



Child Rights Coalition Cambodia (CRC-Cambodia)

Child and Youth Support Team

Guideline



Contents

| | |
|--|----|
| 1. CRC-Cambodia background | 2 |
| 2. Engagement and collaboration | 3 |
| 3. Strategies goal and expertise | 3 |
| 4. Child and Youth-Led Networks | 5 |
| 5. Child and Youth Support Team | 7 |
| 5.1 CYST objective | 7 |
| 5.2 CYST core values | 7 |
| 5.3 CYST key role and responsibilities..... | 8 |
| 5.4 Working layer..... | 10 |
| 5.5 CYST structure | 10 |
| 5.6 CYST recruitment | 11 |
| 5.6.1 Team leader selection and election | 12 |
| 5.6.2 Election process | 12 |
| 5.6.3 CYST deputy and other team members | 12 |
| 5.6.4 Allowance CYST membership | 12 |
| 5.7 CYST capacity building..... | 13 |
| 5.8 Performance and appraisal management | 14 |
| 5.8.1 Performance Development..... | 14 |
| 5.8.2 Appraisal Management..... | 15 |
| 5.9 Annual holidays and leaves | 15 |
| 5.10. CYST benefit..... | 15 |
| 5.11. CYST alumni and child rights fund | 16 |
| 5.12. CYST graduation roadmap..... | 16 |
| 5.13. Conclusion | 17 |

1. CRC-Cambodia background

Child Rights Coalition Cambodia (CRC-Cambodia¹), formerly the NGO Coalition on the Rights of the Child (NGOCRC), was founded in 1994 as an alliance of national and international non-governmental organizations focused on child rights. The coalition has a long history of working in Cambodia to promote and protect children's rights, including advocating and ensuring support for the Convention on the Rights of the Child (CRC²) through awareness-raising, monitoring its implementation, cooperating with member organizations, and networking with relevant agencies.

Its establishment is in line with Article 45³ of the CRC, affirming the crucial role of civil society in monitoring implementation of children's rights. CRC-Cambodia has played an important role in this regard, utilizing the UN human rights mechanisms and bodies, especially the UN Committee on the Rights of the Child, the Universal Periodic Review⁴ (UPR), and Special Rapporteurs⁵, to monitor and report on the situation of children's rights in Cambodia.

The coalition also commits to promoting children's rights through the **values** of:

- ⊕ Accountability,
- ⊕ Mutual respect,
- ⊕ Cooperation,
- ⊕ Transparency, and
- ⊕ Non-discrimination.

ABOUT CRC-CAMBODIA

History in operation

Child Rights Coalition Cambodia (CRC-Cambodia), formerly known as the NGO Coalition on the Rights of the Child (NGOCRC), was founded in 1994.

With a rich history of advocacy and support for the Convention on the Rights of the Child (CRC), CRC-Cambodia focuses on awareness-raising, monitoring implementation, collaborating with member organizations, and networking with relevant agencies.

Vision & Mission

Every child freely enjoys and exercises their rights with dignity and reaches their full potential* (**vision**).

To realize the rights of children through upholding the accountability of duty-bearers to implement policy commitments and increase investments to respect, protect, and fulfill the rights of children (**mission**).

CSO Members

Membership based organization (as today, **60/22** INGOs) and divided into 5TWGs

1. Civil Rights and Freedoms (**10/60**)
2. Family Environment and Alternative Care (**10/60**)
3. Disability, Basic Health, and Welfare (**09/60**)
4. Education, Leisure, and Cultural Activities (**19/60**)
5. Special Protection Measures (**12/60**)

CYLNs 19 Provinces

Stand and support Child and Youth-Led Networks, have their own strategy (19 provinces)

1. Child Advocacy Network (**CAN**)
2. Adolescent and Youth Reference Group (**AYRG**)
3. Cambodia Children and Young People Movement for Child Rights (**CCYMCR**)



¹ www.crc-cambodia.org

² <https://www.ohchr.org/en/instruments-mechanisms/instruments/convention-rights-child>

³ Article 45 of the Convention on the Rights of the Child (CRC) outlines the roles and responsibilities of international organizations and agencies in promoting and implementing the rights of the child.

⁴ <https://www.ohchr.org/en/hr-bodies/upr/upr-home>

⁵ <https://www.ohchr.org/en/special-procedures-human-rights-council>

2. Engagement and collaboration

ENGAGEMENT

| | | | |
|---|--|--|--|
| <h4 style="color: #0070C0; margin: 0;">National Assembly</h4> <ul style="list-style-type: none"> Policy Advocacy: Advocate for the incorporation of child rights into national policies and laws. Dialogue and Consultations: Focused on discussing the challenges faced by children and proposing solutions. Child Participation: Organizing events where children can present their views and experiences to lawmakers. Collaborative Initiatives: Collaborated with other civil society organizations and stakeholders to strengthen advocacy efforts. | <h4 style="color: #0070C0; margin: 0;">Cambodia National Council for Children (CNCC)</h4> <ul style="list-style-type: none"> Policy Development: Collaborating on the development and review of child protection policies and frameworks. Advocacy: Working together to promote the ratification and implementation of international child rights conventions. Public Awareness Campaigns: Jointly organizing campaigns to raise awareness about children's rights and protection issues. Monitoring and Evaluation: Participating in monitoring activities to assess the effectiveness of child protection initiatives. | <h4 style="color: #0070C0; margin: 0;">National Child Protection Commission (NCPC)</h4> <ul style="list-style-type: none"> Policy Implementation: Assisting in the implementation of child protection policies and action plans. Community Outreach: Engaging in community-based programs to support child protection efforts at the grassroots level. Advocacy and Awareness: Collaborating on initiatives to raise public awareness about child protection and rights. Research and Data Collection: Conducting research and collecting data to inform policy and practice improvements in child protection. | <h4 style="color: #0070C0; margin: 0;">Impact</h4> <p>Through its engagement with the National Assembly, CNCC, and NCPC, CRC-Cambodia has made significant contributions to the advancement of child rights in Cambodia. These efforts have led to increased awareness, improved policies, and better protection mechanisms for children across the country.</p> |
|---|--|--|--|

