



ACTIVITY DEVELOPMENT POLICY

Version	1
Approved by Board on	18/11/2021
Schedule Review Date	November 2024

At Cambodian Kids Foundation (CKF) our purpose is to educate and empower the people of Cambodia through our projects supporting children, parents and teachers. We do this by working collaboratively with community groups and individuals.

We empower Australian volunteers, including young people, to make a direct and tangible difference in the lives of students at our Soksan International School (SIS) and other projects.

OUR COMMITMENT TO DEVELOPMENT EFFECTIVENESS

CKF evaluates our project effectiveness, particularly from the perspective of our primary stakeholders and the community we work with in Cambodia. CKF is a secular organisation and is not linked to any political party. The long-term positive impact of our activities on the lives of our community is an important measure of effectiveness.

An activity in this policy is defined as but not limited to:

- a small project such as providing water access via a well
- a larger project such as construction of a building or classroom
- a program such as the Women's Health Program
- workshops such as professional development for teachers.
- Building housing for families.
- Training women within our *ONE:Day Spa and Beauty Salon* to help them find ethical employment.

CKF is committed to:



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- Accurate representation of our activities to the people we work with, our sponsors and the public.
- Responsibly utilising funds for aid and development purposes are not used to exploit Cambodian people and communities who are vulnerable. CKF does not place any conditions or obligations on recipients in terms of non-development, religious or political outcomes that would affect their access to services being offered.
- The separation of development activities from non-development activities. Funds provided for a specific activity or project may only be used for that activity, unless agreed in writing by both CKF and primary stakeholders. Non-development activities must be kept financially separated and all communications relating to non-development activities must be communicated separately to development activities and clearly identified as such. CKF monitors and evaluates activity through the Cambodian Leadership team in-country and by CKF Board members (Donna Cooper) via anecdotal feedback and eyewitness evidence.

Development activities are defined by the following principles:

- Empowerment approaches which encourage Cambodian people and communities to create solutions for themselves. For example, CKF activities are decided and recommended by local Cambodian stakeholders and partners.
- Strengthen local implementing partner organisations to enable them to deliver effective programs. For example, CKF does not undertake activities by Australian partners that can be carried out by local people in the community.
- Supporting systems and structures which enable people to move out of poverty through processes that seek to address the causes of poverty. For example, CKF believes that a lack of education can contribute to a future of poverty for Cambodian individuals and communities.
- Processes that seek to empower rights holders to claim their rights and ensure that duty bearers exercise their duties.
- Providing good value for money for sustainable activities (financially and environmentally) with long-term effectiveness.
- The projects undertaken will be proactively assessed for risk, environmental soundness and a 'do no harm' approach will be adopted, in particular in relation to gender equality and disability inclusion.
- Benefits for groups and individuals are selected based on need, not religious, sectarian or political grounds.



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- Implementation by local people acceptable to the national or local authorities of the country in which the activities are planned and are consistent with the country's development policies.
- Provide channels and opportunities for Australians to contribute directly and meaningfully in international development efforts through voluntary activities and financial support. For example, CKF's MISHCAM volunteer program and monthly sponsorships.

OUR ENVIRONMENTAL SUSTAINABILITY APPROACH

CKF aims to minimise its impact on the environment and does this by communicating our environmental sustainability approach and by evaluating the environmental impact of each activity we undertake.

OUR STAKEHOLDER EMPOWERMENT PROCESS

CKF is committed to the participation and empowerment of our primary stakeholders, the Cambodian people. The process:

- Each year the Cambodian Leadership team and CKF Board members (Donna Cooper) discuss top priority activities for the year.
- Cambodian Leadership team meet with their school management staff to discuss and decide what proposals to put forward. This includes teacher representatives, village & parent representatives and student representatives.
- Submitted proposals are discussed by the Cambodian Leadership Team if needed, and with CKF Board members (Donna Cooper). Discussions occur in person if Board member (Donna Cooper) is in-country or via email and Zoom, to clarify and verify the priorities.
- The Cambodian Leadership Team provides quotes for each approved activity.
- Quotes are submitted to and are approved by the CKF Board.
- Board members (Donna Cooper) may, if necessary, query quotes and discuss finalised quotes with the rest of CKF Board.
- CKF Marketing and Sponsorship team seeks funding for the activity.
- Once funding is sourced, CKF Board members (Donna Cooper, Jack Cooper) verifies the activity with Cambodian Leadership Team and sends authority to proceed.



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- Funds are then sent to the school or activity- for small projects the entire required funds may be sent as a single transaction, while for larger projects the funds may be sent as per an agreed payment plan.
- The Cambodian Leadership team and CKF board members in-country (Donna Cooper, Jack Cooper) contract local workers and experts, as needed, and oversee the activity.
- Regular updates are sent to the CKF board members by the Cambodian Leadership team and board members in-country.
- Results of activities are shared with each supporter of the activity, and more broadly to CKF sponsors via social media and on the CKF website.

OUR MONITORING AND EVALUATION PROCESS

CKF is committed to monitoring all activities, evaluating these activities and seeking continuous quality improvement. The following monitoring steps below are independent of each other, thereby enhancing our monitoring and evaluation process.

