



Proposal Development Trainer Terms Of Reference

1. Introduction

Morodok is a local NGO working with rural communities around Kampong Som Bay, Cambodia. The Morodok office is in Srae Ambel town, Koh Kong province. Morodok’s mission is “to improve living conditions, strengthen solidarity and create ownership for the poor people in the coastal communities of Cambodia through building their capacity, supporting their initiatives and facilitating dialogue between relevant actors.”

This year, one of Morodok’s donors, WWF, has agreed to fund a proposal development exercise. The aim is to both train staff in proposal development as well as to develop a proposal for the period July 2023-December 2025. This proposal and future proposals to WWF are required to follow Morodok’s 6-year Strategic Plan (2023-2028).

Based on the 6-year Strategic Plan (2023-2028), Morodok has already secured funding from FELM for a 4-year proposal 2022 to 2025 and from Bread for the World (BfdW) for the period April 2023 to December 2025. WWF is currently funding a 1.5-year project supporting the development of five community-protected areas/community forests. The new proposal is a continuation of that project, and will continue to support the same five CBOs over the 2.5-year period July 2023-December 2025.

Morodok employs 15 staff, including 8 project staff. Most staff are poor in English, so discussions and workshop materials should be in Khmer.

2. Role of the Consultant

The consultant will train, facilitate and coordinate Morodok program staff to develop new project proposal through:

1. Desk study, review of the TOR and other background materials, and prepare for the training.
2. Facilitating discussion among staff in the form of a training workshop on development of a new project proposal for WWF for the period July 2023-December 2025. The project proposal should be in line with the existing Morodok Strategic Plan 2023-2028.
3. Producing a draft project proposal in English (key information should be translated into Khmer).

The new WWF project proposal should include a budget, monitoring framework, and questionnaires for baseline, midterm and end line assessments using Kobo toolbox.

The project proposal should consider the details provided in the table below:

Draft Budget	Components	Target CBOs	Description of CBOs
Jul – Dec 2023: 25,000 USD Jan – Dec 2024: 50,000 USD Jan – Dec 2025: 50,000 USD	Livelihoods and Food Security: <ul style="list-style-type: none"> • Improving production & processing methods of non-timber forest products (NTFPs) by [CPA/CFo] groups Natural Resource Management: <ul style="list-style-type: none"> • CPA/CFo capacity building & management plans • NRM awareness raising • Strengthening CBO network • Support to patrolling • Support to Community-Based Eco-Tourism. 	<ul style="list-style-type: none"> • Prang Chamkar Kraom CPA • Phnom Top Cheang CPA • Chrouy Svay CPA • Neakta Thmarprung CFo • Preaek Chik CFo. 	Morodok staff will bring to the training: <ul style="list-style-type: none"> • Description of community and CPA (persons, villages, area, natural resources) • Current situation regarding management plans, patrolling, livelihood activities, CBET potential • What is now needed and how Morodok will support the need?

The final responsibility for editing the project proposal lies with Morodok’s Adviser, Executive Director and Program Manager. However, the major inputs for the project proposal will come from the staff with guidance from this consultancy.

After the training, staff are expected to understand and feel confident to develop output, outcome, and impact indicators and means of verification of the indicators, and feel confident to use Kobo toolbox.

3. Timeframe and Location

The consultancy shall be carried out in May 2023, with the training workshop held in the fourth week of May (22-26 May 2023). During the training workshop on development of the project proposal, the consultant will work at the Morodok office located in Srae Ambel town, and will be provided office space and materials.