COLLABORATION

| | | | |
|---|---|--|--|
| <h4 style="color: #0070C0; margin: 0;">Ministry of Interior (MOI)</h4> <ul style="list-style-type: none"> Child Protection Policies: Collaborated on the development and implementation of child protection policies at the local level. Community Engagement: Worked together on community outreach programs to raise awareness about child rights and protection. | <h4 style="color: #0070C0; margin: 0;">Ministry of Women's Affairs (MOWA)</h4> <ul style="list-style-type: none"> Gender and Child Rights Integration: Promoted the integration of gender and child rights considerations into national policies and programs. Awareness Campaigns: Jointly organized public awareness campaigns focusing on violence against women and children. | <h4 style="color: #0070C0; margin: 0;">Ministry of Social Affairs, Veterans and Youth Rehabilitation (MoSVY)</h4> <ul style="list-style-type: none"> Social Services Development: Worked on developing and improving social services for vulnerable children, including those affected by violence and exploitation. Policy Advocacy: Advocated for policies that ensure the social and economic rehabilitation of children and youth. | <h4 style="color: #0070C0; margin: 0;">Ministry of Economy and Finance (MEF)</h4> <ul style="list-style-type: none"> Budgeting for Child Rights: Advocated for the allocation of adequate resources for child protection and rights programs in the national budget. Public Finance Management: Collaborated on initiatives to integrate child rights considerations into public finance management systems. |
|---|---|--|--|

Impact
CRC-Cambodia's collaboration with these key ministries has led to significant advancements in child rights and protection in Cambodia. The joint efforts have resulted in improved policies, enhanced awareness, and better services for children. By working together, these ministries and CRC-Cambodia have strengthened the national framework for protecting and promoting the rights of children across the country.

3. Strategies goal and expertise

CRC-Cambodia's strategic framework for 2020-2024 is designed to address key challenges and opportunities in promoting children's rights. Our goals are to enhance our understanding of children's rights in Cambodia, ensure better implementation of national policies through robust advocacy, empower Children and Youth-Led Networks (CYLNs) to have a stronger voice and greater opportunities, and bolster our organizational capacity and sustainability. Through these efforts, we aim to create a more supportive environment for children's rights and foster significant advancements in their well-being and participation.

CRC-Cambodia's achievements are numerous and impactful. The coalition produces annual monitoring reports that synthesize data from member organizations, reflecting the voices and experiences of children and youth across Cambodia. These reports have been used to inform and develop Alternative Reports for the Committee on the Rights of the Child and submissions to the Universal Periodic Review (UPR). Significant policy contributions include influencing the National Strategic Development Plan 2019-2023, the Juvenile Justice Law 2016, and the National Child Protection System Policy 2019-2023. CRC-Cambodia has developed models and tools, such as the Manual on Child-Friendly Police Procedures, which is now integrated into the Police Academy Cambodia's curriculum.

CRC-Cambodia actively supports CYLNs through training, capacity building, and advocacy efforts, enabling them to participate in national and international forums. The coalition collaborates with regional and international bodies, such as Child Rights Coalition Asia and ASEAN, to enhance child rights initiatives and mainstream child rights in various sectors.



4. Child and Youth-Led Networks

CRC-Cambodia provides crucial technical and logistical support to various Child and Youth-Led Networks (CYLNs), with a particular focus on entities like the Child Advocate Network (CAN) and the Adolescence and Youth Reference Group (AYRG). These networks play pivotal roles in advocating for child and youth rights within Cambodia. CAN focuses on mobilizing children towards impactful action on children's rights issues, while AYRG engages youth representatives in National-wide discussions and initiatives.

Additionally, CRC-Cambodia facilitates coordination, networking, and joint advocacy planning among diverse CYLNs operating across the country. This collaborative effort extends to partnerships with organizations like the Cambodia Children and Young People Movement for Child Rights (CCYMCR), which operates at the provincial level to strengthen child rights advocacy and monitoring.

The coalition's overarching goal is to expand the reach and influence of CYLNs, empowering children and youth to actively participate in governance processes. By fostering collaboration with governmental and non-governmental stakeholders, CYLNs aim to hold authorities accountable for fulfilling children's rights. This collaborative approach includes designing inclusive programs and activities that promote child rights and youth empowerment at local, national, and regional levels.

CRC-Cambodia remains committed to supporting CYLNs in their mission to advocate for children's rights, ensuring that child, youth, and young people have a platform to voice their concerns, influence policy decisions, and contribute to meaningful change in their communities and beyond.



C Y L N S

● CHILD AND YOUTH-LED NETWORKS

Child Advocate Network Adolescence and Youth Reference Group Cambodia Children and Young People Movement for Child Rights

Child Advocate Network (CAN) is an alliance of children clubs/groups that established on November 9, 2003 by CRC-Cambodia under the first initiative of five children’s clubs, with the aim of jointly working to promote awareness of UNCRC and to implement as well as promote child participation at all levels. This network makes efforts to enable the implementation of children’s rights through advocacy and has participated in the monitoring of the UNCRC in Cambodia, especially in communities. CAN has been constantly expanding the number of its members since then. Currently, there are at least 12 capital and provinces with 248 children clubs and 8K children members (4K girls).



Adolescence and Youth Reference Group (AYRG) was established in 2015 by UNICEF with the initiative of adolescence and youth from 21 difference organizations, religion, private sectors. CRC-Cambodia will continue from UNICEF to provide supporting and guiding on how to cooperate and working together among Children, Adolescence and Youth Networks/Groups to promote their participation in decision making and policy dialogue effectively through coordinating and strengthening AYRG in advocacy activities/events for the protection of children, adolescence and youth from all forms of violence and negligence.



