



PONLOK CHOMNES: DATA AND DIALOGUE FOR DEVELOPMENT IN CAMBODIA

Call for Expressions of Interest (EOI)

Emerging Research Fund (ROUND ONE) for Local Organizations to Conduct Independent Research in Cambodia

This call is open to any organizations that meet the criteria laid out in this document.

1. ABOUT THE INITIATIVE

Ponlok Chomnes: Data and Dialogue for Development in Cambodia (Ponlok Chomnes) is a three-year initiative (2019-2022) that aims to strengthen the capacity of knowledge sector institutions to undertake quality research that informs public policy analysis and dialogue in Cambodia. This will be achieved by strengthening the organizational and technical capacity of research institutions, facilitating networking and collaboration among Cambodian research institutions and regionally, and supporting an enabling environment for policy dialogue using data. This goal will be realized through a set of mutually-reinforcing activities conducted under four program objectives:

Objective 1: Increase understanding of Cambodia’s knowledge sector;

Objective 2: Strengthen the capacity and networking of established knowledge sector institutions;

Objective 3: Support research by emerging knowledge sector actors through an Emerging Research Fund; and

Objective 4: Promote thoughtful and inclusive policy dialogue and analysis.

2. WHY YOU SHOULD BE PART OF THIS INITIATIVE

Ponlok Chomnes aims to support Cambodia’s knowledge sector by providing not only financial assistance, but also capacity development assistance. Under Ponlok Chomnes, partners will have an opportunity to apply for funding from the “Emerging Research Fund”, which will support pieces of research that are aligned with the applicant’s own research agenda. In addition, partners will have access to a wider network of knowledge ecosystem in Cambodia. Partners will be able to strengthen their existing networks and build new networks through Ponlok Chomnes’ convening mechanisms, including National Policy Forums and Policy Dialogues. Through these mechanisms, partners will be able to increase their opportunities to interact with policy makers at both the national and sub-national level.

3. The CALL: EMERGING RESEARCH FUND FOR LOCAL ORGANIZATIONS TO CONDUCT INDEPENDENT RESEARCH IN CAMBODIA (ROUND ONE)

To achieve **objective 3** of the initiative, local organizations will be selected to receive a grant through the Emerging Research Fund to conduct discrete pieces of quality policy-relevant research focused at either the national or subnational level. We anticipate the Emerging Research Fund will open for applications three times between 2019 and 2021.

The Emerging Research Fund competition aims to support organizations doing action research or working on diverse development issues that impact policy. We encourage nascent, traditionally under-represented, and/or smaller organizations in particular to apply. This effort will give visibility and voice to a broad and diverse pool of potential recipients who can propose and produce innovative research, particularly on issues that may not be areas of focus for larger, more established organizations.

***Note:** it should be noted that Ponlok Chomnes will also support Policy Research Institutions (PRIs) through ‘Core Funding’ under objective two of the program. For more detail, please refer to the Expression of Interest (EoI) here: ([Link to the EoI for Core Funding](#))

4. DECIDING WHETHER TO APPLY

To apply, organizations must meet all of the following basic eligibility criteria. Applications by organizations that do not meet ALL of these criteria WILL NOT be considered.

No	Basic Eligibility Criteria
1	Your organization must be a Cambodian non-partisan organization that currently conducts research;
2	Research that is relevant to anticipated Royal Government of Cambodia policy reforms or priorities (national or local);
3	Entities that are registered with the Royal Government of Cambodia.

Organizations that meet at least one of these additional criteria will be highly considered.

No	Additional Criteria
1	Community Based Organizations, grassroots organizations, indigenous organizations, or traditionally under-represented and non-profit organizations etc.;
2	Preference given to organizations that operate outside of Phnom Penh (30% of grants);
3	Research that is focused on Gender Equality and Social Inclusion (GESI);
4	Organizations that have leadership and/or staff from traditionally under-represented groups (e.g. women, the disabled, marginalized communities, etc.);

Please refer to [FAQ](#) for additional questions you may have.

5. APPLICATION PROCESS

To apply for funding, interested organizations will need to first assess their eligibility. Following this, organizations will submit an Expression of Interest (EoI). Please see indicative timeline below.

Stage	Stages	Timeframe¹
Stage 1: Expression of Interest (Khmer/English)	EoI publicized	August 29, 2019
	EoI with concept note submitted	October 21, 2019
Stage 2: Shortlisting Process	Five applicants shortlisted	November 22, 2019
	Nomination of five shortlisted applicants to DFAT for final confirmation	November 22-29, 2019
	Three-conditionally-approved finalists notified	December 13, 2019
Stage 3: Due diligence	Due diligence process	December 16-27, 2019
Stage 4: Notification of selected grantees and funding release	Grantee finalizes research content, budget, and grant period	January 17, 2019
	Approximate date for grant agreement	End of January 2020

Stage 1: Expression of Interest

Applicant organizations will submit a short Expression of Interest by October 21, 2019 which provides an overview of their organization's goals, mandate and research interest.

