

REGIONAL TRADE FOR DEVELOPMENT (RT4D)

TERMS OF REFERENCE FOR THE

Implementing Consultant – Strengthening Awareness and Legal Literacy on Genetic Resources, Traditional Knowledge and Traditional Cultural Expressions (GRTKTCE) in Cambodia under RCEP

1. Summary

Title	Implementing Consultant – Strengthening Awareness and Legal Literacy on Genetic Resources, Traditional Knowledge and Traditional Cultural Expressions (GRTKTCE) in Cambodia under RCEP
Start Date	November 2026
Completion Date	June 2027
Reports to:	RT4D Manager: Dr. Heng Molyaneth, RT4D Regional Manager
Interacts With	RT4D: • Program Performance and Quality (MEL, Communications and GEDSI) Lead: Sebastian Cortes Sanchez • Monitoring, Evaluation, and Learning (MEL) Manager: Lia Lairing • Gender Equality, Disability, and Social Inclusion (GEDSI) and Trade Manager: Yooke Damopolii • Program Delivery Lead: Fenny Chandra • Operations Lead: Isradi Alireja • Facility Director: Adrian Gilbert • Cambodia Program Officer: Chhorn Chamna Project Proponent: • Project Proponent: Ministry of Commerce (MoC) – Department of Intellectual Property (DIP)
Requires Approval from:	RT4D: • Regional Manager: Dr. Heng Molyaneth Project Proponent: • DIP DFAT: <i>via RT4D</i>
Timetable for Tender Process	Request for Proposals: 14/10/2026 Closing Date for Queries: 22/10/2026 Closing Date for Proposals: 07/11/2026 (11.59 pm Indochina Time)
Submission Instructions	The provider should submit Technical and Financial submissions in alignment with the requirements outlined in the Request for Proposal (RFP). The Submissions or any questions should be sent to the following email: procurement@regionaltrade4dev.org by the deadline indicated above.

Scope of Work Summary:

Tetra Tech International Development, as managing contractor of RT4D, is seeking a suitably qualified consulting firm/organisation (the “Consultant”) to provide and coordinate technical, event management, communications, and multimedia production services for the implementation of an RCEP Implementation Support Program (RISP) project, namely **“Strengthening Awareness and Legal Literacy on Genetic Resources, Traditional Knowledge and Traditional Cultural Expressions (GRTKTCE) in Cambodia under RCEP”**.

The project will strengthen Cambodia’s practical implementation of Regional Comprehensive Economic Partnership (RCEP) commitments related to the protection of genetic resources, traditional knowledge and traditional cultural expressions (GRTKTCE). This project is important for strengthening Cambodia’s capacity to support communities in better understanding their rights and interests, including considerations of consent and benefit-sharing, as well as available options for protecting traditional knowledge and traditional cultural expressions from misuse. Attention will be given to inclusive participation and accessible communication for women, Indigenous Peoples and local communities, people with disability, and rural stakeholders.

The project will convene a multi-stakeholder project kick-off and planning meeting, develop a Training-of-Trainers (ToT) programme and practical legal literacy resources, train and assess prospective Cambodian master trainers, and pilot a community legal literacy session. Together, these activities will establish shared ownership and implementation priorities, strengthen domestic training and legal literacy capacity, and provide reusable resources for continued GRTKTCE awareness raising.

By the end of the project, Cambodia will have an active trainer network and a tested package of reusable resources, providing a sustainable foundation for inclusive, rights-based participation in trade and long-term RCEP implementation.

2. Background

The project, Strengthening Awareness and Legal Literacy on Genetic Resources, Traditional Knowledge and Traditional Cultural Expressions (GRTKTCE) in Cambodia under RCEP, will support Cambodia to translate relevant RCEP intellectual property commitments and national GRTKTCE frameworks into practical institutional capacity and accessible community legal literacy. It responds to persistent gaps in awareness of GRTKTCE rights and protection mechanisms, limited capacity among national and sub-national actors, fragmented institutional coordination, and limited community access to clear information on prior informed consent, benefit-sharing and protection against misappropriation.

The project will address these gaps through five integrated activities: (i) a multi-stakeholder project kick-off and planning meeting to establish shared understanding of the project, validate project implementation priorities and agree on stakeholder engagement and coordination arrangements; (ii) development of a national Training-of-Trainers (“ToT”) programme and Master Trainer Guide; (iii) development of a Community Legal Literacy Toolkit (“Toolkit”) and awareness resources; (iv) delivery of the ToT programme; and (v) pilot delivery and validation of a community legal literacy session. Together, these activities will strengthen institutional understanding, establish a pool of trained facilitators, produce reusable legal literacy resources, and test a model for future replication.

2.1 Project Objectives

The overall objective is to support Cambodia’s Department of Intellectual Property (DIP), relevant national and sub-national government institutions, civil society organisations and community-based actors to strengthen practical implementation of RCEP intellectual property commitments relating to GRTKTCE through improved institutional capacity, legal literacy, inclusive community engagement and sustainable training resources.

The specific objectives are to:

- Establish shared ownership, coordination and an agreed implementation approach for the project among DIP, relevant government institutions, civil society, community representatives and other key stakeholders by validating project priorities, roles, stakeholder engagement arrangements, training and legal literacy needs, and implementation considerations (Activity 1: Multi-Stakeholder Project Kick-off and Planning Meeting).
- Develop a sustainable national training framework and strengthen domestic training capacity by assessing trainer needs; developing a structured ToT curriculum and Master Trainer Guide; and training and assessing the competencies of a sufficiently broad and diverse pool of prospective Cambodian master trainers to support future GRTKTCE legal literacy activities (Activity 2: ToT Material Development and Activity 4: ToT Workshop Delivery).
- Improve community access to practical and culturally appropriate GRTKTCE legal information through the Toolkit, facilitator materials, visual resources, case studies, FAQs and other needed resources (Activity 3: Development of Toolkit and Resources).
- Build a functional and sufficiently broad pool of Cambodian master trainers capable of delivering accurate, inclusive and culturally appropriate GRTKTCE legal literacy activities at national, sub-national and community levels (Activity 4: ToT Workshop Delivery).
- Test and validate a replicable community legal literacy model through one pilot session, using pilot findings to refine the Master Trainer Guide, Toolkit and resources and develop

recommendations for future replication and scale-up (Activity 5: Delivery of Pilot Community Legal Literacy Session).

GEDSI, MEL, safeguarding, communications and sustainability will be mainstreamed across all activities.

2.2 Intended Beneficiaries

The project will be implemented in Cambodia and will benefit stakeholders at national, sub-national and community levels. The primary institutional beneficiary and Project Proponent is the Ministry of Commerce through DIP, working with relevant government institutions.

Direct beneficiaries will include:

- National and sub-national government officials, particularly from institutions with responsibilities relating to intellectual property, culture, rural development, environment, biodiversity, science and innovation, gender equality and community development.
- Potential and selected trainers from national and sub-national government agencies, civil society organisations, Indigenous Peoples and local community organisations, community networks and other relevant institutions. An indicative pool of prospective trainers will be identified or nominated through project stakeholder engagement and the training needs assessment. From this pool, approximately 50–60 participants will be selected to participate in the National ToT Programme. The project will aim for at least 50 participants to complete the full programme and at least 30 participants to meet the agreed competency and readiness criteria to constitute the assessed master-trainer pool.
- Indigenous Peoples and local communities that hold, use, manage or transmit genetic resources, traditional knowledge and traditional cultural expressions.
- Women, youth, people with disability and rural stakeholders, with particular attention to groups that face barriers to legal information, decision-making and participation.
- Civil society organisations, community-based organisations, academia, media and relevant development partners that can support awareness, community engagement and future replication of legal literacy activities.

Indirect beneficiaries will include a wider range of communities, facilitators, local authorities, CSOs and members of the public who access the final Toolkit, training resources and audiovisual materials through DIP's online platform and appropriate non-digital dissemination channels.

The project will target a minimum of 30% women in the Multi-Stakeholder Project Kick-off and Planning Meeting and ToT. Reasonable efforts will be made to include people with disability, youth, Indigenous Peoples/traditional communities and other relevant underrepresented groups, taking into account the available participant pool and relevance to each activity.

2.3 Project Outcomes

Outcome 1 – Sustainable national capacity for GRTKTCE legal literacy

By the end of the project, DIP and partner institutions will have strengthened domestic capacity to deliver future GRTKTCE awareness and legal literacy activities through project-developed training and community legal literacy resources and a pool of assessed Cambodian master trainers capable of using and adapting those resources for accurate, inclusive and culturally appropriate delivery.

This contributes to RT4D Intermediate Outcome 4 (IO4) by strengthening durable Cambodian knowledge, skills and institutional tools for RCEP implementation.

Outcome 2 – Improved community understanding and confidence in relation to GRTKTCE

By the end of the project, participating community stakeholders will have improved understanding of selected GRTKTCE rights and protection concepts, increased confidence to identify appropriate actions or sources of support when facing GRTKTCE-related consent, misuse or benefit-sharing issues, and increased access to legal literacy resources that they consider clear, useful, inclusive and culturally appropriate.

This contributes to RT4D Intermediate Outcome 5 (IO5) by strengthening community stakeholders' practical understanding of GRTKTCE-related rights and protection mechanisms and their ability to identify appropriate actions or sources of support.

By achieving these two outcomes, the project expects to contribute to stronger domestic awareness and protection mechanisms that safeguard Cambodian genetic resources, traditional knowledge and traditional cultural expressions against misuse. Ultimately, this creates a secure, rights-based foundation for communities to engage in regional value chains, helping Cambodia translate RCEP commitments into inclusive, responsible, and sustainable trade benefits.

2.4 Complementarity with Other Efforts

The project is designed as a follow-on implementation initiative to the previous RT4D/RISP GRTKTCE project in Cambodia and will directly leverage, rather than duplicate, the outputs and lessons generated under that project. The previous project established the analytical and strategic foundation through the Situational Analysis, Legal and Policy Analysis, stakeholder consultations and workshops, and the Draft Strategic Plan on Intellectual Property Concerning GRTKTCE 2026–2030. These outputs identified key implementation needs, including limited practical knowledge, fragmented institutional coordination, low community awareness of rights and protection mechanisms, limited community participation, and GEDSI gaps.

Accordingly, the present project will not repeat the earlier situational or legal and policy analyses, nor replicate introductory awareness activities already undertaken. Instead, those existing outputs will serve as the evidence base and technical inputs for project implementation. In particular, the project will:

- use findings, legal analysis, stakeholder feedback and institutional relationships generated by the previous project as the starting point for the Multi-Stakeholder Project Kick-off and Planning Meeting, avoiding repetition of earlier awareness raising and using the meeting instead to validate implementation priorities, stakeholder roles, training needs and the detailed approach for Activities 2–5;
- use identified capacity gaps and stakeholder needs to inform the training needs assessment, ToT curriculum and Master Trainer Guide;
- translate relevant findings and legal information into an accessible Community Legal Literacy Toolkit and awareness resources rather than producing another analytical study;
- build on stakeholders and institutional relationships established through the previous project to identify and develop prospective Cambodian master trainers and relevant community stakeholders; and

- move from earlier consultation and awareness raising to practical application and testing, by training and assessing prospective master trainers and supporting them to deliver a pilot community legal literacy session.