Established in 2002, Cambodia Children and Young People Movement for Child Rights (CCYMCR) is an independent, impartial, non-religious and non-political network was formally recognized by the Ministry of Interior as an Associate organization in 2009. With established links with nongovernment organizations (NGO), United Nations (UN) agencies, Cambodia National Council for Children (CNCC), civil society network agencies, other child and youth led agencies; and high level national working groups, CCYMCR is well placed to represent young people in Cambodia. Today CCYMCR 13 child clubs across 11 provinces, with around 1K members: 0.7K children (0.4K female) and 0.3K youth (0.15K female)



5. Child and Youth Support Team

The Child and Youth Support Team (CYST) is a national mechanism initiated by the CRC-Cambodia since 1996. This initiative allows children and youth who are concerned about the interests of children to volunteer and engage directly with children. Recently, CRC-Cambodia has recognized the important role this mechanism plays in working directly with children, adolescents, and youths who are interested in being part of an informal network. This network includes the Child Advocate Network (CAN), the Adolescence and Youth Reference Group (AYRG), and the Cambodia Children and Young People Movement for Child Rights (CCYMCR), all of which support the child and youth movement to improve child rights conditions in Cambodia.

CRC-Cambodia has decided to formalize and expand this initiative under the name Child and Youth Support Team (CYST) to enhance their expertise in child and youth development and participation in Cambodia. The organization is committed to developing this mechanism to support child and youth participation and development in alignment with the United Nations Convention on the Rights of the Child (UNCRC) and its approach in Cambodia.

CYST aims to foster leadership, build skills, and create opportunities for children and young people to contribute meaningfully to their communities. It provides a structured platform for children and youth to engage in advocacy, capacity building, and community outreach. The team is also involved in various programs and initiatives focused on education, health, protection, and participation, furthering CRC-Cambodia's mission to create a safer and more equitable environment for children.

CRC-Cambodia recognizes the critical importance of involving children and young people in decision-making processes and is dedicated to empowering them through this comprehensive support mechanism. The establishment of CYST is a testament to CRC-Cambodia's ongoing commitment to advancing child rights and youth empowerment in Cambodia.

5.1 CYST objective

The CYST is to empower children and youth in Cambodia by providing a structured platform for leadership development, skill-building, and meaningful community engagement. CYST aims to enhance child and youth development and participation aligned with the UNCRC. Through advocacy, capacity building, and community outreach initiatives focusing on education, health, protection, and participation, CYST contributes to creating a safer and more equitable environment for children in Cambodia.

5.2 CYST core values

- ⊕ **Voluntary:** Emphasize that participation in CYST is voluntary, respecting and encouraging individuals' choices to engage based on their interests and commitment.
- ⊕ **Ownership:** Foster a sense of ownership among CYST members by involving them in decision-making processes about initiatives and projects, allowing them to feel responsible for outcomes.
- ⊕ **Accountability:** Implement accountability measures within CYST to ensure transparency in actions and decisions, holding members responsible.
- ⊕ **Enthusiastic:** Cultivate an enthusiastic environment within CYST by recognizing and celebrating achievements, fostering passion and motivation among members.
- ⊕ **Initiative:** Encourage CYST members to take initiative in proposing new ideas, activities, within the team's scope, empowering them to drive innovation and change.
- ⊕ **Decisive:** Promote a culture of making informed and timely decisions within CYST, empowering members to act decisively to achieve the team's objectives effectively.

5.3 CYST key role and responsibilities

- ⊕ **Coordination:** CYST coordinates extensively with policymakers, policy implementers, rights holders, watchdog organizations, and duty bearers. This involves facilitating regular meetings, forums, and dialogues to foster collaboration and ensure that child and youth perspectives are integrated into policies and programs effectively. The CYST acts as a bridge between stakeholders, advocating for child and youth rights and promoting their meaningful participation in decision-making processes. This ensures that policies and programs not only meet the needs of children and youth but also empower them to actively engage in shaping their own futures and communities.
- ⊕ **Technical and administrative support:** CYST plays a pivotal role in the effective implementation of CYLNs strategies by providing robust technical assistance and administrative support. This includes guiding project planning, budgeting, reporting, and ensuring compliance with administrative procedures. CYST offers expertise in child rights frameworks, youth empowerment strategies, and advocacy best practices, tailored to local contexts for maximum impact and sustainability. Administratively, CYST ensures smooth operations through meticulous documentation and adherence to organizational policies, fostering efficient workflow management and accountability. This comprehensive support enhances CYLN's capacity to advocate effectively for child and youth rights in Cambodia, integrating their perspectives into policymaking and program implementation.
- ⊕ **Coach and mentorship:** CYST offer ongoing coaching and mentoring to CYLN leadership and steering committee members. Through regular sessions, both formal and informal, CYST mentors guide leadership development, strategic planning, and effective advocacy. Coaching sessions focus on enhancing leadership skills, fostering teamwork, and providing insights into sustainable youth-led initiatives. Mentoring empowers CYLN members to navigate challenges, celebrate successes, and continuously improve their approaches to child and youth engagement. This support includes tailored guidance on utilizing child rights frameworks effectively, implementing youth empowerment strategies, and incorporating best practices in advocacy and program management. The CYST ensures that coaching and mentoring sessions are aligned with organizational goals and tailored to meet the specific needs of CYLN leaders, fostering a dynamic environment for leadership growth and sustainable impact in youth-led initiatives.
- ⊕ **Project and budget management:** CYST oversees project and budget activities, ensuring alignment with CRC-Cambodia's mission and strategic goals. This includes strategic planning, resource allocation, monitoring project progress, and evaluating outcomes. CYST provides technical guidance to CRC-Cambodia staff on project management best practices, financial stewardship, and ensuring that child and youth participation remains central to project objectives. This support includes facilitating workshops and training sessions on effective project planning and budgeting, as well as implementing monitoring and evaluation frameworks to track the impact of projects on child rights and youth empowerment. By integrating child and youth perspectives into project management processes, CYST ensures that initiatives are responsive to the needs of the communities they serve and contribute to CRC-Cambodia's efforts in creating a safer and more equitable environment for children.
- ⊕ **CYLN database management:** Ensuring the integrity and efficiency of the CYLN membership database is critical. CYST maintains accurate records of CYLN members, tracking their participation in activities, contributions to advocacy campaigns, and engagement in community initiatives. This data informs strategic decision-making, impact assessments, and resource mobilization efforts. Regular updates and data analysis enable CYST to evaluate the effectiveness of CYLN initiatives and tailor support accordingly. CYST also utilizes the database to identify emerging trends among youth leaders, assess the reach and impact of advocacy efforts, and facilitate targeted communication and networking opportunities within the CYLN community. By harnessing data-driven insights, CYST strengthens the capacity of CYLN members to advocate for child rights effectively and advance youth empowerment initiatives in Cambodia.

