

**NGO COALITION TO  
ADDRESS (SEXUAL) EXPLOITATION OF CHILDREN IN  
CAMBODIA [COSECAM]**

**TERMS OF REFERENCE  
FINAL EVALUATION OF TRAINING GROGRAM (2008-2011)**

**Program Background**

COSECAM has received grant support from ANESVAD and EU since 2008 to implement the Capacity building program, consisting of two kinds of trainings called Organizational Management (OM) and Project Implementation (PI) trainings. The aim of the program is to strengthen the institutions of COSECAM's NGO members and relevant member organizations to improve their professional and technical skills, which in turn they enable to enhance their services to help women and children more effectively.

The OM training aims at improving the capacity of managerial staff about management and leadership skills, while PI training focuses on improving the capacity of implementing staff on technical skills including Psycho-social counseling and other related skills.

Since early 2008 until late 2011, several OM and PI training courses were provided to participants of NGOs and relevant government agencies. Now it's time to assess the achievements of the training program, following the Terms of reference as below.

**Objectives of the evaluation**

An external evaluation is the one the requirements, although project implementation has been monitored regularly by project team and reporting to donors.

The objectives of evaluation are:

- 1- To assess the appropriateness/relevance of training: participants versus timing and duration of training, training topics, training methodology and training resource persons.
- 2- To assess the effectiveness of training program in term of satisfaction, application, change of knowledge and attitude made by participants.
- 3- To draw good practices and lesions learned, concluding recommendation for future

**Detailed description and responsibility:**

- Develop the evaluation framework, design methodology together with the evaluation work plan for both OM and PI training programs.
- Review project documents
- Interview with participants and their supervisors
- Meet with key person(s) from PUC, some Trainers and COSECAM Management.
- Prepare the first draft of standard evaluation report meeting COSECAM's requirement
- Send first draft report to COSECAM's Management
- Debrief the draft of evaluation report
- Finalize the evaluation report

**Evaluation schedule**

The duration of the consultancy is 14 days, which will take effect from February 13 to March 7, 2012; including field work in provinces and Phnom Penh for a total of Eight days.

<b>Key Activities Assignment</b>	<b>Timeframe</b>	<b>Involved</b>
Submit Final Program Evaluation Proposal (for approval)	By January 27, 2012	CD
Desk study + Tool development. ( <i>estimated 2 days</i> )	February 13, 2012	Evaluator
Field work ( <i>estimated 8 days</i> )	February 15-25,2012 and	Evaluator, IHRD staff
Data analyze and draft report ( <i>estimated 2 days</i> )	February 27-28, 2012	Evaluator
Debriefing report ( <i>estimated 0.5day</i> )	March 2, 2012	Evaluator
Submitting Final evaluation report ( <i>estimated 1.5 days</i> )	March 7, 2012	Evaluator

**Total 14 days**

### **Qualifications and Key competencies**

- a. Cambodian nationality
- b. University degree in social work or other relevant discipline;
- c. Technical expertise (having experienced with capacity building, project assessment, design and Evaluation).
- d. At least 5 years experience in researching with and/or assessment of capacity building, social work, and other relevant field provided by NGOs;
- e. Excellent analysis and reporting skills;
- f. Ability to think structurally and to conduct the study independently;
- g. Proficiency in English language
- h. Knowledge with the context of social work in Cambodia is preferred.

### **Supervision of the Consultant**

The consultant will be under the direct supervision of COSECAM Director.

### **Application**

Interested applicants for this evaluation, can send their cover letter explaining why you are suitable for the assignment, statement of availability, to be attached with last publication, expected daily fee together with your CV including 3 referees to: [admin@cosecam.org](mailto:admin@cosecam.org). Deadline for application is February 9, 2012.

January 30, 2012  
Coalition Director