The Expression of Interest will be a **maximum of six pages** either in Khmer or English language and includes:

- Description of the mission and goals of the organisation;
- Organizational mandate;
- Research experience and interest;
- Areas of focus;
- Proposed research concept note (2-3 pages)

Please refer to and use the more detailed guidance provided in [Application Form](#).

Stage 2: Shortlisting

TAF will appraise the applications based on the eligibility criteria outlined above. TAF may provide feedback to applicants where additional information or clarification are needed and allow them to re-submit their applications. TAF will select the three grantees per round of funding.

¹ The second and third round of EOIs are anticipated to be announced in 2020.

It is anticipated that the results of the first round of grants from the Emerging Research Fund will be announced by December 13, 2019.

The following criteria will be used to rate proposals and short-list organizations:

Selection Criteria	Weighting
Experience producing policy research	25%
Community Based Organizations, grassroots organizations, indigenous organizations, or traditionally under-represented and non-profit organizations etc.	20%
Organizations that have leadership and/or staff from traditionally under-represented groups (e.g. women, the disabled, marginalized communities, etc.)	15%
Organizations that operate outside of Phnom Penh;	15%
Proposed research is focused on GESI, including disability	15%
Proposed research is policy-focused (likely to lead to practical recommendations)	10%

Stage 3: Due Diligence

Following grantee selection by the Review Panel, TAF will notify the three conditionally-approved finalists per round to confirm their willingness to undergo due diligence checks by TAF for final confirmation of their selection status between December 16-27, 2019. TAF will apply minimum standard of due diligence to provide space for community-based organizations and other actors to be able to participate.

Stage 4: Notification of Selected Grantees and Funding Release

TAF will commence fund disbursement after grantee selection has been finalized and the research content, budget, and grant period has been established for each grantee. TAF will then issue a Letter of Grant (LG) to each grantee. Each letter will be a contract between TAF and the grantee and will include a detailed scope of work based on the grantee’s application, a reporting and payment schedule, and an implementation schedule. Grantees will initiate their research only after TAF has signed off on the agreement and their research budget.

It is anticipated that funding will be released to successful grantees ROUND ONE by the end of January 2020.



The Asia Foundation

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CAMBODIA**

**Call for Expressions of Interest (EOI)
Emerging Research Fund (ROUND ONE)
for Local Organizations to Conduct Independent Research in Cambodia**

DUE October 21, 2019

Name of Institution	
Name of Director/Officer in Charge	
Address, phone, email for your organization	

Please answer a few questions about your organization.

1. What is your organizational mission statement? What is your organization's goals?
2. What areas/topics does your organization's research focus on?
3. What year was your organization founded? _____
4. Is your organization a legal entity registered with the Ministry of Interior? YES / NO
5. Please attach a copy of your organizational structure, which shows your organization's operations and governance (board, etc.) as annex.
6. Please provide a numeric overview of your organization's staffing composition:

Type of staff	Status	Number
Management	Full-time	
	Part-time	
Researchers	Full-time	
	Part-time	
Other / support staff	Full-time	
	Part-time	

What is the gender composition of your staff?

All staff	Status	Number
	Female	
	Male	

Researchers	Female	
	Male	
	Persons identified with disabilities.	
All staff	Cambodian citizens	
	Non-Cambodian citizens	

7. Please provide us with a brief description of the role of researchers appearing on your organizational chart, such as senior researcher, researcher, research assistant, etc. (You do not need to provide position descriptions for staff who are not employed as researchers).
8. Please list the donors and research project your organization has received funding from in the past three years:

Year	Donor	Project name

9. Please list other sources of funding/income that your organization currently has: _____
10. Has your organization published (policy) research or (policy) commentary based on research in the public domain (including on a website) over the last 2 years? Please give three examples, citing the author, title and place of publication. If published online, please provide the URL.
 - 1.
 - 2.
 - 3.
11. Does your organization have in place systems to review your research through internal review by your organization’s senior staff; through presentations at conferences and / or through publication in international and national peer review journals?

YES / NO
12. Does your organization regularly engage with policy makers and other decision makers and stakeholders at national and/or local levels? Please list up to 5 key government and civil society stakeholders your organization regularly consults with about your research.
13. Is your organization actively involved in any established research or policy networks to share knowledge and best practices? Please list up to five.
14. Do you have current partnerships with other Cambodian or international (policy) research institutes to jointly conduct research and/or undertake policy advocacy? Please list up to five.

15. Does your organization have a strategic plan for organizational and staff development? Please give one example of the capacity building your organization offers to researcher or other staff.

16. Under this Emerging Research Fund, what action-research topic are you proposing? Please describe your research concept note and explain how your research will contribute to policy influence in Cambodia and at what level (2 to 3 pages).

Submission:

Please submit this completed form and attach your organizational chart by October 21, 2019 to ponlokchomnes@asiafoundation.org with the subject line: Ponlok Chomnes Emerging Research Fund EoI.

*Only shortlisted organizations will be informed.
