



Cambodia-India
Entrepreneurship
Development Institute



ACTED

Memorandum of Understanding (MoU)

Between

Cambodia-India Entrepreneurship
Development Institute of

The Ministry of Labour and Vocational
Training

of the Kingdom of Cambodia

and

ACTED

On

Community Learning Centres (CLCs)

PROJECT DESCRIPTION

❖ **Project Title:** Breaking the cycle of youth marginalization and vulnerability in rural communities in Cambodia.

❖ **Organization Undertaking the Project:** ACTED

❖ **Address:** #8, Street 328, Tol Svay Prey I, Chamkar Mon, Phnom Penh, Cambodia

❖ **Primary Donor:** European Union

❖ **Project Location:** Prey Veng Province; Svay Antor District.

❖ **Duration of the project:** 3 years (2015-2017)

❖ **Total Budget for duration project:** 916.836 USD

❖ **Number of expatriate ACTED staff working on the project:** 02 staff

❖ **Number of local ACTED staff to work in the project:**

- Number of expatriate staff to work in the project: 02 staffs
- Number of local staff to work in the project: 10 staffs

❖ **Local partner:** Khmer Youth Association (KYA)

❖ **General aims of cooperation and assistance:**

The aim of this agreement is to jointly develop a community funded, community-run, cost effective CLC model which can be easily replicable across Cambodia. This cooperation will include the collection and incorporation of the Cambodia-India Entrepreneurship Development Institute (CIEDI) guidelines and curriculum as well as consultative meetings to develop the CLC model and ensure its accreditation and certification by the Cambodia-India Entrepreneurship Development Institute (CIEDI). ACTED will hand over the model and curriculum for use by the Institute following the completion of the project in 2017. ACTED will also actively encourage other INGOs/NGOs adopt the model in its NFE projects. *Handwritten signature*

Project Description

I. Vision

A society where youth and the marginalized community members have access to education, life-skills and income-generation opportunities. Where people are engaged with the issues within their communities and contribute to the development of Cambodian society as a whole.

II. Mission

ACTED's mission is to save lives and support people in meeting their needs in hard to reach areas. ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

III. Goals of the Project

To promote, facilitate and support Non-State Actors and Local Authorities' contribution to the Cambodia National Strategic Development Plan, the Cambodian Millennium Development Goals and the National Program for Sub-National Democratic Development.

IV. Objectives of the project

To strengthen the capacity of Non State Actors to establish model Community Learning Centres (CLCs) to provide systematic skills training to educationally disadvantaged youth and integrate this service delivery model into national systems.


V. Back ground of the Project

The action is based on ACTED's and KYA's long-standing work in Cambodia and in-depth understanding of the context, needs, and constraints of the target groups (particularly youth) and geographical area. The objectives, expected results, and activities have been designed through a participatory process of meetings with the active involvement of all partners, government stakeholders and final beneficiaries to analyze the main gaps and opportunities in relation to strengthening the capacity of non-state actors by developing partnerships with local authorities aimed at further supporting the integration of community-based non-formal education into national systems. ACTED and KYA have been working together for the last four years in Prey Veng Province on issues concerning youth, sexual and reproductive health. The design of the action is also based on ACTED's experience of non-formal vocational training and education in South-East Asia (particularly Myanmar and Thailand) and KYA's expertise working with Youth Networks in rural Cambodia.

VI- Project Plan

- A two pronged approach to non-formal education: a) basic education with a focus on functional literacy, numeracy and essential life skills targeting mainly boys and girls between 10 – 14 years and b) technical vocational education and training, which will also

include advanced life skills lessons focusing on employability, targeting mainly youth between 15 – 25 years.

