



**BFCD PROJECT PROPOSAL**

**INTERGRATED COMMUNITY DEVELOPMENT PROJECT**

**January – December 2014**



**Submitted to:** Donors, Institutions, Companies and Individuals

**Submitted by:** Mr. Um Rattana, BFCD Executive Director

11 October 2013

## INTERGRATED COMMUNITY DEVELOPMENT PROJECT

### I. General Information

<b>Date of Submission</b>	9 November 2013
<b>Grant Window#</b>	

### II. Application Information

<b>Name (full and acronym)</b>	Buddhism Foundation For Community Development (BFCD)
<b>Address</b>	Head Quarter Office in Phnom Penh and Branch office in TaaksenKhang Thong Village, Kokchork Commune, Siem Reap Town, Siem Reap Province, Cambodia
<b>Contact person ( name and position)</b>	Mr. Um Rattana, Executive Director
<b>Email</b>	<a href="mailto:rattana.bfcd@gmail.com">rattana.bfcd@gmail.com</a>
<b>Website</b>	<a href="http://www.bfcd-worldhumanitarian.org">www.bfcd-worldhumanitarian.org</a>
<b>Telephone #</b>	(855) 12 309 707/ Skype: umrattana7

### III. Project Information

<b>Project Title</b>	<b>Integrated Community Development</b>
<b>Programs:</b>	1. English, Khmer Teaching for children & adult 2. Agriculture Production and Marketing 3. Water Sanitation and Health Education 4. Vocational Training and Job placement 5. Good Governance and Environment Impacts/ Climate changes
<b>Status</b>	Local NGO
<b>Project location(s)</b>	10 villages, 5 communes, 3 districts in Siem Reap Province
<b>Level of proposed intervention</b>	Community people especially help the poor and vulnerable people
<b>Proposed Project duration</b>	12 months (1 January- 31 December 2014)
<b>Total project budget (in US\$)</b>	<b>54,709 USD</b>
<b>Co-financing (in cash or in kind)</b>	Office, School Children, one motorbike and land.



## **BFCD PROJECT PROPOSAL INTERGRATED COMMUNITY DEVELOPMENT PROJECT**

**(1 January - 31 December 2014)**

### **Background**

BFCD has already registered and approved by Ministry of Interior (MoI) on 12 January 2012 for BFCD working in Siem Reap Reap Province and 11 February 2009 MOI had approved for BFCD to work in another 6 Provinces: Banteay Meanchey, Preah Vihea, Udor Meanchey, Koh Kong, Steung Treng and Pursat. However, currently, BFCD has worked only in Siem Reap Province based on the limited resources.

BFCD objective is to provide support for helping the orphans, handicaps, poorest students, elderly and vulnerable people through providing the English class, agriculture production, health education, vocational training, micro-credit, job placements and good governance and environment improvement.

### **Problem Statement**

There are the 36% of people are living under the poverty line and 85% are farmers which most of them have faced lots of problems with their rice production causes low yield by natural disasters and poor agriculture technique and supports. In addition, for those who have many children and insufficient land for house construction and farming, they have always been falling into debts each year and some of their children dropped out the schools to help their families, some became the baggers in Siem Reap, Poipet or Phnom Penh. The elderly and handicap people have been also much concerned for their isolation with not having enough labor forces to cultivate rice, fruit tree or vegetable. Related to the capacity of the target people is low, they are not capable looking for the jobs for better incomes as was caused with bad impacts since last 30 years' civil war in Cambodia.

They lack of nutrition, hygiene, water sanitation and understanding of its advantage of being good health. They have not yet value for community formation or working as community or

working as the team and lack of understanding what is democracy and what is the right holders/ right bearers. When they met drought or flooding they did not know how to manage their lives well, just waiting its happening.

As the above situations, BFCD has come up with plan to facilitate and provide them with capacity building on agriculture, health, vocational training, English language, good governance and climate changes education and awareness so that they are able to do something to response to their urgent needs for their living and supporting their children to the school as much as possible.

## Strategic Of BFCD

### **Vision**

Orphans, handicaps, poorest students, elderly and vulnerable people in Cambodia will live in a good living condition with dignity & recognition from society on national and international.

