

CONNECT

Sharing local and regional governments' expertise worldwide

Terms of Reference 2017 – Cambodia - 001

Human Resources Management in Pursat Municipal Council Cambodia

Core information of the requested exchange	
Title	Pursat Municipal Council, Cambodia – Internal structure and Human Resource Management
Recipient department	Office of Human Resources
Name of contact person and department of LRG requested exchange	Mr. Samrith Eng, President of Municipal Council, Pursat Province, Cambodia +855 12 832 467 Engsamrith2@gmail.com
Period of the proposed exchange	March / April 2017
Basic information on the Local Authority	The municipality of Pursat in Cambodia functions as a municipality, but also as a capital of the Pursat Province. Therefore, the exchange includes civil servants from the municipal and provincial level. The Pursat region is located in the western part of the country and counts 397,107 inhabitants (2008).
Objective of the exchange	The exchange aims to: <ul style="list-style-type: none">- Increase the capacity of the Pursat Municipal Council in human resources management- Facilitate the implementation of the HRD component in the annual plan 2017
Expected results of the exchange	The following three results are expected: <ol style="list-style-type: none">1. The skills and understanding of effective leadership and management has improved among civil servants working in the HR office.2. A assessment reflecting on the HRD needs in the Municipal organisation3. A report assessing further training needs of staff and politicians in the Municipal Council

Background information of the applicant	
Number of people and their position in the department directly involved in the exchange	<ul style="list-style-type: none">- Municipal office of HR management (4)- Municipal staff in leadership positions (?)- Municipal Councillors (15)- Local government (province) representatives (4) <p>Due to upcoming elections in Cambodia this exchange will have a stronger focus on the civil servants</p>
Reason for requesting the exchange	The municipality is looking for a partner that can assist the municipality with the implementation of the HRD component in the

	annual plan 2017
Specific challenge to be addressed during the exchange	Strengthening the capacity of the Pursat Municipal Council in human resources management and esp. the municipal office in HR management.
Relevance of the objective	<p>The exchange aims at contributing to the priorities set in the municipal year plan 2017. The issues to be tackled in 2017 according to the year plan are to improve the investment plan, service delivery management, leadership and management skills of the municipal staff, internal structure, communication and resource mobilization, financial management and gender, inclusiveness and equality.</p> <p>There is a priority given to the following elements of the year plan: leadership and management, strengthening the internal management system and improving the internal communication.</p> <p>In addition to current HR challenges, the municipality also faces challenges related to infrastructure, financial resources and poverty. By improving the HR capacity and making an analysis of the current situation, this knowledge exchange potentially contributes to the other challenges as well.</p>
Other related initiatives	1. Cambodia has a training institute at the national level, the School of Administration and the National School of Administration of Local Government, the latter being still in development.

Outline of the requested exchange	
Mode of the exchange	<input checked="" type="checkbox"/> Expert Assignment <input type="checkbox"/> Round Table Expert Meeting <input type="checkbox"/> Temporary Work Placement <input type="checkbox"/> Group Exposure Visit
Relevant policy field	Internal organisation, social infrastructure and services, capacity building
Preferred roles to take up	<input type="checkbox"/> Counsellor <input checked="" type="checkbox"/> Coach <input checked="" type="checkbox"/> Partner <input type="checkbox"/> Facilitator <input type="checkbox"/> Teacher <input type="checkbox"/> Modeler <input type="checkbox"/> Reflective Observer <input checked="" type="checkbox"/> Technical Advisor <input type="checkbox"/> Hands-on Expert
Requested expertise	<p>A support mission to the Municipal Council will involve two experts from Europe, notably:</p> <ol style="list-style-type: none"> 1. HRD expert with ample experience in local government 2. General local government expert with good eye on organizational development <p>A Cambodian facilitator / translator will be identified by the recipient organization and will accompany the mission.</p>

Activities to be performed during exchange	<ol style="list-style-type: none"> 1. Assessment of the local government organization from HRD perspective. Assessing the current state of the organization structure and indicating the challenges and opportunities. 2. Training needs assessment. The 2017 Annual Plan indicates that all employees need a variety of training. The training needs are not assessed yet, therefore, the exchange includes a training need assessment, probably per staff category. 3. Workshop on Leadership and Management. A general training targeting the Human Resource office of the municipality as well as the local councilors and district representative.
Outputs	<ol style="list-style-type: none"> 1. Overview local government organization which indicates the challenges and opportunities of the Pursat municipality in terms of HRD. The report will provide findings and recommendations. 2. Report of the training needs assessment, which indicates a list of necessary trainings and a plan on when and how to organize these trainings. 3. Participants of the workshop improved their leadership and management skills and have a better understanding of the internal structure and needs of their municipality.
Indicators of success of the exchange	<ol style="list-style-type: none"> 1. Feedback from the Municipal Council on the results of the mission indicating how they have benefitted 2. Report on HRD focus within organization 3. Training needs assessment as basis for training plan.
Approximate number of working days and planning	<p>Project preparation - 2 working days</p> <p>Project implementation - 7 working days (excluding travel days)</p> <p>Creating the overview and writing the report – 2 working days</p> <p>Evaluation – 1 working day</p> <p>For 2 persons the level of effort is determined to be 24 working days.</p>

Financial support and contract	
Financial support CONNECT	<p>CONNECT will cover the following costs of the activity:</p> <ul style="list-style-type: none"> - Return flights based on economy class - Compensation for working days @ €200 per day when abroad - DSA according to http://ec.europa.eu/europeaid/funding/about-calls-tender/procedures-and-practical-guide-prag/diems_en for all days when abroad - Costs for translation - Costs for local consultants - Costs for transportation - Costs for VISA and prophylaxis

Contract	A contract will be signed between VNG International and the European local and or regional authority that will detail all contractual obligations
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