



## VACANCY ANNOUNCEMENT

**Title:** Consultancy for **Result-Based Report Writing Training** for KSWS staff, WCS Cambodia Program

**Position:** Result-Based Report Writing Training Consultant

**Position Type:** Part-time

**Reports to:** WCS Cambodia National M&E Manager

**Location:** Phnom Penh, Cambodia with travel to Mondul Kiri province

**This position is open to national candidates.**

### 1. Background

The Wildlife Conservation Society (WCS) is a US nonprofit, tax-exempt, private organisation established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity.

WCS has been working in partnership with the Royal Government of Cambodia since 1999, providing technical advice and support for the conservation of key habitats and species across the country. We are seeking a qualified **consultant** from experienced candidates to provide a **Result-Based Report Writing Training course** for Keo Seima Wildlife Sanctuary (KSWS) staff. WCS has multiple donors funded KSWS for implementing different activities to conserve forests and protect wildlife as well as contributing to the sustainable development of indigenous and local communities in and around KSWS.

### 2. Context

As part of project management, report writing is a requirement for KSWS staff to provide relevant and accurate information to present their results, challenges, lessons learned, and next steps. Routinely, they have to do this work in the project management database system and periodically they also have to complete this task using other templates, depending on the project's needs when completing particular activities in the work plan or when required to submit reports to the management team, government agencies, and other stakeholders.

### 3. Objective of the Assignment

The main purpose of this consultancy is to provide the project's relevant staff in Mondul Kiri around **40 individuals** with a physical training course on result-based report writing that may last two or three days depending upon training design and content. All staff participants are expected to improve their knowledge and skills related to result-based reporting after the end of this training.

### 4. Approach of the Assignment

This assignment is supervised by WCS Cambodia's National M&E Manager and implemented by the consultant. Training design, materials, and session plans developed by the consultant will be reviewed by the WCS National M&E Manager and the KSWS project management team before moving on to conducting training. Meetings are required between WCS and the consultant to review and finalize training objectives, content, materials, and session plans. A training venue, LCD projectors, flipcharts, markers, post-its, refreshments, and lunches will be provided by WCS. The consultant will handle transportation and accommodation on their own when working in Mondul Kiri province to provide training for the project's staff. A reflection meeting will be held between WCS and the consultant after the end of each day's training. This reflection aims to identify gaps, areas for improvement and

adaptation for the next day's training. Pre-tests and post-tests will be conducted to assess the baseline knowledge of participants and their improved knowledge and skills as a result of the training. The consultant will develop a report on the training to submit to WCS for approval and payment provision.

The approach of the assignment might be adapted according to discussions with WCS.

## 5. Key Tasks

- a. Take part in an introductory meeting with WCS to learn about the project and personnel background, the need for staff in this field for capacity building, and to determine the precise training goals.
- b. Develop training materials, session plans, and agenda items.
- c. Share draft training materials, session plans, and agenda items for WCS review.
- d. Participate in meetings with WCS to review and finalize the training materials, session plans, and agenda mentioned earlier. This kind of meeting will also discuss the preparation of training.
- e. Provide training to the KSWs project's staff in Mondul Kiri.
- f. Participate in reflection meetings with WCS when the training ends each day.
- g. Conduct pre-tests and post-tests to evaluate the knowledge and skills of target participants.
- h. Submit the training report and finalized training materials, including session plans, to WCS.

## 6. Key Deliverables and timeline

Deliverable	Type	Estimated Submission Date
Signed the contract and approved work plan, including activities, expected results, responsible persons, and timelines (deliverable 1)	Work plan	June 17, 2024
Reviewed and approved training session plans, including detailed training methodologies and facilitation techniques (deliverable 2)	Training session plans	June 20, 2024
Reviewed and approved training materials, including agenda, specific learning objectives and pre-test and post-test questionnaire tools (deliverable 3)	Training materials (PowerPoint slides and others)	June 20, 2024
Provided training and submitted training report (deliverable 4)	Training report	June 28, 2024

## 7. Payment Schedule

30% Upon signing the contract and completing deliverable 1.

30% Upon completing deliverables 2 and 3.

40% Upon completing deliverables 4.

## 8. Applicant's profile

The consultant must conform to the following qualifications:

- Education: A minimum of a master's degree in education, conservation of natural resources, and other relevant fields.
- Professional experience: At least 7 years of experience in providing training to staff members from NGOs and governments. This experience must also include training in project cycle management, M&E, and result-based report writing.

- Effective facilitation skills.
- Excellent interpersonal skills and cooperative attitude.
- Ability to work with flexibility and understanding of the needs of stakeholders.
- Proven ability to meet multi-task deadlines.
- Good English proficiency is required.

## 9. Application process

Interested candidates should apply by emailing:

- A CV and cover letter that address the criteria outlined in the qualifications and experience section, links/examples that demonstrate your skills.
- Proposed training methodology and work plan
- Your expected rate/price for the above-listed deliverables

to: [cambodiahr@wcs.org](mailto:cambodiahr@wcs.org), latest by **June 10, 2024**. Please include the Position Title “**Result-Based Report Writing Training Consultant**” in the subject line of your email.

Please note that only short-listed candidates will be contacted for further assessments.