### **Mission**

BFCD has committed to provide English course, agriculture, health, vocational training, job placement, good governance and climate change education and awareness to the orphans, handicaps, poorest children, students, elderly and vulnerable people.

### **Goal:**

BFCD support and focus for helping the orphans, handicaps, poorest students, elderly and vulnerable people through providing the practical trainings in agriculture, health, good governance, climate changes, job placements and different businesses set up on purpose to enable these people making better incomes and living conditions.

### **5 Main Objectives:**

**Objective 1:** *The children and adult people will improved their English and Khmer to fit the job requirements at local and national levels.*

**Objective 2:** *The children and adult people will improved their food security and nutrition through accessible with the agriculture production and marketing*

**Objective 3:** *The children and adult people will accessed to clean water, sanitation and hygiene through well construction, water sanitation training and health education.*

**Objective 4:** *The children and adult people will trained on vocational training and Job placement towards success in their business operation and management.*

**Objective 5:** *All people in Cambodia will received a good governance and climate change concepts and practices for their daily works including local authorities, formal and informal committee and community Based Organizations.*

## 1. Board Management

BFCD is a non-governmental and non-profit organization which is governed and managed by an Executive Director with an assistance of a Management Team and advises from Board Advisor (BoA). BoA is responsible for oversee the performance management of the organization as whole and give direction support and advise to the Executive Director and management team on necessary issues toward making organization running smoothly, efficiency and effectively.

The Management Team, consists of 8 staff members included Executive Director, Program Coordinator, Finance & Finance Manager and other 5 program units. Aside from above-mentioned, BFCD have all reliable policies (financial policy, staff policy and by-laws etc) to ensure the transparency and accountability of all assets, expenses and incomes.

Staff appraisal, capacity building and monthly meeting are regularly done. BFCD has five (5) program Units and each program unit has one coordinator to perform the work directly in the community with a guidance of the Management Team and with supervised by Executive Director.

### BOARD ADVISOR

- Board Advisor will meet one a year to discuss on the progress of works, assist the management team to make plan for next following year.

#### 5 Major Programs

1. English, Khmer Teaching for children & adult
2. Agriculture Production and Marketing
3. Water Sanitation and Health Education
4. Vocational Training and Job placement
5. Good Governance and Environment Improvement

- Board Advisor will be providing the advice to Management Team through the Executive Director by phone, email, or key staff meeting or board meeting or visit directly to the field.

- Board Advisor will not be limited, they are based on the commitment and meeting with Board's criteria.

- The Board will provide support to

Management Team on visionary and direction and helping in doing fundraising for BFCD. I BFCD operation and management decision is based on the "Management Team" with some advises will be required from the Board Advisor if any necessary cases.

## BOARD OF ADVISOR

No	Name	Nationality	Institution	BFCD Position
1	Mr. Long Sedtha	Cambodian	Director of Build Your Future Today Center, Siem Reap (BFT)	President
2	Ms. Hun Phanna	Cambodian	Director of CWDA & COSECAM Board of Director	Vice-President
3	Mr. Ang Kim Eang	Cambodian	President of Cambodia Association of Travel Agents (CATA)	Member
4	Mr. Martin Plaehner	Denmark	Volunteer for Fundraising coordination	Member

## 2. Staffing/ Management Team

### PROJECT MANAGEMENT TEAM

No	Name	Position
1	Mr. Um Rattana	Executive Director
2	Mr. Yin Sopheaktra	Administration & Finance Manager
3	Ms. Um Visal	Program Coordinator and English Teacher
4	Ms. Dara Konitha	English Teacher
5	Ms. Toem Nhet	Agriculture Coordinator
6	Ms. Esh Sarom	Health Coordinator
7	Mr. Put Rom	Vocational Training & Job Placement Coordinator
8	Mr. Chin Sopheak	Good Governance/ Climate Change Coordinator

### **Expertise:**

The Executive Director, Mr. Um Rattana has graduated with Bachelor's Degree in Economic Development, Master of Business Administration, Master of Law (Public Administration), currently is candidate on Doctorate of Business Administration since 2012 and having 21 years working experience with International NGOs and Local NGOs as well as used to teach at CUS university in principle of management, budgeting and planning in 2010-2011 for year I & IV students. He served in different positions as Deputy, Manager, Director of INGOs and CNGOs which these are good assets for him to lead BFCD toward successful by helping the community people for a better education and increasing their income significantly in a sustainable manner in future.

