic minorities and rural women who are denied multiple rights.

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#### OVERALL PURPOSE OF THE CONSULTANCY

The Senior Program Manager will work with the Know and Grow Project team to ensure that project deliverables are met and of consistently high quality.

#### BACKGROUND

##### *Project Description*

The overall purpose of Know & Grow is to empower marginalized ethnic minority adolescents, especially girls residing in Ratanak Kiri Province in Cambodia's Northeast, so that they have expanded life choices in multiple spheres including economic, social, and health. The project includes three supporting Objectives that focus on improving the social status of ethnic minority adolescents, especially girls, increasing efficiencies in learning and 21st Century skills acquisition through appropriate uses of technology, and healthier life options as a result of improved know-ledge of sexual reproductive health and human sexuality. Know and Grow will help this target population to better respond to a rapidly changing world that will see Cambodia integrated much more closely into ASEAN and with a competitive 21st Century work force.

#### OBJECTIVES OF THE CONSULTANCY

- To provide management oversight of the Know and Grow project
- To provide capacity building of the Know and Grow project team
- To provide technical guidance to the overall Know and Grow project

#### SCOPE OF THE CONSULTANCY, TASKS

The Consultant will undertake the following tasks with regular liaison with the Assistant Country Director and the Deputy Program Director:

- Ensure all project deliverables are achieved timely and are of high quality
- Build capacity of the project team on project cycle management, including quality report writing
- Provide technical inputs on 21st century skills, sexual reproductive health component, and ICT for education
- Deliver a minimal of three one day workshops about the implementation of the three main components of project (SRH, ICT for Education and Career Planning)
- Work with the Know&Grow project team and the Communications Team to capture and document good practices of 21st century in education in remote areas for various audiences.
- Assist the Gender Advisor in preparing the SAA training
- Ensure cohesion and synergy among all project activities



- Perform other tasks as requested by supervisors

## **METHODOLOGY**

The consultant will be based in the CARE Ratanakiri field office with other members of the Know and Grow Project team. H/she is expected to undergo orientation in both Ratanakiri and Phnom Penh. Tasks and roles and responsibilities will be determined through meetings and discussions with the project team. The consultant is expected to work with the national staff as both a supervisor and mentor, as well as have frequent meeting with the Assistant Country Director and the Deputy Program Director:

## **AIMS, GOALS, OBJECTIVE OF THE CONSULTANCY, OUTPUTS (Key responsibilities of the consultant)**

The Consultant will produce:

The Consultant will provide the following outputs on a monthly basis:

- **Know and Grow Team Monthly Report and Quarterly Work Plan**
- Set of documents on good practices and case studies on the Know&Grow project
- Training materials for team capacity building
- Reports on all workshops delivered
- Publication of stories and updates on the CARE Cambodia website
- Other deliverables as per work plan

## **DESIRED QUALIFICATIONS AND KEY COMPETENCIES:**

- Master Degree in Arts (Education), or International Development
- 5-7 years experience working with an INGO preferably in education sector
- Demonstrated knowledge of ICT4D, 21<sup>st</sup> century skills, and other sector innovations
- Knowledge of South East Asia, preferably in Cambodia
- Knowledge of project cycle management and M&E
- Capacity to train, mentor and coach national teams
- Ability and willingness to work in a rural setting
- Strong English language skill essential.

## **WORK ARRANGEMENTS & RESOURCES**

The Consultant is required to:

- Be based in Ban Lung Town, Ratanak Kiri Province
  - Work from the CARE field office
  - Obtain prior approval for travel outside the province.
  - Provide his/her own laptop computer
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