

# FINAL TECHNICAL REPORT / RAPPORT TECHNIQUE FINAL

## ANNEX 12B - UPDATED TARGETING MANUAL

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# “Family Farms for the Future (FF4F)” Revised Targeting Manual



Global Affairs  
Canada

Affaires mondiales  
Canada



**IDRC | CRDI**

International Development Research Centre  
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Canada



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## 1. BACKGORUND

Despite some progress being made over the past 25 years in Cambodia's agricultural and health sectors and infrastructural development, the pace of change has been uneven with not everyone has benefiting equally. High rates of food insecurity, malnutrition, and poor health status remain the norm in many areas of the country. In 2014, the World Bank reported that over three million Cambodians are still poor and a staggering 8 million are near-poor (living just above the poverty threshold).

Although recent government data indicate a national surplus of rice, there still remains significant shortages in several areas of the country, an indication that most families do not have access to enough and quality food to meet their basic nutritional requirements. Moreover, using rice availability alone as an indicator of food security does not capture the entire spectrum of the food situation in Cambodia. Food security is defined "when all people, at all times, have access to sufficient, safe and nutritious food to meet their dietary needs and food preferences for an active and healthy life"<sup>1</sup> These critical nutritional problems have required strong attention from many NGO and governmental sectors.

To respond to the increasing rate of vitamin A deficiency among poorer Cambodian families, Helen Keller International (HKI) piloted a small-scale home-gardening program in 1998, with the aim of increasing availability and access of vitamin A rich vegetables and fruits and income among 300 poor households. Based on research evidence, promoting home gardening and nutrition alone was not sufficient to improve the diets of poor Cambodian families. Therefore, HKI's home gardening program has been expanded to include small-scale animal husbandry, aquaculture practices, and nutritional behaviour change communication to further improve food intake. Today we call this program Enhanced Homestead Food Production (EHFP), and it has helped improve food security, nutrition and livelihood of approximately 150,000 poor households in Cambodia over the past 17 years.

HKI has been working on Enhanced Homestead Food production (EHFP) for more than 15 years to promote availability and consumption of micronutrient rich foods from plant and animal sources of food to improve food security, nutrition and livelihood of approximately 150,000 poor households in 14 Provinces in Cambodia

The HFP program focuses on educating and enabling female farmers to foster a year-round environmentally sustainable production of micronutrient-rich fruits, vegetables, and animal source foods for nutritional intake within the households and communities. Other objectives of HFP are to improve gender equality, as well as providing a source of income for poorer households. In 2011, HKI conducted a project to integrate fish production into the existing EHFP program called "Fish on Farms (FOF)" project and to further assess the impact of fish with and without HFP. The initial stages of FOF served as both a model and a learning opportunity for HKI especially on integration of aquaculture and EHFP.

Based on experiences of FoF, HKI is implementing a project entitled, "**Family Farms for the Future**" in collaboration with University of British Columbia (UBC) along with the Fisheries

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<sup>1</sup> United Nation's Food and Agriculture Organization. Special program for food security, Technical Corporations Department. Retrieved from <http://www.fao.org/spfs/en/>

Administration under the Ministry of Agriculture, Forestry and Fisheries (MAFF), NGOs including Organization to Develop Our Villages (ODOV), Village Support Group (VSG), Prom Vihearhor (PVT) and one financial institutions, AMK. This project will work in 233 villages with 4500 households and establish 233 village Model Farms (VMFs) in Prey Veng province (where FOF project was implemented) and in three new provinces: Kampot, Kampong Cham, and Khan Mean Chey (the urban-poor area of Phnom Penh). These regions reflect a range of social, economic, and agro-ecological zones to ensure that findings from Family Farms for the Future (FF4F) can be used to assess project scalability throughout Cambodia as a whole elsewhere. Targeting is very important for this scale up of HFP project because we will establish the household food production based on their interest, available resources and access to microcredit. Considering this, HKI is developing a Targeting Manual which will help to select the beneficiaries and successful implementation of the intervention.

