

Terms of Reference

Firm/Consultant(s) to support the financial management and business plan for Enterprise Agricultural Cooperatives Incubation Program (Enterprise ACs), the Cambodia Partnership for Sustainable Agriculture (CPSA).

Background

The Cambodia Partnership for Sustainable Agriculture (CPSA) is Grow Asia's Country Partnership in Cambodia, which works closely with the Ministry of Agriculture, Forestry and Fisheries (MAFF) and Relevant Government Agencies as well as the private sector and farmers' organizations. CPSA brings together companies, government agencies, civil society organizations, farmer groups, and financial institutions to link smallholder farmers to the market with the shared goal of increasing farmers' profits and productivity while improving the environmental sustainability of their farms. CPSA is currently supporting four Working Groups (Cashew, Pepper, Fruit & Vegetables, and Agri-Food SMEs) and three cross-cutting issues (Contract Farming, Responsible Agricultural Investment, and AgriTech).

Khmer Enterprise (KE), a unit under the Ministry of Economy and Finance, has the vision to become a national platform for promoting entrepreneurial activities in Cambodia. The missions of Khmer Enterprise are to provide support synergistic support and build a vibrant Cambodia entrepreneurial ecosystem, supporting economic diversification, innovation, productivity, and job creation. To achieve its mission, Khmer Enterprise focuses on its four core activities including entrepreneurial cultural promotion, capacity upgrading, networking, and seed funding.

In 2021, CPSA with supports from Khmer Enterprise through a partnership started the implementation of a new project, called "**Enterprise Agricultural Cooperatives Incubation Program**". The 3-year project targets two main groups, youth, and farmers, and aims to create a more sustainable and productive agriculture industry. The Project has two components: (i) an "Incubation" where participants (mostly university students) are trained on agri-technical subjects as well as entrepreneurship and business skills for four months, and (ii) an "Apprenticeship" where the incubated participants are placed in one-year apprenticeships with Agricultural Cooperatives (ACs) in various provinces to support farmers and the rural community. The Project engages with a variety of stakeholders,

including universities, farmers' organizations, agribusinesses, government agencies, and CSOs.

This consultancy serves to support CPSA with the design and support/coach of the first component of the project (including project team): 1)- the “Incubation” which including-training participants on different subjects and skills (business/finance, agriculture/technical skills and entrepreneurship) for a total of 4 months, so at the end of the incubation, the selected student will need to observe one week at the selected ACs and come up with a draft business plan that they need to defend and implement for one year during the Apprenticeship period and beyond. 2)- To support design financial management system for Implementation Unit, in order to improve effectiveness and efficiency of project management and contributing to ACs financial management through coaching and mentoring.

Objective of consultancy

Objective: Design and coach in the “incubation program” especially on a business plan including a financial plan (in English and Khmer) and Implementation Unit’s financial system. The objective will be achieved by:

- Design and train on business plan template (English and Khmer versions)
- Coach and evaluate on the selected students’ business plan,
- Design Implementation Unit’s financial system management, including ToT training to project staff

Expected Deliverables

- Kick off meeting with CPSA to understand the broader context of the project and its scope of the assignment,
- Design of the business plan template (English and Khmer versions)
- Provide training on the business plan template (English and Khmer versions)
- Coaching on the selected students’ business plan
- Evaluate on the selected students’ business plan
- Design Implementation Unit’s financial system management

- ToT training to project team in order to provide financial management services to ACs (ACs be able to produce financial reports in digital form)

Timeframe

There are two key deliverables for the firm/consultant involve in the project as well as with CPSA which work on a part-time basis including:

- 1- Business Plan Template Design should start from July, 2021
- 2- Implementation Unit's financial system management and ToT should start from June, 2021
- 3- The consultancy is expected to last for 2 years span (with specified deliverables)

Qualification requirements

- Experience in supporting startup and SMEs, the Cambodia's entrepreneurial ecosystem, business development,
- Experience in designing business plan and coaching program,
- Experience in business training session, especially business plan
- Expertise in financial management system design for small and medium enterprises
- Entrepreneurship experience would be a plus
- Experience in supporting enterprises in the agriculture sector would be a plus
- Professional in English and Khmer (for business plan template translation and training)

Application process

If you are interested in applying for this position, please submit the following documents:

- Technical Proposal (Two part- business plan design and financial system design)
- Financial Proposal (Two part- business plan design and financial system design)
- Curriculum vitae
- Reference projects

Please submit these documents by sending an email to Mr. Mouk Mao- e-mail: mao@cpsakh.org and CC: lida.phat@cpsakh.org

Application Deadline: 31 May 2021, 5:00 pm (Cambodian Time)