

# Terms of Reference

## 1. Overview of the Assignment

<b>Title of assignment:</b>	<b>Field Officer</b>
<b>Objectives:</b>	<ol style="list-style-type: none"> <li>1) Provide technical support the development and implementation on Hospitality Kampuchea)HoKa) products in collaboration with Hospitality sectors , freelance trainers, trainers, assessors, PDOs experts and other stakeholders</li> <li>2) Coordinate the implementation of Interventional Area strategy and operation plan</li> <li>3) Facilitate the partners to the cooperation under Intervention Area</li> <li>4) Facilitate cooperative strategy, finance, and operational management</li> <li>5) Effective communication and cooperation with the partners and other stakeholders.</li> </ol>
<b>Start date:</b>	01 July 2020
<b>End date:</b>	30 June 2021
<b>Work input:</b>	This is a consultant. Work hours and leave are defined in the employment contract and the Swisscontact Cambodia country manual.
<b>Location:</b>	Stung Treng with frequent travel to all SDP target provinces
<b>Type of contract:</b>	Part of the contract between Swisscontact and SDC.

## 2. Background

### Swisscontact Cambodia

Swisscontact - the Swiss Foundation for Technical Cooperation - is an independent, non-profit foundation based in Zürich, founded in 1959 by leading figures from the Swiss private sector and Swiss universities. It is exclusively involved in international development, active in more than 36 countries with 110 programmes and more than 1,400 staff members. At the heart of all Swisscontact's work stands the private sector and its crucial role for achieving more inclusive economic growth. Swisscontact approaches this through 4 thematic areas: Skills, Enterprises, Finance and Environment. Swisscontact has been present throughout South-East Asia for more than 30 years.

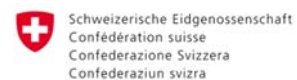
Implementer



Consortium Partner



A Project of



Swiss Agency for Development  
and Cooperation SDC

Swisscontact has been operating in Cambodia since 2013, establishing its office in the country in April 2016. In Cambodia Swisscontact operates in two working areas – enterprise promotion and skills development – always acting through private sector development. Building on the wider organisation’s regional and global experience, Swisscontact strives to support local areas of focus, including agricultural innovation, tourism, impact investment, and renewable energy. Swisscontact currently implements the SDC-funded Skills Development Programme (SDP), leads the implementation of the Senior Expert Corps (SEC), Mekong Inclusive Growth and Innovation Programme (MIGIP) in destination management in the tourism sector and technology commercialisation in the agriculture sector, USAID-funded Regional Investment Support for Entrepreneurs (RISE), and Cambodian Horticulture Advancing Incomes and Nutrition (CHAIN) project as a consortium partner.

### **Programme overview**

The Skills Development Programme (SDP) is mandated by the Swiss Agency for Development and Cooperation (SDC). The second phase of SDP (2020 to 2024) is implemented by Swisscontact in a consortium with INBAS. The programme aims to increase income and employment opportunities for young women and men in three rural provinces of Cambodia: Preah Vihear, Stung Treng, Kratie, Mondulkiri and Ratanakiri. It also contributes to the creation of an inclusive, relevant, and well-coordinated national TVET system. To accomplish this, the SDP implements activities in four Intervention Areas: TVET School Development, TVET Innovation LAB, Training for disadvantaged youth and Hospitality Kampuchea HoKa. SDP is committed to Gender Equality and Social Inclusion as a transversal theme in all Intervention Areas.

## **3. Objectives**

The assignment has five objectives:

- 1) Provide technical support the development and implementation on Hospitality Kampuchea ( HoKa) products in collaboration with Hospitality sectors , freelance trainers, trainers, assessors, PDoTs and experts
- 2) Coordinate the implementation of Interventional Area strategy and operation plan
- 3) Facilitate the partners to the cooperation under Intervention Area
- 4) Facilitate cooperative strategy, finance, and operational management
- 5) Effective communication and cooperation with the partners and other stakeholders.

## **4. Cooperation**

The IA4 Field Officer reports to the Intervention Area Manager.

