



Terms of Reference (ToR)

Position and Duration of Contract:

Two facilitators will conduct a total of eight focus group discussions on cervical cancer awareness, attitudes, and practices in several mixed languages.

Project: Supporting Health and Equity for Rural Cervical Cancer Access in Northern Cambodia

Data Collection Sites: Ratanakiri, Stung Treng (including villages in three health centres: Santepheap, Siem Pang, Chamkar Leu). Focus Group Discussions (FGDs) will take place in select remote villages within the coverage area of these health centres.

Organisational and project background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- Disease prevention, diagnosis and treatment
- Disease control and elimination
- Systems strengthening
- Research, monitoring and evaluation leading to best practice
- Behaviour change communication
- National and international advocacy and policy development

Since 2021, Malaria Consortium has extended its support for cervical cancer elimination in Cambodia. With funding from Malaria Consortium USA and the British embassy, Malaria Consortium Cambodia has been implementing a new project entitled “Supporting Health and Equity for Rural Cervical Cancer Access in Northern Cambodia”. This project starts from January 2024 to June 2026 and cover three provinces including Ratanakiri, Oddar Meanchey, and Stung Treng provinces.

This project aims at improving access to and uptake of cervical cancer screening and treatment services among hard-to-reach mobile- and migrant population, entertainment workers, and indigenous population in three provinces in Northern Cambodia (Stung Treng, Oddar Meanchey, and

Ratanakiri). This is an implementation research project which consist of both research component (KAP survey for instance) and implementation of health promotion, capacity building on cervical cancer screening, and case and test management.

Assignment Responsibilities

The contractors will report directly to the research assistant and the programme manager and will be responsible for:

- Training: Participating in the training sessions on data collection protocols and understanding the survey tools.
- Field Data Collection: facilitating and collecting the 8 focus group discussions, ensuring accuracy, completeness, and consistency.
- Transcribe the audio recordings of the 8 focus group discussions (word-by-word) into Khmer language and then English.
- Data Protection: Adhering to all data protection policies and ethical guidelines, including confidentiality and privacy standards.
- Reporting: Reporting any challenges or issues that arise during the data collection process to the research assistant and the programme manager on cervical cancer.

Expected deliverables

1. Facilitators will guide discussions on sexual and reproductive health, cervical cancer practices, and the specific challenges faced by rural and marginalized communities in accessing cervical cancer screening and treatment. The sessions will also explore proposed solutions to increase the uptake of cervical cancer testing and screening services.

Group Type	Number of FGDs	Languages Required	Participant Profile	Facilitator Notes
Key Community Persons	2	Khmer and indigenous language (-Tompoun [ទំពួន], Pounung [ពួនង], Laos [ឡាវ], Kavaet [កាវ៉ៃត])	Village chiefs, elders, ethnic leaders, school principals, women leaders, councillors, health staff	Ensure culturally sensitive facilitation; one facilitator leads, one supports/note-takes
Women (aged 25–65)	2	Khmer and indigenous language (-Tompoun [ទំពួន], Pounung [ពួនង], Laos [ឡាវ]; Kavaet [កាវ៉ៃត])	Rural ethnic women	
Men (aged 25–65)	2	Khmer and indigenous language (-Tompoun [ទំពួន], Pounung [ពួនង],	Rural ethnic men	

		Laos [ឡាវ]); Kavaet [កាវ៉ៃត]	
Youth (aged 18–24)	2	Khmer and indigenous language (-Tompoun [ទំពួន], Pounung [ពួនង], Laos [ឡាវ]; Kavaet [កាវ៉ៃត])	Young women and men

2. Audio recordings of all 8 focus group discussions (FGDs), along with signed consent forms from all participants, photographs taken during the sessions, and a summary report or facilitation notes for each FGD.
3. Full transcriptions of all 8 FGDs in Khmer language. Transcriptions must be verbatim (word-for-word), accurately capturing all discussions and participant contributions.
4. English translations of the 8 Khmer transcripts, maintaining the meaning and context of the original conversations.

Required Qualifications

The consultants must meet the following qualifications:

- **Experience:** Demonstrated expertise in facilitating focus group discussions, particularly with high-profile or mixed-stakeholder groups. At least 1-2 years of proven experience in facilitation. Experience working in remote or hard-to-reach areas is highly beneficial.
- **Language Proficiency:** Fluency in local indigenous languages, with the ability to speak and write in those languages.
- **Skills:** Strong interpersonal skills with the ability to work collaboratively in diverse teams and interact effectively with local communities.
- **Health Sector Knowledge:** Experience in public health, particularly in areas such as cancer care, HPV, or related health issues, is an asset.
- **Cultural Sensitivity:** Ability to understand and respect local customs, traditions, and social norms when working with diverse populations.

Duration and Work Schedule

The facilitation and reporting process should be completed within 3 months after contract signing. The expected timeline is between August to October 2025. A detailed timeline will be finalized with the selected consultants.

Application Process

Interested consultants or teams should submit:

- CVs highlighting relevant experience and language skills.
- A brief proposal outlining their approach, availability, and understanding of the task (2-page maximum).

- Financial proposal (budget estimate for facilitation, transcription, translation, and logistics) within 2 page maximum.

Submission Deadline

Please send your application to hr.cambodia@malariaconsortium.org by **10th July 2025** with the subject line: “FGD Facilitation Proposal – Cervical Cancer Awareness”.

Note that, all material and raw data must be submitted to MC before final payment.