

**TERMS OF REFERENCE  
for**

**CRWRC Cambodia: Volunteer Position with CRWRC**

**ENGLISH AND COMPUTER PROGRAM TEACHERS**

**I. Volunteers Contracted: Jon and Deb Van Duinen**

**II. Position Period: November 10, 2002 – December 10, 2002**

**III. Background:**

**CRWRC Cambodia**

CRWRC began its Capacity Building Program in Cambodia in 1996. Beginning in 2000 CRWRC-Cambodia started consolidating its strategy of closely integrating organizational capacity building and community capacity building support to its local Cambodian partner organizations.

CRWRC-Cambodia works in partnership with other international NGOs to support and build the capacity of its local partner organizations. The current local CRWRC NGO partners are Association for Farmers Development (AFD), Chet Thor, Evangelical Fellowship of Cambodia (EFC) and The Life of Hope (PNKS). CRWRC is also facilitating Learning Circle networks among Cambodian NGOs in Phnom Penh and Takeo Province.

Since 2001, the CRWRC-Cambodia Team has focused heavily on capacity building, training, mentoring, and coaching to its partners' staff on Organizational Capacity Indicators (OCI) and Community Capacity Indicators (CCI). These indicators help the NGOs understand the fundamental importance of capacity building in their organization and community. The CRWRC Cambodia Team believes that identifying capacity indicators is an important aspect of institutional capacity building and development.

The theme of CRWRC's country programme in Cambodia is “The Ministry of Healing”. This approach uses three strategies to address the current needs of capacity building in Cambodia, namely:

1. Organizational capacity building of NGOs and church based organizations.
2. Community Capacity Building of community based organizations.
3. Personal capacity building of CRWRC staff.

CRWRC has been working for seven years in this kind of partnership and project management. CRWRC has supported partner organizations such AFD, Chet Thor, PNKS, and provincial and Phnom Penh Development Networks. CRWRC's partnership program is working directly with our partners in both organizational and community capacity building. We have managed their grants from other donors such as Diakonia and Danchurch Aid in Cambodia. CRWRC manages its own funds from the head of office of CRWRC for all

projects in Cambodia. The position is integral part of CRWRC's capacity building strategy towards building the capacity of its own staff to effectively serve the needs of its partner organizations.

#### **IV. Volunteer Position Description**

The volunteer position will have the following specific tasks and responsibilities in building the technical capacity of CRWRC staff in Cambodia:

1. Train staff in general computer operation skills and the use of Excel, Access and Power Point programs.
2. Train staff to improve the English speaking, reading and writing skills.

Prior to the assignment of the work to the volunteers, CRWRC will provide an orientation to the volunteers on its vision, mission, goal and programs and services in Cambodia. CRWRC staff will provide technical and logistical and moral support to the volunteers while doing their work.

#### **V. Accountability and Supervision**

The position will involve many interactions with CRWRC staff. Ms. Navy Chann, CRWRC Country team Leader in Cambodia, will supervise the position. Any changes in the position description or other major changes to the design of the volunteer position must be approved by the Country Team Leader. Navy will meet with the volunteers on a weekly basis and deal with all issues that can be dealt with at the other levels.

#### **VI. Reporting**

Aside from the regular meetings with CRWRC and EFC staff, the volunteers are expected to submit an end of contract report to CRWRC. The report should outline the objectives of the activity, tasks accomplished, conclusion, analysis, recommendations and lessons learned. The report should also include a brief financial report.

#### **VII. Schedule of Activities**

<b>Date</b>	<b>Activity</b>	<b>Objectives</b>	<b>Comments</b>
November 10	Arrival in Cambodia		Volunteers need to arrive not later than November 10. Accommodation will be arranged.
November 14 – 15 (morning only)	Staff training on the use and maintenance of computer	To enable staff to learn general skills in using computer	Toto and Sorphorn to provide back-up support
November 21-22 (morning only)	Staff training on the use of the Excel	To enable staff to learn skills in using	Toto and Sorphorn to provide back-up

	Program	Excel Program	support
November 28 – 29 (morning only)	Staff training on the use of the Access Program	To enable staff to learn skills in using Access Program	Toto and Sorphorn to provide back-up support
December 5 -6	Staff training on the use of the Power Point Program	To enable staff to learn skills in using Power Point Program	Toto and Sorphorn to provide back-up support
November 11 - 15	Preparation and Orientation on English Class	To conduct needs assessment and design appropriate English Courses	Toto and Navy will provide technical support
November 18 – December 3	English Class (2 hours every day, Monday to Friday)	To improve the English language skills of CRWRC staff	Navy and Toto to provide back-up support.
December 4	Evaluation of English Classes	To identify lessons learned	CRWRC staff will evaluate the usefulness of the English language training
December 5 - 6	Report Writing	Writing and submission of report and experiences.	Volunteers' reflections on their own role in the activity should be included in the report.
December 10	<ul style="list-style-type: none"> <li>• De-briefing meeting with CRWRC</li> <li>• Farewell Ceremony</li> </ul>	De-briefing of volunteers and reflecting on lessons learned from this undertaking.	Discussion and recommendations on future similar volunteers activities.

**VIII. Budget (Carol, please fill in the budget information for the volunteers part)**

Description	CRWRC	Volunteer	Partner	Total
Airfare (return)		n/a		n/a
Accommodation		\$15/night (we might be able to rent about \$300-\$350 per month for an ok hotel.)		\$450 US
Food		\$10/day/person (very basic) - higher for western food.		\$600 US
Travel	\$80 for local travel with CRWRC's car			\$80.00 US

Admin. Supplies	Office provided			n/a
Visa expenses		\$20 US/pers.		\$40.00US
Entertainment		n/a		n/a
<b>Total</b>	<b>\$80</b>	<b>\$1090</b>		<b>\$1170 US</b>

## IX. Culture

Cambodia is a Buddhist country whose customs and traditions have been influenced by the Buddhist religion. Christianity is less than 5% of the total population. Churches and Christian organizations have been very careful in doing evangelization in the context of a Buddhist society. Cambodians are generally warm and friendly people who could accommodate the culture of different races, religion and political orientation.

The Cambodians show respect by greeting their elders with folded hands (sampeah), the traditional, the traditional Buddhist greeting. The Cambodian women generally do not shake hands with other people, especially men as Westerners do. Adult Cambodians do not usually touch younger children in the head. Losing face is one of the most tragic embarrassments for Cambodians. Women generally wear skirts, dresses or blouses with short sleeves. Shorts are key for jogging but not for regular work. Expats are expected to be patient and getting angry in front of Cambodians is not well accepted and appreciated. The basic food of Cambodians is mainly rice with fish, vegetables and meat. Cambodians feel offended if you do not eat food being offered to you. Try not to refuse food and least tasting a bit of food sends a message of friendliness to your host.

Office hours in public and private offices usually starts at 7:30 am and ends at 5:00 pm. Cambodians generally come to meetings on time if it is clear to them that they need to come on time. Most young Cambodians are very interested to learn English and many have learned to speak basic English.

The CRWRC staff are made up of Buddhist and Christian Cambodians. Christians generally are expected not to drink alcohol, smoke, and gamble.

## X. Contacts

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CRWRC Cambodia

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