BFCD has been experiences working in Siem Reap Province for more than 5 years since January 2009 to implement the integrated community development which including English teaching, health education and agriculture production and community organizing.

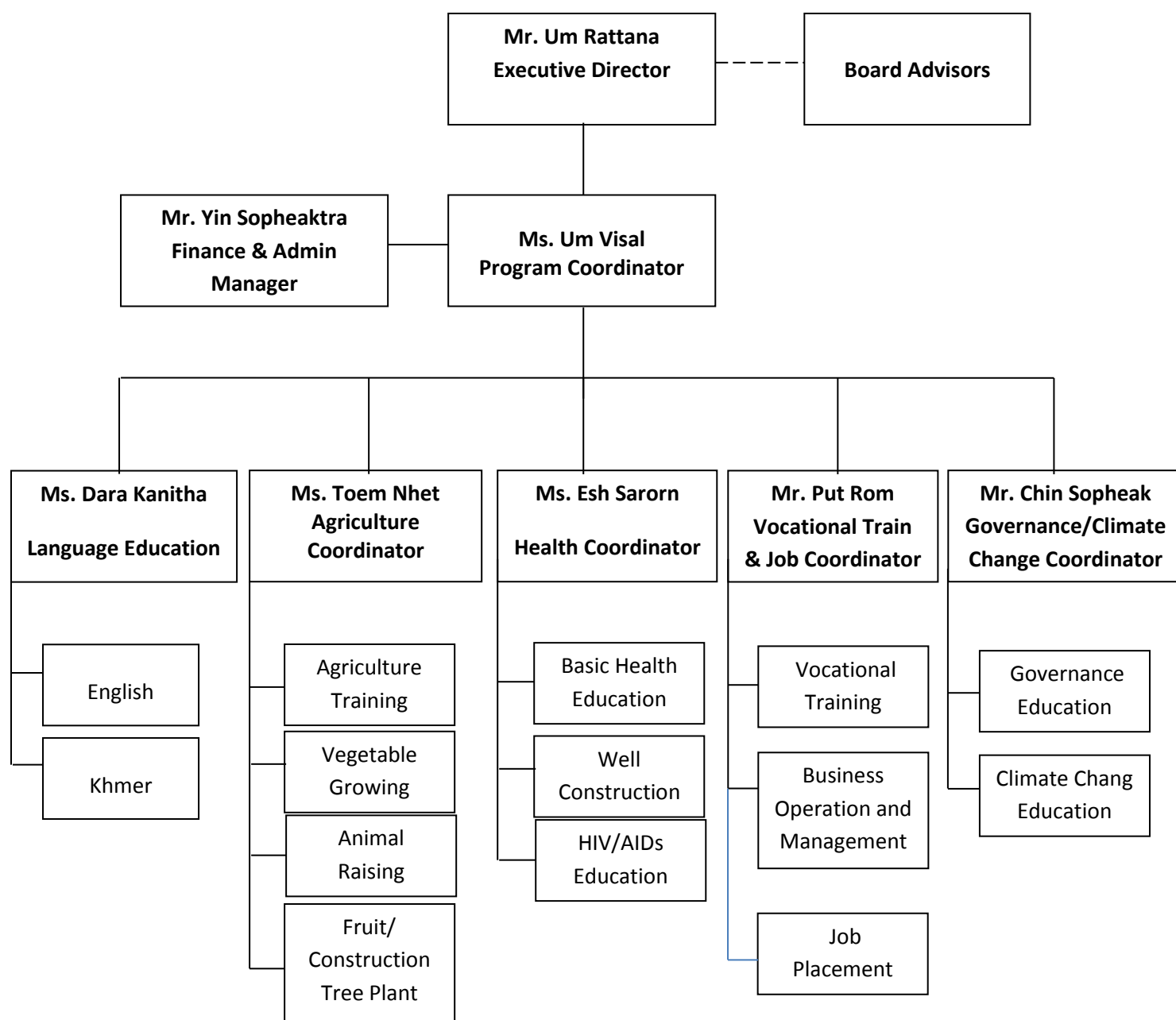
BFCD will organize village annual reflection meeting with community people and Commune Councils to evaluate the project. BFCD will be strongly adhere the principle of ownership of villagers and other relevant stakeholders over the project by allowing them to actively participate in project study, project design, implementation, monitoring and evaluation.