- ⊕ **Advocacy and policy influence:** CYST support CYLN members in designing and executing effective advocacy campaigns to influence child and youth-related policies. This includes providing tools, resources, and training on policy analysis, advocacy strategies, and engagement with decision-makers. CYST empowers CYLN to articulate their priorities, mobilize community support, and advocate for legislative and systemic changes that promote child rights and youth empowerment. Through strategic partnerships with stakeholders, CYST enhances the visibility and impact of CYLN's advocacy efforts, ensuring that child and youth perspectives are integrated into policy discourse and decision-making processes. By fostering collaboration and coalition-building, CYST strengthens the advocacy capacity of CYLN members, amplifying their voices and driving sustainable change in Cambodia's child rights landscape.
- ⊕ **Capacity building and training:** Continuous capacity building is integral to CYST's approach. It organizes regular training workshops, seminars, and skill-building sessions for CYLN members. Topics include child rights education, leadership development, project management, communication skills, and monitoring and evaluation techniques. CYST fosters a culture of learning, enabling CYLN members to deepen their expertise, innovate in their roles, and sustain impactful initiatives. Additionally, CYST tailors training sessions to address emerging issues and challenges faced by CYLN members, ensuring relevance and applicability. Through interactive learning experiences and peer-to-peer knowledge sharing, CYST enhances the professional development of CYLN members, empowering them to effectively advocate for child rights and drive positive change in their communities.
- ⊕ **Resource mobilization:** CYST plays a pivotal role in supporting CYLN by identifying and securing resources crucial for sustaining their activities. This includes not only developing comprehensive fundraising strategies and writing compelling grant proposals but also cultivating strategic partnerships with donors, NGOs, and corporate sponsors under the direct support from CRC-Cambodia's appoint focal person. Additionally, CYST guides CYLN in diversifying funding sources, leveraging in-kind contributions effectively, and upholding transparent financial practices. These efforts are aimed at enhancing sustainability and expanding CYLN's impact, ensuring continued support for child and youth empowerment initiatives across Cambodia.
- ⊕ **Monitoring and Evaluation:** CYST ensures the effectiveness of CYLN initiatives through robust monitoring and evaluation frameworks. These frameworks collect both quantitative and qualitative data to measure outcomes, identify strengths, pinpoint areas for improvement, and guide evidence-based decision-making. By monitoring closely, CYST promotes accountability, showcases program successes, and facilitates strategic adjustments to maximize benefits for child and youth beneficiaries. This systematic approach underpins CYST's commitment to achieving measurable impact and continually enhancing the quality of services provided by CYLN across Cambodia.
- ⊕ **Community engagement:** CYST plays a crucial role in facilitating meaningful engagement between CYLN members and their communities. It promotes awareness of child rights issues, encourages active community participation in advocacy efforts, and fosters dialogue on youth-led development priorities. CYST supports CYLN by organizing diverse community events, conducting outreach campaigns, and hosting interactive forums. These initiatives empower local stakeholders and amplify the voices of children and youth, ensuring their perspectives are integral to community development processes throughout Cambodia.
- ⊕ **Sustainability and Growth:** CYST focuses on developing comprehensive sustainability strategies to ensure the long-term impact and growth of CYLNs. This includes implementing succession plans to maintain leadership continuity, organizing capacity-building initiatives for emerging leaders, and expanding CYLN's geographic reach and influence. CYST actively cultivates strategic partnerships, encourages innovation in program design, and promotes adaptive management practices. These efforts are aimed at addressing evolving challenges and opportunities in child and youth development, thereby enhancing CYLN's effectiveness and sustainability across Cambodia.

5.4 Working layer



5.5 CYST structure

Child and Youth Support Team (CYST) is a vital mechanism designed by CRC-Cambodia to enhance the meaningful participation and amplify the voices of children and youth. Members of CYST are carefully selected based on their qualifications and experience to effectively lead the team's roles and responsibilities and ensure the structural functionalities align with CRC-Cambodia and CYST's objectives. To guide the vision and mission of CYST effectively, CRC-Cambodia proposes the following structured approach:

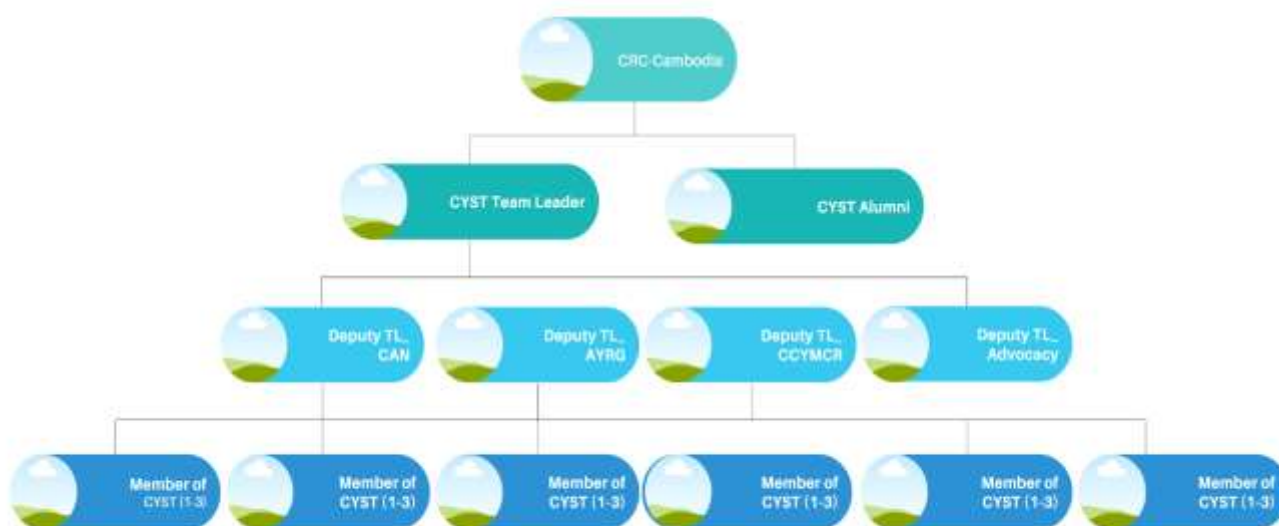
1. **Leadership team:** Comprising basic experienced in child rights and youth empowerment, the leadership team oversees strategic direction, policy advocacy, and partnership development to advance the interests of children and youth. They collaborate closely with CYLN Steering Committee, and NGO Parents to influence policies that protect and promote child rights.
2. **Technical support team:** This unit provides specialized technical assistance in areas such as imitative of the project management, basic of policy analysis and advocacy strategies. It ensures that CYST initiatives are grounded in best practices and contribute effectively to child rights promotion. The unit also support and conducts research to inform evidence-based advocacy and program design alongside the support from CRC-Cambodia's focal person.
3. **Program implementation team:** Responsible for executing CYST activities on the ground, this team coordinates community engagement, capacity building workshops, and advocacy campaigns. They work directly with children, youth, and community leaders (with direct support from CRC-Cambodia's focal person) to address local challenges and empower young people to become agents of change in their communities.
4. **Monitoring and evaluation team:** This team monitors the implementation of CYST initiatives, conducts regular evaluations, and collects data to measure outcomes and inform decision-making and sharing during the annual conference of CYLNs. They employ participatory methods to engage CYLN members and stakeholders in assessing program effectiveness and identifying areas for improvement.

5. **Partnership and resource mobilization team:** Dedicated to forging partnerships with stakeholders (CYLNs Steering Committee, NGO parents, and other networks), this team mobilizes resources, secures funding, and strengthens CYST's sustainability and growth. Under fully support from CRC-Cambodia team, they develop fundraising strategies, write a sample of the grant proposals, and cultivate relationships that support long-term programmatic success.
6. **Communications and outreach team:** Responsible for raising awareness about child rights issues, this team manages communications strategies, public relations, and media engagements. They produce content that highlights the impact of CYST initiatives, engages stakeholders, and advocates for policy changes that benefit children and youth.
7. **Capacity building and training team:** This unit designs and delivers capacity building workshops, training sessions, and mentoring programs for CYST members. They equip youth leaders with skills in leadership, advocacy, project management, and community mobilization, fostering a cadre of capable advocates for child rights.
8. **Research and basic policy analysis team:** Focused on generating evidence-based research and conducting basic policy analysis, this unit informs CYST's advocacy efforts and contributes to shaping child rights policies at local, national, and international levels. They collaborate with academic institutions and research partners to produce actionable insights that drive policy reform.

By implementing this structured approach, CRC-Cambodia aims to strengthen CYST's capacity to champion child and youth participation effectively, uphold the principles of the UNCRC, and drive positive change for children and youth across Cambodia. This comprehensive framework ensures that CYST remains adaptive, impactful, and sustainable in its mission to empower young people and protect their rights.

CHILD AND YOUTH SUPPORT TEAM

Organizational Chart



5.6 CYST recruitment

CYST is a structured mechanism aimed at promoting meaningful participation and amplifying the voices of children and youth. To ensure effective leadership and operational functionality, CRC-Cambodia proposes the following details regarding CYST's leadership and election process.

5.6.1 Team leader selection and election

The Team leader of CYST is selected through a confidential voting process among CYST members held every two years, with a limit of two terms. Performance appraisal of the Team Leader occurs annually to assess progress and achievements. Candidates interested in the position must submit their CVs and necessary documents to the Program Department during internal application calls. Announcements for these applications are disseminated via email by the appointment, with a 14-day window for internal applications.

Key documents

- ⊕ CV and Cover Letter (2 pages max)
- ⊕ Statement of Interest (1-page max)
- ⊕ Statement of challenges and proposed solutions (2 pages max)

Key requirements

- ⊕ Child Rights interest and commitment
- ⊕ Knowledge and positive attitude
- ⊕ English language good
- ⊕ Availability/commitment (3 to 4 hours per day)
- ⊕ Computer skills (Word, Excel, and PowerPoint)
- ⊕ Minimum 6 months of experience with CYST

5.6.2 Election process

The assign focal person oversees the election process. In case of a tie in voting, the assign focal person arranges interviews where candidates present and defend their statements of interest, challenges faced by CYST, and proposed solutions. This ensures transparency and fairness in leadership selection and aligns with CRC-Cambodia's commitment to promoting child and youth participation in decision-making processes.

5.6.3 CYST deputy and other team members

Team members are required to announce the recruitment based on the internal policy of CRC-Cambodia at least 14 days prior. The selection process focuses on roles, responsibilities, and competencies. The CYST Team leader is responsible for processing recruitment and seeking advice from the Program team in charge of the child and youth-led network. However, the hiring manager is the CYST Team leader.

Key Requirements

- ⊕ Child Rights interest and commitment
- ⊕ Knowledge and positive attitude
- ⊕ English language good
- ⊕ Availability/commitment (3 to 4 hours per day)
- ⊕ Computer Skills (Word, Excel, and PowerPoint)

5.6.4 Allowance CYST membership

- ⊕ **CYST Team Leader:** \$120 to \$250 based on available budget, performance, and time allocation.
- ⊕ **CYST Deputy:** \$90 to \$120 based on available budget, performance, and time allocation.
- ⊕ **CYST Member:** Voluntary basis; they are potential candidates for the deputy position based on the needs of CYST.