The project also provides a practical mechanism for advancing priorities identified in the Draft Strategic Plan on Intellectual Property Rights Concerning GTRKTCE (developed by past RT4D-supported project under RCEP Implementation Support Program: RISP), particularly capacity building, community awareness and empowerment, institutional coordination, provincial outreach and GEDSI mainstreaming. In this way, the earlier RT4D project established what the key GTRKTCE issues and implementation priorities are, while this project focuses on building the people, tools and practical delivery capacity needed to respond to them.

In relation to RCEP Chapter 11 on Intellectual Property, the project complements rather than replaces legislative or policy-development processes. It focuses on strengthening understanding and practical capacity to communicate relevant GTRKTCE rights, obligations and protection mechanisms and on making this information more accessible to communities.

At the regional and international level, the project will complement relevant ASEAN, RCEP and World Intellectual Property Organisation (WIPO) cooperation, drawing on appropriate international practices and, subject to permission, adapting relevant existing awareness resources rather than developing duplicative materials.

Overall, the project creates clear progression from analysis and awareness under the previous RT4D/RISP project to capacity development, practical tools and community-level application under this project. By leaving DIP and partner institutions with assessed Cambodian trainers, tested training and legal literacy resources, awareness resources and practical pilot experience, it will leverage previous RT4D investment while establishing a stronger foundation for continued Cambodian-led GTRKTCE awareness and legal literacy activities.

3. Scope of Services

The RT4D Facility is seeking a consulting firm/organisation (hereinafter “the Consultant”) to support the delivery of project activities between November 2026 and June 2027.

The Consultant will provide integrated technical advisory, stakeholder engagement, event management, communications and multimedia production coordination services. As the lead implementation partner, the Consultant will be responsible for the overall coordination, management, quality assurance and delivery of all project activities, outputs and deliverables under these Terms of Reference.

The Consultant will be responsible for:

- Technical design, legal literacy and training development services;
- Stakeholder consultations, facilitation and community engagement activities;
- Design and delivery of workshops, training events and pilot activities;
- Event planning, participant management and logistical coordination;
- Development of community awareness resources, communications products and dissemination materials;
- Photography, videography and activity documentation;
- Communications planning and support for project visibility and knowledge management;
- Monitoring, evaluation, learning and reporting requirements; and

- Coordination and quality assurance of project multimedia products.

As part of their proposal, the Consultant is required to nominate a video production team (either in-house or subcontracted) and associated budget. However, if RT4D Facility is not satisfied with the proposed team, the Facility reserves the right to ask the Consultant to recruit an alternative team. The Facility team may join the recruitment process, as required. Notwithstanding any subcontracting arrangements, the Consultant shall retain overall responsibility for stakeholder coordination, content development, communications planning, technical quality assurance and timely delivery of all outputs and deliverables under this TOR.

3.1 Project Activities

- Activity 1: Prepare and Deliver a Multi-Stakeholder Project Kick-off and Planning Meeting
- Activity 2: Develop the National Training-of-Trainers Programme
- Activity 3: Develop the Community Legal Literacy Toolkit and Awareness Resources
- Activity 4: Deliver the National Training-of-Trainers Programme
- Activity 5: Conduct Pilot Community Legal Literacy Session
- Activity 6: Development of Project Completion Report and Project Impact Video

A.1 Activity 1 – Prepare and Deliver a Multi-Stakeholder Project Kick-off and Planning Meeting

This activity will formally launch the project and establish a common implementation foundation among DIP, RT4D, relevant government institutions, civil society organisations, Indigenous Peoples and local community representatives and other key stakeholders. Rather than repeating the awareness and analytical work completed under the previous RT4D GRTKTCE project, the meeting will use the existing Situational Analysis, Legal and Policy Analysis, stakeholder feedback and Draft Strategic Plan as the starting point for agreeing on how the present project will be implemented.

The meeting will introduce and validate the project objectives, activities, expected outputs and results; clarify institutional and stakeholder roles; confirm priority capacity-building and community legal literacy needs; identify a potential pilot community location; and obtain practical stakeholder input on the proposed ToT, Community Legal Literacy Toolkit, master-trainer approach and pilot community activities. It will also provide an opportunity to discuss stakeholder engagement, GEDSI, accessibility, safeguarding, language and cultural considerations, and criteria for identifying prospective trainers and pilot communities.

The meeting will be organised for up to one day physically at the MOC Venue and/or online and is expected to involve approximately 30–40 participants from DIP and relevant national and selected sub-national government institutions, civil society and community-based organisations, Indigenous Peoples/local community representatives, organisations representing women, youth and people with disability, academia, development partners and, where relevant, selected business or producer representatives. A minimum target of 30% women will apply, while reasonable efforts will be made to include other underrepresented groups.

The meeting will be facilitated as a working and planning session rather than a general awareness workshop. It may combine short project and technical briefings with facilitated discussion, breakout groups and prioritisation exercises. Findings and agreed action points will inform the detailed implementation of Activities 2–5. The Consultant will support DIP and RT4D through the following:

- The Consultant will support DIP and RT4D through the following activities:
- Review previous RT4D GRTKTCE outputs, the Draft Strategic Plan, and relevant stakeholder feedback to identify issues requiring validation during project implementation.
- Prepare the kick-off meeting concept note, agenda, participant profile, facilitation plan, briefing materials and working documents in consultation with DIP and RT4D.
- Develop discussion guides and feedback tools to validate training needs, resource priorities, trainer profiles, pilot community selection criteria, GEDSI, accessibility, safeguarding and communication requirements.
- Confirm participants and identify accessibility, language and reasonable accommodation requirements.
- Plan, coordinate and manage all event management and logistical arrangements for the Multi-Stakeholder Project Kick-off and Planning Meeting, including venue selection, accessibility arrangements, speaker and participant invitations, registration, workshop materials, audiovisual and internet requirements, participant communications, photography and videography, feedback collection, and event documentation.
- Organise and facilitate the Multi-Stakeholder Project Kick-off and Planning Meeting.
- Document stakeholder feedback, agreed implementation priorities, roles, action items and recommendations relevant to Activities 2-5.
- Develop an initial stakeholder mapping and indicative pool of prospective trainers and training organisations for further assessment under Activity 2.
- Prepare and submit the meeting report, attendance records and agreed action points for DIP and RT4D review and approval.

Output:

3.1.1: One Multi-Stakeholder Project Kick-off and Planning Meeting prepared, conducted, and documented, including initial stakeholder mapping and indicative prospective trainer profile/nominations, developed to inform the training needs assessment and subsequent trainer selection.

3.1.2: Kick-off Meeting event management and logistics package delivered, including participant registration records, attendance records, accessibility arrangements, photographs and event documentation.

Enabling contribution to Outcomes 1 and 2

A.2 Activity 2 – Develop the National Training-of-Trainers Programme

This activity will develop the technical and instructional foundation for a sustainable national Training-of-Trainers (ToT) programme on GRTKTCE legal literacy. Rather than relying only on periodic externally facilitated awareness events, the project will establish a structured curriculum and Master Trainer Guide that can be used by qualified Cambodian trainers to support future legal literacy activities at national, sub-national and community levels. The revised activities require the programme to draw on Cambodian legislation, relevant RCEP commitments, lessons from previous RT4D GRTKTCE initiatives and appropriate international practices.

Development of the programme will begin with a training needs assessment involving prospective trainers nominated or identified through the Activity 1 stakeholder planning process, together with other relevant institutions and community networks. The assessment will examine existing technical knowledge, facilitation experience, familiarity with community engagement, language and

accessibility needs, and likely future roles. Findings will inform the competency framework, learning objectives, curriculum structure, instructional approach and assessment methods.

The Master Trainer Guide will combine technical GRTKTCE content with practical adult-learning and facilitation guidance. It will include session plans, technical references, practical cases, exercises, participatory methods and assessment tools that support trainers to communicate legal concepts accurately while adapting delivery to different community contexts.

Potential users and reviewers will include DIP and relevant ministries, civil society organisations, community-facing institutions, Indigenous Peoples and local community representatives, and other stakeholders with relevant technical or training expertise. Draft curriculum materials will be reviewed and validated with DIP and RT4D before delivery under Activity 4.

The training needs assessment will engage an indicative pool of approximately 50–60 prospective trainers and/or representatives of nominating institutions, supplemented by other relevant stakeholders where useful. The assessment will identify technical knowledge, facilitation experience, language and accessibility needs, institutional roles and likely opportunities for future delivery. Findings will inform the competency framework, curriculum, selection criteria and assessment methods for the National ToT Programme. The curriculum will integrate inclusive facilitation, accessibility, power dynamics, culturally appropriate communication and safeguarding. Case studies and learning materials will avoid assuming that communities or women constitute homogeneous groups and will recognise intersectional barriers. Accessible and plain-language formats will be used where appropriate. This is consistent with the RT4D approach of using GEDSI analysis to shape activity design, indicators, participation mechanisms and project resources.

The Consultant will support DIP and RT4D through the following:

- Develop the methodology and tools for a training needs assessment of potential master trainers.
- Conduct the training needs assessment with potential trainers and relevant stakeholder institutions.
- Analyse assessment findings and define the required technical, facilitation and safeguarding competencies of master trainers.
- Define the learning objectives, trainer roles, expected competencies and assessment standards for the national ToT programme.
- Design a structured Training-of-Trainers curriculum aligned with Cambodian legislation and relevant RCEP intellectual property commitments.
- Develop the comprehensive Master Trainer Guide, including technical reference materials, session plans, participatory facilitation methods, practical case studies, exercises and assessment tools.
- Integrate adult-learning methods, inclusive facilitation, culturally appropriate communication, accessibility and safeguarding considerations throughout the programme.
- Incorporate relevant lessons from previous RT4D GRTKTCE initiatives and appropriate international practices.
- Consult DIP, relevant institutions and selected stakeholders on the draft curriculum and Master Trainer Guide.
- Revise the programme based on consultation feedback.
- Submit the curriculum and Master Trainer Guide to DIP and RT4D for technical review, validation and approval before delivery.

Output:

3.2.1 Final National GRTKTCE Training-of-Trainers curriculum and comprehensive Master Trainer Guide, including session plans, technical resources, facilitation methods, exercises, case studies and assessment tools.

Relevant project objectives: 2 and 4

Relevant project outcome: 1

A.3 Activity 3 – Develop the Community Legal Literacy Toolkit and Awareness Resources

This activity will develop a package of practical, reusable, community-facing legal literacy toolkit and resources that translate technical GRTKTCE concepts and applicable legal protections into information that non-specialist audiences can understand and use. The resources will support the master trainers under Activities 2 and 4 and will also extend access to reliable GRTKTCE information beyond participants reached through face-to-face project activities. The project activities specifically require simple language, appropriate illustrations, practical examples and participatory learning approaches.

The content will address the principal issues identified through previous GRTKTCE analysis and the endorsed Project Concept, including community rights and responsibilities; genetic resources, traditional knowledge and traditional cultural expressions; prior informed consent; mutually agreed terms; fair and equitable benefit-sharing; available intellectual property and related protection mechanisms; and prevention of misappropriation. Previous situational analysis identified particularly strong demand for community-friendly guidance on consent, legal protection, reporting, negotiation and responsible digital engagement, while also noting that documentation and digital communication can themselves create risks where community knowledge is culturally sensitive or subject to restricted access.

The activity will therefore use a consultative and user-centred development process. Indigenous Peoples, local communities, women, youth, people with disability, civil society organisations, local authorities and relevant government institutions will be consulted on priority information needs, preferred communication formats, language, cultural appropriateness and usability. Draft materials will be tested with selected users before finalisation. Where appropriate and subject to obtaining all necessary permissions, relevant WIPO awareness materials may be adapted and translated into Khmer. Final approved resources will be prepared for publication through DIP's online platform and other appropriate channels.

