

Terms of Reference

Position Title	External Consultant for CCHR’s Five-Year Strategic Plan Review (2026-2030)
Location	CCHR, Phnom Penh, with travel to the provinces as required
Duration	5 months (01 August to 30 Dec 2025)
1. Background	
The Cambodian Center for Human Rights (“CCHR”) is a non-aligned, independent, non-governmental organization (“NGO”) that works to promote and protect democracy and respect for human rights – primarily civil and political rights - in Cambodia. In 2020, the CCHR designed its five-year Strategic Plan for the period 1 January 2021 – 31 December 2025 (“strategic plan”) intended to be a guide and an organizational reference point to set the course that CCHR followed over the five years, while promoting the principles of transparency and accountability. The six Core Focus Areas (“CFA”) chosen for the period 2021-2025 were: (1) Protecting Fundamental Freedoms (“PFF”); (2) Judicial and Legislative Reform (“JLR”); (3) Equality and Non-Discrimination (“END”) ; (4) Business and Human Rights (“BHR”); (5) Civic Participation and Reform (“CPR”) and (6) Research, Advocacy and Policy (“RAP”). 2025 is the last year of the current strategic plan, which requires the development of the next five-year strategic plan, aiming to provide strong strategic guidance for CCHR over the next five years, while promoting the principles of transparency and accountability.	
2. Objective of Consultancy	
To develop a comprehensive strategic plan for the period 2026-2030 – including both a long form and short form summary version – that can be used as a public and organizational reference point for the next five years by reviewing the existing the strategic plan and determining the most effective strategy for CCHR for the next five years.	
3. Specific Tasks	
The external consultant will undertake the following tasks: - To review the current five-year strategic plan and its implementation; - To consult with a wide range of relevant stakeholders who are connected with CCHR’s operations, activities and strategy, including board members, donors, management, staff members, consultants, embassy representatives, civil society members and partners; - To seek feedback from project beneficiaries and other stakeholders about changes that could be made to improve current practice in these areas; - To determine the most effective strategy for CCHR, and assess to what degree its current strategy deviates from the determined path; and - To produce the strategic plan report via charting a comprehensive, robust, effective, realistic, sustainable and measurable short- and medium-term strategy for CCHR, which will best improve the situation of human rights in Cambodia in line with CCHR’s mission and values, for the benefit of all those living in Cambodia.	

4. Expected Deliverables • A comprehensive action plan for the strategic plan development, which sets out a clear timetable, framework and methodology to be agreed and finalized with CCHR’s Management Committee; • A series of meetings, workshops, consultations and assessments with various stakeholders focusing both on ascertaining CCHR’s current activities, strategy and approach, and on soliciting proposals and suggestions from relevant stakeholders as regards CCHR’s future strategy over the period 2026-2030; • A draft strategic plan; • A comprehensive strategic plan document for the period 2026-2030 in English - with both a long form and short form summary versions – that can be used as a public and organizational reference point for the next five years. The final draft should be revised according to comments as discussed with CCHR’s Management Committee.
5. Reporting relationship • The external consultant will report to the Executive Director, with parallel reporting lines to the other members of CCHR’s Management Committee.
6. Competencies/ Experiences The external consultant is expected to have: • Minimum 3 years’ experience in developing strategic plans for an organization, monitoring and evaluation, project management, project development, organizational assessments, management consulting or related field; • A proven track record of delivering similar assignments; • English language fluency, Khmer language skills an asset; • A proven understanding and experience of human rights work with NGOs is strongly desirable; and • Experience in Cambodia or the region is desirable.
7. Competencies/ Experiences • Interested candidates are requested to submit applications by <u>30 June 2025 at 5.00 pm Cambodia local time.</u> • Applications should consist of: 1. CV/Resume (maximum 3 pages); 2. Cover letter (maximum 1 page) - applications should emphasize demonstrable success against the competencies required; 3. Maximum 5-pages summary outlining the proposed method for undertaking the strategic plan development within the allocated time and budget. • All applicants must submit their complete application in a single pdf file with items in the order listed above. • All applications should be sent to: vacancy@cchrcambodia.org or by hard copy to our Phnom Penh Office with subject: External Consultant for CCHR’s Strategic Plan, CCHR: #798, St 99, Sangkat Boeung Trabek Khan Chamkarmorn, P.O.Box 1506, Phnom Penh, Cambodia. Phone: (+855) 23 72 69 01.