



ក្រុមហ៊ុន វេសឡាយ អេឌូខេសិន ក្រុម ខូ អិលធីអិ

WESTLINE EDUCATION GROUP Co., Ltd.

អាសយដ្ឋាន: មហាវេទន៍ ផ្លូវលេខ៣៦១ ភូមិជើមចាក់ក្រៀ សង្កាត់ព្យាបាល៧១ ខណ្ឌព្រះនរោត្តម រាជធានីភ្នំពេញ

TERM OF REFERENCE

For

Developing Standard Operation Procedure (SOP) and School Management Handbook (SMH)
(Westline School, AppleTree International School, Forest Hill International School and Company)

1. COMPANY BACKGROUND

Westline Education Group (WEG) is committed to being the leading education provider in South East Asia. Today, WEG is managing the business of the Westline School (8 branches), the Northline School, AppleTree International School, and Forest Hill International school providing (1) K-12 education in both Khmer and English by using local and/or international curriculum and (2) English Education from preschool to advanced level.

WEG is dedicated to providing world-class education through professionally managed institutions that focus on innovation, excellent curriculum, dynamic extra-curricular programs, community service and student leadership. To support its mission, WEG has partnered with Cambodian-Laos Development Fund and Luxembourg-based private equity fund managed by Singapore-registered Emerging Markets Investments (EMI).

Over the last 8 years, WEG has built its reputation as one of the innovative and quality education providers, with close cooperation with students’ parents and other stakeholders. Growing numbers of students for all schools are noticeable. More branches have been established (starting with two campuses in 2008 to 10 campuses for local schools and 2 for International school in 2016), to meet to fulfill the enrollment rate of learners and to provide service to every learners in various locations.

Based on success in these fields and in line with its social mission, WEG is assessing the market for providing students with both English language and life skills ~~in order to get the students to become~~ to create the best skilled workers for their future.

2. Developing OBJECTIVES

This project aims at updating and developing standard operation procedures and school management handbook to maintain quality of school operation, to be able to sell its franchise, to meet the needs of customers and to reach be one of the standard schools in ASEAN countries. Moreover, this project will enlarge the scope and perspectives of the school operation and school development from simple operation management to the professional one. Plus, with participating in the project and capacity-building trainings, school operation management and evaluation skills of staff will be enhanced.

SOP and SMH developer will provide WEG with specific benefits as below:

- Documenting and developing current WEG’s Standard Operation Procedure (SOP) to oversee its school operation;
- Documenting and developing current schools’ SOP

- Varieties of new concepts of interesting, attractive and effective school operation management.
- New and attractive standard operation procedures for all units (administration, accounting and finance, academics, human resource and IT management).
- The effectiveness of operation implementation and evaluation.
- Healing the current challenges of school operation of school under WEG.
- A school management handbook to ensure that all WEG's schools will function effectively and efficiently.

Upon the completion of the project, new standard operation procedure and management handbook will be developed with clear guidelines, and every management level, operation staffs and teachers will be able to manage and implement it effectively and efficiently.

3. EVALUATION CRITERIA

Interested consultants should submit proposals outlining the proposed methodology, providing the CVs of key team members, highlighting previous project works with a detailed breakdown of the proposed professional fees and expenses.

Proposals should also highlight consultants' credentials relating to the following:

- Experience in developing SOP and SMH for both locally and internationally, and
- Good command and familiarity of Cambodian and international education trend of development is a plus.

4. CONTACT DETAILS:

Proposal must be submitted to **Mr. Kong Samneang**, Chief Operation Officer of WEG, via sothary.khorn@wegcambodia.com.

Contact us: (+855) 71 344 9999, 78 840 280

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