



## **ARD Second Quarterly Report of April-June 2006**

In the second quarter of 2006 ARD had smoothly implemented the activity following the Vision and Mission stated in statute. The main output were achieved according to the strong commitment from our ARD voluntary staff and support from founders and advisory board.

### **I. Activity and Achievement:**

The main activities implemented and organized in the second quarter are:

- Advisory Board Meeting
- Field survey at target provinces
- Handout preparation for the training course
- Training course organizing
- First Annual Congress
- Study Tour, Meeting and Other activity

#### **1. Advisory Board Meeting:**

The advisory board meeting was hold after the institution formed. As mentioned in ARD statue the advisory board organized its first meeting by participating from 4 board members and 5 management staff. The main agenda to raise for the meeting are focused on Board President election, discussion on improvement of vision, mission, strategy plan and fund raising method. The output achieved from advisory board meeting were notes as follows:

- With reference to the result of election, Mr. Prom Nga was elected as President of the ARD Advisory Board for the first mandate (April 2006- April 2009). As the president of the ARD Advisory Board, Mr. Prom Nga provided his interests and commitment to help ARD to carry out its mission smoothly and successfully.
- The available recommendation from advisory board were raised and will be used in action taking by ARD staff on improvement of Vision, Mission, Role and Responsibility of Advisory Board and Executive Committee, Strategic Plan and Proposal preparation.

#### **2. Field Survey at Target Provinces:**

As one main program of ARD to reach its mission, and vision, the field surveys were gradually conducted in selected communes of Kampisey district, Kampong Speu province and Srey Santhor district, Kampong Cham province. The output of the surveys are:

- **Rapid Rural Appraisal (RRA):** conducted in 3 villages (Kanleng Romeas, Pich Mony, and Trapeang Thnal village) of Pich Mony commune, Kong Pisey district, Kampong Speu province. The RRA are participated by all voluntary field staff of ARD with assisting from founders and resource persons from CelAgrid organization and LWF. According to the result of RRA by using the main tools and method such as Mapping, Problem census and priority needs, Wealth Ranking, Seasonal Calendar, Diagram Vienne, etc. shown that the people living in the villages are mostly meeting the food shortage, lacking of water to use in their rice field, pesticide usage which making the livelihood of the people to become poor and really needs assistant from development program.
- **Field survey on general situation in Srey Santhor district, Kampong Cham province:** The survey to understand the general situation of Russey Srok commune, Srey Santhor district was conducted by management team. The survey is focused on potential of agriculture productivity in this area and livelihood situation of farmers. The result shown that the living condition of farmers is not so bad and the agriculture farming were active done with mix kind of crops. The problem occurred for farmers are lacking of water to irrigate and pesticide are mostly used in high percentage in which we have to reduce by raising awareness on the negative impact for them.
- **Corn Production Ability Survey:** After getting the information from Advisory Board member, Mrs. Privan Limpanboon, regarding the initiative of Corn Production Project of CP Company, the survey focused on potential for corn planting in Kampong Speu was primarily conducted in 3 communes of Kong Pisey district, with the intention of identifying the potential for corn production in this area. The result of survey shown that the selected communes are available and have potential to cultivate corn. The next step ARD with assisting from Board member will meet with CP company for discussing more detail on corn production project,

### 3. Handout preparation for the training courses:

By having plan to conduct the training both for young graduates and target farmers, in the first step the handout preparation was active done with the following outputs:

- **Handout for Young Graduates training:** Two main subjects were produced and edited, then using in the training course, those are Facilitation Skill and Project Management. The other two topics were also produced but not edited, those are Participatory Rural Appraisal and Community Development Works.
- **Handout for Farmer training/extension:** The handout focused on Agriculture Technique were produced, such as animal raising, crop cultivation, pesticide usage and its negative impact, bird flue. These handouts will be planned to edit before the farmer training organizing.