GEDSI is particularly important to this activity because differences in literacy, language, disability, location, age, access to technology and social roles may affect how different groups access legal information. Materials will therefore use clear and accessible language, visual and audiovisual formats, practical examples and culturally appropriate communication methods. Consultation and user testing will intentionally include women, youth, Indigenous Peoples, people with disability and rural participants. Where feasible and relevant, accessibility options such as captioning, transcripts, readable document formats and appropriate contrast and font sizes will be incorporated. Material development will also consider whether particular traditional knowledge is sacred, gender-restricted or otherwise inappropriate for public dissemination, and no community-held knowledge will be recorded or published without appropriate consent.

The Consultant will support DIP and RT4D through the following:

- Review existing community awareness materials, including resources developed under previous RT4D GRTKTCE activities, and identify opportunities for adaptation and enhancement.
- Consult Indigenous Peoples, local communities, women, youth, persons with disability, civil society organisations, relevant government agencies and other stakeholders to identify priority information needs and preferred communication approaches.
- Define the structure, content, target audiences and delivery formats of the Community Legal Literacy Toolkit.
- Develop the Community Legal Literacy Toolkit using plain language, illustrations, practical examples and participatory learning approaches.
- Prepare facilitator guidance, visual materials, community discussion tools, exercises, case studies and frequently asked questions to support community awareness and training activities.
- Incorporate practical guidance on GR, TK and TCE; prior informed consent; mutually agreed terms; benefit-sharing; protection against misappropriation; community rights and responsibilities; and relevant legal and policy frameworks in Cambodia.
- Review relevant WIPO awareness resources and, subject to approval and permission, adapt and translate selected materials into Khmer where appropriate.
- Conduct user testing of draft materials to assess clarity, accessibility, cultural appropriateness, usability and effectiveness, and revise materials based on stakeholder feedback and technical comments.
- Develop complementary awareness and communication products, including posters, infographics, presentation materials, community outreach resources, digital communication products, social media content, educational videos, animations and other multimedia materials suitable for online and offline dissemination.
- Ensure all toolkit, awareness and communication products are accessible, culturally appropriate, gender-responsive and suitable for low-literacy audiences.
- Validate the final toolkit, awareness and communication resources with DIP and RT4D.
- Prepare final publication, communication and dissemination packages, and support publication of approved materials through DIP's online platform and other appropriate dissemination channels.

Output:

3.3.1: Final Community Legal Literacy Toolkit and Awareness Resource Package developed, tested and validated, comprising facilitator guides, community discussion tools, exercises, case studies, FAQs, posters, infographics, presentation materials, audiovisual resources and other approved dissemination materials.

Relevant project objectives: 3 and 5.

Relevant project outcomes: 1 and 2.

A.4 Activity 4 – Deliver the National Training-of-Trainers Programme

This activity will deliver the national Training-of-Trainers programme developed under Activity 2 and prepare selected participants to facilitate accurate, inclusive and culturally appropriate GRTKTCE legal literacy session using the Master Trainer Guide and Community Legal Literacy Toolkit. The activity will combine technical instruction with practical facilitation exercises and competency assessment.

Participants will be selected in consultation with DIP, RT4D and relevant institutions using agreed criteria that consider technical background, community engagement experience, facilitation potential, institutional or community role, willingness and opportunity to support future legal literacy activities, and appropriate representation across relevant stakeholder groups. Participants may include national and sub-national government officials, civil society representatives, Indigenous Peoples, local community representatives and other appropriate community-facing actors. Final participant numbers will be confirmed through the detailed implementation plan.

The programme will cover relevant GRTKTCE concepts, Cambodian legal protections, RCEP intellectual property commitments, prior informed consent, mutually agreed terms, benefit-sharing and available protection mechanisms. It will also provide practical instruction on adult learning, participatory facilitation, culturally appropriate communication, inclusive training approaches and safeguarding. Participants will practice delivering selected modules through demonstrations, group work and peer facilitation. Technical knowledge and facilitation competency will be assessed using pre- and post-training assessments and practical demonstrations.

Selection criteria will be designed to avoid reproducing existing patterns of underrepresentation and will seek meaningful representation of women, Indigenous Peoples, local communities and other underrepresented groups. Accessibility requirements will be identified during registration and accommodated as feasible. Training delivery will be physically conducted for two days and use participatory methods that reduce barriers created by hierarchy, gender, disability, language or confidence. All trainers will receive guidance on inclusive facilitation and safeguarding so that GEDSI principles become part of subsequent community delivery, rather than being limited to participation in the ToT itself. RT4D guidance specifically emphasises capacity building for project teams and partners, accessible materials, safe feedback mechanisms and continued monitoring of whether marginalised groups can participate meaningfully.

The ToT will apply a staged approach that clearly distinguishes participation in the programme from readiness to serve as a master trainer. An indicative pool of prospective trainers may be identified or nominated through stakeholder engagement, the Activity 1 planning process and the training needs assessment. From this pool, approximately 50–60 participants will be selected and enrolled in the National ToT Programme using agreed selection criteria. The project will aim for at least 50 participants to complete the full programme and undertake the required technical and practical facilitation assessments. Following completion, participants will be assessed against defined competency and readiness criteria, including understanding of GRTKTCE concepts, facilitation skills, ability to use and adapt the project-developed resources, inclusive and culturally appropriate communication, and safeguarding. At least 30 participants are expected to meet the required competency/readiness criteria and constitute the project's assessed master-trainer pool. Participants who complete the ToT but do not meet the readiness criteria will not be counted toward the master-trainer target but may remain part of the broader capacity-building network and may strengthen their competencies through future opportunities.

The Consultant will support DIP and RT4D through the following:

- Finalise the master trainer selection criteria and participant profile in consultation with DIP and RT4D.
- Identify and confirm participants through coordination with relevant government agencies, civil society organisations, Indigenous Peoples and local community networks.

- Ensure participant selection reflects inclusive representation of relevant national and sub-national institutions, civil society, Indigenous Peoples, local communities, women, persons with disability and other underrepresented groups.
- Assess participant accessibility, language and reasonable accommodation requirements prior to training delivery.
- Conduct pre-training assessments to evaluate participants' technical knowledge, training experience and facilitation capacity.
- Plan, coordinate and manage all event management and logistical arrangements for the National Training-of-Trainers (ToT) Programme, including venue selection, accessibility arrangements, participant registration, training materials, facilitator and speaker coordination, audiovisual and internet requirements, participant communications, photography and videography, feedback collection, and event documentation.
- Prepare the training agenda, facilitation plan, participant materials and logistical arrangements.
- Organise and deliver the National Training-of-Trainers Programme.
- Deliver technical training on GR, TK and TCE concepts, Cambodian legal and policy frameworks, relevant RCEP commitments and available protection mechanisms.
- Deliver practical training on adult learning principles, participatory methodologies, inclusive facilitation, culturally appropriate communication and safeguarding.
- Familiarise participants with the Master Trainer Guide, Community Legal Literacy Toolkit and supporting awareness and communication resources.
- Facilitate practical exercises, group work, mock training sessions and peer-to-peer delivery of selected training modules.
- Conduct post-training technical and competency-based assessments to evaluate trainer readiness.
- Collect and analyse participant feedback on the training content, materials and delivery approach.
- Identify and recommend trainers who meet the agreed competency and readiness criteria to support pilot community legal literacy activities under Activity 4.
- Prepare and submit the Training-of-Trainers report, including assessment results, participant feedback, lessons learned and recommendations for subsequent project activities.

Outputs:

3.4.1: One National Training-of-Trainers (ToT) Programme delivered and documented for 50-60 participants from national and sub-national institutions, civil society and community networks, implemented through two cohorts in Phnom Penh (approximately 30 participants per cohort), with post-training assessment results and workshop report submitted.

3.4.2: A pool of at least 30 Cambodian master trainers assessed and endorsed against agreed competency and readiness criteria to support pilot and future GRTKTCE legal literacy, awareness and capacity-building activities.

3.4.3: Event management and logistics services delivered for the National ToT Programme, including venue and accessibility arrangements, participant registration and attendance records, training.

Relevant project objectives: 2 and 4.

Relevant project outcomes: 1.

A.5 Activity 5 – Conduct Pilot Community Legal Literacy Session

This activity will test the community legal literacy model, training methodology and resources developed through Activities 2 and 3 by supporting newly trained master trainers to deliver a pilot community legal literacy session in a selected location. The objective of the pilot is not to achieve nationwide outreach within the project period, but to generate practical evidence on whether the training approach and materials are clear, useful, accessible, culturally appropriate and suitable for subsequent replication.

The pilot community and location will be selected using criteria developed with DIP and RT4D, and in consultation with relevant local authorities and community representatives. Selection will consider the presence and relevance of GRTKTCE, community interest and willingness to participate, practical feasibility, diversity of community context, and the government partner's readiness and opportunities to test the legal literacy approach among intended beneficiary groups after the training.

Before delivery, the project will engage community representatives to understand local information priorities, preferred language, timing, accessibility requirements, appropriate facilitation approaches and cultural protocols. Special care will be taken not to solicit, record or disseminate sacred, restricted or culturally sensitive traditional knowledge unless the relevant knowledge holders have explicitly agreed to such use.

The trained master trainers will facilitate session using the Community Legal Literacy Toolkit and selected audiovisual resources. The Consultant will provide mentoring, observation and technical support. Pre- and post-session assessments and participant feedback will be used to examine knowledge change and the usability of the resources. Feedback will also be sought from trainers, local authorities and relevant community stakeholders. Findings will be used to revise and validate the Master Trainer Guide, Community Legal Literacy Toolkit and awareness resources before final publication.

Community engagement will be planned to enable meaningful participation by women, youth, Indigenous Peoples, people with disability and other groups that may be excluded by location, language, household responsibilities, social hierarchy or physical accessibility. Community representatives will be consulted on suitable timing, venue, language and accessibility arrangements. Facilitators will use participatory methods and provide different ways for people to contribute. Participant data will be disaggregated by relevant characteristics where appropriate and feasible, while ensuring privacy and informed consent. Community feedback will specifically assess whether the materials and delivery approach are inclusive, understandable and culturally appropriate. These measures reflect both RT4D GEDSI guidance and the earlier situational analysis recommendation that local capacity-building should intentionally include women, youth, people with disability and ethnic minorities.

The Consultant will support DIP and RT4D through the following:

- Develop and apply criteria for selecting pilot communities and locations in consultation with DIP and RT4D.
- Select one pilot community and location in consultation with relevant authorities, community representatives and key stakeholders.