- Decentralization of the model: it is recognized that there is need to move away from the highly rigid and centralized education structures and content towards a more practical and flexible, decentralized approach. Non-formal education, in particular, requires a decentralized framework which allows it to effectively meet the needs of local communities and empower individuals to manage their own learning and development. As such, the actual delivery of non-formal education in CLCs will be managed by non-state actors, such as community-based organizations. Indeed, Community-managed CLCs will be the apex of the model, with responsibility for financing the centers after the action will fall to grassroots/community funds.
- The model will have links with the formal education programmes at all levels in terms of planning, accreditation, reintegration, making use of school buildings, classrooms, staff and resources that can be used together. In particular, technical backstopping will be provided by local authorities and relevant Line Ministries (e.g. Ministry of Labor Vocational Training-MoLVT and Ministry of Education, Youth and Sport – MoEYS) and other service delivery agents, incl. the private sector.
- 300 hours of functional literacy, numeracy and essential life skills for children aged 10-14 years; for dropouts from formal education the content of the curriculum will allow them to 'catch-up' to their peer's educational level as well as instilling a confidence in their own abilities, thus allowing them to re-join formal education. For those who are at risk of dropping out, the curriculum will create an opportunity to focus on each child's weaknesses and address it at an early stage, before they decide to dropout. It also creates an opportunity for youths to learn important lessons, outside of a formal education setting
- Short technical vocational education and training courses of 200 hours to improve income generation skills of youth aged 15-25. There will also be a 100 hour advanced life skills course (with a focus on employability) included for every youth participating in the VT. The following VT courses have been pre-identified by KYA through a rapid assessment (subject to change):
 - Phone repair
 - Repair of small electrical appliances
 - Beauty therapy
 - Hairdressing
 - Vehicle and motorbike repair/mechanics
 - Cooking and baking
- Non-formal education has a major role to play in creating the human resource base necessary for achieving national goals of peace, sustainable poverty reduction, economic growth and social equality. With NFE, children and youth will acquire the skills necessary to participate in, and benefit from, overall national development and enhance their own quality of life. However, poverty continues to put at risk children, youth and adults whose low literacy levels and limited life and work-related knowledge and skills seriously impede their ability to contribute to, or benefit from, national socio-economic progress. The knowledge and skills required to work in the 'new' economy or to take advantage of advances in the traditional agriculture economy of Cambodia are critically limited for children, youths and adults who are not functionally literate. Illiterate women are at special risk from high birth-rates, maternal mortality, domestic violence, sexual exploitation, and HIV/AIDS.
- Human development, at the level of individuals, involves a process of learning and applying what is learned to better the quality of life, Functional literacy is a critical first 

first step in the process of learning how to learn. Functional literacy with its emphasis on literacy, numeracy and life skills is a pre-requisite for social, cultural and economic development at both macro and individual level. At the macro-economic level, there is a clear correlation between functional literacy and increases in income, investment, productivity and GDP. Marginalized populations need functional literacy to prepare them to deal with the additional hardships they face such as extreme poverty, rural to urban migration, social and occupational mobility and access to new information and markets. As such, the proposed action will provide 1,680 children aged 10-14 years with 300 hours of functional literacy, numeracy and essential life skill training in the 4 pilot and community managed CLCs and 2 replication CLCs.

- Demographic pressure in Cambodia reinforces the urgent need for employment generation. It is estimated that the Cambodian labour force is growing by an estimated 200,000 persons per annual. The uncertain and ever changing labour market requires great flexibility on the part of the labour force in terms of learning new skills which respond to market demand. Youth in particular with limited life and income generating skills are at high risk from poverty and anti-social behaviour. They require new knowledge, skills and attitudes to work in the evolving Cambodian economy. Functional literacy provides a base of literacy, numeracy and life skills but that alone is not sufficient to ensure increased income. Functional literacy provides the skills to access learning new income-generation and entrepreneurial skills, which are critical to breaking the poverty cycle. Therefore, the proposed action will provide 2,520 youth aged 15-25 years, with an emphasis on those from the poorest communities and a majority of women, equitable access to relevant short-term (300 hours) income generating skills training in the 4 pilot and community managed CLCs and 2 replication CLCs.

Expected Outcome

- An integrated, community-based non-formal education model has been developed, pilot-tested and endorsed by MoEYS.
- Four (4) pilot Community Learning Centres set-up, managed by community groups and operational three months after the end of the action
- 6 CIEDI course curricula incl. advanced life skills of 300 hours each developed and certified by MoEYS and/or MoLVT36 teachers (24 in the 4 pilot CLCs and 12 in the 2 replication CLCs trained in providing basic functional literacy, numeracy and essential life skill education as well as technical vocational training and education.
- 1,680 educationally disadvantaged children aged 10-14 years provided with 300 hours of functional literacy, numeracy and essential life skill training
- 2,520 poverty stricken youths aged 15-25 years provided with 300 hours of technical vocational education
- Six (6) tracer studies of graduates conducted to establish whether training resulted in livelihood and income generating opportunities, completed 6 months after the completion of each batch of the Cambodia-India Entrepreneurship Development Institute (CIEDI) courses
- At least 50% of graduates from the Cambodia-India Entrepreneurship Development Institute (CIEDI) courses. *pk*

Detailed Terms of Agreement

Cambodia-India Entrepreneurship Development Institute of The Ministry of Labor and Vocational Training

and

ACTED agree as follow:


Article I

General Term of Agreement

- 1.1 The general scope of this agreement is for the Cambodia-India Entrepreneurship Development Institute (CIEDI) and ACTED to cooperate in the development, implementation and evaluation of the project within the Cambodia government's policy guidelines.
- 1.2 All details of the program implementation will be discussed and carried out in cooperation with the Cambodia-India Entrepreneurship Development Institute of The Ministry of Labour and Vocational Training of the Kingdom of Cambodia.
- 1.3 The project starts from January 2015 and will continue until December 2017.
- 1.4 The copy of the Agreement is held by the Cambodia-India Entrepreneurship Development Institute (CIEDI) and ACTED and will form the basic guide for cooperation and work.