Note: CYST is part-time voluntary work with hours between 1:30 to 5:00pm or 7:30am to 12:00pm as assigned by CYST Team Leader and approved by the assign focal person.

This structured approach not only facilitates effective leadership within CYST but also enhances accountability, transparency, and the overall impact of CYST's initiatives in advancing child rights and youth empowerment in Cambodia.

5.7 CYST capacity building

In order to build the capacity of the child and youth-led network and to understand the situation, issues, and relevant policies that promote child rights in Cambodia and internationally, CRC-Cambodia is delegated and recognized the function of the Child and Youth-Led Development Department. This department facilitates and creates learning opportunities, prioritizing the following training for children, adolescents, and youth to ensure they are well-versed in CRC-Cambodia, child rights, and policy frameworks:

a) Child and Youth Rights, Issues, and Policies Training

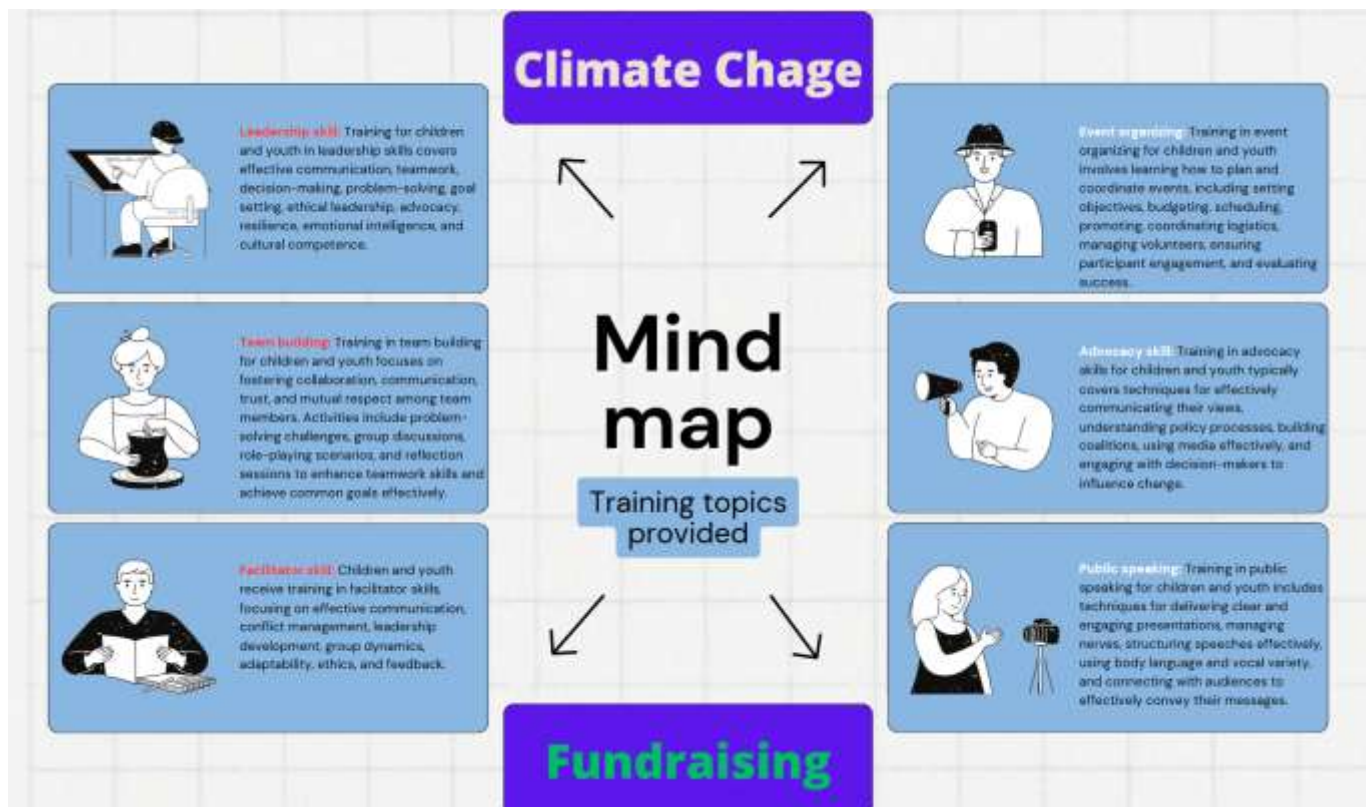
- ⊕ **Introduction to CRC-Cambodia:** Understanding the mission, vision, and roles of CRC-Cambodia.
- ⊕ **Understanding CYST Team:** Overview of the Child and Youth Support Team (CYST) and their responsibilities.
- ⊕ **Understanding CAN, AYRG, and CCYMCR:** Introduction to the Child Advocate Network (CAN), Adolescence and Youth Reference Group (AYRG), and Cambodia Children and Young People Movement for Child Rights (CCYMCR).
- ⊕ **Child and Youth Development Pathway:** Presented by the assign focal person, this session covers the development stages and opportunities for children and youth.
- ⊕ **Child's Issues and Rights Training:** Detailed training on the various issues affecting children and their rights.
- ⊕ **Child Rights Framework & Policies:** Comprehensive overview of child rights frameworks and related policies.
- ⊕ **Youth Rights, Issues, and Policies:** Exploration of the specific rights, issues, and policies affecting youth.