- Conduct community consultations with leaders, knowledge holders and other representatives to confirm priority information needs, preferred language, timing, accessibility requirements and culturally appropriate delivery approaches.
- Establish and implement appropriate informed consent procedures covering participation, collection of personal information, photography, recordings and the use of community-held knowledge.
- Prepare detailed implementation and facilitation plans for the pilot community legal literacy session using the Community Legal Literacy Toolkit and supporting resources.
- Plan, coordinate and manage event management and logistical arrangements for pilot community activities, including coordination with local authorities and community representatives, venue preparation, accessibility and language support, participant registration and attendance records, distribution of materials, photography and videography, participant support and event administration.
- Support selected master trainers to prepare for and deliver the pilot community legal literacy session.
- Provide mentoring, observation and technical support to trainers throughout implementation.
- Deliver the pilot session using participatory and culturally appropriate approaches, supported by practical examples, visual materials, audiovisual resources and community discussions.
- Conduct pre- and post-session assessments to measure changes in participant knowledge and understanding of key GRTKTCE legal literacy concepts.
- Collect feedback from participants, trainers, local authorities and other relevant stakeholders.
- Assess the clarity, accessibility, cultural appropriateness, relevance and practical usefulness of the Community Legal Literacy Toolkit and associated awareness materials.
- Document implementation results, lessons learned, good practices and areas for improvement.
- Revise and finalise the Master Trainer Guide, Community Legal Literacy Toolkit and related awareness resources based on pilot findings and stakeholder feedback.
- Validate the revised materials with DIP and RT4D and prepare approved final versions for publication and dissemination through DIP's online platform and appropriate non-digital channels.
- Prepare recommendations for replication, sustainability and future scaling of GRTKTCE community legal literacy activities.

Outputs:

3.5.1: One pilot community legal literacy session delivered, evaluated and documented through a post-implementation report.

3.5.2: Pilot community event management and documentation package completed, including attendance, feedback and photographic records.

Relevant project objectives: 3, 4 and 5.

Relevant project outcomes: 1 and 2.

A.6 Activity 6 – Development of Project Completion Report and Project Impact Video

The Consultant will produce a Project Completion Report (PCR), using RT4D templates, to consolidate MEL and GEDSI results and lessons learned for review and approval by DIP and RT4D.

In addition, the project will develop a short project impact video (approximately 8 minutes) to communicate the project's purpose, implementation experience, key outputs and emerging results in an accessible format for external audiences. The video will draw on approved project evidence and may feature interviews or testimonials from DIP, trained master trainers, community participants and other relevant stakeholders, subject to informed consent and applicable safeguarding requirements. It will highlight the progression from project planning and capacity development to trainer preparation, community-level application and practical lessons for future GRTKTCE legal literacy activities. The video will avoid overstating longer-term impacts that cannot yet be demonstrated within the project period.

The project will also produce two short project promotional video clips (approximately 90 seconds each) for Australian and New Zealand embassies' social media posts to accompany their posting of the project impact video.

The final videos will be subject to DIP and RT4D review and approval prior to public dissemination and will comply with RT4D communications, GEDSI, consent, privacy, safeguarding, and branding requirements.

The Consultant shall:

- Prepare and submit the Project Completion Report in accordance with RT4D reporting requirements.
- Develop key messages, storyboards, interview guides, production schedules and communication content for multimedia outputs.
- Capture professional photography and video footage of project activities, events, beneficiaries and key milestones throughout implementation.
- Conduct and record stakeholder interviews, case studies and testimonials to document project outcomes and impacts.
- Engage, coordinate and manage specialist video production personnel or subcontractors, as required, in consultation with RT4D.
- Produce and finalise one project impact video (approximately 8 minutes) documenting project implementation, outcomes and lessons learned.
- Produce and finalise two short video clips (approximately 90 seconds each) for awareness raising and dissemination through digital and social media channels.
- Incorporate appropriate subtitles, captions, graphics, branding and accessibility features into all multimedia products.
- Submit final videos together with source files, photographs, raw footage and related multimedia assets to RT4D.

Outputs:

3.6.1 Final Project Completion Report, including required supporting annexes.

3.6.2 Final project impact video

3.6.3 Final two 90-second video clips for Australian and New Zealand embassies.

4. Project Work Plan

Working closely with the RT4D team, the Consultant is expected to deliver the outlined deliverables in line with the work plan and timeline below.

The support from the selected Consultant, will be undertaken over a continuous effective period of **8** calendar months with an estimated **86** person days of professional services. Actual time will be agreed in negotiation with the selected Consultant. Work will commence immediately after contract signing.

Table 4-1 – Summary Project Work Plan and Timeline

Activity/Task	Responsible Party	Timeline
Project mobilisation and inception		Nov 2026
Task 0.1: Hold inception meeting(s) and prepare the detailed inception work plan, implementation schedule, stakeholder engagement arrangements, MEL framework and data collection tools, including GEDSI, communications, safeguarding and approval requirements.	Technical Consultant, with DIP and RT4D	Nov 2026
Task 0.2: Review, revise and approve the inception arrangements and work plan.	DIP and RT4D, with Technical Consultant	By end-Nov 2026
Activity 1: Prepare and Deliver a Multi-Stakeholder Project Kick-off and Planning Meeting (up to one day)		Nov–Dec 2026 Meeting tentatively 2nd week of Dec 2026
Task 1.1: Review previous RT4D GRTKTCE outputs and prepare the meeting concept, agenda, participant profile, project briefing materials and structured planning/feedback tools.	Technical Consultant, in consultation with DIP and RT4D	Nov 2026
- Task 1.2: Review and approve the meeting design; confirm participants, venue, accessibility and logistical arrangements. - Task 1.2A: Coordinate event planning, participant engagement, logistics, audiovisual services, accessibility arrangements, photography and workshop documentation.	DIP, RT4D and Technical Consultant	Late Nov–early Dec 2026

Task 1.3: Organise and facilitate the multi-stakeholder kick-off and planning meeting, including project briefing, facilitated discussions and agreement on implementation priorities and stakeholder roles.	Technical Consultant and DIP, with RT4D support	1st–2nd week of Dec 2026
Task 1.4: Consolidate stakeholder inputs, agreed actions, stakeholder mapping and prospective trainer nominations/profile and prepare the meeting report to inform Activities 2–5.	Technical Consultant, DIP and RT4D	Dec 2026
Activity 2: Develop the National Training-of-Trainers Programme		Dec 2026–Feb 2027
Task 2.1: Develop and conduct a training needs assessment involving approximately 50–60 prospective trainers and/or representatives of nominating institutions, using questionnaires, group consultations and selected interviews as appropriate, and define trainer competencies, learning objectives, roles and assessment standards.	Technical Consultant, with DIP support	Dec 2026–Jan 2027
Task 2.2: Develop the draft ToT curriculum and Master Trainer Guide, including technical content, session plans, practical cases, exercises, assessment tools, inclusive facilitation, culturally appropriate communication and safeguarding.	Technical Consultant	Jan–Feb 2027
Task 2.3: Consult relevant institutions and selected stakeholders on the draft ToT curriculum and Master Trainer Guide and revise the materials based on feedback.	Technical Consultant, DIP and RT4D	Feb 2027
Task 2.4: Finalise, validate and approve the ToT curriculum and Master Trainer Guide for use in Activity 4.	DIP and RT4D, with Technical Consultant	By end-Feb 2027
Activity 3: Develop the Community Legal Literacy Toolkit and Resources		Dec 2026–Mar 2027
Task 3.1: Review existing resources and consult Indigenous Peoples/local communities, CSOs, relevant government institutions and other intended users to identify priority information, language, accessibility and culturally appropriate communication needs.	Technical Consultant, with DIP and relevant stakeholders	Dec 2026–Jan 2027

Task 3.2: Develop the draft Community Legal Literacy Toolkit and resources supporting facilitator resources, including guidance, exercises, practical cases, FAQs, community discussion tools, and other needed resources; review relevant WIPO materials for possible adaptation and translation, subject to permission.	Technical Consultant, with DIP and RT4D	Jan–Feb 2027
Task 3.3: User-test the Toolkit and resources with selected intended users, assessing clarity, accessibility, cultural appropriateness and usability, and revise them based on feedback.	Technical Consultant, DIP and selected users	Mar 2027
Task 3.4: Finalise the Community Legal Literacy Toolkit and resource package for use in the ToT and pilot activities.	DIP and RT4D	By end-Mar 2027
Activity 4: Deliver the National Training-of-Trainers Programme		Mar–Apr 2027; ToT tentatively 2nd week of Apr 2027
Task 4.1: Finalise selection criteria and select approximately 50–60 prospective trainers from relevant national and sub-national institutions, civil society and community stakeholder groups, applying the agreed gender, institutional, geographic and stakeholder representation considerations.	DIP, RT4D and Technical Consultant	Mar 2027
- Task 4.2: Conduct pre-training assessment and finalise the ToT agenda, participant materials, Master Trainer Guide, Toolkit and competency assessment instruments. - Task 4.2A: Coordinate venue arrangements, participant management, workshop logistics, photography, videography, accessibility services and event administration.	Technical Consultant, with DIP and RT4D	Early Apr 2027
Task 4.3: Organise and deliver the National ToT Programme for approximately 50–60 participants, including technical instruction, practical facilitation exercises and structured technical and facilitation competency assessments.	Technical Consultant and DIP, with RT4D support	Tentatively 2nd week of Apr 2027

Task 4.4: Assess participants against the agreed competency/readiness criteria and identify at least 30 participants to form the assessed Cambodian master-trainer pool and support pilot and future delivery.	Technical Consultant, DIP and RT4D	Apr 2027
Task 4.5: Prepare the ToT assessment and participant feedback report, including recommendations for subsequent pilot implementation and refinement.	Technical Consultant	Within 2 weeks of ToT / Apr 2027
Activity 5: Conduct Pilot Community Legal Literacy Session		Apr–June 2027 Pilot session tentatively 2nd–3rd weeks of May 2027
Task 5.1: Develop selection criteria and select at least one pilot community; undertake preliminary engagement to confirm legal literacy priorities, language, accessibility, cultural protocols, timing and consent arrangements.	DIP, RT4D and Technical Consultant, with relevant community stakeholders	Apr–early May 2027
- Task 5.2: Prepare pilot session plans and adapt relevant Toolkit, training and awareness resources to the selected community context(s). - Task 5.2A: Coordinate pilot-session logistics, community engagement arrangements, photography, videography, participant management and accessibility support.	Technical Consultant and trained master trainers	Early May 2027
Task 5.3: Deliver the pilot community legal literacy session through assessed Cambodian master trainers, with mentoring, observation and technical support from the Technical Consultant and DIP.	Trained master trainers, Technical Consultant and DIP	Tentatively 2nd–3rd weeks of May 2027
Task 5.4: Conduct pre/post assessments and collect participant, trainer and stakeholder feedback; analyse knowledge change, usability, accessibility, cultural appropriateness, good practices and implementation challenges.	Technical Consultant and trained master trainers	May 2027
Task 5.5: Revise, validate and approve the final Master Trainer Guide, Community Legal Literacy Toolkit and resources based on pilot findings.	Technical Consultant, DIP and RT4D	Late May–Jun 2027

Task 5.6: Publish approved resources through DIP's online platform and appropriate non-digital dissemination channels and prepare practical recommendations for future replication and potential scale-up.	DIP and Technical Consultant, with RT4D	Jun 2027
Activity 6: Development of Project Completion Report and Project Impact Video		Nov 2026–Jun 2027
- Task 6.1: Develop the concept, key messages, storyboard/script and production plan for the project impact video, drawing on approved MEL findings, activity results and project communications priorities. - Task 6.1: Develop multimedia production plan, storyboard, interview schedule and video production approach.	Technical Consultant, with DIP and RT4D review	Jan-Feb 2027
Task 6.2: Collect approved footage, photographs, interviews and/or testimonials from relevant project activities and stakeholders, ensuring informed consent, safeguarding and appropriate representation of women, Indigenous Peoples/local communities, people with disability and other relevant groups.	Technical Consultant, with DIP and RT4D review	Apr-May 2027
Task 6.3: Produce and edit the draft project impact video, including appropriate subtitles/captions and accessible communication features where feasible.	Technical Consultant, with DIP and RT4D review	May-Jun 2027
Task 6.4: Revise and finalise the project impact video based on DIP and RT4D feedback and prepare the approved final version for dissemination through agreed communication channels. Produce and finalise the two short clips based on comments from RT4D.	Technical Consultant, with DIP and RT4D review and approval	Jun 2027
Task 6.5: Prepare, revise and finalise the Project Completion Report, including consolidated DIP and RT4D comments on MEL and GEDSI findings, lessons learned, sustainability considerations and recommendations.	Technical Consultant, with DIP and RT4D review and approval	May-Jun 2027 / project close-out

5. Gender Equality Disability and Social Inclusion

All RT4D projects mainstream Gender Equality Disability and Social Inclusion (GEDSI) throughout the project cycle. The Consultant will be responsible for ensuring that project implementation embeds GEDSI in line with the requirements set in this ToR. The Consultant should consult and work closely with the RT4D Manager, RT4D GEDSI & Trade Manager, Project Proponent and other stakeholders in ensuring that the project implementation addresses these requirements.

