

# ASA-WISHH USB-Funded Trade Association Development Consultant

## Q&A

1. Should we assume that the language for the tool kit is English? Will the tool kit be translated into other languages? Will the mentorship and trip to Cambodia involve interpreters? Simultaneous or sequential translation?

The toolkit will be in English and there will not be a need for interpreters during the trip to Cambodia or the mentorship process.

2. Are there specific expectations of work during the trip to Cambodia? Is that intended to be the beginning of the mentorship? Would an orientation to association work and the work of an association board be conducted during that time? What other expectations might there be for the consultants during that time?

Initial work in Cambodia would include introductory sessions on the various toolkit “chapters”: governance, strategic planning, membership recruitment and retention, fundraising, communications and the specific challenges to start-ups. This is not an exhaustive list but gives an idea of what topics should be covered.

3. If the trip to Cambodia cannot take place, would there be a virtual alternative?

Due to travel restrictions and COVID-19 the proposal can offer a contingency plan for topics and modules which could be done through video conferencing.