

Terms of Reference (ToR)

Consultancy Service for Training Facilitation and Capacity Development of Community Representatives and Youths

1. Introduction and Background

Founded in 2005 and officially registered with the Ministry of Interior in 2006, Sahmakum Teang Tnaut Organization (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 knowledge, skills, and leadership capacities of community representatives and youth leaders in its target areas, STT seeks to engage a qualified training facilitator and capacity development consultant to design, facilitate, monitor, and document a series of training and learning activities. The consultancy aims to empower participants with practical knowledge and skills related to land rights, advocacy, social and environmental impact assessment (SEIA), and community-led action, enabling them to effectively engage with relevant stakeholders and contribute to positive changes within their communities.

2. Objective

The overall objective of this consultancy is to strengthen the capacity of community representatives from urban poor communities and youth leaders to effectively advocate for land, housing, environmental, and social rights through enhanced knowledge, practical skills, and leadership development.

3. Scope of Work

The consultant will design, facilitate, monitor, and document a series of training sessions over a six-month period. The assignment includes providing training to:

- Approximately 140 community representatives from 20 target communities in Phnom Penh on:
 - Cambodian Land Law and Land Rights;
 - Advocacy Strategies and Community Mobilization; and
 - Social and Environmental Impact Assessment (SEIA).
- Approximately 200 youth participants on:
 - Advocacy and Campaign Planning;
 - Project and Grant Implementation;
 - Community Engagement and Leadership.

4. Expected Deliverables

Deliverable	Description
Training Plan	Detailed work plan, training schedule, methodology, and implementation timeline

Training Curriculum	Training modules, agendas, presentations, and learning materials for community representatives and youth participants
Assessment Tools	Pre-test, post-test, evaluation forms, and monitoring tools
Training Reports	Reports for all training sessions, including attendance records, assessment results, photos, and key findings
Capacity Tracking System	Participant database and capacity monitoring system
Dashboard	Participant progress and training outcome dashboard
Final Consultancy Report	Consolidated report including achievements, learning outcomes, challenges, lessons learned, and recommendations

5. Duration of Assignment

This consultancy will commence as soon as possible, with a contract duration of six (6) months from the start date. The specific duration and schedule of activities will be detailed in the service agreement upon award of the consultancy.

6. Support from STT

STT will provide:

- Technical guidance and coordination support.
- Key community contacts and participant mobilization support.
- Training venue and logistical arrangements.
- Printing and reproduction of training materials as required.
- Administrative support for organizing training activities.

7. Consultancy Fee

The consultancy fee will be offered at a competitive rate and will be negotiated with the selected candidate. STT will consider the candidate's qualifications, relevant professional experience, technical expertise, and proven track record in delivering high-quality training and capacity-development services. The final fee will reflect the scope of work and the value added to the assignment.

7. Required Qualifications

The consultant should have:

- Bachelor's degree or higher in Law, Social Sciences, Development Studies, Public Policy, Environmental Studies, Community Development, Education, or a related field.
- At least five (5) years of experience in training facilitation and capacity development.
- Strong knowledge of:
 - Cambodian Land Law and land tenure issues;
 - Advocacy, campaigning, and community organizing strategies;
 - Social and Environmental Impact Assessment (SEIA).
- Proven experience working with urban poor communities, civil society organizations, youth groups, and community-based organizations.

- Demonstrated experience in adult learning methodologies and participatory facilitation techniques.
- Experience designing training curricula, learning assessments, and monitoring systems.
- Strong facilitation, communication, analytical, and report-writing skills.
- Ability to work independently and meet deadlines.

8. Payment Schedule

Phase	Deliverable	Payment
Phase 1	Contract signing, training plan, curriculum, and assessment tools approved	20%
Phase 2	Completion of first training for approximately 140 community representatives from 20 target communities, including submission of the training report	20%
Phase 3	Completion of training on Advocacy and Grant Implementation for approximately 200 youth participants, including submission of the training report	20%
Phase 4	Completion of the second and third training session for approximately 140 community representatives, including submission of all training reports	20%
Phase 5	Dashboard submitted, participant database finalized, and final consultancy report approved	20%
Total		100%

9. How to Apply

Interested candidates are invited to submit the following documents:

- Technical Proposal outlining the proposed approach, methodology, and work plan.
- Curriculum Vitae (CV) highlights relevant qualifications and experience.
- Financial Proposal indicating the proposed consultancy fee.

Applications should be sent 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: 23 August 2026, 5 PM.