The consultant is expected to adhere to the following RT4D Guidelines as required:

- Embedding GEDSI considerations into the methodology, work plan, stakeholder engagement and activity delivery.
- Identifying and addressing barriers to the participation, access, influence and benefit of women, people with disability and other relevant or underrepresented groups.
- Applying inclusive and accessible approaches to consultations, workshops, training, communications and other activities.
- Ensuring that relevant GEDSI perspectives are reflected in project outputs, recommendations, tools and other deliverables.
- Collecting disaggregated participation data.
- Reporting on GEDSI actions, participation, results, risks and lessons through the agreed project reporting and MEL processes.

The Consultant must ensure that appropriate technical expertise and resources are available throughout implementation to support the effective integration of GEDSI requirements into project activities, outputs, communications, monitoring and reporting.

5.1 GEDSI Dimensions of the Sector and Project

Women, youth, Indigenous Peoples and local communities play important roles in creating, holding and transmitting traditional knowledge and traditional cultural expressions but may have limited participation in formal GRTKTCE governance, documentation, protection and benefit-sharing processes. Women may hold specialised knowledge relating to agriculture, food, handicrafts, health and cultural practices while having less influence over formal decisions concerning its use or protection.

Indigenous Peoples and rural and remote communities may face additional barriers arising from limited legal awareness, distance from government services, language and literacy constraints, limited digital access and insufficient practical support from sub-national institutions. People with disability may experience additional barriers where information, venues or communication formats are inaccessible.

The project will address these issues through inclusive capacity building, accessible and culturally appropriate legal literacy resources, participation of women and underrepresented groups in consultations and training, and GEDSI-sensitive monitoring. It will also protect sacred, restricted or sensitive traditional knowledge from inappropriate disclosure or dissemination.

The project has a strong GEDSI dimension. The endorsed Project Concept identifies women, youth and rural communities as important beneficiaries and recognises the need for their inclusive participation in GRTKTCE awareness and dialogue. It further includes Indigenous Peoples and local communities, people with disability and other underrepresented groups in training, legal literacy, community engagement and monitoring.

Objective 1 carries a GEDSI dimension through inclusive stakeholder participation in project planning and by ensuring that the perspectives and needs of women, people with disability, Indigenous Peoples/traditional communities, youth and other underrepresented groups inform subsequent project implementation.

Objectives 2–4 and Outcome 1 incorporate GEDSI into the ToT curriculum, Master Trainer Guide and Community Legal Literacy Toolkit, including inclusive facilitation, accessibility and culturally appropriate communication, and through inclusive selection and competency development of prospective master trainers.

Objective 5 and Outcome 2 apply GEDSI through an inclusive pilot community legal literacy session and by assessing whether participating community stakeholders, including women and underrepresented groups, improve their understanding and confidence and consider the session and resources clear, useful, inclusive and culturally appropriate.

5.2 Approach to GEDSI Mainstreaming

How will this project mainstream gender considerations? Describe how the project's content, practitioners, and delivery will reflect RT4D's GEDSI requirements?

Conduct a GEDSI analysis:

- Draw on existing project research concerning barriers affecting women, Indigenous Peoples and local communities, youth, people with disability and rural stakeholders (Activities 1–5).
- Identify gender, accessibility, language and participation barriers through the training needs assessment and community consultations (Activities 2, 3 and 5).
- Collect sex-disaggregated and, where appropriate, disability-disaggregated participation data (Activities 1, 4 and 5).

Design with GEDSI results:

- Use the kick-off and planning meeting to obtain and document women's and underrepresented stakeholders' perspectives on project implementation, training priorities, community legal literacy needs, accessibility and pilot design (Activity 1).
- Integrate inclusive facilitation, accessibility, power dynamics, safeguarding and culturally appropriate engagement into the ToT curriculum and Master Trainer Guide (Activity 2).
- Develop and user-test accessible, plain-language and culturally appropriate community legal literacy and resources (Activity 3).
- Apply inclusive and affirmative participant and master-trainer selection, with a minimum target of 30% women, and make reasonable efforts to include persons with disabilities, youth, Indigenous Peoples and other underrepresented groups, taking into account the available participant pool, relevance to the project activities and identified community needs. Pilot arrangements will also be adapted to support their meaningful and accessible participation (Activities 4 and 5).

Build GEDSI capacity of the project team and stakeholders:

- Ensure consultants and facilitators apply RT4D GEDSI and Inclusive Events and Communications requirements.
- Build master trainers' capacity in inclusive facilitation, accessible communication, safeguarding and management of participation barriers (Activities 2 and 4).

- Engage MoWA, CSOs, community organisations and relevant representative organisations where appropriate (Activities 1–5).

Implement with accountability:

- Identify accessibility and reasonable accommodation requirements before events.
- Provide safe and accessible opportunities for feedback.
- Monitor participation and meaningful engagement, not only attendance.
- Allocate a dedicated budget/resources to support accessibility and reasonable accommodation.
- Apply informed consent and safeguards for participant information, imagery and sensitive GRTKTCE.
- Follow the RT4D Guidelines for Inclusive Events and Communications for all activities.

Evaluate, learn and share:

- Report against the GEDSI indicators in Section 9.
- Analyse participant and beneficiary data by sex and disability where appropriate and feasible.
- Use feedback from women and other underrepresented groups to revise the Master Trainer Guide, Toolkit and pilot approach (Activity 5).
- Include GEDSI results and lessons in project reporting (Activity 6).
- Ensure the project impact video reflects diverse project participation and perspectives, including women, Indigenous Peoples/local communities and other underrepresented groups where appropriate and consented (Activity 6).
- Apply accessible communication features, including captions/subtitles and inclusive imagery, where feasible.

Who are the targeted participants of the project's activities? What will be the planned proportion of male and female participants? Will there be participants with disabilities and/or other participants representing under-represented and/or under-privileged groups?

Participants will include national and sub-national government officials, CSOs and community-based organisations, Indigenous Peoples and local communities, potential and selected master trainers, local authorities and pilot-community participants. Women, youth, people with disability, rural stakeholders and other underrepresented groups will be actively encouraged to participate. The project will aim for a minimum of 30% representation of each gender in the Multi-Stakeholder Project Kick-off and Planning Meeting and ToT where the available participant pool permits, with participation tracked using sex-disaggregated and, where appropriate and feasible, disability-disaggregated data.

How does this project benefit disadvantaged groups (e.g. people with disability, ethnic minorities, MSMEs)? What will the project do to apply the “Do No Harm” principle?

The project will benefit Indigenous Peoples and local communities, women, youth, people with disability and rural stakeholders by improving access to practical information on GRTKTCE rights, prior informed consent, mutually agreed terms, benefit-sharing and protection against misappropriation. The project will apply the Do No Harm principle through voluntary participation, accessible activities, informed consent and culturally appropriate facilitation. Sacred, restricted, gender-specific or commercially sensitive knowledge will not be required or publicly disclosed, and participants will not be pressured to share sensitive knowledge or personal experiences. The project will ensure the following:

(1) a fair compensation/reimbursement principle for community members and knowledge holders whose time and expertise inform project content (currently only consent for use of knowledge is addressed, not compensation for contributing it); and

(2) explicit, revocable consent on how an individual's identity, disability status, or ethnicity is disclosed in any published case study or photo, given the additional stigma or safety risk this can carry for Indigenous and other marginalised contributors.

How will the proposed project activities ensure the voices and aspirations of all participants, including those representing women and other marginalised groups, be heard and incorporated? What measures will the project take to incorporate the views and input of women, people with disability and other marginalised groups in the various stages of project implementation?

Women, Indigenous Peoples and local communities, people with disability and other underrepresented groups will be engaged during resource development, user testing and pilot implementation. Facilitators will use inclusive techniques such as small-group discussions, participatory exercises and confidential or anonymous feedback options where appropriate. Feedback will be documented and used to revise the ToT resources, Community Legal Literacy Toolkit, resources and pilot approach.

How will you ensure the organisation and/or implementation of project activities is inclusive (please refer to the RT4D Guidelines for Inclusive Events and Communications)?

All activities will follow the RT4D Guidelines for Inclusive Events and Communications and the associated checklists for inclusive events. Measures will include accessible venue selection, identification of accessibility requirements during registration, reasonable accommodation where required, accessible and plain-language materials, Khmer-language communication and appropriate local-language support where feasible, inclusive seating and facilitation, appropriate breaks and timing, and accessible audiovisual materials such as subtitles or transcripts where feasible. Community activities will also consider local language, literacy, cultural protocols, travel constraints and the specific participation needs of women, people with disability and other underrepresented groups.

6. Communications and Media

The Consultant will support the RT4D Facility in meeting any Communications and Media objectives through the course of the Project.

All reports, presentations, invitations, event materials and other communications products must be accurate, evidence-based, fit for purpose, accessible and of a high professional standard. Materials must comply with RT4D branding, acknowledgement and approval requirements, as advised by the RT4D Communications Team.

The Consultant is expected to adhere to following RT4D guidelines as required:

- Use approved RT4D branding, templates, logos and acknowledgement wording in project documentation and materials (e.g. reports, PPTs, invitations).
- Provide timely project information, verified evidence, photographs, participant inputs, quotations, testimonials and other materials required for RT4D communications and reporting.

- Collect photographs, video or other visual materials during project activities, where appropriate and with the required consent and permissions.
- Ensure that communications use inclusive and respectful language, representative imagery and accessible formats, including alt text, captions, transcripts or plain-language summaries where relevant.
- Obtain the required consent and permissions for the use of personal information, images, video, quotations, testimonials and case studies, including any additional safeguards required for children, people with disability or other vulnerable groups.
- Submit public-facing communications products to the RT4D Manager and Communications Team for review and approval before publication or distribution.

RT4D will retain oversight of communications quality, branding, messaging, approvals and release. The Consultant must not publish or distribute public-facing communications products relating to the Project without the required RT4D and, where relevant, Project Proponent, partner or donor clearance.

In addition, the Consultant is expected to manage the implementation of the project so that it adheres to communications objectives and planned outputs outlined in the sections below.

