



PONLOK CHOMNES: DATA AND DIALOGUE FOR DEVELOPMENT IN CAMBODIA

Call for Expressions of Interest (EOI)

Emerging Research Fund (Round Two) for Local Organizations to Conduct Action Research on the impact of the COVID-19 pandemic on Vulnerable Groups or Marginalized Communities 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 that are more inclusive of emerging knowledge sector actors and under-represented issues; and

Objective 4: Promote knowledge exchange and policy dialogue to connect knowledge producers with policy makers and relevant stakeholders.

2. WHY YOU SHOULD BE PART OF THIS INITIATIVE

Ponlok Chomnes Program aims at supporting Cambodia’s knowledge sector by providing not only financial assistance, but also capacity development assistance. The program’s “Emerging Research Fund” grants 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 fellow researchers and policy makers at both the national and sub-national level.

3. THE CALL: EMERGING RESEARCH FUND FOR LOCAL ORGANIZATIONS TO CONDUCT ACTION RESEARCH AND MAKE POLICY RECOMMENDATIONS RELATED TO THE IMPACT OF THE COVID-19 PANDEMIC ON VULNERABLE GROUPS OR MARGINALIZED COMMUNITIES IN CAMBODIA (ROUND TWO)

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.

The Second Round of Emerging Research Fund competition aims at supporting organizations doing action research or working on specific policy issues focused on the impact of the *COVID-19 pandemic on vulnerable groups or marginalized communities in Cambodia*. This impact could range from economic issues, to human rights, social issues and health. 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:**

- Ponlok Chomnes Core Partners are not eligible for this research grant.
- The funding support for each research project is between USD12,000 and USD15,000.

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, non-profit organization or public university-based research institution;
2	Research focuses on policy issues related to the impact of the COVID-19 pandemic on vulnerable groups or marginalized communities
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	Organization that has experience in doing action research
3	Gender Equality and Social Inclusion (GESI) concept is incorporated into the proposed research;
4	Organizations that have leadership and/or staff from traditionally under-represented groups (e.g. women, the disabled, marginalized communities, etc.);

5. APPLICATION PROCESS

To apply for funding, interested organizations will need to first assess their eligibility. Organizations will then submit an Expression of Interest (EoI) should they meet the abovementioned basic criteria. Please see indicative timeline below.

Stage	Stages	Timeframe
Stage 1: Expression of Interest (Khmer/English)	EoI publicized	November 6, 2020
	EoI with concept note submitted	November 25, 2020
Stage 2: Shortlisting Process	Five applicants shortlisted	December 1, 2020
	Nomination of five shortlisted applicants to DFAT for final confirmation	December 1-3, 2020
	Conditionally approved finalists notified	December 4, 2020
Stage 3: Due diligence	Due diligence process	December 7-11, 2020
Stage 4: Notification of selected grantees and funding release	Grantee finalizes research content, budget, and grant period	December 7-24, 2020
	Approximate date for grant agreement	End of December 2020

Stage 1: Expression of Interest

Applicant organizations will submit a short Expression of Interest by November 25, 2020 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

The Asia Foundation will appraise the applications based on the eligibility criteria outlined above. The Asia Foundation may provide feedback to applicants where additional information or clarification are needed and allow them to re-submit their applications.

It is anticipated that the results of the second round of grants from the Emerging Research Fund will be announced by December 4, 2020.

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

Selection Criteria
Experience producing policy (action) research
Concept note quality
The proposed research responds to the current needs and provides practical recommendations to the Cambodia’s government at national or subnational level on policy issues arising from the impact of the COVID-19 pandemic on vulnerable groups or marginalized communities in Cambodia.
Organizations that have leadership and/or staff from traditionally under-represented groups (e.g. women, the disabled, marginalized communities, etc.)
Gender Equality and Social Inclusion (GESI) is incorporated into the proposed research.
Organization outside of Phnom Penh, Community Based Organizations, grassroots organizations, indigenous organizations, or traditionally under-represented and non-profit organizations etc.

Stage 3: Due Diligence

Following shortlisting, The Asia Foundation will notify the conditionally approved finalists to confirm their willingness to undergo due diligence checks by The Asia Foundation for final confirmation of their selection status between December 7-11, 2020. The Asia Foundation 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

The Asia Foundation will commence fund disbursement after grantee selection has been finalized and the research content, budget, and grant period has been established for each grantee. The Asia Foundation will then issue a Letter of Grant (LG) to each grantee. Each letter will be a contract between The Asia Foundation 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 The Asia Foundation has signed off on the agreement and their research budget.

It is anticipated that funding will be released to successful grantees for ROUND TWO in January 2021.



The Asia Foundation

**PONLOK CHOMNES: DATA AND DIALOGUE FOR DEVELOPMENT IN
CAMBODIA**

**Call for Expressions of Interest (EOI)
Emerging Research Fund (ROUND TWO)
for**

**Local Organizations to Conduct Action Research on the impact of the COVID-19
pandemic on Vulnerable Groups or Marginalized Communities in Cambodia**

DUE November 25, 2020

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 work focus on?
3. What year was your organization founded? _____
4. Is your organization a legal entity registered with the Royal Government of Cambodia? 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?

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

7. Has your organization produced (action) research products? Yes/No
8. If yes, has your organization conducted (action) research on your own? Yes/No
9. If yes, 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).
10. Has your organization published (policy) research or (policy) commentary based on research in the public domain (including on a website) or produced research reports for internal use? Please give three examples or more, citing the author, title and place of publication. If published online, please provide the URL.
 - 1.
 - 2.
 - 3.
11. Please list the donors and (action) research project your organization has received funding from in the past three years or in other previous years:

Year	Donor	Project name

12. Please list other sources of funding/income that your organization currently has: _____
13. Does your organization have in place systems to review your (action) research?
YES / NO
14. If yes, could you please briefly explain the review process?

15. 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.
16. Is your organization actively involved in any established research or policy networks to share knowledge and best practices? Please list up to five.
17. 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.
18. Under this Emerging Research Fund, what action research topic are you proposing? Please describe your research concept note and explain how your research will influence policy-making and/or public-policy dialogue in Cambodia and at what level (2 to 3 pages).

Submission:

Please submit this completed form and attach your organizational chart by November 25, 2020 to ponlokchomnes@asiafoundation.org with the subject line: Ponlok Chomnes Emerging Research Fund EoI.

*Only conditionally-approved finalists will be notified.

Suggested Template for Concept Note

- **Research Content**
 - Title
 - Rational
 - Research objectives and questions
 - Research contributions
 - Research methodology (methods, sampling and sample sizes, data analysis, ethical consideration)
 - Limitations
 - Stakeholder engagement¹ plan (pre-research, during-research and post-research)
 - **Research Timeline**
 - **Proposed Budget**
 - **References**
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¹ Stakeholder engagement refers to, but not limited to, formal/informal discussion, asking for advice/feedback or consultation workshop with groups who will influence or be influenced by policies.