### 4. Training Course organizing:

Three training courses conducted in times separately and all trainees had a defending their selected topic to use as evidence in completing the course successfully. Those trainings are:

- **Natural Resource and Environment Management Training:** The training started from 17 March to 01 July 2006 with total period of 75 hours. The trainees of this course were

selected through screening candidate CVs and interviewing focused on their interest and commitment in raising awareness to contribute in Natural Resource and Environment Preservation. There are 9 successful trainees (2 are women) from various faculties and NGOs were completed in the training course. Beside the awareness topics on Natural Resource and Environment Management, the training also includes additional topics on working closely and effectively with the community, such as Participatory Rural Appraisal, Community Development Work, Team Work, Facilitation, etc.

- **Facilitation Skill training:** The training course takes place every Saturday with total period of 36 hours . There are a total of 16 trainees (3 are women) who come from other Universities and NGOs were successful and completed in the training course.
- **Project Management Training:** The training course takes place every Sunday with total period of 32 hours. There are a total of 22 trainees (3 are women) who come from other Universities and NGOs were successful and completed in the training course.

These training courses are facilitated by Staff and the Founder of ARD, also resource persons from specialized NGOs were invited.

## **5. First Annual Congress:**

The first annual congress was conducted by participation from advisory board, founders and all voluntary staff in order to amend ARD statue, discuss and adopt main policy, strategy plan and to elect Executive Director. The output achieved during the congress are shown as follows:

- Amendment of statue in some article was approved
- An Executive Director was elected and appointed by the congress for the first mandate effect from June 2006 to June 2009
- The main policies of ARD were approved, those are Staff Policy, Membership Policy, Admin and Finance Policy, and Five Year Strategic Plan (2007-2011)
- New structure of ARD was approved by referring to the restructure procedure issued on 12 June 2006 and its competitive test. The positions to be arranged for the new structure of ARD are: 1 Program Coordinator, 1 Program Officers (1 in charge of Capacity Building, Research and Publication, 1 in charge of Community Development, Natural resource Management and Environment, and another one is in charge of Admin and Finance), 1 Training Project Assistant, 1 Reception and Admin Assistant, 2 Agriculture Assistants, 3 Community Development Facilitators and 1 Field Supporting Assistant.

## **6. Study Tour, Meeting and Other Activity:**

As part of building capacity for voluntary staff, we organized two times of study tour, those are:

- Mlup Baitong organization: the main purpose of study tour is focused on Library Management which ARD aimed to run this project in future. The participants are comprised 3 staff in charge of Admin and Training project.
- HEKS organization: the study tour is mainly focused on community development project implementation, particularly in farmer selection, group formation and livelihood improvement activity. The participants are comprised 4 community development, natural resource management and environment program staff.

The regularly meeting among all ARD staff was conducting in monthly to review the activity had done, achievement, problem encountered with participatory solving and set up the plan for next step.

The concept papers was produced and sent to respective donors, one is UNDP and another is McK Night Foundation. The concept paper to UNDP is focused on Community Development with Sustainable Natural Resource Management and Environment, and Livelihood Improvement through sustainable community development is for McK Night.

Three new volunteers were recruited to replace the voluntary staff who resigned their work in the reason of job offering by another NGO.

The request letter for getting book was sent to Oxfam GB and we got 75 books specifically on Land Law, and Natural Resource Management and Environment Law.

## **II. Problem Encountered:**

- The staff resignation caused the other staff got a short period in de-motivation feeling and bring their works not going smoothly
- Some problem were occurred with difficulty of resource person finding for NREM training.

## **III. Next Quarter Plan:**

- To produce the one year program the pilot project with the strategic outline for implementing
- To survey in identifying the target village and farmers
- To organize the start up workshop on pilot project implementation, and one special event on good governance
- To conduct the training course focused on effective community development works
- To conduct study tour for capacity improvement of ARD staff on community development project implementation
- To recruit Admin and Finance Officer
- To identify the partners for cooperation in pilot project implementation
- To follow up the corn production project with CP company
- To produce more concept paper and proposal to submit to appropriate donors including for book donation
- To conduct exposure visit for getting experience from other and providing service information of ARD in order to increase networking with other NGOs/Institutions