

## **Scope of Work for Capacity Development Specialist(s)**

### **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.

Based on an initial assessment of needs and interests, EWMI seeks an NGO to mentor two or more Cambodian NGOs on key organizational development issues as detailed below:

- Strategic planning, including creating a global budget
- Strategic communication
- Financial planning and management, including use of QuickBooks
- Internal governance
- Human resource management
- Project design, management and monitoring and evaluation
- Fundraising

The mentors will be expected to provide on-site assistance, depending on the beneficiaries' needs, on a part-time basis at the average rate of 1.5 days per month. This mentoring program will be in place until December 31, 2020.

### **II. Scope of Work**

The successful candidate will be responsible for:

- Conducting site visits and providing mentoring assistance at the average rate of 1.5 days per month for two or more NGOs, on topics agreed with the NGOs and EWMI.
- Submitting brief quarterly reports to EWMI CCSS on achievements and challenges by the NGOs they work with, including recommendations for improvements.
- 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**

<b>Activity</b>	<b>Date</b>	<b>Payment of fees</b>
Signing of contract	On or about March 30, 2019	NA
Commence site visits and mentoring (ongoing)	On or about April 13, 2019	Submit invoices for payment
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 quarterly report to CCSS	April 5, 2020	Submit invoices for payment
Submit quarterly report to CCSS	July 5, 2020	Submit invoices for payment
Submit quarterly report to CCSS	October 5, 2020	Submit invoices for payment
Submit final report to CCSS	January 15, 2021	Submit invoices for payment

#### **IV. Timeline and reporting**

The consultancy shall take place between March 30, 2019 and December 31, 2020. The consultant shall report to the CCSS Chief of Party.

#### **V. Qualifications**

EWMI is seeking a Cambodian NGO which can provide mentors with the following qualifications:

- At least 8 years of experience working with civil society in Cambodia on capacity development in relevant 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: March 14, 2019

Interested candidates should submit a proposal, including fees and travel costs, by email to: [ccss\\_info@ewmi.org](mailto: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.