4. Project Planning schedule

The assignment is expected to take up to 8 days, including 5 days based in Morodok office, Srae Ambel district town. The Consultant may generally follow the schedule below, unless agreed otherwise:

No	Agenda	Expected result	Duration
Preparation:			
1	Desk review and study	Understanding context, existing BfdW, FELM and current WWF project proposal, and Morodok strategy 2023-2028	One day
2	Prepare for training and workshop	Training materials	One day
At the Morodok Office in Sre Ambel:			
3	Session 1: Activities, outputs, outcomes, and impacts, based on the description of the CBOs' current status and needs.	Draft outputs, outcomes, impacts & description.	One day
4	Session 2: Indicators, means of verification and monitoring framework	Draft M&E framework	One day
5	Session 3: Questionnaires for baseline, midterm and end of project	Draft questionnaires	Half day
6	Session 4: Budget (a budget template will be provided)	Draft budget	Half day
7	Session 5: How to use Kobo toolbox and practice	Staff feel confident in using Kobo toolbox and draft questionnaires in Kobo toolbox	One day
8	Consolidate and finalize draft of project proposal	Final draft project proposal	One day
Follow-up:			
9	Finalize project proposal after receiving feedback and submit all training workshop documents (before end of May).	Final project proposal and training materials	One day

5. Deliverables and Payment Schedule

Payment shall be made after satisfactory completion of the assignment and submission of an invoice. Deliverables include:

1. Signing of contract
2. Submission of draft plan of operation
3. Submission of training workshop documents, including presentations, photos of flipcharts, etc.
4. Submission of draft project proposal
5. Submission of final project proposal.

The project proposal shall be written in clear and concise English (spell-checked and grammar-checked).

6. Background materials

The Consultant will be provided with the following background materials:

1. This Terms of Reference
2. Morodok's Strategic Plan 2023 to 2028
3. Current project plans supported by BfdW and FELM for the period 2023-2025
4. Other documents as requested.

7. Key qualifications of the Consultant

The Consultant is expected to have the following qualifications:

1. Proven experience in conducting planning exercises.
2. Knowledge of applying Logical Framework Approach (FLA), including elaborating Results Hierarchy (or Hierarchy of Objectives), Objectively Verifiable Indicators and Means of Verification, and Risk/Assumption analyses.
3. Knowledge of preparing project plan of operation, including M&E framework and data collection tools.
4. Knowledge of Kobo toolbox.
5. Competent writing skills in English.
6. Fluency in Khmer, written and spoken.

8. Content of the Consultant's offer

The Consultant's offer should contain:

- Cover letter explaining the ways in which the Consultant meets the required qualifications stated above.
- Curriculum Vitae of the Consultant.
- Proposal including schedule, methods, and proposed fee. The fee should be itemised and include daily rate, number of days, travel to/from Srae Ambel, accommodation and food per diem, and relevant taxes. Morodok will cover the cost of meetings' venue and workshops' materials. The total fee should not exceed USD 2,400, including withholding tax or VAT.

Appendix 1: Summary of Morodok's Project Plans for 2023-2025

Focus Areas	FELM-supported	BfdW-only supported*	WWF-supported
Geographic Location	8 coastal communes (Thma Sa, Andaung Teuk, Kandaol, Chi Kha Kraom, Chrouy Svay, Tumnob Rolok, Kampenh, Ou Treh)	6 other communes (Srae Ambel, Daeng Peaeng, Chi Kha Leu, Kampong Seila, Ou Bak Roteh, Trapeang Rung)	5 CBOs: Prang Chamkar Kraom CPA, Phnom Top Cheang CPA, Chrouy Svay CPA, Neakta Thmarprung CFo & Preaek Chik CFo.
Livelihoods & Agricultural Cooperatives	Yes!	Yes!	NTPF processing in above CBOs only. Otherwise, already covered by FELM/BfdW
Home Gardens	Yes!	Yes!	No. Already covered by FELM/BfdW
People with Disabilities	Yes!	Yes!	Including PwD in 5 CBOs.
Community Protected Areas / Community Forests	Yes! (Except where covered by WWF)	Yes! (Except where covered by WWF)	Yes! (5 CPAs/CFos as listed above).
Community Fisheries	Yes!	Not Applicable	Not Applicable
Community-based ecotourism (CBET)	Yes!	Yes!	Yes! (in 5 CPAs/CFos as listed above).
Disaster Risk Management	Yes!	Yes!	No. Already covered by FELM/BfdW
Climate Change Adaptation	Yes!	Yes!	No. Already covered by FELM/BfdW

* BfdW provides basket funding for the entire program, but these areas have funding from BfdW only.

