



**Term of Reference**  
**Organize Business Literacy Training (BLT)**  
**to producer group and cooperative leaders-FNN**

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**1. Background**

Farmers and Nature Net Association (FNN) is a local, non-profit and non-political farmer organization, which was established in 2003 and officially registered at the Ministry of Interior on March 10th, 2006. FNN represents a network of village-based farmer organizations that acts as an umbrella to represent and serve the interests of self-help associations, agricultural cooperatives, and provides technical assistances on capacity building. FNN has mission to 16 provinces of Cambodia.

FNN in cooperation with DCA under EU-funding is carrying out Rural Employment for COVID-19 Economic Recovery (RECOVER) project for a period of three years from 2021 to 2023 in order to enhance livelihood of 32 Agriculture Cooperatives which is consisted of 5,200 members and of 86 producer groups in five provinces (e.g. Kampong Chhnang, Pursat, Battambang, Siem Reap, and Kampong Thom provinces).

The overall objective of the project is to contribute to inclusive economic recovery in the Tonle Sap region by improving food security, income and employment opportunities for fishing and farming communities and returnee labor migrants. Specifically, the project objective is Smallholder farmers and fishers have increased food production and consumption in the horticulture and livestock value chains through their use of effective agricultural practices, products and services.

This term of reference is prepared for organizing *Business Literacy Training (BLT) to producer group and cooperative leaders-FNN*. The selected candidate will deliver eight training workshops with 40 participants per each training.

**2. Objective and expected results of the proposed trainings are:**

Objective:

- To equip producer group and cooperative leaders-FNN with knowledge and skills in developing effective and successful business plan
- To strengthen capacity of the producer group and cooperative leaders-FNN to be able support agricultural cooperative in running their businesses effectively.

Expected results:

By the end of this course the participants will be able to:

- Learn to write business plans
- Gain knowledge about the structure of the business plans
- Identify business legal and administrative requirements
- Understand the marketing, planning strategies and sales
- Become familiar with strengths and weakness of the business.

**3. Participants**

There will be 8 training workshops delivered with 40 participants per each training. The participants, who are producer group and AC leaders of 5 provinces (Kampong Chhnang, Pursat, Battambang, Siem Reap, and Kampong Thom), will be invited to attend the training workshops.

**4. Venue and Date**

The training workshops lasts one day. The date and venue will be discussed among consultants and FNN in conformance with COVID-19 pandemic and government's orders.

## **5. Activity**

The consultant will be responsible for:

- Design training curriculum, material and brief session outlines (Contents and methods of the trainings will be adopted based on the capacity of participants).
- Write report of training
- Pre-test, expectation, and group work and presentation will be used to identify their capacity level
- Integrate gender concerns into all training materials and training methods
- Develop training program
- Develop pre- and post-test tool

## **6. Training Course Contents**

The full detail of the training and its syllabus will be designed, and it will be modified and/or finalized to meet the participants' expectations and needs to be conducted. The contents of training as below:

- Research and analyses the components required for a business plan
- Develop a business plan that comprises a detail and effective implementation strategy
- Construct a complete external analysis of the business
- Implementing a business plan
- Create a market and talent plan

## **7. Training Workshop methodology**

This eight-days training workshop will make use of different presentation methods and supporting tools in participatory approaches. The participants will go through learning experience in discussing different kinds of intervention, and using creative process.

The training course will start with setting the context of the training and getting to know each other. The activities are essential for enabling free and open participation from the start of the training schedule. It helps trainers to prepare the groundwork, break the ice and give the overview of the training workshop and its andragogy.

Participants will take simple pre- and post-test to identify what they will have gained from this training workshop. Daily and final evaluation which is considered an important tool to collect constructive feedback from participants will be conducted; trainers and subsequent courses may be adjusted as a result of the evaluations.

## **8. Proposed budget**

The assignment will take two working days for delivering training workshops and reporting. The overall budget is covering the following items:

- Fee for trainer
- Food for participant
- Travel fee
- Backdrop