6.1 Communications Focus, Key Messages and Audiences

A. Communication focus and key messages

Key messages will include:

- **RCEP implementation has practical relevance to Cambodia's GRTKTCE.** Cambodia's GRTKTCE contributes to cultural identity, biodiversity and rural livelihoods and potentially valuable products and services. Effective implementation of relevant RCEP intellectual property commitments can strengthen the framework for protecting these assets and help reduce risks of misappropriation as Cambodian knowledge, products and cultural expressions are increasingly shared and used across regional markets via both digital and non-digital channels.
- **Effective GRTKTCE protection can support Cambodia's participation in regional trade.** Clearer information on applicable rights, responsibilities, protection mechanisms and institutional roles can provide greater predictability for government institutions, communities and businesses. This can help create an enabling environment for legitimate use and, where appropriate, commercialisation of GRTKTCE in ways that respect the interests of rights holders.
- **Fair and responsible use can help translate cultural and knowledge assets into broader economic opportunities.** Prior informed consent (PIC), mutually agreed terms (MAT), fair and equitable benefit-sharing and appropriate protection mechanisms can help ensure that the use of GRTKTCE is properly managed. Where commercialisation is appropriate and agreed, such mechanisms can support communities and businesses to participate more confidently in value chains and regional markets, while safeguarding cultural and community interests.
- **Stronger institutional capacity can make RCEP implementation more practical and sustainable.** Government institutions, facilitators and communities have complementary roles. The project will strengthen understanding of institutional responsibilities and build

domestic trainer capacity so that relevant legal and practical information can continue to reach government officials, businesses and communities beyond the project's initial stakeholder planning process.

- **Practical and reusable tools can strengthen RCEP related commitments into actions.**
The Master Trainer Guide, Community Legal Literacy Toolkit, facilitator resources and awareness materials will translate technical concepts into resources that officials, trainers and communities can use to improve understanding and application of relevant protection mechanisms.
- **Inclusive implementation can broaden the benefits of stronger GRTKTCE protection.**
Communications will consider the needs and perspectives of Indigenous Peoples and local communities, women, youth, people with disability and rural stakeholders, using accessible and culturally appropriate approaches. This can help ensure that knowledge of relevant rights and protection mechanisms reaches groups that may otherwise have limited access to information and opportunities arising from responsible participation in economic activities.

Communications will respect customary governance and cultural protocols and will not encourage disclosure of sacred, restricted or sensitive traditional knowledge. The project will also avoid implying that RCEP or participation in the project guarantees commercial or financial benefits. Instead, communications will focus on benefits within the project's scope: improved knowledge, practical guidance, stronger institutional and community capacity, accessible resources, and improved ability to understand and use relevant protection mechanisms. These project-level improvements can support Cambodia's effective implementation of its RCEP intellectual property commitments relating to GRTKTCE and contribute to a more predictable and responsible environment for the protection, use and, where appropriate, commercialisation of Cambodian GRTKTCE in the context of regional trade and economic integration.

B. Main audiences

The project's main communication audiences are:

- DIP/MoC and other relevant national government institutions, including officials responsible for intellectual property, culture, rural development, biodiversity, gender equality and related GRTKTCE matters;
- sub-national government officials and local authorities, particularly those with community-facing responsibilities;
- master trainers and potential provincial focal persons, who will receive more detailed technical and facilitation resources;
- Indigenous Peoples and local communities, including traditional knowledge holders and custodians of genetic resources and traditional cultural expressions;
- women, youth, people with disability and rural stakeholders, recognising that these groups may face additional barriers to accessing legal information and participating in GRTKTCE-related processes;
- civil society and community-based organisations, which can support community engagement and future dissemination;
- academia, media and relevant development partners, where appropriate; and

- the wider Cambodian public, through approved legal literacy and resources made available through DIP's online platform and appropriate non-digital dissemination channels.

The project is primarily a Cambodia-focused RCEP implementation initiative. Direct communication to other RCEP Parties is not a principal project activity, although approved project lessons and resources may subsequently support ASEAN or RCEP knowledge exchange where appropriate.

6.2 Communications Outputs

The project will produce a combination of targeted technical materials and public-facing communication products. Technical and monitoring documents will generally have limited circulation, while the Community Legal Literacy Toolkit and selected awareness resources will be designed for wider dissemination.

Communication output	Main audience/purpose	Status and circulation	Review/clearance
Multi-Stakeholder Project Kick-off and Planning Meeting materials and report (Activity 1)	project stakeholders and partner institutions; communicate project scope, RCEP relevance, implementation approach and agreed priorities	targeted/institutional	DIP and RT4D
ToT curriculum and Master Trainer Guide (Activity 2)	Master trainers, DIP and partner institutions; provide structured technical and facilitation guidance	Primarily targeted technical resources; approved materials may support future training	DIP and RT4D
Community Legal Literacy Toolkit and facilitator resources in Khmer language (Activity 3)	Communities, trainers, CSOs and local authorities; provide accessible practical legal information	Public-facing following validation and approval	DIP and RT4D
Adapted/translated awareness materials, where applicable (Activity 3)	Cambodian community and training audiences	Public-facing where permissions allow	Relevant copyright/permission requirements; DIP and RT4D
ToT materials and assessment report (Activity 4)	Master trainers, DIP and RT4D	Training materials targeted to participants; assessment report for institutional use	DIP and RT4D
Pilot community materials and lessons learned (Activity 5)	Pilot communities, trainers and relevant institutions	Community-facing during pilots; lessons primarily for institutional learning	DIP and RT4D
Final validated training, Toolkit and resource package (Activity 5)	Trainers, communities, partner institutions and wider users	Public-facing where appropriate, with approved resources available through DIP's online platform and appropriate non-digital dissemination channels	DIP and RT4D
Project Completion Report and summary (Activity 6)	DIP, RT4D and relevant stakeholders	Full report primarily for accountability and institutional use;	DIP and RT4D, with applicable donor clearance

		approved summary may support wider communication	
Project Impact Video (Activity 6)	Government, communities, stakeholders and wider public; communicate the project journey, practical RCEP relevance, key outputs and emerging results	Public-facing; intended for wider dissemination through RT4D/DIP channels and relevant events/social media	DIP and RT4D; applicable consent, safeguarding, copyright and branding clearance

The project's principal public-facing legacy will be the validated Community Legal Literacy Toolkit and associated resources. Approved final resources will remain accessible through DIP's online platform and appropriate non-digital dissemination channels, supporting continued use beyond the stakeholders directly reached during project implementation.

All public-facing materials will use clear, inclusive and culturally appropriate communication and will distinguish between RCEP commitments, Cambodian legal requirements and practical project guidance. Appropriate consent and copyright requirements will apply to participant information, images, recordings and third-party materials, and confidential, sacred or restricted community knowledge will not be disclosed.

The project impact video will provide a concise public-facing account of how RCEP-related GRTKTCE commitments have been translated into practical capacity development, legal literacy resources and community-level application. It will communicate verified project results and stakeholder experiences without attributing broader or longer-term impacts that cannot yet be evidenced.

Through this approach, communication will support both RCEP implementation and project sustainability by improving practical understanding during implementation and leaving technically reviewed, accessible resources that DIP, trained facilitators and partner institutions can continue to use after the project ends.

7. Business Engagement

The project is primarily an institutional capacity-building and community legal literacy initiative, rather than a private-sector development project. Nevertheless, it has a clear business dimension because GRTKTCE may be commercially used in handicrafts, textiles, traditional and herbal products, food, cosmetics, tourism, cultural and creative industries, and other heritage-based products and services.

The project will therefore incorporate relevant business perspectives and practical commercial-use scenarios into its capacity-building and legal literacy activities. Where useful, selected businesses, producer organisations or business associations may participate in the Multi-Stakeholder Project Kick-off and Planning Meeting or targeted consultations to provide practical input on commercial-use scenarios and implementation considerations. This engagement will remain proportionate to the project's principal focus on strengthening government, facilitator and community capacity.

A. Business relevance

The project's business relevance arises from the interface between GRTKTCE protection and commercial access, use and adaptation of community-held knowledge, genetic resources and

cultural expressions. Responsible commercial use can contribute to community livelihoods and sustainable development, while inappropriate use can result in misappropriation, cultural harm, lack of recognition or inequitable benefit-sharing.

Businesses using genetic resources, associated traditional knowledge, traditional designs, production techniques or cultural expressions may therefore benefit from clearer understanding of prior informed consent (PIC), mutually agreed terms (MAT), fair and equitable benefit-sharing, attribution and relevant intellectual property protection mechanisms. Communities similarly need practical information to understand their rights and options when approached by businesses or other external users.

The project's indirect business benefit will be to contribute to a clearer and better-informed environment for responsible engagement between businesses and GRTKTCE holders. This may be particularly relevant to MSMEs, community enterprises and other businesses with limited access to specialised intellectual property or GRTKTCE advice.

The project will not provide business advisory services, finance commercial ventures, develop value chains or negotiate commercial agreements. Its business contribution will be through improved awareness, legal literacy and understanding of responsible GRTKTCE use.

B. Reflection of business needs in project delivery

Business needs and practical implementation considerations will be reflected through existing evidence, realistic commercial-use scenarios and targeted stakeholder feedback where relevant. In particular, the project will:

- draw on previous project research and consultations involving businesses using or commercialising TK, TCE and GR;
- seek targeted business input during the kick-off/planning process and subsequent resource development on practical commercial-use situations that should be reflected in the ToT curriculum and Community Legal Literacy Toolkit;
- incorporate commercial-use scenarios into the ToT curriculum and Master Trainer Guide (Activity 2) so trainers can explain relevant considerations when businesses or other external actors seek to access or use GRTKTCE;
- include practical community guidance in the Community Legal Literacy Toolkit (Activity 3) on issues such as consent, agreed conditions of use, attribution, benefit-sharing and where to obtain further information or support; and
- reflect both the opportunities and risks of commercialisation, recognising that responsible partnerships can support community livelihoods while inappropriate use can result in misappropriation, cultural harm or inequitable benefits.

Project materials will be practical and accessible and will keep the rights, consent and interests of GRTKTCE custodians at the centre of discussions concerning commercial use.

C. Direct business engagement, if relevant

Direct business engagement will be targeted and proportionate. Businesses are not a primary beneficiary group and the project will not establish a separate private-sector workstream. However, where this improves the practical quality of project outputs, DIP, RT4D and the Consultant may

engage a small number of relevant businesses, entrepreneurs, producer organisations or business associations.

Engagement may include:

- participation of selected private-sector representatives in the Multi-Stakeholder Project Kick-off and Planning Meeting (Activity 1);
- targeted interviews or consultations when developing practical cases and training materials (Activities 1 and 2);
- review or feedback on relevant business-related examples or sections of the Community Legal Literacy Toolkit (Activity 3); and
- where relevant to the selected pilot locations, engagement with community enterprises, artisans, producers or other local commercial actors (Activity 5).

Priority may be given to sectors where GRTKTCE is particularly relevant, including handicrafts and textiles, cultural and creative industries, traditional or herbal products, food, tourism and other heritage-based products or services.

Business engagement will be managed so that commercial actors do not dominate community discussions or create pressure on communities to disclose commercially valuable, sacred or restricted knowledge. Business and community consultations may therefore be conducted separately where appropriate.

D. Use of business input

Where business engagement occurs, feedback will be used to improve the practical relevance and usability of project outputs. It may:

- identify priority commercial-use issues and examples for incorporation into the ToT curriculum, Master Trainer Guide and Community Legal Literacy Toolkit;
- inform practical scenarios in the ToT curriculum and Master Trainer Guide;
- strengthen Toolkit guidance on situations where communities are approached regarding access, use, adaptation or commercialisation of GRTKTCE;
- identify common implementation questions, misunderstandings or practical barriers;
- provide examples of responsible business-community engagement, including consent, recognition and benefit-sharing; and
- inform lessons and recommendations for future awareness and legal literacy activities.