## 2. PURPOSE

This targeting manual is to be used as a guideline for conducting targeting activities for selecting districts, communes, villages, and households that could benefit from this program. The manual will outline targeting objectives, and the scopes and methods of conducting visits to different levels of stakeholders; describe the criteria and selection processes for districts, communes, villages and households; describe piloting activities of this targeting manual; and rolling out targeting activities.

## 3. SPECIFIC OBJECTIVES

The following are specific objectives of targeting manual:

- 1) To define the steps of targeting activities;
- 2) To describe scopes and methods of targeting activities;
- 3) To define criteria and selection processes for districts, communes, villages and households;
- 4) To describe piloting activities of targeting process before rolling out to all 233 villages;
- 5) To describe rolling out of targeting activities;

## 4. STEPS IN TARGETING ACTIVITIES

### *1) Meeting with Officials from the Provincial Department of Agriculture and Health and NGOs:*

HKI will conduct initial meeting with provincial department of agriculture and health, as well as with key NGOs in each target province. The objective of this meeting is to formally inform them about the FF4F project and to better understand current programs on household food production, income, gender equality, livelihood and nutrition in all four provinces (Kampong Cham, Kampot, Prey Veng and urban poor of Phnom Penh). The officials from HKI and Fisheries Administration in Phnom Penh will meet with the Director of Provincial Department of Agriculture and Health as well as key NGOs at their respective offices. Following are key activities for preparation and conducting of this meeting:

#### *a) Before the Meeting*

- i. An official letter from the HKI Cambodia's Country Director to the Provincial Department of Agriculture, Health and NGOs will be prepared and sent

requesting them for this meeting. The letter outlines proposed date and time, meeting objectives, proposed agenda, participants, and venue.

- ii. After sending an official letter to the Provincial Department of Agriculture, Health, and NGOs, follow-up phone calls will be made by HKI the Office Manager and Program Manager to confirm their participation and finalize the date and time for the meeting.

**b) During the Meeting**

- i. HKI introduces meeting objectives and agenda items. Key meeting agenda items include:
  - ✓ Brief introduction on HKI-Cambodia and HKI HFP and other program and support provided to the government departments program;
  - ✓ Introduction of FF4F project;
  - ✓ Expected roles of the Provincial Department of Agriculture, Health and NGOs in implementing the FF4F project;
  - ✓ Existing food production and nutrition program in this province including target locations and players;
- ii. HKI introduces briefly its programs in Cambodia including HFP. The HFP overview focuses on background, objectives, HFP components, strategies, model, target population and demonstrated impacts.
- iii. HKI introduces briefly the FF4F project focusing on background, objectives, strategies, target locations, target population, timelines, and partners.
- iv. HKI discusses possible roles of all stakeholders including the Provincial Department of Agriculture, Department of Health, and NGOs.
- v. Brief discussions to touch base on household food production and nutrition programs, including the following topics:
  - ✓ Types of agriculture and nutrition programs in the province;
  - ✓ Geographic coverage of food production and nutritional interventions by different NGOs in this province;
  - ✓ Supports from govt. office for community sensitization, listing and information on source of inputs;
  - ✓ Potential of markets for selling HFP products;
  - ✓ Key challenges in household food production programs;
- vi. HKI then will discuss the next steps. HKI requests for support from Provincial Department of Agriculture to send a list of all villages with communes and districts in each target province highlighting household food production programs implemented by NGOs. HKI also informs them about situation analysis exercise that will be conducted in each target province.

c) *After meeting:*

- i. Follow up phone calls will be made to get the list of villages.
- ii. An official letter for situation analysis exercise will be sent to the Provincial Department of Agriculture and Health to request for interviewing with them again for situation analysis.

2) *Temporary List of Potential Districts, Communes and Villages*

A temporary list of all villages with communes and districts highlighting programs on household food production and nutrition through different NGOs will be created after the initial meetings with the Provincial Department of Agriculture and Health and NGO actors. This temporary list of target locations will be used to validate with the results of the situational analysis to select final target district, communes, and villages.

