

TERMS OF REFERENCE (TOR)

Consultancy: Evidence-Based Documentation on Coastal Economic Governance; Three Case Studies on Responsible Business Conduct; and Three Advocacy Videos (Kep, Kampot, Preah Sihanouk, or Koh Kong)

Background

Action Aid Cambodia (AAC), Open Development Cambodia Organization (ODC), the Cambodia Center for Human Rights (CCHR), and the NGO Forum on Cambodia (NGOF), hereafter called parties, are implementing a project called “**Strengthening CSOs to Take Action on Economic Governance, (SCAEG)**”. It is a three-year project starting from 01st November 2023 to 31st October 2026 with funding support from the European Union (EU).

The project aims to maximize civil society action in the governance of economic development in the coastal area, for greater accountability, transparency, and inclusive participation in decision-making in Cambodia. This project will benefit approximately 46,920 fisherfolk, 170 community representatives, 34 community fisheries in Koh Kong, Preah Sihanouk, Kampot, and Kep, 150 citizen journalists, and 470,000 people digital reach. The project will be implemented in the coastal area of Kep, Kampot, Preah Sihanouk, and Koh Kong provinces. The intervention aims to create an enabling environment for action by civil society/CFI (CSOs and their Networks representing fishery communities, with a focus on women and youth leaders) in economic governance, through inclusive and creative platforms, and engagement in political dialogue with key decision makers and economic actors at local and national levels.

AAC is seeking a national consultant team to work alongside the AAC SCAEG project team and AAC implementing partners in providing capacity building of NGO staff and community-based groups (committee, women, citizen journalists, youth) to document evidence and produce advocacy outputs (case studies and videos) that promote Responsible Business Conduct (RBC) in coastal investments. The work will emphasize practical use of relevant policies and laws, such as Environmental Impact Assessment (EIA) procedures and complaint handling/grievance pathways, including RBC principles, and will support engagement with duty-bearers and private sector actors at sub-national and national levels.

Project Overall Objective: To strengthen the capacity of NGO staff and coastal community groups (community committee, youth, citizen journalists, women’s groups) to engage constructively in evidence-based documentation and produce three evidence-based video case studies for a policy advocacy on coastal economic governance issues and responsible business conduct in Cambodia’s coastal provinces (Kep, Kampot, Preah Sihanouk, Koh Kong).

I. Specific Objectives:

- Capacity building: deliver one-day technical training on marine/coastal community context, coastal natural resources, coastal development projects, and relevant laws/policies (including EIA and complaint handling, and key RBC principles).
- Produce Case studies: coach and support the production of three evidence-based case studies (one per province) on responsible business conduct of specific coastal investments, including pre-selection of location.
- Produce Advocacy videos: Producing three short videos (one per province) presenting the collaboration of communities, duty-bearers, and private sectors in promoting RBC through the development and verification of case studies.

- Co-facilitate Stakeholder engagement: support collaboration and information exchange with relevant authorities and private sector actors to ensure accuracy, validation, and right-of-reply.
- Campaign readiness: ensure outputs are suitable for advocacy campaigns and policy dialogue, with clear recommendations and messaging.

II. **Key Deliverables:** The assignment includes three components:

2.1 Component A: One-day training delivered by a Resource Person (Assignment i)

Key deliverables:

- Rapid capacity needs assessment.
- Training agenda and facilitation plan (one day).
- Slide deck (PPT) and practical handouts/checklists (Khmer; English optional).
- Pre/post test and participant evaluation tools including their action to start engaging in the RBC.
- Brief training report (attendance, summary of results, recommendations).

Estimated working days for the Resource Person: 2 days.

2.2 Component B: Three case studies on Responsible Business Conduct (Assignment ii)

Key deliverables:

- Pre-selection of location for producing case studies to assure collaboration and information exchange with relevant authorities and private sector actors.
- Case study methodology pack (templates for stakeholder mapping, evidence checklist, interview guides, consent form, and right-of-reply letter).
- Three case studies (Kep, Kampot, Preah Sihanouk, or Koh Kong) with evidence triangulation and RBC principle analysis.
- Three short advocacy briefs (2-3 pages each) summarizing key messages and asks for campaign use.

Estimated working days (consultants): 25 days (Lead consultant: 15 days; Support consultant: 10 days) including field visit and validation

2.3 Component C: Three advocacy videos presenting the collaboration of communities, duty-bearers, and private sectors in promoting Responsible Business Conduct (Assignment iii)

Key deliverables:

- Video coaching toolkit (scripting template, shot list, consent/ethics guidance, risk/do-no-harm guidance, subtitle style guide).
- Three short advocacy videos (recommended 3-5 minutes each), one per province.
- Three social cut-down clips (30-60 seconds each) per province.
- Final package including (English subtitles) and delivery-ready formats for social media/events.