Business feedback will be considered alongside input from government institutions, Indigenous Peoples and local communities, civil society organisations and other stakeholders. Where perspectives differ, business views will not be treated as determinative. Final project materials will remain grounded in Cambodian law, relevant RCEP commitments, applicable GRTKTCE principles and community rights.

Overall, the project will promote constructive and responsible relationships among government, communities and commercial users of GRTKTCE while maintaining communities as the central holders and custodians of their knowledge and cultural expressions. This approach allows practical

business considerations to inform RCEP implementation without expanding the project beyond its core mandate of institutional capacity building and community legal literacy.

8. Support to Lesser Developed Economies

The project has a direct ASEAN Lesser Developed Economy (LDE) dimension, as Cambodia is the beneficiary country and the project responds to Cambodia-specific constraints in implementing specialised intellectual property commitments under RCEP. These include limited awareness of GRTKTCE rights and protection mechanisms, uneven technical capacity across national and sub-national institutions, fragmented institutional responsibilities, and limited practical resources for community outreach.

The project will address these constraints through practical capacity building, development of reusable training and legal literacy resources, establishment of a Cambodian master trainer pool, and pilot application at community level. This approach supports Cambodia to strengthen domestic capacity for implementation while reducing longer-term dependence on external technical assistance.

A. How will this activity recognise and address knowledge, capacity, or institutional needs specific to ASEAN LDE governments?

As a Cambodia-focused project, activities will be tailored to the country's existing institutional capacity and GRTKTCE implementation needs rather than applying a generic regional model. The project will:

- Establish shared implementation priorities and institutional ownership (Activity 1) through a multi-stakeholder kick-off and planning meeting that validates the project approach, institutional roles, stakeholder engagement arrangements and priority capacity needs.
- Strengthen coordination from the outset (Activity 1) by bringing DIP, relevant ministries, sub-national representatives, civil society and community stakeholders together to agree how subsequent training, legal literacy resources and pilot activities should respond to Cambodia's institutional context.
- Assess capacity before designing advanced training (Activity 2) through a training needs assessment covering participants' technical knowledge, facilitation experience and institutional responsibilities.
- Build sustainable domestic training capacity (Activities 2 and 4) through a national ToT curriculum, Master Trainer Guide and an assessed pool of Cambodian master trainers.
- Develop practical and reusable resources (Activity 3) through a Community Legal Literacy Toolkit, facilitator resources, case studies, FAQs and audiovisual materials that can continue to be used after project completion.
- Extend capacity beyond central institutions (Activities 1, 4 and 5) by involving relevant sub-national actors, potential provincial focal persons and community stakeholders.
- Test the approach before wider replication (Activity 5) through at least one pilot community legal literacy session delivered by trained Cambodian master trainers, with findings used to refine the final resources and recommendations.

This approach contributes particularly to RT4D Intermediate Outcome 4 (IO4) by strengthening the knowledge and skills of Cambodian institutions to implement priority areas of RCEP.

B. How will this activity ensure relevant ASEAN LDE government institutions and representatives can engage and make the most out of all activity outputs, at a pace that supports their capacity and institutional needs/constraints?

For this project, the relevant ASEAN LDE institutions are Cambodian government institutions, as the project does not propose a multi-country regional intervention. The project will use a progressive and applied approach so that participants can build knowledge and skills at an appropriate pace.

Activities will be sequenced from stakeholder alignment and implementation planning (Activity 1), to development of training resources and trainer capacity (Activities 2 and 3), intensive practical ToT (Activity 4), and supported application through community pilots (Activity 5). This will allow learning and materials from each stage to be reviewed and refined before participants move to the next stage.

The project will also:

- use needs assessments and pre-training assessments to adapt content to participants' starting capacity;
- communicate complex legal concepts through practical cases, exercises, visual resources and accessible language;
- involve DIP and relevant institutions in reviewing key technical outputs;
- provide reusable Master Trainer and community legal literacy resources rather than relying on one-off training;
- provide practical exercises, competency assessment and mentoring to support the transition from learning to application;
- use Khmer-language and accessible materials as appropriate;
- collect participant, trainer and community feedback and use it to adapt subsequent activities and final resources; and
- place approved resources with DIP, including through its online platform and appropriate non-digital dissemination channels, to support continued institutional access and use.

The project will not assume that a short-term intervention can resolve all of Cambodia's GRTKTCE legal, institutional or resource constraints. Instead, it will focus on achievable changes within its sphere of influence: improved practical knowledge, stronger domestic trainer capacity, reusable tools, improved community understanding and confidence, and evidence on the accessibility, usefulness and cultural appropriateness of the legal literacy approach.

Overall, the project responds to Cambodia's ASEAN LDE status by adapting the pace, content and delivery of technical assistance to Cambodia's institutional readiness and identified capacity needs. This will help Cambodian institutions make practical use of project outputs during and beyond implementation and contributes to RT4D outcomes on strengthening LDE capacity and networks for effective FTA implementation.

9. Monitoring, Evaluation & Learning

The project's performance will be monitored against the activities, outputs, outcomes, indicators and evidence sources specified in this ToR. The Consultant will support the RT4D Facility to collect, manage and report reliable evidence on project delivery, participation, output quality, GEDSI integration, stakeholder feedback, outcomes and learning.

The Consultant must ensure that sufficient appropriately skilled personnel, time and other resources are available throughout implementation to meet the MEL requirements set out in this ToR. This will include, but not be limited to:

- Standardised participant registration forms (online).
- Standardised participant sign-in sheet and attendee tracking (online or paper form) for virtual and in-person consultation and workshops.
- Standardised participant feedback forms (online).
- Consolidated participant, attendance and feedback data (MS Excel in standardised RT4D template)
- Workshop Report using standardised RT4D template (due within two weeks after a workshop or training) summarising workshop participant and feedback information, workshop proceedings, outputs and key achievements and lessons learned.
- Relevant GEDSI participation data, including sex and disability disaggregation.
- Progress and Project Completion Reports, using the standardised RT4D template, documenting delivery against the approved activities, outputs and work plan, and assessing whether the project met or contributed to its intended outcomes. In assessing project outcomes reports must describe observed changes, including who changed, what changed, when and where the change occurred, the supporting evidence and the significance of the change.

The Consultant should consult RT4D's MEL team to:

- Verify that participant registration, attendance tracking and feedback arrangements comply with RT4D requirements.
- Obtain guidance on using MEL templates.
- Seek support with data collection during implementation, where required;
- Obtain guidance on the tabulation and analysis of participant, attendance and feedback data required to complete the Workshop Report
- Seek guidance on assessing and documenting whether the project achieved or contributed to its intended outcomes, including identifying observed changes, supporting evidence, significance and contribution to the relevant project outcomes.

The project results framework will be used to monitor delivery of project outputs and progress toward achievement of the outcomes set out in Section 2.3. The indicators are linked to the activities and outputs described in Section 3 and will provide evidence of both implementation progress and changes resulting from project activities. Evidence will be collected throughout implementation and at project completion through relevant monitoring tools, including attendance records, pre- and post-activity assessments, participant feedback, competency assessments and project records. Participant data will be disaggregated by sex and, where feasible and appropriate, by other relevant characteristics, such as age, disability and stakeholder/community group, to support monitoring of inclusive participation and results.

Table 9-1: Project Performance Indicators

Result level	Project result	Indicator	Target	Evidence/source	GEDSI consideration
Outcome	Outcome 1: DIP and partner institutions demonstrate enhanced capacity to independently deliver GRTKTCE awareness and legal literacy initiatives using a qualified pool of Cambodian master trainers and approved resource packages	Indicator 1.1: Number of ToT participants demonstrating required technical knowledge and practical facilitation competency against agreed readiness criteria	At least 30 assessed Cambodian master trainers meet or exceed competency and readiness standards	Technical and practical competency assessments; facilitation demonstrations; ToT Report.	Results disaggregated by sex and, where feasible, disability and relevant stakeholder group.
		Indicator 1.2: Percentage of the pilot community legal literacy session directly facilitated by qualified Cambodian master trainers using approved project resources.	100% of the pilot community legal literacy session successfully delivered by certified master trainers.	Pilot session reports; facilitator records; observation/assessment records.	Pilot performance assessment considers inclusive facilitation, accessibility and culturally appropriate communication.
Output	Output 3.2.1: National GRTKTCE ToT curriculum and Master Trainer Guide finalized, tested, and approved.	Development, testing, revision, and formal approval status of the complete ToT curriculum and facilitation package	1 approved ToT curriculum; 1 approved Master Trainer Guide; 1 approved supporting resource package.	Final approved resources; user-testing and validation records; revision records.	Resources incorporate inclusive facilitation, accessibility, safeguarding and culturally appropriate communication.
Output	Output 3.3.1: Final, field-tested Community Legal Literacy Toolkit and awareness resource package approved.	Development, testing, revision, and approval status of the Community Legal Literacy Toolkit package.	1 approved Community Toolkit and awareness resource package.	Final approved resources; user-testing and validation records; revision records.	Resources incorporate inclusive facilitation, accessibility, safeguarding and culturally appropriate communication.
Output	Output 3.4.1: National ToT program for 50–60 participants prepared, conducted, and documented.	1. Number of participants enrolled and completing full ToT training and competency assessments. 2. Approval status of post-training workshop report.	50–60 selected/enrolled; at least 50 complete the full ToT; 100% of completers undertake	Selection, attendance and completion records; competency	Minimum 30% women among selected participants. Reasonable efforts made to include PWDs, youth, Indigenous Peoples/traditional communities and other relevant

			competency/readiness assessment. A post-event report approved by DIP and RT4D	assessments; ToT Report.	groups, subject to the available pool. Where possible, report includes participation data by sex, disability and by ethnicity/ indigenous group where stated, and includes GEDSI analysis.
Output	Output 3.4.2: Roster of qualified Cambodian Master Trainers officially established.	Number of ToT participants meeting agreed competency criteria and verified ready for delivery.	At least 30 assessed master trainers.	Competency/readiness assessments; selection records; approved ToT Report.	Composition of the assessed master-trainer pool reported by sex and relevant institutional/stakeholder characteristics. Selection is competency-based, with inclusive selection principles applied to the initial ToT participant pool.
Output	Output 3.5.1: Pilot community legal literacy session delivered by Master Trainers and documented with scale-up recommendations	1. Number of pilot community sessions delivered by qualified Master Trainers and total community participants reached. 2. Approval status of post-event report.	One pilot session; 40–50 community participants in total. A post-event report approved by DIP and RT4D	Attendance record; facilitator record; session reports.	Minimum 30% women. Reasonable efforts made to include PWDs, youth, Indigenous Peoples/traditional communities and other relevant groups based on the composition and needs of the selected communities. Where possible, report includes participation data by sex, disability and by ethnicity/ indigenous group where stated, and includes GEDSI analysis.
Outcome	Outcome 2: Participating community stakeholders demonstrate enhanced	Indicator 2.1: % of pilot participants demonstrating improved	At least 70% of participants score higher	Pre- and post-session assessments; Pilot	Results disaggregated by sex and, where feasible, disability,