3) *Situational Analysis*

A comprehensive situational analysis will be conducted in all four of the target locations (Kampong Cham, Kampot, Prey Veng and urban poor of Phnom Penh) using both qualitative and quantitative assessments to understand existing agricultural and nutrition practices; household preferences and willingness to participate in HFP project; current financial knowledge; and gender equity in the new target areas in order to guide scale up. The situational analysis will include the following methods:

- ✓ Key informant interviews (KII) with provincial and district authorities, commune councils;
- ✓ Focus group discussions (FGDs) with potential beneficiaries;
- ✓ Rapid assessments and KII with value chain actors across the supply chain for fish, poultry, fruit and vegetables;
- ✓ Findings from this study will be used to identify:
  - Evidence-based scalable models of HFP;
  - Target locations and beneficiaries that are suitable for application of these scalable models;

4) *Final List of Target District*

Based on results from situation analysis combined with temporary list from the Provincial Department of Agriculture, a list of 233 villages in three provinces and one urban poor district of Phnom Penh will be finalized. Criteria for final selection of these target villages include:

- ✓ Not currently involved with other food production activities by other NGOs.
- ✓ Suitable climate for production of vegetables/fruits and/or poultry and/or fish.
- ✓ Household interest in commercial, medium and small scale food production activities.
- ✓ Available resources including family labor and interest for micro-credit
- ✓ Willing to invest for HFP activities
- ✓ Final list consists of information on:
  - Name of village
  - Name of commune.
  - Name of district.
  - Number of households.
  - Remarks.



#### **5) *Meeting with Officials in Selected Districts and Communes***

Similar to the meetings with the Provincial Department of Agriculture, and the Department of Health. HKI will conduct initial meeting with district and commune offices of agriculture and health in each selected district. The objective of this meeting is to formally inform them about the FF4F project and to better understand current programs on household food production and nutrition in respective districts and communes. Issues will be discussed during this meeting include:

- ✓ Meeting objectives and agenda;
- ✓ Brief introduction on HKI and HKI HFP program;
- ✓ Introduction of FF4F project;
- ✓ Possible roles of the district and commune offices in implementing the FF4F project;
- ✓ Next steps;

#### **6) *Meeting with Chiefs of Selected Villages***

HKI and NGO staff will meet with chief in each selected village to inform them about project objectives, strategy, and selection criteria for VMFs and households. A list of all households in selected villages will be obtained from village chiefs. A separate shortlist of a few potential households for VMF owners will be also created. Information in the list should include:

- ✓ Ordering number;
- ✓ Name of household head;
- ✓ Number of household members;
- ✓ Remarks;

Village chief will be requested to inform all households and potential VMF owners to come to an orientation meeting for this new project. Date, time and venue for community meeting are identified based on this meeting with village chiefs.

#### **7) *First Community Meeting***

A few days after the initial meeting with village chief, HKI and NGO staff with support from village chief will then organize meetings with potential VMFs and households to specifically discuss project objectives, selection criteria for VMF and targeted households, expected roles and responsibilities of VMF and targeted households, and household's investment for specific agricultural intervention, technical support by the project for respective interventions and limited support will be provided by the project. The meeting is organized based on identified date, time and venue during initial meeting with village chief. Following are steps in conducting this community meeting:

##### **a) *Before meeting***

Before conducting community meeting, HKI and NGO staffs must need to prepare as the following:

- a. Prepare a meeting agenda with time line and facilitation



- b. HKI and NGO staff will make sure that they follow a standard agenda for this meeting. HKI and NGO staff must review agenda and understand it clearly before meeting.
- c. HKI and NGO staff will make sure that they have list of all households and a separate list of a few potential VMFs obtained in each selected village before meeting. The lists are very important for use in this meeting.
- d. HKI and NGO staff will make sure that they have handouts on cost shares for the four EHFP models before meeting:
  - ✓ Gardens-only
  - ✓ Gardens plus fish
  - ✓ Gardens plus poultry
- e. In addition to handouts on cost shares, HKI and NGO staff will make sure that they have other necessary communication materials ready before this meeting including visual aids. HKI will develop the following visual aids for use in this meeting:
  - ✓ Video clips on benefits of HFP to generate interest among villagers to join this project;
  - ✓ Flat screen TV for showing video clips on benefits of HFP;
  - ✓ Visual aid for basic ag. inputs (seeds and tools), with full costs and expected cost share;
  - ✓ Visual aid for different types of irrigation facilities, with full costs and expected cost share;
  - ✓ Visual aid for low cost-water filters, with full costs and expected cost share;
  - ✓ Visual aid for low-cost latrines, with full costs and expected cost share.
  - ✓ Technical support for procuring quality inputs and provide different sources of inputs;

#### b) During meeting

During community meeting, HKI and NGO staff must need to follow these necessary key steps:

- a. Using list of households and a few potential VMFs obtained after initial meeting with village chiefs, HKI staff will check off the attendance of each household in the “remarks” column for those households present in this meeting;
- b. The Village chief will give brief remarks focusing on his support of this project and his encouragement for households to participate this project, the duration of this speech should be about 5 minutes maximum;
- c. HKI and NGO staff will give very brief background of HKI HFP and FF4F;

- d. Then, HKI/NGO staff will then show video clip on benefits of HFP on HH food security, year-round food supply, household income, improved livelihood, health, nutrition, income, livelihood and happiness etc.
- e. After showing video clips, HKI and NGO staff will summarize key benefits for target households (VMFs and target household for this project). The VMFs owners and target will receive various benefits from this project. These include training on new technologies, some initial agriculture inputs, and on-going technical assistance. Main benefit is that they will generate income from sale of the VMF products and they have direct access to these products for their family consumption. Home produce is fresh, nutritious, and organic which is best for the overall health of consumers.
- f. HKI and NGO staff will then discuss criteria for selection of VMFs focusing on the following points:
  - i. Be interested in becoming a VMF owner.
  - ii. Own at least 1,200 square meters of land that can be used to establish the model farm excluding fishpond and poultry area.
  - iii. Be willing to include all three EHFP components in model farms: 1) gardens; 2) fish; and 3) poultry.
  - iv. Be willing to adjust to circumstantial changes to farming and new ideas as offered by HKI and NGO staffs, and willing to provide assistance to other households in the village.
  - v. Establish regular communication with the households under the VMF
  - vi. Be able and willing to maintain the VMF throughout project lifecycle.
  - vii. Be well accepted by the group members.
  - viii. Be interested in providing input and marketing support to group members.
  - ix. Be willing to share at least 85% of agricultural input cost.
- g. HKI and NGO staff will then discuss criteria for selection of target households focusing on the following points:
  - i. Interest in becoming target households of this project.
  - ii. Available access to homestead land for home garden and/or fishpond and/or poultry production.
  - iii. Available access to labor to undertake the homestead production activities.
  - iv. Be able and willing to maintain the homestead food production activities throughout project lifecycle.
  - v. Willingness to share cost of agriculture inputs
  - vi. Has a women of reproductive age and/or a child under 5 years of age
- h. HKI and NGO staff will discuss the importance of VMF in the village and their roles and responsibilities to support the target households focusing on the four points below:

- i. **Demonstration:** The established VMF is used as a demonstration site for new ideas and technologies, including the use and preparation of compost, construction of effective bed systems, live fencing, vegetable diversification, rearing local poultry with improved management practice, poultry feeds, fish production and many other things.
  - ii. **Training:** The VMF is established to become a practical training center for beneficiary households on all aspects of HFP activities. Beneficiary households are invited to attend training at VMF site. Discussions on different technical issues such composting, bed systems, green manuring, live fencing, utilization of different spaces, chicken feed, fish rearing, etc. are more effective when conducted at the VMF because beneficiary households are able to see all those activities and participate in them personally.
  - iii. **Production and distribution of different agricultural inputs:** One of the key responsibilities of VMF owners is to produce various agricultural inputs for the household farms. This includes inputs for the gardens such as seeds (limited varieties of local seed) including vines, seedlings, saplings of vegetables fruits and tress, and inputs for the poultry production such as chickens and ducks. These inputs are distributed to beneficiary households on a commercial basis.
  - iv. **Source of information:** The established VMF is used as source of information and contact on marketing channels, agricultural inputs, nutrition education and other required information for beneficiary households, Village Health Volunteers (VHV) and project staff. The impact of HFP is realized through group and household's visits to and observation of the VMF site. The links between VMF and beneficiary households are crucial for the success of the HFP programs.
- i. HKI and NGO staffs then discuss with community members on the cost sharing models for: (i) gardens; (ii) fish; (iii) poultry. The tables below will be printed for discussing during community meetings in order to help VMFs and households understand the cost share proportion (that they must contribute to the project) before they decide to participate in this project.
- i. Village Model Farm: As mentioned early under criteria for selection of VMFs, each selected VMF will need to include all three HFP models (garden plus poultry plus fish). The total cost of three HFP models for VMFs can be found in **Table 1** below. It includes total costs for year 1 and 2.

**Table 1: Total cost for three HFP models in year 1 and 2 at VMF level**

Type of input	Recurrence	Total cost per VMF over project	Total Contribution by project for 2 years	Comments	Expected returns / year
Seed for Vegetable, seedling and sapling	3 times per year for 2 years Seed for seedling & sampling – 2 times per year	Vegetable seed \$20X3 times for 2yrs = \$120  Seedling and sapling \$10X 2 x 2 = \$40	30% of Vegetable seed = \$ 60	Project will contribute \$30/year per VMF. Total \$60 for two years  Seedling and sapling will be sold to others in the village and only 20% for VMF use	Average income from vegetable is approximately \$1400 excluding consumption. In addition, about \$ 200 income from fruits, seeding and sapling.  Similarly, VMF also earn from Poultry & egg and Fish about \$600-\$800 per year
Compost house	Year 1	\$20	\$0	VMF needs to do it by them by using locally available resources and some materials purchase from outside. Project will provide TA for this	
Gardening tools	Year 1	\$10	\$5	VMF needs to pay 50%	
Irrigation facility	Water pump	\$0	\$0	Based on VMF selection criteria, VMF must have existing water sources that may need to upgrade and improve. Additional cost will vary depending on type of irrigation that will be paid by VMF	
	Hand pump				
	Pond				
	Hand dug well				
Fencing	Local materials	\$0	\$0	Local materials and family labor will be used	
Chicken	Year 1 VMF should start poultry farming by at least 25 chickens that cost about \$100	\$100	50% of the cost will be paid by project and VMF will repay by providing chicks for the HHs	VMF will repay/back 60 chickens to 20 HHs (3 chicken per HH)	
Chicken house	Year 1 (size: 2.5mx3mx2.6m)	\$150	Project will pay \$ 50 (33%) of the materials cost (Standard kit of timber purchased by logs and distributed via pickup)	Some materials will be managed by VMF locally and some materials cost will be shared by project	
Chicken	Each VMF will	Total cost for 120	Project will pay	This approach requires	

feeds to support chicken production for HHs	produce 120 vaccinated 0.5 kg birds – 60 birds for them and 60 for HH's in their group.	birds feed is \$120	feed cost for 120 birds which is \$ 120	VMF to provide traditional feeds between 21 days and supplementary feed after 21 days to 60 days or size is 0.5 kg.
Fingerlings and fish feed	Year 1: \$20 Year 2: \$18	\$38	Year 1: \$20/VMF (100%) Year 2: \$18 contribution from project (100%)	Project will pay 100% of these costs because we expect VMF to be responsible for pond construction/renovation.
Fish pond construction	Year 1	\$50-\$150 estimated depending on status of existing pond	\$0	Aquaculture VMF selection criteria: VMF must have existing pond and be willing to build/expand pond using their own means.