## **BUDDHISM FOUNDATION FOR COMMUNITY DEVELOPMENT (BFCD)**

### **BFCD Management Structure**





## **Program Expected Outcome/ Result/ Impacts**

### **1. Vegetable and Fruit Tree Seeds**

#### **Outcome/ Results**

The vegetable and Fruit tree seeds will be distributed to 150 families equal 750 persons who are willing to grow for their consumptions and also for selling on markets. This will be included the poor, poorest, elderly, handicap people. The agriculture coordinator will be responsible for conducting the need assessment, planning, implementation, monitoring and evaluation of the project regularly with community committee and members.

#### **Impact**

- 60% Families equal 90 families (450 persons) have enough vegetable for eating with nutrition and improved their health
- People save their time and money for other business operation instead of purchasing vegetable and lost money and time on it
- Children became stronger and able to attend the school as daily
- Happiness and peaceful in life
- Sharing, replication by other families in and outside communities, at least 50 families indirect beneficiaries from this activity



## **2. Treadle Pumps/ Well Construction**

### **Outcome/ Results**

30 tread pumps/ wells will be constructed for 150 families (750 families) in 3 villages of one Commune, each group has to come up with their plan to grow vegetable and fruit trees around their respective back yards and commit to grow it as cycle from year to year. The water will be used for drinking, watering on vegetable and fruit tree. The repairing will be the responsible of group members after well are constructed onwards.

### **Impact**

- At least 70% of families have access the clean drinking water and hygiene
- At least 70% families have reduced their expenses
- At least 70% out of 150 families got good health and be able to work on their daily business
- 30% of families reduced their migration to find the jobs outside their provinces
- 15% of families will adopted, or replicate the successes of well technique

## **3. Business Startup Business**

### **Outcome/ Results**

50 families (250 persons) will be provided with supports in business operation, management training and working capital assistance to start their businesses for 3 villages. The project will make sure for the poor and poorest is included and ensure their needs are based on skills with a small risk. The guideline of SHGs will be made by themselves

### **Impact**

- At least 70% of 50 families got success business by increasing their sales and revenue and profits
- At least 70% able to support their children to schools regularly
- At least 70% success families shared their knowledge and experiences to other 30% who not earn much or even lost revenue and profits
- 20% of non-business members will replicate the success and apply in their own places accordingly through field days, trips or sharing experiences from the success business members

## **4. Support the Bicycles for Poor Children to Schools**

### **Outcome/ Results**

50 children will be supported the bicycles for their facilities going to schools especially for the poor and poorest children. The process of selection the poor and poorest children will be participated by the NGOs, Local Authorities and Donor Agencies as many as possible.

### **Impact**

- 50 Children continued their studies at public school regularly
- 50 Children increased their school performance well with high scores
- Families are happy and encouraged their children to school as daily
- Children spent their time to both but more attention for their studies rather than home

## **5. Support the Poor Students to Continue their University**

### **Outcome/ Results**

50 students especially the poor and poorest families will be supported as subsidize for their university cost fee toward to complete their studying at Bachelor degree. 5 universities in Siem Reap Province will be identified and selected for poor students and this will be subsidized of scholarship with \$100 per year and can be continued if there is fund availability and agreed by Management Team.

### **Impact**

- 50 students continued their studies at their respective universities
- 50 students increased their school performance well with high scores
- Families are happy and encourage their children to attend classes regularly
- Students spent their time to both but more attention for their studies and second finding jobs for works

## **6. Support to Elderly and Handicap People**

### **Outcome/ Results**

100 elderly and handicap people will be supported and provided some materials, foods for their livings based on necessary needs, through assessment by staff, community leaders and people themselves. BFCD will form the community groups to voluntarily taking care of the elderly and handicraft people.

### **Impact**

- Encouraged 100 elderly and handicap people to have hope in life and being including in the society of Cambodia and world community as human beings
- These 100 elderly and handicap people came up with some idea to make their businesses for future life
- Many people from the world will more attention and helping them

## **V. COMMUNITY CAPACITY BUILDING**

### **1. English and Khmer Training**

#### **Outcome/ Results**

English and Khmer Language will be trained to 150 children, students and adult people from communities, restaurants and hotels. The teachers will be from the university students and foreigners or tourists for a short term and long term classes.