	understanding of GRTKTCE rights, increased confidence to address rights-related issues, and access to inclusive legal literacy tools.	understanding of GRTKTCE rights and protection principles	on post-session knowledge assessments	Assessment and Feedback Report.	age and other relevant characteristics.
		Indicator 2.2: % of pilot participants expressing confidence to take action or seek support for consent, misuse, or benefit-sharing concerns	At least 70% of surveyed participants report increased confidence	Participant feedback survey; Pilot Assessment and Feedback Report.	Results disaggregated by sex and other relevant characteristics where feasible.
		Indicator 2.3: % of pilot participants evaluating the literacy resources and session as clear, useful, inclusive, and culturally appropriate	At least 70% positive rating across feedback respondents.	Participant feedback survey; Pilot Assessment and Feedback Report.	Feedback from women, PWDs, youth, Indigenous Peoples/traditional communities and other relevant groups analysed separately where feasible.
Output	Output 3.3.1: Final, field-tested Community Legal Literacy Toolkit published and disseminated across digital and non-digital channels.	Completion, approval, and dissemination status of the final Community Legal Literacy Toolkit	1 complete, approved toolkit published on DIP platforms and distributed via offline community channels.	Final approved package; validation/approval record; DIP publication/platform record.	Final resources retain agreed accessibility, inclusive communication and culturally appropriate features.
Output	Output 3.5.1: Pilot community legal literacy session delivered by Master Trainers and documented with scale-up recommendations.	1. Number of pilot community sessions delivered by qualified Master Trainers and total community participants reached. 2. Approval status of post-event report.	One pilot session; 40–50 community participants in total. A post-event report approved by DIP and RT4D	Attendance record; facilitator record; session reports.	Minimum 30% women. Reasonable efforts made to include PWDs, youth, Indigenous Peoples/traditional communities and other relevant groups based on the composition and needs of the selected communities. Where possible, report includes participation data by sex, disability and by ethnicity/indigenous group where stated, and includes GEDSI analysis.

10. Reporting and Program Management

Deliverables are subject to feedback and amendments from the RT4D Facility team and the Project Proponent. The Consultant will engage regularly with these stakeholders in the drafting process, including seeking comments and adjustments and revising deliverables as directed.

The RT4D Facility will support with standard procedures required to receive feedback and endorsement from key stakeholders. A full list of stakeholders the Consultant will engage with is outlined below:

Stakeholder and Contact Points	Responsibilities
Project Proponent: Ministry of Commerce (MoC) – Department of Intellectual Property (DIP)	Project ownership and technical leadership. DIP will provide strategic and technical direction; nominate a focal point for coordination; monitor implementation; provide relevant legal, policy and institutional information; facilitate engagement with relevant government institutions and stakeholders; support participant and pilot-community identification; review and provide timely feedback on activity designs and deliverables; approve project outputs jointly with RT4D as applicable; support organisation of the Multi-Stakeholder Project Kick-off and Planning Meeting, ToT and community pilots; and take institutional ownership of approved training, legal literacy and resources for future use and dissemination.
RT4D Facility – Regional Manager: Dr. Heng Molyaneth	Overall project management, oversight and quality assurance. RT4D will coordinate implementation with DIP; manage and oversee the Technical Consultant; provide technical and quality assurance, including relevant MEL, GEDSI, communications, safeguarding and program-delivery inputs; monitor progress against the approved Project Design, work plan, budget, MEL framework and risk-management arrangements; facilitate review and approval of deliverables; and coordinate required RT4D and DFAT approvals.
Technical Consultant / Consulting Team	Technical implementation and delivery. The Consultant will implement the activities and tasks specified in Section 3 and the approved work plan, including inception planning; preparation and delivery of the Multi-Stakeholder Project Kick-off and Planning Meeting; training needs assessment; development of the ToT curriculum and Master Trainer Guide; development and user testing of the Community Legal Literacy Toolkit and resources; delivery of the ToT; support and mentoring for pilot community session; MEL data collection and analysis; mainstreaming of GEDSI, accessibility, communications and safeguarding requirements; documentation of lessons learned; and preparation of required project reports. The Consultant will work under RT4D oversight and in close consultation with DIP and revise deliverables based on agreed feedback.

11. Child Protection, PSEAH (Protection from Sexual Exploitation, Abuse and Harassment) and other Policy Considerations

For this specific project, and all other activities undertaken through RT4D, it is expected that anyone involved in the delivery must operate in strict compliance with DFAT's [Child Protection](#) and [Protection from Sexual Exploitation, Abuse and Harassment \(PSEAH\)](#) Policies. In the design of stakeholder consultations and workshop or trainings the project should consider the importance of managing risks associated with the Australian Government Department of Foreign Affairs and Trade's (DFAT) Child Protection and PSEAH Policies.

The project should refer to Tetra Tech's policy on PSEAH for additional guidance on risk assessment and management. The project should also note that any activities that require personnel to be deployed outside their usual location or country of residence (e.g. consultations and regional workshops) may pose higher PSEAH risks.

The Consultant will work closely with the RT4D Facility to ensure that all project activities set in place adequate risk management measures including, but not limited to:

For this project, the Consultant will be responsible for the following measures:

- National ToT Programme: apply RT4D PSEAH and Child Protection requirements and appropriate codes of conduct; assess travel, accommodation and venue arrangements for safeguarding risks; and inform participants of expected standards of behaviour, reporting channels and complaint mechanisms.
- Pilot Community Legal Literacy Session: treat community pilots as higher-risk activities; undertake a proportionate safeguarding risk assessment prior to each pilot covering venue/location, travel, accessibility, participant composition, facilitation arrangements and photography/recording; apply informed consent and culturally appropriate engagement protocols, including safeguards for sensitive or restricted GRTKTCE information; and manage any incidental participation of children in accordance with applicable Child Protection requirements.
- Other workshops, meetings and field travel: apply proportionate PSEAH and Child Protection measures, including safe and accessible venue selection, appropriate travel arrangements, expected standards of conduct and access to reporting mechanisms.
- Codes of Conduct and due diligence: ensure consultants, facilitators and delivery personnel comply with applicable Codes of Conduct and safeguarding requirements, and undertake proportionate screening and due diligence according to roles and level of participant contact.
- PSEAH awareness: ensure relevant personnel and facilitators receive safeguarding/PSEAH briefings covering expected conduct, prohibited behaviour, reporting obligations, confidentiality and appropriate interaction with participants.
- Confidential reporting: inform participants and project personnel of confidential and accessible channels for reporting concerns or allegations, handled through applicable RT4D/Tetra Tech procedures using survivor-centred approaches.
- Safe and inclusive participation: use appropriate supervision and inclusive facilitation in workshops, ToT and the community session; ensure participation is voluntary and considers gender, disability, cultural context and power imbalances.
- Community safeguards: respect customary governance and cultural protocols; not require disclosure of sacred, restricted, gender-specific or commercially sensitive GRTKTCE; and

obtain appropriate consent before recording or disseminating community information, images or audiovisual content.

- Respectful communications: collect and use photographs, videos, interviews and case studies only with appropriate consent, avoiding degrading, stereotypical or exploitative representation.
- Child protection: ensure children are not directly engaged, interviewed, photographed or filmed for project purposes, and avoid unnecessary or unsupervised one-to-one contact with project personnel; escalate any proposed change involving children for separate prior approval and a specific child safeguarding assessment.
- Integrate safeguarding into the ToT curriculum and Master Trainer Guide, including inclusive facilitation, culturally appropriate communication, management of power dynamics and appropriate conduct during community engagement.

12. Privacy and Confidentiality

Regional Trade for Development Facility (RT4D) is committed to ensuring and maintaining the security and confidentiality of all documents and information produced by its development programs and by its partners and clients. This includes ensuring the security and confidentiality of all information and documents produced by the ASEAN Secretariat and by RCEP FJC and their Subsidiary Bodies that are shared with RT4D's RCEP Implementation Support Program (AISP). RT4D security and confidentiality measures and protocols are underpinned by Tetra Tech (the managing contractor) systems.

All files/outputs associated with the delivery of outputs set in this TOR will be stored on a secure file-sharing platform (SharePoint). Access to SharePoint is controlled and will only be granted to non-RT4D users on a needs basis and as agreed with ASEC and or Subsidiary Bodies.

All RT4D sub-contractors and consultants will sign a Code of Conduct, a Deed of Confidentiality, and a Conflict-of-Interest Declaration before starting their tenure/assignment. These documents specify acceptable behaviours on confidentiality, handling of sensitive information, and information security. Training on these topics is also provided on regular basis to ensure compliance.

All personnel engaged by RT4D for the delivery of outputs set in this Scope of Services are expected to sign these documents before the implementation of this project.

13. Risk Management and Safeguards

The Consultant will support the RT4D Facility in the management and mitigation of project risks as outlined in the table below.

Risk	Likelihood	Impact	Mitigation Plan
1. Delays in mobilisation, procurement, technical review or approval affect the sequencing and timely completion of activities.	Medium	High	Agree a detailed implementation and approval schedule at inception; identify critical-path deliverables; submit drafts early; maintain regular coordination between DIP, RT4D and the Consultant; overlap Activities 2 and 3 where feasible; and allow sufficient time for technical review and approval before the ToT and pilots.
2. Technical content is inaccurate, overly complex, inconsistent with Cambodian law/RCEP commitments, or becomes outdated as the GRTKTCE framework evolves.	Medium	High	Use verified legal and policy sources; clearly distinguish existing requirements from draft/proposed frameworks; require DIP and RT4D technical review before use or publication; use version control; and develop modular resources that can be updated as the legal and policy framework evolves.
3. Training and community legal literacy activities are not sufficiently accessible, inclusive, practical or culturally appropriate for intended users, including women, people with disability and Indigenous Peoples/local communities.	Medium	High	Apply the GEDSI measures in Section 5 and RT4D inclusive-event guidance; use accessible and plain-language materials; consult intended users; provide appropriate language and accessibility support; user-test the Toolkit and resources; pilot the approach in communities; collect disaggregated feedback; and revise materials based on findings.
4. Community engagement creates safeguarding, PSEAH, consent or inappropriate-disclosure risks, including disclosure of sacred, restricted or commercially sensitive traditional knowledge.	Low–Medium	High	Apply the safeguards in Section 12; require applicable Codes of Conduct and PSEAH briefings; provide confidential reporting pathways; manage power imbalances; ensure voluntary participation and informed consent; avoid soliciting sensitive GRTKTCE; respect customary protocols; and obtain appropriate consent before collecting or publishing information, images or recordings.
5. Project capacity and resources are not sustained or used after completion due to staff turnover, limited institutional ownership or insufficient activation of trained master trainers.	Medium	High	Build DIP ownership throughout design, review and validation; train a pool of Cambodian master trainers rather than relying on individuals; provide reusable and adaptable resources; give trainers practical experience through community pilots; make approved resources available through DIP's platform; and develop practical recommendations for replication and scale-up.

About RT4D

Regional Trade for Development (RT4D) is an AUD53.3 million, 6-year initiative funded by the governments of Australia and New Zealand to support the effective implementation of ASEAN-Australia-New Zealand Free Trade Area (AANZFTA) and the Regional Comprehensive Economic Partnership (RCEP) agreements.

RT4D is delivered through 3 programs: the AANZFTA Implementation Support Program, the RCEP Implementation Support Program and the Australia-funded Trade and Gender Equality Incubator. Through these programs, RT4D provides targeted technical expertise, supports planning and coordination with ASEAN partners, focuses on less developed ASEAN economies, and facilitates selected FTA implementation in ways that support inclusive development outcomes.

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