

Terms of Reference for STT's Consultancy Service to Support a Research Study

1. Introduction and Background

Founded in 2005 and officially registered with the Ministry of Interior in 2006, Sahmakum Teang Tnaut Organisation (STT) is a Cambodian land and housing rights NGO supporting urban poor and vulnerable communities to access land tenure security, adequate housing, climate justice, and social protection. “Teang Tnaut” means “Palm Leaves,” and palm leaves are used by poor communities to build roofs and walls for their houses. This simplistic name was chosen to forever remind STT that its work serves the poorest members of society.

To strengthen the quality of its research and continue supporting communities in its target areas, STT seeks to engage an external research consultant to support the whole process of one of our research studies.

2. Objective

The purpose of this consultancy is to provide technical guidance, mentorship, and quality assurance throughout the research process, working closely with STT staff from the inception of the study to the completion and finalization of the research report on **“Amplifying Community Voices: Evidence-Based Advocacy for Land Rights, Climate Justice, and Human Rights in Locations in Koh Kong, Kampot and Monduliri”**.

3. Scope of work

The consultant will act as a research mentor and technical advisor and will provide guidance throughout all stages of the research process.

A. Research Design and Planning

- Review and refine research objectives, questions, and hypotheses.
- Advise on the selection of appropriate research methodologies.
- Review research frameworks and conceptual models.
- Support the development of data collection plans and timelines.
- Provide technical advice on ethical considerations and research protocols.

B. Development of Research Tools

- Review and provide feedback on questionnaires, interview guides, focus group discussion guides, observation checklists, and other research instruments.
- Ensure research tools align with research objectives and indicators.
- Advice on pilot testing and tool revision.

C. Capacity Building and Mentoring

- Provide regular coaching and mentoring sessions for STT research staff members.
- Strengthening staff capacity in research methods, data collection, data management, and data analysis.
- Offer practical guidance on addressing research challenges encountered during implementation.
- Facilitate learning and reflection sessions throughout the research process.

D. Data Collection and Quality Assurance

- Review data collection procedures and protocols.
- Provide technical support during field implementation.
- Advise on data quality control mechanisms.
- Identify and recommend solutions to methodological issues arising during data collection.
- Conduct periodic technical reviews throughout the research process.
- Provide recommendations for improving research quality and credibility.
- Verify that final outputs meet agreed quality standards.

E. Data Analysis and Interpretation

- Review data cleaning and management processes.
- Provide guidance on quantitative and qualitative data analysis techniques.
- Support interpretation of research findings.
- Ensure analysis is aligned with research objectives and research questions.

F. Report Writing and Review

- Review draft research reports and provide technical comments.
- Ensure findings are evidence-based, coherent, and well-structured.
- Advise on presentation of findings, conclusions, and recommendations.
- Review and provide feedback on policy briefs, presentations, and other knowledge products.

4. Deliverables and Phases of Payment

A. Expected Results

- The inception report: the consultant shall submit a final technical and financial proposal to STT. The proposal must include the proposed methodology, approach, work plan, timeline, and budget.
- Provide continuous technical support, guidance, recommendations, and feedback throughout the research process, from inception to completion.
- Collaborate closely with the STT team in refining the research topic, objectives, research questions, research design, data collection tools, data collection, data analysis, interpretation of findings, and preparation of the final research report.
- Capacity Building: The consultant shall design and facilitate training and capacity-building sessions for STT staff as needed to strengthen their research skills and understanding of relevant methodologies.
- The consultant shall review and provide technical comments on all key research outputs and processes to ensure methodological rigor, accuracy, comprehensiveness, and high-quality reporting.
- The consultant shall provide quality assurance throughout the assignment and ensure that all research outputs meet professional, ethical, and academic standards.
- The consultant shall review draft reports and provide detailed feedback and recommendations for improvement prior to the finalization of the research report.

B. Payment Method

Deliverable	Description	Payment (%)
Phase 1	Contract signing & Inception Report	20%
Phase 2	Literature review, report structure & questionnaire approved	20%
Phase 3	Data collection, cleaning & validation completed	20%

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Phase 4	First and second draft report submitted	20%
Phase 5	Final draft report accepted, Consultation workshop completed, and Final publication/dissemination	20%
	Total	100%

5. Support Team from STT

The consultant will work closely with MEAL Officer and Advocacy and Outreach Program Manager to facilitate this consultancy.

6. Duration and Place of Work

This consultancy will commence as soon as possible, and the duration of the contract will be 6 months from the start date. Specific duration will be stated in the service agreement once the consultancy is offered.

7. Consultancy Fee

This consultancy will commence as soon as possible, with a contract duration of 6 months from the start date. The specific duration will be detailed in the service agreement once the consultancy is formally offered. The consultancy fee will be at a competitive rate, not exceeding USD 4,000, inclusive of all applicable taxes.

8. Required qualifications of the Consultant

STT is looking for a consultant with the following qualifications:

- Master's degree or PhD in Social Sciences, Development Studies, Climate Change, Public Policy, or related fields.
- Extensive knowledge and solid professional experience in researching social and environmental impacts of development and issues related to social justice.
- Minimum 5–10 years of experience conducting and supervising research.
- Strong expertise in qualitative and quantitative research methods.
- Has some experiences working with indigenous communities
- Excellent analytical, report writing, and facilitation skills.
- Good communication skills
- Ability to adhere to deadlines and flexibility
- Background or experience in assessing both the positive and negative impacts of development projects on residents' living conditions, particularly within poor and vulnerable communities

9. How to Apply

Interested candidates should send their application/consultancy proposal, including CV highlighting relevant experience, a budget and sample work to STT's Administration and Human Resources through email recruitment@teangtnaut.org.

Only shortlisted applicant (s) will be contacted for discussions and interviews.

Closing date: 31 July 2026, 5 PM.