b) Leadership & Advocacy Training

- ⊕ **Advocacy Strategy Training:** Training on developing effective advocacy strategies.
- ⊕ **Facilitation Skill Training:** Techniques and skills for effective facilitation.
- ⊕ **Communication Skill Training:** Enhancing communication skills for advocacy and leadership.
- ⊕ **Small Project Development Training:** Guidance on developing and managing small-scale projects.
- ⊕ **Leadership Training:** Building leadership skills for effective youth leadership.
- ⊕ **Community Engagement Training:** Strategies for effectively engaging communities in child and youth development initiatives.
- ⊕ **Leadership Skill Development:** Training to enhance leadership capabilities, including decision-making, team management, and vision setting.
- ⊕ **Facilitation Skills:** Techniques to effectively guide discussions, workshops, and meetings.
- ⊕ **Advocacy Skills:** Developing skills to effectively advocate for child and youth rights.
- ⊕ **Public Speaking:** Enhancing confidence and competence in public speaking.
- ⊕ **Event Organizing:** Training on planning and executing successful events.
- ⊕ **Fundraising:** Strategies and techniques for effective fundraising.
- ⊕ **Team Building:** Activities and strategies to foster teamwork and collaboration.
- ⊕ **Climate Change Awareness:** Education on climate change issues and the role of youth in environmental advocacy.

c) Project Management and CRC Policies

- ⊕ **Existing Projects Overview:** Presentation by the assign staff on current projects and their impact.
- ⊕ **Finance Policies and Child Protection Policies:** Training by the Membership Department on financial management and child protection policies.
- ⊕ **Project and Budget Management Training:** Skills for overseeing project activities, strategic planning, resource allocation, and monitoring progress.
- ⊕ **Technical and Administrative Support Training:** Best practices in project planning, budgeting, reporting, and compliance.
- ⊕ **Monitoring and Evaluation Techniques:** Frameworks for assessing the impact and effectiveness of initiatives.
- ⊕ **Research and Policy Analysis Training:** Generating evidence-based research and conducting policy analysis to inform advocacy efforts.
- ⊕ **Other Relevant Training:** Additional training sessions on relevant topics as needed.



By providing these comprehensive training programs, CRC-Cambodia aims to empower children, adolescents, and youth with the knowledge and skills necessary to effectively advocate for their rights and contribute meaningfully to their communities.

5.8 Performance and appraisal management

5.8.1 Performance Development

All CYST members are required to complete a performance development review semi-annually. Performance is directly managed by the Team Leader and matrix managed by the assign staff. New CYST members are required to complete a 3-month Performance Development Plan. If they fail to achieve 50% of the agreed outputs/activities, they will not be able to continue their assignment. The CYST Team Leader is responsible for consolidating performance data and making decisions based on the quality of performance.

By providing these comprehensive training programs and maintaining rigorous performance development standards, CRC-Cambodia aims to empower children, adolescents, and youth with the knowledge and skills necessary to effectively advocate for their rights and contribute meaningfully to their communities.

5.8.2 Appraisal Management

All members of the Child and Youth Support Team (CYST) are required to have a monthly work plan based on the quarterly performance development plan. The CYST Team Leader is responsible for monitoring and supporting the progress of CYST members, providing coaching, direction, and leadership as needed. To ensure continuous improvement and alignment with organizational goals, the following tools and processes are employed.

1. **Coaching Tools:** The CYST Team Leader utilizes specific coaching tools to guide and mentor members effectively. These tools help in identifying strengths, areas for improvement, and strategies for achieving personal and team goals.
2. **Six-Month Evaluations:** Every six months, an evaluation is conducted for CYST deputy team leaders and members. This evaluation aims to identify performance gaps and develop action plans for improvement. The evaluation process is based on the 360-feedback method and uses a comprehensive assessment form ([here](#)).
3. **360 Feedback:** This feedback mechanism involves gathering input from multiple sources, including peers, subordinates, and supervisors, to provide a holistic view of the individual's performance. It helps in understanding different perspectives and identifying areas that require development ([here](#)).
4. **Assessment Form:** The assessment form used in the 360-feedback process is designed to evaluate various aspects of performance, such as leadership skills, teamwork, communication, and goal achievement. It serves as a detailed record of performance evaluations and action plans.
5. **Action Plan Development:** Based on the evaluation results, specific action plans are created to address identified gaps. These plans outline targeted interventions, training, and support needed to enhance performance and achieve desired outcomes.

This structured appraisal management approach ensures that CYST members receive the necessary guidance and support to excel in their roles. It fosters a culture of continuous learning and improvement, ultimately contributing to the effectiveness of CYST's initiatives in advancing child rights and youth empowerment in Cambodia.

5.9 Annual holidays and leaves

Comply with Human Recourse Policy of CRC-Cambodia ([here](#)).

5.10. CYST benefit

Capacity Building & Networking: CRC-Cambodia prioritizes building the capacity of CYST members in understanding child rights, youth policies, and effective networking with NGOs, the private sector, policymakers, and government stakeholders to address issues concerning children and youth in Cambodia. Members of CYST will have opportunities to participate in exchange programs, training workshops both locally and internationally through our alliances. Additionally, CYST members are required to adhere to a structured capacity development plan that includes mandatory training sessions outlined in our child and youth capacity development framework.

Experience & Career Development: CRC-Cambodia facilitates internships for CYST members who have been selected based on rigorous evaluation criteria. These internships are offered within CRC-Cambodia, our alliances, international NGOs, and UN agencies, providing invaluable experience prior to their graduation from university. The selection process ensures fairness and quality recruitment practices, aligning placements with the specific needs of our alliances.

Economic Development: As a membership-based organization comprising 60⁶ local and international NGOs, CRC-Cambodia offers ample opportunities for CYST members to gain extensive experience in child and youth contexts. We are expanding our partnerships with the private sector to further enhance employment opportunities for CYST members. Additionally, CRC-Cambodia provides job consultation, research, and readiness training to support CYST members in securing employment within our alliances and partnerships. Furthermore, we actively support CYST members interested in starting social businesses by linking them with experienced entrepreneurs within our alliances, fostering innovation and sustainable initiatives.

5.11. CYST alumni and child rights fund

CYST Alumni Process: CYST membership is voluntary upon registration, allowing former CYST members the option to continue their involvement. An official application form will be developed and approved by the CYST Team Leader. Alumni are encouraged to pay a modest membership fee of \$2 monthly or \$24 annually to sustain the network and support ongoing initiatives. This voluntary contribution helps maintain connections and facilitates ongoing engagement with CYST activities and initiatives.