Estimated working days (consultants): 25 days for the whole assignment process (before, during and after (final stage)) . This plan needs to connect to the schedule above that they collect data for case studies, these must be relevant just in paper and video.

III. Methodology:

The consultants will apply participatory and evidence-based approaches, combining training, coaching, and field mentoring. **People with disabilities are encouraged to actively participate in the assignment process including video production and case study.**

Minimum methodology requirements:

- Orientation and pre-selection of location for each province (Kep, Kampot, Preah Sihanouk, and Koh Kong).
- Identify 3 communities in 3 provinces for conducting case studies and videos.
- At least 12 people per location (2 CFI network committee, 2 CFI committee, 2 women, 2 youth, 2 citizen journalist, 2 NGO staff)
- Rapid capacity need assessment.
- Participatory training and coaching with practical exercises, group work, and real case planning on evidence-based documentation,
- Develop case study methodology pack (templates for stakeholder mapping, evidence checklist, interview guides, consent form, and right-of-reply letter).
- Develop video coaching toolkit (scripting template, shot list, consent/ethics guidance, risk/do-no-harm guidance, subtitle style guide).
- Evidence standards and triangulation: community perspectives, public records/documents, authority inputs, and private sector inputs where feasible.
- Ethics and safeguarding: informed consent, do-no-harm storytelling, risk assessment, and protection of sensitive sources.
- Validation and right-of-reply: community validation of findings and an opportunity for the relevant company(ies), communes, districts, provinces, and ministries to respond to key claims (supporting community groups to have at least three on-going discussion, verification, and / or dialogue with stakeholders).

IV. Team Composition and Roles

4.1 Resource Person (Assignment i)

- Develop training agenda/session plan/materials and tools.
- Deliver one-day training and produce training report.

4.2 Lead Consultant (overall coordination; Assignments ii-iii)

- Design overall methodology, templates, and coaching plan.
- Coach NGO staff and community groups for case study documentation.
- Coordinate stakeholder engagement and ensure validation/right-of-reply.
- Manage video/communications consultant and ensure advocacy alignment and quality assurance.
- Submit final completion report and handover of assets.

4.3 Video/Communications Consultant (Assignment iii)

- Coach story development, scripting, filming, and editing processes.
- Produce final videos, cut-downs (if required), English subtitles, and export formats.

4.4 Support Consultant (recommended)

- Desk research and drafting/editing support for case studies and advocacy briefs.
- Evidence organization and referencing, ensuring clarity and consistency.

V. Timeframe

No.	Activity	Outputs	Time
1	Inception: align scope, tools, detailed schedule, stakeholder mapping per province	Inception plan + tools/templates	W4 - March
2	Finalize one-day training package	Agenda/PPT/handouts + tests	W2 - April
3	Deliver one-day training	Training delivered	W3 - April
4	Case study coaching workshop (central/remote)	Coaching delivered + field plan	W3 - April
5	Video coaching workshop	Scripts/shot lists ready	W3 - April
6	Field mentoring for case documentation (3 provinces x 3 days)	Evidence captured + stakeholder meetings	April - May
7	Draft, edit and finalize 3 case studies + 3 advocacy briefs	Final case studies package	June
8	Field filming supervision (3 provinces x 3 days)	Raw footage captured ethically	April - May
9	Editing/post-production + subtitles + packaging	3 videos (+ cut-downs if required)	June
10	Final reporting, lessons learned, handover for advocacy	Final report + asset handover	Week 2 July

Note: The proposed activities and date will be discussed, adjusted and agreed.

VI. Responsible Business Conduct (RBC) Principles for Analysis

To ensure consistency across provinces while remaining locally grounded, the following principles will be applied:

6.1 Core principles (apply to all three case studies and videos)

- Human rights due diligence (identify, prevent, mitigate, and account for impacts).
- Meaningful stakeholder engagement and consultation, including inclusive participation of women and youth.
- Environmental responsibility, including EIA quality, mitigation measures, monitoring, and pollution control.
- Transparency and integrity (including disclosure of relevant information and anti-corruption considerations).

- Grievance mechanisms and remedy (effective complaint handling, non-retaliation, and remediation).

6.2 Issue-specific add-on principles (select 2-3 depending on the investment)

- Land/tenure and access to coastal commons (including fishing grounds and customary access).
- Gender equality and non-discrimination.
- Climate resilience and ecosystem protection responsibilities.