#### **Impacts**

- Children are able to communicate with foreigners and tourists
- Children are proud of being able to speak English and try to achieve a good scores even at the public schools
- Adult people known some English and can find jobs at restaurants and hotels or with NGOs and companies
- BFCD able to find jobs for people especially poor, poorest people and students

## **2. Agriculture Production Training**

### **Outcome/ Results**

150 poor and poorest families will be trained in vegetable growing and fruit tree plantation by the Agriculture Coordinator through the cooperation with the Department of Provincial Agriculture Specialist and other NGO specialists if possible. The monitoring and support will be provided after each of training course.

### **Impacts**

- At least 70% of trainees understood and able to apply for their vegetable growing and fruit tree plantation
- At least 20% of trainees able to share their knowledge, skills and success experiences to their neighboring villages
- These 70% of trainers kept their seeds and used their experiences for following years as recycle.

## **3. Water Sanitation and Health Education**

### **Outcome/ Results**

150 families will be provided on water sanitation and health education by Health Coordinator in cooperation with the Department of Provincial Health Specialist if possible. The monitoring and support will be provided after each of training course.

### **Impacts**

- At least 60% of the trainees able to apply of what they have learnt in their respectively homes or families
- 60% of trainees have water filters for drinking
- 60% of trainees cleaned around their houses
- 60% of trainees wash their hands before eating
- 60% of trainees grown vegetable and fruit trees at their backyards
- 60% of trainees improved their health and sanitation

## **4. Business Plan and Management Training**

### **Outcome/ Results**

50 families will be trained on business plan and management before providing with working capital to them, to ensure they are able to operate the business successfully toward profitable. The poor and poorest people will be a main focusing by the projects.

### **Impacts**

- 70% of trainees understood and set up business
- 70% of trainees have confidence to implement with different businesses
- 70% of trainees at least 50% will increased their incomes and profits
- 50% of them able to support the children to schools



## **5. Good Governance training and awareness**

### **Outcome/ Results**

150 families will be trained in good governance with 8 concepts include “participation, rule of law, transparency, responsiveness, consensus oriented, equity and inclusiveness, effectiveness and efficiency and accountability”. BFCD will select the co-trainers from NGO or GO for providing training with Governance Coordinator to train the community people.

### **Impacts**

- At least 70% of trainees understood of their rights and roles from now onward and able to convince to the local authorities of what are good and bad impacts of the good governance
- The local authorities understood about their right bearers and adaptation to the good governance concepts into their daily works
- The communication between community people and local authorities are improved significantly regarding to the respect, help, involve and support each other and treating each other equally as human beings.

## **6. Environment and Climate Change Improvement**

### **Outcome/ Results**

150 families will be trained in climate changes and environment impacts especially for wastes, cutting trees, pollutions etc. The training will be cooperated with the Specialist from Provincial Environment Department.

### **Impacts**

- At least 65% of families practiced their learnt at their respective homes.
- These 65% families ready for prevention of some disasters which is not heavily.
- These 65% managed well with water and hygiene pollution around their houses and community.
- These 65% shared their experiences to their neighboring villages and communes

## **7. Donation Box**

### **Outcome/ Results**

40 new donation boxes are planned to make and place at hotels, restaurants, balloon, ticket selling point. The incomes from these will be used as additional funds for program implementation and administration. Each donation box will also be placed the promotion materials like brochure etc.

### **Impacts**

- Access some incomes through the donation boxes for supporting the administration and the program activities
- Promotion of BFCD program activities through brochure and address
- More individual known BFCD and volunteers more to help the children and people

## **8. Name cards**

### **Outcome/ Results**

This name card is useful for official recognition by each others with dignity respect and smoothly communication during and in the future. 2 boxes of name card will be printed per year. This also encouragement and make sure the people we will contact or communicate will be having trust on us and keeping further communication.

### **Impacts**

- To enable a better communication with confidence, trust and keeping long term communication
- More fruitful results of discussion
- Long term relationship

## **9. Leaflet Publication**

### **Outcome/ Results**

10,000 BFCD brochures is printed to promote about BFCD programs through hotels, restaurants, airports, NGOs, website, Cambodia Association of Travel Agents (CATA), PATA and business firms in Siem Reap, Preah Sihanouk, Kep Provinces and Phnom Penh city.