The IA4 Field Officer is part of the SDP Implementation Team and takes part in its meetings and activities.

## **5. Overall functions and responsibilities**

- Work closely with the industries and all stakeholders under Intervention Area.
- Collaborate closely with the Intervention Area Manager to build synergies and ensure high-quality implementation of Intervention Area.
- Provide technical supports on HoKa products in collaboration with Hospitality sectors , freelance trainers, trainers, assessors, PDoTs and experts.
- Support in coordinating training logistic with partners.

- Coordinate and assess the quality of the implementation.
- Support in liaising with the relevant authorities and the private sector.
- Provide technical support, monitoring and coaching.
- Facilitate/coordinate Awareness, recruitment, mobilization, post-training, reflection workshops and capacity development.
- Facilitate/coordinate provincial hospitality technical working group
- Any other tasks requested by the Intervention Area Manager or Team Leader.
- Maintains networking with other relevant projects and organisations

## 6. Scope of Work

The Field Officer performs the following tasks:

### **Project management:**

- Supports the Intervention Area Manager in revising the LogFrame, results chain and budget for Intervention Area 4, when necessary.
- Supports the Intervention Area Manager in the overall programme management and coordination, including planning (Yearly Plans of Operation), reporting to the donor (annual and semi-annual reports), steering (bi-annual Steering Committee meetings) and strategic review (meetings and other activities of the Strategic Review Panel).
- Provide technical supports on HoKa products in collaboration with all HoKa stakeholders.
- Support in coordinating training logistic with partners and relevant stakeholders
- Coordinate and assess the quality of the implementation.
- Support in liaising with the relevant authorities and the private sector.
- Provide technical support, monitoring and coaching.
- Facilitate/coordinate reflection workshops and capacity development.
- Facilitate/coordinate provincial hospitality technical working group.
- Informs the Intervention Area Manager of any perceived challenges and risks in the Intervention Area.
- Provides the Swisscontact Cambodia communication team pro-actively with relevant information about the Intervention Area (start and ending of courses, workshops, meetings, ceremonies etc.)
- Support short-term expert missions as relevant for Intervention Area 4
- Technical translation oral and written, Khmer to English and vice versa.
- Performs other duties as required by the Swisscontact.

### **Monitoring and Results Measurement (MRM):**

- Conduct regular field visits to monitor the progress and results of Intervention implementation.
- Support team and partners to collect data and regularly update the SDP database.
- Provide guidance for partners in data collection and monitoring techniques
- Attend meetings and help to coordinate and monitor SDP activities.
- Ensure high quality of service provided to learners by providing technical review and feedback on findings and recommendations and ensuring adequate follow-up.
- Support partners in developing and applying tools for smooth monitoring of activities.
- Proactively suggest and apply qualitative methods for MRM.

- Work with other staff members to address the quality of the project outputs and assessing adherence to quality standards and policies.
- Support the integration of best practices and lessons learnt into MRM processes.

**Coordination:**

- Support the organisation and facilitation of regular meetings with project stakeholders
- Proactively exchange information with government stakeholders as well as other stakeholders and like-minded organisations.

## 7. Requirements for the position

The successful candidate shall meet the following criteria:

- Bachelor's Degree in hospitality and tourism, business management or in another related field.
- Prior development cooperation experience with skills development, TVET or education as a priority field.
- Strong understanding of project cycle management.
- At least 3 years of relevant working experience in similar positions, especially, hospitality sectors
- Prior development cooperation experience with TVET/education as a priority field.
- Prior experience in collaborating with government and private-sector stakeholders.
- Familiarity with the context and targeted provinces is an asset.
- Proficiency in English and Khmer (both oral and written).
- Constructive, flexible, proactive and responsible work attitude.
- Proven experience in monitoring and evaluation.
- Experience in supporting financial and operational reporting.
- Strong ability to work as a part of a team (including partners).
- Strong communication and interpersonal skills.
- Commitment to values and principles of the work of Swisscontact.
- Perform other duties and responsibilities that may be assigned by the line manager.