Article II

ACTED agrees:

- 2.1 To respect the policy of the Cambodia-India Entrepreneurship Development Institute (CIEDI) and to respect the Cambodian tradition and culture.
- 2.2 To work closely at all time with the Cambodia-India Entrepreneurship Development Institute (CIEDI) in order to maximize transfer skills and to strengthen Cambodian technical expertise and the capacity.
- 2.3 That any report or article for publication, resulting from this project collaboration, 

shall be referred to the Cambodia-India Entrepreneurship Development Institute (CIEDI) for comment and shall be regarded as joint property of ACTED and the Cambodia-India Entrepreneurship Development Institute (CIEDI) to recognizing both.

- 2.4 To regularly attend the meetings called by the Cambodia-India Entrepreneurship Development Institute (CIEDI) to coordinate the ongoing project activities, sharing information and problem solving towards achieving project objective.
- 2.5 To effectively use the approved budgets to meet the stated objectives.

Plan Expenditure (USD \$)	1 st year	2 nd year	3 rd year	Total (USD \$)
Expatriate Salary Cost	53,140	53,140	53,140	159,420
Cambodia Staff Salary Cost	91,839	87,878	87,878	267,595
Office Supply	35,180	40,372	40,372	115,924
Total indirect expenses	180,159	181,390	181,390	542,939
Technical Materials	10,393	84,465	84,465	179,323
Training	35,206	22,279	22,279	79,764
Workshop	10,122	15,183	15,183	40,488
Transportation and Travel	10,804	10,804	10,804	32,412
Maintenance and Renovation Cost	11,002			11,002
Others	10,554	10,177	10,177	30,908
Total direct expense	88,081	142,908	142,908	373,897
Total Project Budget	268,240	324,298	324,298	916,836

Article III


Cambodia-India Entrepreneurship Development Institute to agrees:

- 3.1 To facilitate, where appropriate needs for program implementation, the granting of visas for approved personnel and Technical advisor affiliated with activities undertaken within the terms of this agreement.✿

- 3.2 To promote efficiency and transparency in location levels for service management by ensuring the organization receives timely information on activities and financial reports to effectively manage the project.
- 3.3 To ensure that the Province or District(s) promote open communication with the organization to assist planning, management and problem solving.
- 3.4 That the Cambodia-India Entrepreneurship Development Institute (CIEDI) will undertake to provide a written response within 30 days of receipt of documentation.

Article IV

General Clause

- 4.1 The Country Director of ACTED, **Ms. Ginny HAYTHORNTHWAITE**, or the officially designated representative, is authorized by ACTED to act on its behalf with the Cambodia-India Entrepreneurship Development Institute (CIEDI).
- 4.2 Written amendments to this Agreement may be made with mutual agreement and approval, signed by both parties after due consideration.
- 4.3 This Agreement may be terminated in an emergency situation by a joint decision taken by official representatives of the Cambodia-India Entrepreneurship Development Institute (CIEDI) and ACTED after joint consultation and consideration.
- 4.4 The Cambodia-India Entrepreneurship Development Institute (CIEDI) reserves the rights to conduct follow up and monitor all activities of ACTED.
- 4.5 ACTED shall be entitled, after discussion with the Cambodia-India Entrepreneurship Development Institute (CIEDI), to bring an end to this Agreement, if it judges that cooperation is insufficient for effective implementation of the project, or that the security of its personnel or property is endangered due to war, hostilities or other grave disturbance.
- 4.6 The Cambodia-India Entrepreneurship Development Institute (CIEDI), after discussion with the organization, and on advice from the Ministry of Foreign Affairs and International Cooperation, shall be entitled to request ACTED to terminate the in country employment of any individual in their employ judge to be bringing the Cambodia-India Entrepreneurship Development Institute (CIEDI) into disrepute, or conducting themselves in an unprofessional manner. If such a request is made, the organization would follow due process.
- 4.7 Should the laws in force in Cambodia should not be respected by ACTED organization, the Cambodia-India Entrepreneurship Development Institute (CIEDI) to may, after due notice to the organization, bring an end to this agreement. 

- 4.8 This Agreement shall take effect from the date of signing, and shall remain in effect until project end date, as stated in clause 1.3.

This Agreement is presented unaltered, in 2 originals, Khmer and English, all texts being equally authentic and of equal value. In case of divergent interpretations, the Khmer text shall prevail.

Signed this MoU day of 24 August 2015 in Phnom Penh, Cambodia 

Signatories

For CIEDI
Director

Tan Kosal

For ACTED
Country Director

Ginny HAYTHORNTHWAITE