Program activities are monitored by:

- Cambodian Leadership Team - must provide project status updates on a regular basis, including photographs and inform CKF board about ongoing and completed projects.
- CKF Board members (Donna Cooper) - conducts site visits regularly to observe and inspect the project. This may occur during and must occur at the completion of the project, depending upon the magnitude and complexity of the project.
- The CKF Australian Board- will discuss and evaluate the outcomes and impact of the project, barriers or issues experienced during the project or on completion, and take photographic evidence of the project.

This monitoring cycle means that issues are identified early and can be addressed if required.

OUR ACTIVITY REFLECTION PROCESS

The monitoring of projects is assessed and discussed by email or telephone between the CKF Board and the Cambodian Leadership Team, including Project Manager and Operations Manager.



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Bi-monthly board meetings consider and document outcomes as well as investigate issues that have arisen and how best to prevent the same thing occurring again.

OUR ACTIVITY STAKEHOLDER REPORTING PROCESS

CKF informs all donors and stakeholders of the outcomes and evidence of every project. This includes highlighting our projects in our annual reports, information sessions and/or presentations to our primary stakeholders, and dissemination of our activities to all stakeholders via email newsletter, website and social media.

ACTIVITY DEVELOPMENT FRAMEWORK

Appendix A - CKF Activity Development Framework

Appendix B - CKF Activity Checklist



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Activity Framework

Appendix 1

Process Stage	Action	Evidence
Recommendation by CKF Board member or Cambodian Leadership Team.	<p>Consideration by Board whether the proposed activity aligns with CKF purpose and values, and other policies. Y/N</p> <p>Consideration by Board whether this is a Development Activity or Non-Development Activity. D/ND</p> <p>Consideration by Board of gender and/or disability equity of activity. Y/N</p> <p>Consideration of environmental impact. Y/N</p> <p>Completion of Project Risk Framework. Y/N</p>	Activity Checklist, minutes to board meetings, and Risk Assessment Framework.
Notification by CKF.	<p>Inform relevant stakeholders of CKF decision to support or not support the recommendation within Cambodia. Y/N</p> <p>Request for quote(s).</p>	Emails and Activity Checklist
Review of Costs.	<p>Analysis of costs by CKF Board.</p> <p>Acceptance or rejection of quotes and costs. Y/N</p>	Emails and Activity Checklist
Fundraising	CKF utilises marketing channels to raise required funds.	Emails, fundraising activities (such as dinner, MISHCAM program)
Funds Raised	Once sufficient funds have been raised, inform primary stakeholders that they wish to go ahead – Y/N	Emails, social media.
Documenting Progress/Progress Reports	Progress reporting such as deadlines, quotas are provided by the Cambodian Team, and CKF Board.	Emails, Activity Checklist, minutes to board meetings.
Completion of Activity	Activity completion update is sent to CKF Board (Donna	Emails and Activity Checklist



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	Cooper) by the Cambodian Leadership team.	
Acknowledgement	CKF Board members acknowledge the completion of the activity, or component of activity if ongoing, to primary and beneficiary stakeholders.	Emails and Activity Checklist.
CKF Board review.	CKF Board discusses activity with respect to meeting CKF constitutional objectives.	Board minutes and Activity Checklist.
Inform donors	Website, email to donors to advise of outcomes.	Fundraising events, email, Activity Checklist.
Marketing	Website, Annual Report, social media, email, CKF subscribers, where relevant.	Website, social media, email, Activity Checklist.

Appendix 2

Process Stage	Action		Date
Recommendation by CKF Board member or Cambodian Leadership Team.	Does the proposed activity align with CKF constitutional objects? Y/N Is this a Development Activity or Non-development Activity?. D/ND Does the proposed activity align with CKF gender and disability equity requirements? Does the proposed activity align with CKF's environmental sustainability approach? Has there been completion of the Project Risk Framework?	Yes x No x D x ND x Yes x No x Yes x No x Yes x No x	
Notification by CKF	Inform relevant stakeholders of CKF's decision to support or not support the recommendation within Cambodia. Y/N Request for quote(s).	Yes x No x Requested quote x	
Review of Costs.	Analysis of quotes by CKF Board. Acceptance or rejection of quotes and costs. Y/N	Accept x Yes x No x	
Fundraising	CKF utilises marketing channels to raise	Marketed x	



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	required funds.		
Funds Raised	Once sufficient funds have been raised, inform primary stakeholders that they wish to go ahead – Y/N	Funds received × Proceed ×	
Authority to Proceed	Issue Authority to Proceed and transfer funds	Sent AtoP ×	
Documenting Progress	Progress reporting such as deadlines, quotas are provided by the Cambodian Team, and CKF Board Members in-country.	Received and documented ×	
Completion of Activity	Activity completion update is sent to CKF Board by the Cambodian Leadership team and/or CKF board members in-country.	Received ×	
Acknowledgement	CKF Board members acknowledge the completion of the activity, or component of activity if ongoing, to primary and beneficiary stakeholders.	Sent ×	
CKF Board review.	CKF Board discusses activity with respect to meeting CKF constitutional objectives.	Board approval ×	
Inform donors	Outcomes are updated and promoted on CKF website, emails to donors, and added to next Annual Report.	Sent ×	
Marketing	Website, email newsletters to CKF subscribers and social media where relevant,	Done ×	