



### PROJECT IMPLEMENTATION PLAN

<b>PIP Issue Date</b>	10 December 2019
<b>Project Code</b>	19-AG-32-SPP-DON-C-2
<b>Title</b>	National Seminar and Training Course on Organic Agriculture and Product Development for Farmers and Producers in Cambodia
<b>Reference</b>	Project Notification 19-AG-32-SPP-DON-C dated 6 September 2019
<b>Timing and Duration</b>	16–20 March 2020 (five days)
<b>Venue</b>	Siem Reap province, Cambodia
<b>Implementing Organization(s)</b>	National Productivity Centre of Cambodia (NPCC)
<b>Number of Local Participants</b>	75 (approximately)
<b>Closing Date for Nominations</b>	NA

## 1. Objectives

- a. To broaden participants' understanding of organic agriculture for improving the productivity and sustainability of agriculture in Cambodia;
- b. To acquaint participants with organic agriculture concepts to enable widespread adoption of more sustainable farming systems and markets;
- c. To examine recent and emerging developments in global organic agriculture;
- d. To provide opportunities for networking and sharing of best practices in the management of agribusiness issues by different stakeholders including government agencies; and
- e. To formulate strategic action plans for participants to disseminate the learning from the training.

## 2. Background

The NPCC was established in 2006 under the Ministry of Industry, Mines and Energy. It is mandated to play active roles in nationwide productivity promotion by organizing productivity awareness conferences and training courses on productivity-related topics, developing promotional materials, and conducting demonstration projects as well as providing consultancy services to both the public and private sectors.

In 2018, agriculture accounted for approximately 25% of economic growth in Cambodia, while industry contributed 35% and the service sector 45%. The agriculture sector provides livelihoods and employment to over half of households in the country. Organic agriculture can address global environmental, health, and social issues and contribute to meeting the UN Sustainable Development Goals. Markets for organic produce have been steadily expanding due to greater consumer awareness of their health and environmental benefits.

However, the performance of organic agriculture could be improved by adapting some models from mainstream agriculture. For example, commercial farming and agroindustry are now going beyond catering to local demand and becoming more export oriented. Over the past 10 years, Cambodia's organic farmers have also started to intensify production in line with global trends and market demand. The demand for organic food products is expected to continue growing robustly in major markets like the USA, EU, and the Asia-Pacific. Such trends will create greater opportunities for organic producers in developing countries like Cambodia, including the expansion of domestic markets along with exports.

## 3. Scope and Methodology

The tentative program of activities of this national seminar and training course is given below.

<b>Date/Time</b>	<b>Activity</b>
Mon., 16 Mar. 2020	Opening session and registration Presentation by the NPCC: Roles and achievements in enhancing the productivity of Cambodian SMEs Presentation by APO resource person: Importance of organics in agriculture and agroindustry and international trends in value chains Presentation by local guest speaker: Aspects of organic processes in agriculture and agroindustry in Cambodia Training session 1: Global trends in organic agroindustry and their implications
Tues., 17 Mar.	Training session 2: Current government policies and programs to support to organic agricultural products Selected models of successful organic agriculture Critical issues and challenges for organic agricultural products in Cambodia
Wed., 18 Mar.	Training session 3: Tools and techniques for expanding organic agricultural production in Cambodia Strategy formulation for enhancing the sustainability and competitiveness of organic agricultural products Value chain approach to enhancing the competitiveness of organic

Thurs., 19 Mar.	agricultural products Site visits (organic farm, organic agroindustry)
Fri., 20 Mar.	Group discussion and presentations Program evaluation by participants, resource persons, and implementing organization Formulation of individual action plans and presentation Closing session

#### **4. Resource Persons**

The APO will assign one international resource person. Local resource persons from relevant agencies will be assigned by the implementing organization.

#### **5. Requirements of Participants**

Representatives of the national government and provincial departments, state agricultural universities, farmers' cooperatives/associations, organic retail shops, organic agroindustries, and SMEs involved in organic production.

#### **6. Financial Arrangements**

##### **To be met by the APO**

- a. All assignment costs of the international resource person, covering honoraria, airfare, and daily subsistence allowance.
- b. Local implementation costs such as for conference rooms, meeting packages, conference facilities, interpretation fees, translation costs, material costs, local transportation costs, etc.
- c. The total amount of financial assistance from the APO for this national project should not exceed USD11,940.00. Please see Attachment 1 for a detailed breakdown of the approved project cost.

##### **To be met by the implementing organization**

- a. If the actual project cost exceeds USD11,940.00, the overrun should be met by the implementing organization.
- b. Other expenses not met by the APO.

#### **7. Roles and Responsibilities**

The roles and responsibilities of the implementing organization and APO are:

##### **Implementing organization**

- a. Organizing the five-day seminar and training course;
- b. Assigning a local coordinators(s) to organize the conference (e.g., conference facilities, accommodation, meeting materials and/or kits, logistics);
- c. Inviting local participants and arranging mass media coverage;
- d. Inviting and assigning local resource speakers;
- e. Making arrangements for the venue and logistics;
- f. Making copies of the meeting materials;
- g. Providing budget not provided by the APO;
- h. Meeting the balance of project implementation costs if the total amount exceeds USD11,940.00; and
- i. Submitting a project completion report to the APO, including the financial report and expenditure receipts for the project.