- ii. Target households: Households will be able to self-select from one of three HFP models based on their interests and agro-ecological feasibility: 1) gardens-only; 2) gardens plus fish; 3) gardens plus poultry. The total cost of each EHFP model for target households can be found in the following tables below. **Table 2** includes total costs for year 1 and 2.

**Table 2: Total cost for three HFP models in year 1 and 2 at HH level**

Type of input	Recurrence	Total cost per HH over project period	Total Contribution by project	Comments	Expected returns / year
Vegetable seeds	3 times-rounds/year for 2 years	\$10X3 times for 2 years = \$60	\$15/year for 2 year = \$30 (30%)	Project will contribute \$15/year per HH which means \$30 for years	Based on the experience from previous HFP project HH can earn US\$ 200 -300 per year from selling vegetables and poultry after their consumption. This income is from surplus after consumption.
Compost Shed	Year 1	\$30	\$0	HH will build the compost shed by local materials	
Gardening tools	Year 1	\$5	\$0	HH will buy by themselves	
Irrigation facility	Water pump		\$0	New HH selection criteria: HH must have existing water sources (or willingness to upgrade / build new source themselves)	
	Hand pump				
	Pond				
	Hand dug well				
Chicken	Year 1	-	100% supports by the project through VMF (HH pays nothing). They will get 3 birds	Budget reallocated as we will not purchase in bulk due to lessons learned. We will decentralise risk and build a	

			0.5 kg size from VMF free of cost  VMF supported to supply 3 birds to each HH for the support they received for chicken, poultry shed and feeds.	sustainable local input source by supporting VMF's to produce vaccinated 0.5 kg birds for their groups. (see VMF section)
Chicken house	Year 1	\$20	\$0	Project will provide poultry house model that is cheaper and materials are locally available. Only need to low cost materials for netting and making the poultry shed. All cost will be paid by households
Fingerlings and fish feed	Year 1: \$20 Year 2: \$18	\$38	Year 1: \$15/VMF (75%) Year 2: \$18 in second year (\$10 contribution from project = 55%)	Project will provide 100% of fingerling costs because we expect HH to be responsible for pond construction/renovation.
Fish pond	Year 1	\$50-\$150 estimated (No benefit to communicate these estimated costs in targeting meetings)	\$0	Aquaculture VMF selection criteria: VMF must have existing pond and be willing to build/expand using their own means.

- j. HKI and NGO staffs will also discuss with community members during this meeting that one option for cost sharing is to obtain loan from AMK. AMK will come to discuss with those who are interested in taking loan for HFP activities after this community meeting. We will also invite AMK representative in the meeting
- k. HKI and NGO staffs will also collect information on migration of household members among meeting participants. This information is very important for project to decide on selection of VMF and target households as well as to assess their participation during project implementation. Separate form will be developed to collect information on occupation, possible migration and duration, family size etc. and HKI and NGO staff to collect during this meeting.
- l. HKI and NGO staffs then ask community members if they have any questions/comments based on the discussion. HKI and NGO staffs will address those questions/ comments accordingly. Finally, HKI and NGO staffs inform that

the households will have about 3-4 days to discuss with other family members and think about their interest and decision to participate in this project. The team will come back to meet with them again three days from the initial meeting. This is called “second community meeting”. The date, time and venue for second meeting will be identified and informed at end of this meeting.

**8) *Second community meeting***

As mentioned above, after first community meeting, there will be a three-day decision period wherein households and potential VMF owners are given time to finalize plans to participate in the EHFP program. Upon return of HKI and NGO staff to the second meeting, interested households and potential VMF owners will inform HKI and NGO staffs. HKI and NGO staff will create a new list of interested households and potential VMF owners. The list will be included information on village/commune/district name, name of household head, number of household members, and remarks. The list will be used for the visits to each individual household for final selection.

