

Expression of Interest: Development Consultant

Specialist in Program Quality, Learning Systems, and Organisational Accreditation Readiness

1. Background and Context

SeeBeyondBorders Australia (SBB Australia) has as its primary focus the systemic improvement of teaching and learning in Cambodian government primary schools. The organisation has had base level Department of Foreign Affairs and Trade (DFAT) Australian NGO Cooperation Program (ANCP) accreditation since 2017, and will apply for full accreditation in mid 2026. Until January 2025, SBB Australia's programs in Cambodia were implemented through its Cambodian office, so the recipient of ANCP funding and the implementer of funded interventions were one and the same. This year, the Cambodian implementing arm of SBB Australia became a locally-registered organisation, StudyBeyondBorders (SBB Cambodia) and is now the Implementing Partner of SBB Australia.

As the Australian NGO that is the funding recipient, SBB Australia must demonstrate compliance with all requirements for full accreditation. However, Section B – Development Approaches and Management, largely relates to the responsibilities of the Implementing Partner, SBB Cambodia. Hence it is essential to ensure the organisational systems of both entities meet the standards outlined in the ANCP Accreditation Criteria and the Australian Council For International Development (ACFID) Quality Assurance Framework. Full details can be found [here](#).

The consultant will work collaboratively with StudyBeyondBorders Cambodia (SBB Cambodia), the organisation's Implementing Partner in Cambodia, to ensure that local operational realities and perspectives are fully documented and are reflected in the ANCP accreditation application. They will take direction from the SBB Australia CEO-IO who is based in Siem Reap.

2. Purpose of the Consultancy

The consultant will carry out an in-depth review of SBB Cambodia's systems, processes and practices and their documentation, as required for Section B to establish adequacy and/or identify gaps, as the basis for providing and delivering on actionable recommendations in the preparation of evidence for ANCP accreditation. The consultant will support the strengthening of organisational learning systems and improving the alignment of internal manuals, templates, planning and mentoring tools and processes with relevant DFAT and ACFID requirements ensuring all good practice indicators can be appropriately met.

3. Consultancy Details

Consultancy Title	Development Consultant
Location	Cambodia - Siem Reap with option for significant remote work
Duration	660 hours over 6 months (0.8 FTE), flexible arrangement
Reporting to	CEO – International Operations (SBB Australia based in Siem Reap)

Contract Type	Fixed-term consultancy under Independent Contractor Agreement
Review process	Formal review after one month; SeeBeyondBorders reserves the right to discontinue the consultancy if performance or deliverables are unsatisfactory.

4. Scope of Work

In collaboration with SBB Cambodia counterparts, the consultant will undertake the following:

- Conduct a comprehensive assessment against all ANCP Section B indicators and provide actionable recommendations for each criterion.
- Review the Program Planning and Design Manual and all associated templates and develop processes and systems to ensure full alignment with DFAT ANCP and ACFID frameworks.
- Review the Program MEAL Manual and associated templates to strengthen learning, accountability, and evidence-based decision-making.
- Support consolidation of evidence for Section B accreditation, including documentation of program results, reflection processes and continuous feedback loops within SBB Cambodia and between SBB Cambodia and SBB Australia.
- Work collaboratively with SBB Cambodia to ensure findings, recommendations, and improvements reflect local program realities and capacities.
- Deliver workshops and training sessions with staff from SBB Cambodia and SBB Australia to embed continuous improvement practices.
- Prepare draft version of the Section B accreditation evidence pack for internal validation and review.
- Support revision and finalisation of the Section B evidence pack for submission.

5. Deliverables and Timeline

Phase	Timeline	Key Activities	Deliverables
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Phase 1: Desk Review, Assessment and Planning	Month 1	Review ANCP materials including: SBB Australia Agency Profile 2022 SBB Australia Desk Assessment Report 2022 SBB Australia ANCP Organisational Assessment Report from DFAT in 2022; SBB Australia ANCP Annual Development and Performance Reports 2023/4 and 2024/5; DFAT ANCP Accreditation Manual; ACFID Quality Assurance Framework Review all Transform Education Program (TEP) design documentation: Logic Model, Contextual Analysis, Logic Model Narrative Results Framework Review all TEP Monitoring and Evaluation Documentation: MEAL Manual TEP MEAL Plan Quarterly and 6 monthly reports for TEP Program Review 2025 Recommendations and Action Plan All internal and external project evaluations since 2022.	Comprehensive Indicator Assessment Report;
Phase 2: Implementation	Month 2	With reference to Section B full indicators begin implementing improvement actions to collate further evidence and demonstrate a continuous cycle of improvement .	Baseline Improvement Plan. Work plan for months 2-6 arising out of improvement plan; progress summary report.
Phase 3: Review	Month 3	Review with SBB Australia CEO–IO to monitor progress against planned timelines.	Mid-term Review Report; adjusted work plan.
Phase 4: Monitoring & Learning	Months 3–5	Facilitate SBB reflection sessions; track progress against the Continuous Improvement Plan.	Continuous Improvement Tracker; learning reports.
Phase 5: Finalisation	Month 6	Lead the draft of Section B re-accreditation Agency Profile Prepare all final accreditation evidence package for Section B re-accreditation Agency Profile;	Final Section B Agency Profile submission Final Section B Accreditation Evidence Pack; final report; 25/26 Annual

		Review and enhance 2025/2026 Annual Development Plans for Transform Education Project and prepare Performance Reports for TEP for 24/25.	Development Plans; 24/25 Performance Reports
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6. Consultant Profile and Selection Criteria

The consultant will be selected according to the following criteria:

- Experience working in education development programs in Cambodia.
- Inclusive, collaborative approach that empowers local organisation stakeholders.
- Experience with DFAT ANCP and ACFID Quality Frameworks Section B Requirements
- Demonstrated expertise in Monitoring, Evaluation, Accountability and Learning (MEAL) systems and organisational quality improvement.
- Experience in reviewing and developing operational manuals, templates, and program documentation.
- Strong analytical and communication skills, with demonstrated ability to synthesise evidence and recommendations.
- Experience facilitating learning and reflection processes with partner organisations.
- Commitment to child protection and safeguarding. The successful consultant must hold a valid Working With Children Check (WWCC) or equivalent police clearance before commencement.

7. Application Process

Interested consultants based in Cambodia are invited to submit the following:

- A brief Expression of Interest (maximum 2 pages) outlining relevant experience, hourly rate, and availability.
- A concise (maximum 3 pages) outline of how they would approach the consultancy — including methodology to review SBB against Section B indicators, review and revise key documentation, and collaborate effectively with SBB Cambodia.
- Current CV including contact details for two professional referees.
- Copy of valid Working With Children Check or equivalent clearance.

Expressions of Interest should be submitted to hr.cambodia@seebeyondborders.org by 28/11/2025

Questions regarding this Eoi are welcome and can be directed to SBB Australia CEO-IO Colm Byrne colm.byrne@seebeyondborders.org

Shortlisted applicants will be invited to an interview to clarify requirements and expectations regarding this consultancy before final selection.