## **APO**

- a. Providing financial support for organizing the project as detailed in section 6;
- b. Assigning one international resource person for the project; and
- c. Coordinating with the international resource person and implementing organization.

## **8. Procedures for Project Implementation**

This project is to be implemented in close collaboration with the APO Secretariat, referred to as the APO in this document.

- a. A temporary advance of up to 50% of the total APO share will be remitted to the implementing organization, if necessary, according to the detailed breakdown of the approved project cost given in the Attachment.
- b. The project will be carried out by the implementing organization.
- c. The implementing organization will make the agreed expenditures and settle the entire account by providing all necessary proof of payment to the APO after completion of the project. The proof of payment, e.g., bills, payment records, and receipts issued by third parties, must be submitted together at one time, written in clear English, with English translations of all documents not originally written in English. The final payment will be made based on the actual expenditure after the implementing organization submits the comprehensive report. In general, internal evidence is not accepted as proof of payment and will not be reimbursed.
- d. The implementing organization will submit a project completion report and a statement of expenses supported by receipts, etc. related to the project to the APO within one month of project completion. The report will provide details on how the project was carried out in the country; program of activities; benefits and advantages to the local agriculture and food industry sector, implementing organization, and host country; and follow-up action plans, among others.

## **9. Final Project Output and Outcomes**

Upon completion of the project, the NPCC will undertake the following:

- a. Submit a project completion report on the national seminar and training course to the APO and disseminate the report on the proceedings of the seminar and training including recommendations to relevant government bodies such as the Ministry of Agriculture within one month after project completion.
- b. Submit a statement of expenses supported by third-party receipts/bills within one month after project completion.
- c. Submit documents and e-links relating to promotional material on the national program, e.g., newsletters, news articles, brochures, bulletins, and news clippings, written in English or the local language with an English translation of the main points.
- d. Disseminate the knowledge and experience gained to the public and private sectors through publications, consultancy services, training courses, etc.
- e. Monitor the follow-up actions undertaken by the participants or participants' organizations and report them to the APO.

Expected outcomes at the time of the assessment workshop conducted by the NPCC at the end of 2020:

- a. A deeper understanding of organic agriculture will have been created;
- b. At least four extension programs will have been carried out to promote organic agriculture;

- c. At least an 80% satisfaction rating will have been given for the implementation of participants' action plans; and
- d. Researchers, farmers' groups, government agencies, and agroindustry groups will have established networking for future research and industrial applications.

#### **10. Follow-up Action Plans**

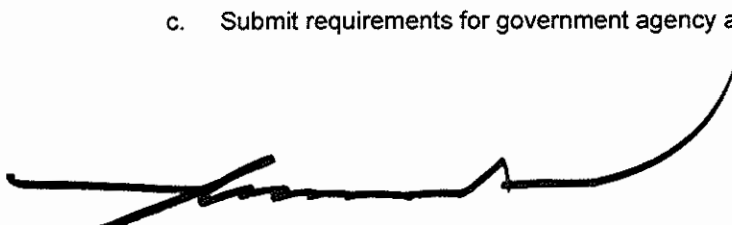
After completion of the national seminar and training course, the participants or their organizations will undertake the following:

Government agencies such as the Ministry of Agriculture and universities

- a. Include organic agriculture in extension programs; and
- b. Coordinate among various agencies in support of awareness, extension, and promotion of organic agriculture.

Participants

- a. Submit action plans to the NPCC for the implementation of concepts, techniques, technologies, and best practices of organic agriculture in their own farms, enterprises, or companies;
- b. Inform the NPCC of the expected outcomes of successful action plan implementation; and
- c. Submit requirements for government agency assistance for their own action plans.



Dr. AKP Mochtan  
Secretary-General

**Cost breakdown****Special Program for Capacity Building of Sustainable Food Value Chains for Enhanced Food Safety and Quality in Asian Countries****Requesting Country: Cambodia****Project Title: National Seminar and Training Course on Organic Agriculture and Products Development for farmers and producers in Cambodia.****Proposed date and venue: 16-20 March 2020, Siem Reap Province, Cambodia**

<b>N<sup>o</sup></b>	<b>Item</b>	<b>Price (US Dollar)</b>	<b>Total cost in US Dollars</b>
1	Meeting Package for half day seminar (including meals for the participants, and audiovisual equipment)	(70 pax x 30\$ x 1-day)	2,100\$
2	Meeting Package for 4 days and half training course (including meals for the participants,)	(35 pax x 30\$ x 4-day)	4,200\$
3	Local guest speakers fee	2 persons x 200\$	400\$
4	Translation (translating materials)	1000 \$	1,000\$
5	Interpretation (English to Khmer and Vice-versa)	200\$ x 5-day	1,000\$
6	Mass Media (opening and closing)	100\$ x 2-day	200\$
7	Seminar and Training course Kit (including supplies and materials and photocopying, stationary... etc.)	70 pax x 12\$	840\$
8	Vehicle rental cost for site visit	300\$ x 1 day	300\$
9	Per diem allowance including accommodation and transportation	150\$ x 10 persons	1,500\$

	for 5 participants and 5 NPCC staff from Phnom Penh		
10	Miscellaneous expense (including local cost other than above)	400\$	400\$
<b>Total</b>			<b>11,940 USD</b>