



Proposal Informal Economy Support Program

Submission Date (dd/mm/yyyy):/...../.....

Training Duration for This Proposal (dd/mm/yyyy): Starting Date/...../..... End Date/...../.....

Target Groups: ☐ Informal Enterprises ☐ Informal Workers/Employees ☐ Self-Employed Individuals

I. Summary Information

No.	Description	Required Data/Information
1	Title of Training Proposal	
2	Proposal Initiated By	▪ Institution name in English: ▪ Institution name in Khmer:
3	Proposed Skill(s)	▪ Skill 1: ▪ Skill 2: ▪ Skill 3:
4	Number of Trainees	Total Trainees: (% Female)
5	Priority Sector or Occupation	☐ Wholesalers, Retailers & Repairers ☐ Agricultural Communities ☐ Local Market Vendors ☐ Wedding Service Worker ☐ Beverage/Entertainment/Massage ☐ Athletes ☐ Accommodation and Food Services ☐ Construction Workers ☐ Journalists ☐ Agricultural Workers ☐ Drivers (Motor Taxi/Tricycles/Truck/Taxi) ☐ Others, please specify: ☐ Handicraft ☐ Salon & Hairdressers ☐ Street Vendors ☐ Artist
6	Training Length	▪ Total: Months; Total: Days ▪ Total: Hours Theory: Hours Practice: Hours
7	Training Location	Phnom Penh/Provinces:

II. Overview (brief information about the proposal initiator)

Name of Institution:		Institution Expertise:	
Established Year:		Registration No:	
Official Website:		Facebook Page:	
Name of Contact Person: Mr. or Ms.			
Job Title:		Office/Department:	
Mobile/Telegram:		Email:	

III. Information of Proposal Partners (list of all partners participating in the training)

No.	Name of Partners	# Staff	Established Year	Registered Under	Main Business Activity	Name of Contact Person	Telegram & E-mail	Address	Experience with the Informal Economy Group? (Yes / No)
1							Telegram: Email:		
2									
3									
...									

IV. Rationale of Proposal (answer all the questions below)

No.	Questions	Answered by Proposal Initiator
1	Please describe the rationale for the training project, including the challenges or problems within the Informal Economy that need to be addressed.	
2	What are the key objectives and expected outcomes of the training project?	
3	How do you select the trainees? What are your selection criteria?	
4	Have you worked with the Informal Economy Group before? If yes, please briefly describe your relevant experience.	
5	What evidence of skills demand supports this proposal (e.g., training needs assessment, consultation report, skills demand analysis, employer feedback, or beneficiary evidence)?	
6	Please describe the training methodology/delivery approach, certification arrangement, and quality assurance mechanism.	
7	Other comments/suggestions/additional information (if any)	

V. Cost Estimates (please indicate the cost by skill title)

No.	Skills Title	Items	Total Units (Trainees)	Unit Cost (Riel)	Total Costs (Riel)	Shared by Training Provider (Riel)	Shared by Enterprise (Riel)	Request from SDF (Riel)
1		Eligible Training Cost						
		In-Kind Contribution <i>(Maximum 15% of the total training cost)</i>						
2		Eligible Training Cost						
		In-Kind Contribution <i>(Maximum 15% of the total training cost)</i>						
Total (Riel)								
Total (Dollars)								
Total (%)					100%	%	%	%

Remark: In-kind contribution eligible for training cost/tuition fees include trainer fees. SDF-eligible training costs under the 2026 guideline are instructor fee, training materials, training venue, and coordination fee. Equipment/assets are not eligible for SDF financing. Financial or in-kind contributions may be proposed, subject to SDF appraisal.

VI. Required Documents

- ☐ Evidence of Skills Demand (e.g., training needs assessment, consultation report, skills demand analysis, employer feedback, or evidence from target beneficiaries)
- ☐ Detailed Budget Breakdown using the SDF budget template, including cost assumptions and budget justifications where applicable
- ☐ Training Implementation Plan and schedule, including key activities and timelines
- ☐ Training Curriculum or Course Outline specifying learning objectives, modules, duration, and delivery methods
- ☐ Legal Registration Documents of the proposal initiator and partners (business registration, operating license, or other legal registration documents)
- ☐ Tax Registration Documents (valid patent tax certificate or other relevant tax registration documents), where applicable
- ☐ Organization Profile of the proposal initiator and partners, including relevant organizational experience and technical expertise
- ☐ Trainer Qualifications: CV(s), professional qualifications, technical certificates/licenses, and relevant experience of proposed trainers and assistants
- ☐ Partnership Documentation (e.g., Memorandum of Understanding, partnership agreement, or other evidence of collaboration between the proposal lead and partners)

Remark: Mandatory KPIs for all training courses are:

- Drop-out rate of trainees: < 20%.
- Completion rate of trainees: ≥ 80%
- Trainee satisfaction rate: ≥ 80%

Note: A trainee is counted as completed only if they attend at least 80% of the total training hours.

Please submit the completed proposal and required documents to appraisal@sdfcambodia.org .
For additional information or support, please contact info@sdfcambodia.org .