Morodok Target Areas and Community-Based Organisations



- Legend**
- Communes funded only by Bread for the World
 - Communes with co-funding from FELM
 - CFI Community Fisheries
 - CFo Community Forest
 - CPA Community Protected Area
 - CPA Community-based organisations with co-funding from WWF are underlined

Appendix 2: Specific Requirements for WWF Proposal

The training workshop should be devised to help staff learn and practice the planning process from start to finish. However, the final proposal to WWF will need to be compatible with the Strategic Plan and the proposal to BfdW, which provides basket funding to the whole program. Therefore, some aspects of the plan have already been determined, although there is also some flexibility. BfdW uses an Outcome-Impact-Oriented (OIO) approach, in which the organisation must remain committed to the outcomes intended but may adapt the outputs and activities as needed to achieve the intended outcomes. The WWF proposal will need to respond to the specific needs and progress made to date in the five CBOs supported by the WWF project. Staff will bring to the workshop information on the specific needs and progress made to date in the five CBOs.

The five CBOs supported by the WWF project are Prang Chamkar Kraom CPA, Phnom Top Cheang CPA, Chrouy Svay CPA, Neakta Thmarprung CFo & Preaek Chik CFo.

As shown in the Strategic Plan and proposal to BfdW, the **generic plan for the 11 Community Protected Areas/Community Forests** supported by Morodok are as follows:

OUTCOME 2: Communities in 14 communes surrounding Kampong Som Bay have protected fisheries, forests and other natural resources in cooperation with government authorities.

Output 2.1: 11 community-based organisations (CBOs) have planned and implemented management plans to protect forests and mangroves in their area in cooperation with government authorities.

Activity 2.1.1: CBO capacity building & management plans

Morodok will support the 11 CBOs in the preparation of their management plans and annual action plans. The steps of plan development include: inventory and boundary demarcation; agreement preparation; preparation of management plans (plus submission and approval); preparation of annual action plans; implementation; monitoring; and evaluation of progress. These 11 CBOs were part of the previous phase, but progress was slow due to the impact of the Covid-19 epidemic, changes in government jurisdiction, changes created by Sub-decree 30, and possibly by officials deliberately slowing down the process. 4 of the CBOs have approved management plans, while the other 7 are still in process. In the new phase, the CBOs will need to continue to assert their right to manage natural resources with the support of Morodok.

Morodok will also facilitate new CBO elections when required. Each year, 14 CBO leaders will attend a CBO leaders' forum and an annual reflection meeting to discuss their experiences and learn from each other. A study tour will be organised for 22 participants.

Activity 2.1.2: NRM awareness raising

Village-level awareness raising events on NRM and CPA responsibilities (including fee collection) will be held each year in 20 villages.

Activity 2.1.3: Strengthening CBO network

Representatives of each CBO will hold a network meeting with technical officials once a year to raise and discuss NRM challenges. Before the network meeting, each CBO will hold preparatory meetings to prepare their list of issues to bring to the discussion.

Activity 2.1.4: Support to patrolling

Morodok will support monthly patrols of each CBO, covering fuel costs. The CBOs will record the number of the violations detected and the action taken. Morodok will purchase for each CBO equipment needed for patrolling, including life jackets, two-way radios, GPS, and camera. Morodok will also support the provision and placement of boundary demarcation posts.

Activity 2.1.5: Support to Community-Based Eco-Tourism

Morodok will introduce the concept of CBET to the 11 CBOs and support any initiatives arising, through training and purchase of signboards, etc, and study and promote potential eco-tourism products.

Indicators and means of verification for the WWF project should be appropriate for the project, but where possible may be similar to those in the proposals to BfdW and FELM, so as to simplify the monitoring process.

The WWF project will also contribute to OUTCOME 1: "The food security of poor village families targeted by the project is improved" through supporting the collection, processing and marketing of non-forest timber products from the CPA/CFo areas.