

28 June 2013

H.E. Sen Sovann
Deputy Secretary General and Project Director, MAFF
Project Director of TSSD

H.E. Ngan Chamroeun
Deputy Executive Head of NCDDS, and
Project Director of TSSD

Dear Excellencies:

**Subject: Loan 2599/Gran 0186: Finland Grant 0191: IFAD Loan 8243/Grant 0192 -CAM:
Tonle Sap Poverty Reduction and Smallholder Development Project (TSSD)
– Aide Memoire of the Review Mission 21 May – 14 June 2013**

We would like forward to you the Aide Memoire (AM) of the Review Mission (21 May - 14 June 2013) for your further actions. The AM summarizes the Mission's findings and agreements reached between the Mission and the Executing Agencies, Implementing Agencies and the Project Financiers. This AM was discussed at the wrap-up meeting on 14 June 2013. Comments expressed during the meeting have been incorporated.

We wish to convey our sincere appreciation to you and project staff for the excellent cooperation extended to the Mission. We look forward to working together to achieve the agreed action plan as set in AM.

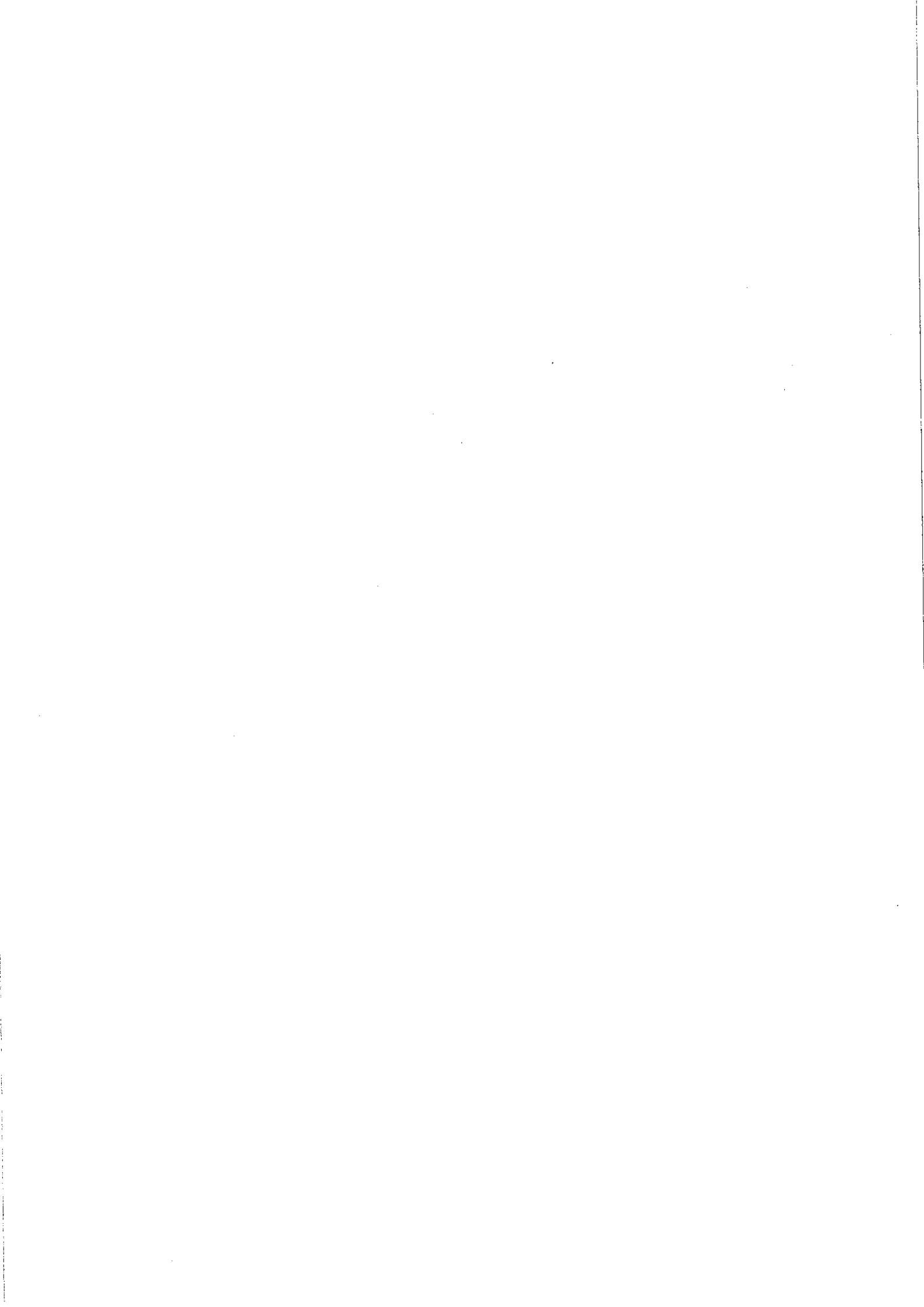
Please accept, Your Excellency, the assurances of my highest consideration.