### **Impacts**

- More volunteers from globe or around the world come to help BFCD as humanitarian, non-race, gender, class or religion discriminations
- More individual supporters around the world paying attend to help BFCD as bridge to survive the 900 families' life by helping these people to access the food consumptions, healthy, better education, business, and recognition from society.

## **VI. OFFICE CONSTRUCTION**

### **1. Well Construction**

One Treadle pump/ well and one toilet is constructed near the office and school center to provide the staff, children and students with clean water and sanitation. Land completion is also needed to fill up for making a better environment and atmosphere for students and children while studying.

### **Impacts:**

- Children and adult students got sufficient water and improve their health
- Children and adult have attention to the class rather than going far to find those
- Children and adult are happily and attending classes regularly

### **2. Office and School Repairs**

BFCD office and school need to be improved more substantial/ stronger of foundation. Some posters related English, Agriculture, Health, Good Governance and climate change posters have to be made and posted at school and office as well as in some public places so that

people can see it, try to understand and analysis on the pictures as the results they will be able to adopt it at their houses gradually.

**Impacts:**

- Children and adult people got better atmospheres and environment
- More confidence toward more children and adult people register to study
- More reliable and trust from community people on BFCD works as reality

## **VII. OFFICE SUPPORT**

### **1. Office Furniture**

6 tables and chairs will be purchased for staff works including the national and international volunteers whenever they come, 2 cabinets for storing training materials, keeping files and any necessary equipments/ facilities.

**Impacts:**

- Staff feels more comfortable for their works
- Proper keeping documents
- Smoothly working with progressing and development

### **2. Electricity**

The electricity is needed every month for English class and staff stay and study at Night. Staff will be advised to use the office utilities in efficiently way. The Administration / Finance Manager will make sure on every expenses must be on cost efficiency and effectiveness.

**Impacts:**

- Kept the works and studies running smoothly
- Provided with enough and good facilities for staff, children and adults for studying

### **3. Motorbike**

4 motorbikes (second hand) will be purchased for staff working in field, one for Program Coordinator rotation with Admin/ Finance Manager, One for Agriculture Coordinator, One for Health Coordinator and one for Vocational Training and Job Placement Coordinator.

**Impacts:**

- Led the works progressing and better development as planed
- Enable staff working better environment and have enough facilities
- Prevention from staff turnover
- Staff encouragement

### **4. Logistic Support**

Logistic support is needed such as markers, black board, papers, books, pencils, pens for the teachers, children and students. The administration/ Finance Manager has to make the plan with all 5 program units and get their common agreement before submitting to Executive Director for final approval.

**Impacts:**

- Poor students and poor adult people supported the training materials and put their time in study carefully and regularly
- They feel hopeful to study without doubt
- They acknowledge for the helps and supports from the community charity around the world.
- They feel luckily to know lots of charity people to be friends and keeping to help them

**BUDDHISM FOUNDATION FOR COMMUNITY DEVELOPMENT (BFCD)**

<b>BFCD BUDGET PLAN_ 1 January – 31 December 2014</b>					
<b>No</b>	<b>Description</b>	<b>Unit cost</b>	<b>Numbe rs/Day s/times</b>	<b>Total</b>	<b>Remark s</b>
<b>I</b>	<b>SALARY FOR STAFF</b>				
1	Executive Director	500	13	6500	
2	Program Coordinator	250	13	3250	
3	Finance/ Administration Manager	200	13	2600	
4	English, Computer & Khmer Teacher	150	13	1950	
5	Agriculture Coordinator	150	13	1950	
6	Health Coordinator	150	13	1950	
	Vocational Training and Job Placement				
7	Coordinator	150	13	1950	
8	Governance/ Climate Changes Coordinator	150	13	1950	
	<b>Sub-total:</b>			<b>22,100</b>	
<b>II</b>	<b>INCENTIVES</b>				
1	Health Insurance	100	8	800	
2	Bonus (one month salary)		8	1700	
3	Provident Fund/ pension funds		8	1,700	
	<b>Sub-total:</b>			<b>4,200</b>	
<b>III</b>	<b>OFFICE CONSTRUCTION</b>				
1	Well	100	1	100	
2	Toilet	200	1	200	
3	Land Completion	28	3	84	
4	Office and school repair	700	2	1400	
5	Labor/ Worker's service fees			250	
	<b>Sub-total:</b>			<b>2034</b>	
<b>IV</b>	<b>OFFICE SUPPORT</b>				
1	Office Rent in Phnom Penh (HQ)	100	12	1200	
3	Tables and Chairs	60	6	360	
2	Electricity and water	50	12	600	
4	Motorbike (second hand)	800	3	2400	
5	Logistic (papers, marker pen...)	500	1	500	
	<b>Sub-total:</b>			<b>5,060</b>	