**9) *Final selection of VMF Owners***

Based on list of potential VMF owners, HKI and NGO staff will then visit each potential interested VMF owner at their house to check and discuss again if they meet all VMF’s selection criteria. Once again, HKI and NGO staff will final check with the VMF family to make sure to main the criteria’s that mentioned and discussed above

The VMF profile capturing information on poultry, irrigation, pond, land, migration, and other information will be collected. Migration issue will be particularly discussed with each selected household as it is crucial for continuation of EHFP activities. Households who meet selection criteria will be selected as VMF. In case, more than one household per village will meet all selection criteria, final selection will be done through assessment who is more interested, ability to invest and willingness to invest and accepted by the targeted households

**10) *Final selection of target households***

Based on list of interested households, HKI and NGO staff will then visit each interested household at their house to check and discuss again if they meet all HH’s selection criteria. Key criteria include:

- a.** Be interested in becoming target households of this project.
- b.** Have access to homeland for home garden and/or fishpond and/or poultry production.
- c.** Have sufficient access to labor to undertake the homestead production activities.
- d.** Be able and willing to maintain the homestead food production activities throughout project lifecycle.
- e.** Willingness to share cost of agriculture inputs
- f.** Has a women of reproductive age and/or a child under 5 years of age

The HH profile capturing information on poultry, irrigation, pond, land, migration, and other information will be collected. Migration issue will be particularly discussed with each selected household as it is crucial for continuation of EHFP activities. Households who meet



selection criteria will be selected as target household. In case, more than 20 household per village will meet all selection criteria, final selection will be done through lottery in an appointed meeting with all target HH candidates. Final list of 20 target households will be created after lottery exercise.

#### ***11) Training on use of targeting manual***

The training activities will include training for master trainers and field staff of HKI and NGOs with the objective of providing them with the knowledge and skills necessary to conduct targeting process at community level.

##### **a) Training of Master Trainers**

Training for the Agriculture Coordinator, Aquaculture Specialist, Gender Specialist, and Nutrition Coordinator on targeting process will be conducted at HKI's office. During this one-day training the Master trainers will be trained on how to use the whole targeting manual focusing on targeting activities at community level. The training will be provided through power points and discussion aimed at assessing gaps and changes that need to be made to the piloting plan and targeting process/activities. The Deputy Country Director and Program Manager will provide this training. PI of the FFF project may join if the training date overlap with his visit and stay in Cambodia

##### **b) Training of Field Staff**

HKI and NGO field staff will be trained by the Master Trainers in training similar to the one conducted by the deputy country director and program managers at HKI. During this one-day training, there will be a role play/ practical session included in this training in order to train field staff on targeting processes.

#### ***12) Selection of 3 villages for piloting of targeting activities***

HKI and NGO Field staff along with support from Master Trainers will purposively select three villages in Kampong Cham province for piloting of targeting process/activities. These three villages in Kampong Cham are likely to be selected for piloting of targeting activities. The villages that will be selected will be in different communes to allow for a greater net of experience gained in the piloting stages.

#### ***13) Implementation on piloting of targeting process / activities in three selected villages***

HKI and NGO field staff with assistance from Master Trainers will conduct piloting of real targeting process / activities in three selected villages. Targeting process/activities will be organized in one village at a time until finishing all three villages. NGO and HKI field staff will conduct all targeting processes/activities from beginning to end as described in section 7 to 10. All HKI and NGO field staff that were trained on targeting process/activities will then join to practice these targeting activities. The Deputy Country Director and Program Manager will be present in community meetings as part of targeting process/activities.

***14) Revision and finalization of targeting manual based on results/feedback from piloting of targeting process.***

Based on experiences and lessons learned, necessary changes/revisions will be made to the targeting process/activities. Final and standard version of targeting manual will be printed to be used for targeting process/activities.

***15) Rolling out of targeting process / activities in all target provinces***

Field staff will use final manual as guideline to conduct targeting process/activities until all 233 villages and 4,500 households will be enrolled.