



Reimagining Industry to Support Equality

TERMS OF REFERENCE
RISE Coordinator | Cambodia
September 2025 – March 2026

RISE is looking for a contractor to coordinate RISE programmatic efforts in Cambodia. The contractor needs to have experience working with global supply chain (such as garment, agriculture or other sectors) to develop and deliver worker capacity programs that consider the needs of women. The contractor needs to be based in Cambodia and speak Khmer and English.

BACKGROUND

RISE is a collaborative effort with the goal of delivering a unified approach to women's empowerment in global supply chains. Bringing together the world's four largest women's empowerment programs in the global supply chains - BSR's HERproject, CARE International, Gap Inc.'s P.A.C.E. Program and ILO-IFC Better Work, RISE will leverage the combined experience in over 21 countries to achieve transformative change for the millions of women who work within supply chains globally.

RISE focuses on three interrelated pillars of action to tackle both immediate barriers and medium/long term structural improvements for women workers. These include increased agency, confidence, and communication, increased access to and control over financial products, services and resources, enhancement of the capabilities of unions and industry organizations to serve as gender champions, and implementation of policies at the workplace level, but also regional and national levels that promote gender equality.

Pillar 1: Capacity Strengthening: Working in factories in key countries, RISE will achieve impact with a network of local civil society partners and organizations working on gender equality to deliver worker capacity building programs. This includes RISE Respect, a 12 month workplace program which seeks to prevent and address violence and harassment in the world of work.

Pillar 2: Market Transformation: RISE will work with and encourage leadership from industry actors (brands, buyers, suppliers, and worker representatives) to improve operating practices at all levels in global value chains to support greater gender equality outcomes.

Pillar 3: Influencing: RISE will leverage the founding partners' existing relationships and identify opportunities to work in partnership to influence employer/company/factory policies, programs, and budgets, as well as government policies that impact workers, in particular women workers, and support the breaking down of harmful social and gender norms.

RISE is seeking a Coordinator in Cambodia to support adaptation of the RISE Respect program to Cambodia. The coordinator will report directly to the RISE Cambodia Country Lead and work closely with the RISE Respect team in Europe and local implementing partner/s. As part of the program delivery team, the coordinator will be responsible for supporting timely, high-quality project delivery and managing local stakeholder relationships to ensure smooth implementation.

SCOPE OF WORK

The coordinator will have the following responsibilities which are described in greater detail below:

RISE Respect Program Adaptation

- Support local experts in conducting a rapid assessment using participatory methods (country analysis, worker/manager interviews, focus group discussions).
- Ensure high-quality adaptation and contextualization of RISE Respect Program based on the findings and insights from the assessment. Adaptation of materials include, but not limited to, are curricula, toolkits (flipbooks, posters, guides), and communication materials for Cambodia.
- Manage accurate translation (English to Khmer) of all program content and materials.
- Support partner selection and facilitate Training of Trainers (ToT) sessions with local partners in collaboration with the RISE Respect team and Cambodia Country Lead.

Stakeholder Engagement

- Support the Country Lead and RISE team in engaging brands, suppliers, and unions to prepare for program piloting.
- Assist in co-facilitating trainings for the Women's Union Network (WUN) alongside implementing partners and the Country Lead.
- Help integrate RISE Respect materials into the Women Empowerment House (WE House) activities and platforms.
- Organize stakeholder meetings and coordinate logistics with the RISE team.

Project delivery and quality oversight:

- The Cambodia Coordinator will play a key role in RISE delivery of Respect workplace programs and grant funded projects in Cambodia.
- The coordinator will support factory engagement by cultivating and maintaining relationships with factory management to enable smooth and timely needs assessments, program adaptation, and ongoing engagement.
- The coordinator will support the Country Lead in building and maintaining strong relationships with local partner/s, brands, unions, and other stakeholders, and will

frequently visit project sites for meetings, partner support, progress monitoring, quality checks, and program launch.

- The coordinator will track and oversee project activities such as work plans and review of the project reports and ensure the project compliance with RISE practices and standards.
- The coordinator will ensure constant communication and coordination with the RISE Respect team to ensure alignment with strategy, consistent learning, and improvement of the program, including sharing insights and best practice with other team members from different countries.

Thematic Knowledge:

- The Cambodia Coordinator is expected to bring knowledge and experience in the areas of gender equality, women's economic empowerment, women's leadership, and advancement, supply chains, gender-based violence and harassment and capacity building.
- They will use their understanding of the program topics combined with their understanding of the local context to contextualize materials whilst adhering to the global approach.

Team

- The Cambodia Coordinator is expected to collaborate with country and program leads and share learning across a wider team to ensure that activities link up from an impact perspective and have a degree of standardization between them.

DELIVERABLES

- Support and coordinate rapid assessment with local experts.
- Ensure high-quality adaptation and contextualization of RISE Respect curricula, toolkits (flipbooks, posters & guides), and communication materials for Cambodia.
- Manage accurate translation (English Khmer) of all program content and materials.
- Map and engage key industry stakeholders, coordinate meetings and consultations.
- Support partner selection and Training of Trainers (ToT) with the global team and Country Lead.
- Support factory engagement, partner coordination, and stakeholder relationships.
- Co-facilitate WE House and Women's Union Network training with implementing partners and Country Lead.
- Monitor and track project activities, ensuring compliance with RISE standards and timely reporting.
- Conduct site visits for meetings, partner support, progress checks, and quality assurance.
- Organize stakeholder meetings and coordinate logistics with the global RISE team.
- Share learnings, insights, and best practices with RISE teams across countries.

Payment Schedule

The Cambodia co-ordinator will submit a monthly invoice including all days worked for the month and what activities were performed per deliverable. BSR will issue payment within 30 days of receiving the invoice. The contractor will be responsible for their own taxes and other statutory obligations.

The initial contract is expected to commence in September 2025 until March 2026. The contract will be reviewed in early 2026 for extension, funding dependent.

Provision of Monitoring, Progress Controls & Payments

The coordinator will work under the direct supervision of the Cambodia Country Lead of RISE.

EXPERIENCE AND EXPERTISE REQUIRED

- A good understanding of the overall supply chain, esp. garment and textile industry, in Cambodia, and have strong knowledge of the needs of workers.
- Rich experience in worker engagement and factory management engagement.
- Strong communication and coordination skills.
- Gender program expertise or experience is a strong plus
- Native Khmer speaking, and fluent in English both in speaking and writing
- Good flexibility to travel, mainly domestic travelling to factories.

Application Process

Interested individuals must submit an application to recruitment@riseequal.org **before 5th September 2025** and reference the job title 'RISE Cambodia Coordinator' and in the email title and file name. Application must include:

- Cover letter with a summary statement of competencies in relation to the TOR
- Curriculum Vitae
- Daily rate and availability for this assignment
- Names and current contacts of 2 referees.

Confidentiality Statement and Intellectual Property Rights

All data and information received from BSR for this assignment are to be treated confidentially and are only to be used in relation to the execution of these Terms of Reference.

All intellectual property rights arising from the execution of these Terms of Reference are assigned to RISE, as part of BSR. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of RISE.

Only suitable candidates will be contacted for an interview.