<b>V</b>	<b>ACTIVITY SUPPORT</b>			
1	Vegetable and Fruit tree seeds	5	150	750
2	Treadle pumps/ well construction	100	30	3000
3	Business Startup capital (handicraft,...)	100	50	5000
4	Support the bicycles poor children to schools	50	50	2500
5	Support the poor students to continue their universities	100	50	5000
6	Support the elderly and handicap people	20	100	2000
	<b>Sub-total:</b>			<b>18,250</b>
<b>VI</b>	<b>COMMUNITY CAPACITY BUILDING</b>			
1	English and Khmer training (snack, materials..)	2	150	300
2	Agriculture production training (snack, materials..)	2	150	300
3	Water Sanitation and Health Education (snack, materials..)	2	150	300
4	Business Plan and Management (snack, materials...)	2	50	100
5	Good governance (9 concepts and practices)	2	150	300
6	Environment impact and climate changes	2	150	300
	<b>Sub-total:</b>			<b>1,600</b>
<b>VII</b>	<b>DONATION BOX</b>			
1	Leaflet publication	0.028	10000	280
2	Donation Box (new)	40	25	1000
3	Donation Box (repair)	10	5	50
4	Donation Box sticker	50	0.5	25
5	Name card	5	12	60
6	Brand name for donation boxes	1	50	50
	<b>Sub-total:</b>			<b>1,465</b>
	<b>GROSS TOTAL:</b>			<b>54,709</b>

## Project Management

### 1. Project Planning

This planned is made by all participation from staff through their working experience and assessment of people needs in communities. The planning will be done on October each year to make sure all necessary needed activities, time, resources and budgets are included and submit to relevance supporters or donors on time.

### 2. Project Implementation

The responsible staffs by each project will responsible to implement as daily to ensure the project are running smoothly, efficiently and effectively according to the plan.

### 3. Project Monitoring

Staff will have meeting two days every week, on Monday morning and Friday afternoon to discuss on plan on Monday and reporting of its progress of its strength, weakness, solution and make plan for next following weeks on Friday afternoon.

#### **4. Project Evaluation**

The internal project evaluation will be done every six months to evaluate the project achievements, outputs, impacts, solutions, conclusion and recommendation toward making a better adjustment on plan for following semester in order to achieve the objective successfully.

#### **5. Project Report**

The weekly, monthly, quarterly report, mid-year and annual report has to made regularly by all project staff to keep track on works and ensure all achievements (successes, failures and improvement are included). Reports will be submitting to the supporters, sponsors and donors according to their requirements.

#### **6. Gender and Poverty**

The projects has planned and committed to include all men and women for the program benefits equally and always keeping to respect for gender equity in term of responsibilities and their participation in trainings, meetings and project benefits. 50% of women are involved each program activity.

#### **7. Sustainability**

Through the trainings, meetings, community development formations such as (village development committee, self-help groups and individual community groups), existing activities as well as revolving funds availability in the villages and ongoing supports especially for monitoring and advisory aspects from relevance stakeholders for strengthening their operation and management capacity till they are confidence enough, these, all to ensure the project sustainability in future with continuing running and managing by themselves even without the supports in next 5 years.

#### **Appendix:**

- Annex 1: 4 years' Narrative and Financial Consolidation Reports from 2009-2012
- Annex2: Progress Report and its Financial Report from January-September 2013
- Annex3: By-law of BFCD in English
- Annex 4: BFCD's MoI approval in Khmer & English
- Annex 5: BFCD's brochure in English