

Scope of Work for Manager of Mentoring Program

I. Background

East-West Management Institute (EWMI), founded in 1988 as an independent not-for-profit organization in New York, USA, has been implementing projects in Cambodia since 2003. In the USAID-funded Cambodian Civil Society Strengthening project, EWMI seeks to increase the capability of Cambodian civil society to engage in democratic processes by representing citizen concerns. One major objective of the project is to strengthen the capacity of specific civil society organizations in Cambodia.

EWMI seeks a Manager of its upcoming mentoring program, which will provide part-time mentors for five to ten Cambodian NGOs seeking to develop their capacity in specifically defined areas. These mentors will be expected to provide on-the-job/on-site training, as well as long-distance advice and information on a variety of issues, depending on the NGOs' needs, on a part-time basis via e-mail, Skype and if necessary through site visits not to exceed one week. The mentors will receive nominal payments and reimbursement for any travel costs. The mentoring program will be in place for one year.

Based on an initial assessment of needs and interests, the program will recruit mentors who can help to develop the capacity of the NGOs in the following areas:

- Financial management, including accounting methods, budgeting & cash control; and financial strategy
- Tracking and assessing program and organizational results using high quality monitoring and evaluation tools
- Accessing new and diversified forms of funding, including through social enterprises.

EWMI anticipates that the mentors will collaborate closely with NGOs to design a tailored program, based on information gleaned from a more in-depth, participatory assessment of needs carried out together with the NGO at the outset.

II. Scope of Work

The manager will be responsible for:

- Recruiting the mentors
- Preparing TORs for the mentors and facilitate process for finalizing their contracts
- Supervising the mentors, including through monitoring written progress reports
- Submitting brief quarterly reports to CCSS on achievements and challenges by the mentors and the NGOs they work with, including recommendations for improvements
- Facilitating the process for overcoming potential misunderstandings between the mentor and the beneficiary NGOs

- Ensuring that the payment is provided to the mentors in a timely manner after EWMI has received, reviewed and determined that his/her monthly work reports and timesheets are satisfactory.
- Submitting a final report on achievements and challenges addressed by the mentors and the NGOs they work with, including recommendations for future interventions, if any

III. Deliverables and Payments

Activity	Date	Payment of fees
Signing of contract	On or about March 15, 2019	NA
Complete recruitment of mentors	On or about April 15, 2019	Submit invoices for payment
Ensure that all mentors' contracts are signed by mentors	On or about April 30, 2019	NA
Submit quarterly report to CCSS	July 5, 2019	Submit invoices for payment
Submit quarterly report to CCSS	October 5, 2019	Submit invoices for payment
Submit quarterly report to CCSS	January 5, 2020	Submit invoices for payment
Submit final report to CCSS	February 15, 2020	Submit invoices for payment

IV. Timeline and reporting

The consultancy shall take place between March 15, 2019 and February 15, 2020. The consultant shall report to the CCSS Chief of Party.

V. Qualifications

- At least 8 years of experience working with civil society in Cambodia on capacity building in finance and program areas
- Demonstrated experience in management and supervision
- Excellent communication skills, including listening skills
- Strong problem-solving skills
- Strong interpersonal skills
- Superior writing skills
- Fluency in Khmer and English
- Cambodian nationality or International

VI. Application process

Closing date for all applications: February 20, 2019

A detailed scope of work is available at www.ewmi.org. Interested candidates should submit a proposal for a flexible framework contract including fees and travel by email to:

ccss_info@ewmi.org

We accept applications by email only. EWMI does not discriminate on the basis of ethnicity, race, age, gender, or sexual orientation. Only short-listed candidates will be contacted.

