



អង្គការសកម្មភាពសម្រាប់ការអប់រំនៅកម្ពុជា **Kampuchea Action to Promote Education (KAPE)**

TERMS OF REFERENCE

Job Title:	Core Trainer
Task:	Technical assistance to support the roll-out of MoEYS Leadership Development Program, funded by UNICEF.
Supervisor(s):	Ms. Hem Mary (Team Leader)

1. Background

KAPE is a local NGO providing educational services in both formal and nonformal educational sectors in remote, rural and generally underserved areas of eastern Cambodia. On 01 August 2024, UNICEF awarded KAPE a deliverables-based contract to provide technical assistance to support phase two of the MoEYS Leadership Development Program, funded by The Capacity Development Partnership Fund¹ (CDPF). This initiative, stemming from a MoEYS Functional Review and Gender Audit, aims to develop the capacity of MoEYS staff at both central and subnational levels. Launched in 2021, the program reflects the Ministry's commitment to an inclusive workforce and effective leadership. A Training Needs Assessment in June 2022 guided the development of curricula to strengthen the capacity of MoEYS managers and women leaders. Six courses were accredited under the MoEYS credit system during phase one, supporting career development. The current UNICEF contract marks the start of phase two, focusing on further leadership capacity development, particularly at the sub-national level.

The overarching objective of the assignment is to support the Ministry of Education, Youth and Sport in Cambodia to further develop and roll out the MoEYS Leadership Professional Development Program to enhance MoEYS' personnel's overall managerial competencies, with an emphasis on the diverse needs and advancement of women leaders, particularly at the sub-national level.

The work is supporting MoEYS to:

- Develop and/or modify accredited training modules (including through the new MoEYS Capacity Development platform) to meet MoEYS' development needs.
- Expand the program's coverage to a maximum of 20 Provincial Offices of Education and all District Office of Education in those target provinces.

A Core Trainer lead the training roll-out, with TOT due to start in June 2025.

2. Deliverables

2.1. LDM Orientation and launch for POE directors is completed

2.2. LDM roll-out for chief/deputy in different offices at POE/DOE level is completed.

¹ The CDPF is a long-running partnership between the Ministry of Education, Youth and Sport (MoEYS) in Cambodia, the European Union, the Swedish International Development Cooperation Agency (SIDA), the United States Agency for Development (USAID), the Global Partnership for Education (GPE), and UNICEF. The purpose of the CDPF, currently in its third phase, is to support the realization of the two policy priorities identified in Cambodia's MoEYS' Education Strategic Plan (ESP) 2019-2023: (i) to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all; and (ii) to ensure effective leadership and management of education staff at all levels.

3. Specific Tasks

Task Description and approach: Core Trainers will ensure all administration tasks, including administering pre-tests and post-tests, and reporting on attendance is completely properly and the data is provided to the Team Leader for reporting purposes.

Each Core Trainer will be assigned responsibility for organizing half the sessions (14 of the 28 LDM groups, with 6 one day sessions per week, per group). KAPE Core Trainers, with assistance from KAPE Trainers will lead the initial sessions, with responsibility for building the capacity of MoEYS appointed co-trainers, with the aim of MoEYS leading all the training in the second half of the roll-out, with KAPE Core-Trainers and Trainers monitoring supporting the MoEYS co-trainers, using a phasing out approach.

It is important that strong modeling of gender responsive approaches and challenging stereotypes or negative gender norms is demonstrated by all trainers throughout. Assist MoEYS in checking of the Action Projects to be completed following the training – again providing more support in the initial groups with this then being more of a spot-check approach.

The key activities to be undertaken under each delivery is as follows:

3.1. LDM Orientation and launch for POE directors is completed

- 3.2. Review LDM manual for facilitators and participants, developed by experts.
- 3.3. Participate in the ToT of approximately four days, covering curricular concepts, the supervision of task work, assessment requirements, exploring online CPD platform for Leadership course, and gender mainstreaming in the LDM training sessions.
- 3.4. Prepare Training materials with other trainers for LDM orientation and launch for POE directors or their nominated Vice directors from 20 provinces.
 - 3.4.1. Provide a 2-day training orientation workshop to roll out LDM for POE directors or nominated vice directors.
 - 3.4.2. Collect feedback from the participants and summarize.
 - 3.4.3. Perform other reasonable associated tasks within the scope, as might be determined for the successful completion of deliverables, within the allocated days, including attending in person or online planning meetings, and contributing to reports.

3.5. LDM roll-out for chief/deputy in different offices at POE/DOE level is completed.

- 3.5.1. Lead leadership Development (LDM) training (6 weekly one-day sessions per group), for approximately 12-14 of the groups (25-30 participants/ per group).
- 3.5.2. Lead and support MoEYS in the follow up of Action Projects.
- 3.5.3. Ensure the participants complete their assignment tasks on the Capacity Development Platform (CDP).
- 3.5.4. Collect and summarize feedback from the participants on the LDM manual including contents, language use, expected results and other key areas of improvement for this manual.
- 3.5.5. Perform other reasonable associated tasks within the scope, as might be determined for the successful completion of deliverables, within the allocated days, including attending in person or online planning meetings, and contributing to reports.