VII. Stakeholder Engagement

For each province case study and video, the consultancy will (where feasible) engage the following stakeholder categories:

7.1 Sub-national and local authorities

- Provincial Administration (Governor/Deputy Governors; Provincial Hall).
- District/Krong Administration.
- Commune/Sangkat Councils.

7.2 Provincial technical departments (indicative list)

- Provincial Department of Environment (EIA follow-up, compliance, pollution and protected area interface).
- Provincial Department of Land Management, Urban Planning and Construction (land use and construction permitting).
- Provincial Department of Public Works and Transport (infrastructure-related issues).
- Provincial Department of Agriculture, Forestry and Fisheries / Fisheries Administration structures (fisheries and CFi issues).
- Provincial Department of Tourism (where tourism investments are relevant).

7.3 National ministries/agencies (as relevant to each case)

- Ministry of Environment (MoE).
- Ministry of Land Management, Urban Planning and Construction (MLMUPC).
- Ministry of Agriculture, Forestry and Fisheries (MAFF) / Fisheries Administration (FiA).
- Ministry of Public Works and Transport (MPWT).
- Ministry of Tourism (MoT).
- Council for the Development of Cambodia (CDC) (where major investments are involved).

7.4 Private sector

- Project developer/operator and key contractors/subcontractors.
- Where traceable and strategically relevant: financiers/insurers.

VIII. Reporting and Communications

- Inception plan (including detailed schedule and stakeholder mapping approach).
- Training materials and training report.
- Three case studies and three advocacy briefs.
- Three videos (and cut-downs if required) with subtitles and export formats.
- Final completion report including lessons learned and recommendations for advocacy use.
- Handover of non-sensitive raw assets (e.g., interview logs, consent forms stored securely, footage files as agreed).

IX. Payment Scheme

AAC will cover the venue, per diem, and accommodation for participants for the 3-day training (consecutive) on evidence-based documentation, case study coaching workshop, and video coaching workshop.

Consultant will receive the payment to cover all expenses, but not limited to the net consultancy fee (AAC will withhold tax), expenses related to field data collection, validation meetings (at least 3 times per case with commune, district, and province; and one meeting at the national), video shootings, and other meetings of the community groups and the consultant team.

A three-tranche payment structure is recommended, linked to deliverables:

- 30% upon approval of the inception plan and final tools/templates; training package finalized.
- 40% upon submission of the training report and three case study drafts (including evidence annex and documentation of the right-of-reply process).
- 30% upon submission of three finalized case studies and briefs, three finalized videos, and completion report with asset handover.

X. Qualifications (Minimum Requirements)

10.1 Resource Person

- Strong understanding of coastal community livelihoods, coastal natural resources, climate change, human rights and Cambodia's EIA and complaint-handling landscape.
- Proven experience in facilitation/training using participatory methods.
- Khmer fluency (spoken and written).

10.2 Lead Consultant

- Proven experience leading evidence-based advocacy documentation and stakeholder engagement.
- Strong analytical writing and quality assurance skills.
- Experience working with CSOs and community groups, including gender and safeguarding sensitivity.

10.3 Video/Communications Consultant

- Proven portfolio in advocacy video production and coaching non-professional crews.
- Strong understanding of consent, safety, and do-no-harm storytelling.

10.4 Support Consultant (recommended)

- Strong desk research and drafting/editing skills.
- Experience organizing evidence and ensuring clarity/consistency in publication-ready outputs.

XI. Safeguarding and Code of Conduct

All consultants and engaged personnel must comply with applicable safeguarding policies and a code of conduct, including zero tolerance for harassment, exploitation and abuse. Informed consent must be obtained for interviews and filming, and sensitive information must be protected using do-no-harm and risk mitigation practices.

XII. Application and submission:

To apply for this consultancy, applicant required to submit the following documents.

- Project proposal with proposed budget timeframe.
- Cover letter and CV
- Sample of previous experience report or similar assignments or advocacy/campaign implementation

Submission email: Cambodia.job@actionaid.org

Email subsection line: ToR

Application deadline: March 15, 2026 (by 5:00 pm),

Applications will be reviewed on a rolling basis, and AAC reserves the right to close the recruitment early.

Only selected applications will be contacted for further review.

Reporting and communications:

For additional information on the consultancy and reporting submission, please contact to ActionAid Cambodia's focal point of contact:

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AAC provides equal opportunities for everyone regardless of their background. We value diversity and welcomes applications from all sections of the community. AAC adhere strictly to our Safeguarding policies and Code of Conduct and has zero tolerance toward all forms of harassment, exploitation and abuse. A thorough background check will be conducted on the selected candidate.