Child Rights Fund (CRF): All membership fees collected by CYST are managed jointly by CYST and CRC-Cambodia and are channeled into the Child Rights Fund (CRF). The CRF serves as a dedicated resource pool to finance projects and activities aimed at promoting and safeguarding child rights across Cambodia. These initiatives include advocacy campaigns, educational programs, community outreach, and capacity-building workshops focused on child and youth welfare.

Fund Management and Accountability: To ensure transparency and accountability, CYST establishes a dedicated bank account under CRC-Cambodia's oversight⁷ specifically for managing the CRF. This arrangement adheres to legal and regulatory standards, providing clear financial reporting and audit trails. Regular consultations between CYST and CRC-Cambodia stakeholders ensure that CRF allocations align with strategic priorities and maximize impact in addressing key child rights issues.

Impact and Sustainability: The CRF not only supports immediate interventions but also fosters long-term sustainability in promoting child rights. By pooling resources and leveraging partnerships with NGOs, government agencies, and other stakeholders, CYST enhances its capacity to initiate and sustain impactful projects that benefit children and youth. Alumni contributions to the CRF sustain the legacy of CYST's advocacy efforts, ensuring continuous support for child rights initiatives well into the future.

Note: Membership fees and contributions to the CRF are instrumental in driving positive change and upholding CRC-Cambodia's commitment to advancing child rights through collaborative action and community engagement.

5.12. CYST graduation roadmap

CRC-Cambodia has indicated and allocated resources to develop the Child and Youth Support Team (CYST) to reach their learning objectives, gain valuable experiences, and create more job opportunities for their future after graduation from CRC-Cambodia. To support the Child and Youth Support Team, CRC-Cambodia will implement the following:

Phase 1: Preparation and Skill Development

- ⊕ **Career Development Workshops:** Organize workshops focused on career planning, resume writing, interview skills, and job search strategies to prepare CYST members for the job market.
- ⊕ **Continued Education and Training:** Offer scholarships or funding for further education and professional development courses to help CYST members enhance their skills and qualifications.

⁶ <https://crc-cambodia.org/membership-organization/>

⁷ https://drive.google.com/file/d/1qVlxI-E7NNHeSC1W6WEq8hXfy_H182qY/view?usp=sharing

- ⊕ **Entrepreneurship Support:** Provide training and resources for members interested in starting their own businesses or social enterprises. This includes business planning, financial management, and access to microfinance opportunities.

Phase 2: Real-World Experience

- ⊕ **Internship and Job Placement Programs:** Establish partnerships with local businesses, NGOs, and government agencies to create internship and job placement opportunities for CYST graduates. This helps in providing real-world work experience and enhances employment prospects.
- ⊕ **Mentorship Programs:** Pair CYST members with experienced professionals in their field of interest for one-on-one mentorship. This allows members to gain insights, receive guidance, and build a network of professional contacts.

Phase 3: Transition Support

- ⊕ **Alumni Network:** Create a CYST alumni network to maintain connections among graduates, providing a platform for ongoing support, networking, and collaboration on child and youth initiatives.
- ⊕ **Monitoring and Follow-up:** Implement a system to track the progress of CYST graduates, including regular check-ins and surveys to assess their career development and provide additional support as needed.

Phase 4: Networking and Recognition

- ⊕ **Networking Events:** Host events and forums that bring together CYST members, alumni, and industry professionals to foster networking and collaboration opportunities.
- ⊕ **Job Fairs and Career Expos:** Organize and participate in job fairs and career expos to connect CYST members with potential employers and showcase their skills and experiences.
- ⊕ **Recognition and Awards:** Establish an awards program to recognize outstanding achievements and contributions of CYST members. This serves to motivate current members and highlight the success stories of graduates.

This structured roadmap ensures that CYST members are well-prepared, supported, and recognized throughout their journey from preparation and skill development to real-world experience and into their future careers. By implementing these support mechanisms, CRC-Cambodia aims to ensure that CYST members not only contribute effectively during their tenure but also transition smoothly into meaningful careers that further their personal and professional growth. This roadmap underscores CRC-Cambodia's commitment to the long-term success and empowerment of the Child and Youth Support Team.

5.13. Conclusion

The Child and Youth Support Team (CYST) is a national initiative by CRC-Cambodia established in 1996 to empower children and youth in Cambodia through leadership development, skill-building, and community engagement. Recognizing its significance, CRC-Cambodia has formalized and expanded CYST to enhance child and youth participation aligned with the UNCRC. CYST comprises the Child Advocate Network (CAN), Adolescence and Youth Reference Group (AYRG), and Cambodia Children and Young People Movement for Child Rights (CCYMCR).

CYST's objectives focus on advocacy, capacity building, and community outreach in education, health, protection, and participation. Core values include voluntary participation, ownership, accountability, enthusiasm, initiative, and decisiveness. Key roles involve coordination with stakeholders, technical and administrative support, coaching, mentorship, project and budget management, database management, advocacy, capacity building, resource mobilization, monitoring and evaluation, community engagement, and ensuring sustainability and growth.

The structured approach of CYST includes teams for leadership, technical support, program implementation, monitoring and evaluation, partnerships and resource mobilization, communications and outreach, capacity building and training, and research and policy analysis. This structure ensures effective leadership and operational functionality.

The recruitment process involves a confidential voting process for selecting the Team Leader, Deputy, and other team members, with allowances provided for certain roles. Capacity-building initiatives cover child and youth rights, leadership and advocacy, and project management. Performance and appraisal management include semi-annual reviews, coaching, six-month evaluations, and 360 feedback.

CYST benefits include capacity building, networking, experience and career development, economic development, and support for starting social businesses. The graduation roadmap prepares CYST members through career development workshops, continued education, entrepreneurship support, internships, mentorship, alumni networking, and recognition events. This comprehensive framework ensures CYST remains adaptive, impactful, and sustainable, empowering young people to advocate for their rights and contribute meaningfully to their communities.