Sincerely,



Eric Sidgwick
Country Director

cc: H.E. Chun Vat, Project Director, Secretary General, NiDA
H.E. Sok Silo, Deputy Secretary General, CARD
Messrs. Chhuon Samrith, Deputy Director / Yi Sokthearith, Chief of ADB Division/MEF
Mr. Ny Kimsan, Project Manager, NCDDS
Mr. Srey Vuthy, Project Manager, MAFF
Mr. Antti Inkinen, Counsellor, Head of Development Cooperation, Embassy of Finland
Ms. Sanna-Liisa Taivalmaa, the Ministry of Foreign Affairs of Finland
Ms. Tiina Vaivio, the Ministry of Foreign Affairs of Finland
Mr. Bhuripan Kalnaovkul, Program Officer, Government of Finland
Mr. Meng Sakpouseth, Officer, IFAD
Mr. Hakim/ N. Ikemoto, CARM



ASIAN DEVELOPMENT BANK

AIDE MEMOIRE

PROJECT REVIEW MISSION, 21 MAY - 14 JUNE 2013 ADB LOAN 2599/GRANT 0186; FINLAND GRANT 0191; IFAD LOAN 8243/GRANT 0192- CAM: TONLE SAP POVERTY REDUCTION AND SMALLHOLDER DEVELOPMENT PROJECT

I. INTRODUCTION

1. The Tonle Sap Poverty Reduction and Smallholder Development Project (TSSD) was approved by ADB on 8 December 2009 and declared effective on 31 March 2010 with a loan amount of \$3.3 million and a grant of \$27.3 million, with a closing date of 28 February 2018. The Project is co-financed by the International Fund for Agricultural Development (IFAD) with a loan of \$6.8 million and a grant of \$6.8 million and the Government of Finland (GoF) with a grant of \$5.75 million, which became effective on 15 February 2010 and 3 December 2010, respectively.

2. The Project's outcome will be increased agricultural productivity and improved access to markets in 196 communes in four provinces in the Tonle Sap basin. The outputs will be: (i) improved rural infrastructure to support agricultural productivity, market access, and the quality of life in rural communities; (ii) improved capacity of smallholder farmers to increase agricultural productivity; (iii) improved agricultural policy environment, (iv) improved availability and access to quality seeds; (v) increased access to agricultural information and market data; and (v) effective project management that enables timely project completion within the agreed budget.

3. A Mission (the Mission)¹ was conducted during 21 May - 16 June 2013 to: (i) review overall project implementation progress; (ii) assess the linkages between the Project and TA Tonle Sap Technology Demonstration and Productivity Enhancement (TSTD) and recommend proper hand-over of TSTD products; and (iii) agree on recommendations to accelerate project implementation. A kick-off meeting was held on 21 May, at the Ministry of Agriculture Forestry and Fisheries (MAFF), chaired by MAFF Project Director, and a wrap-up meeting on 14 June at National Committee for Sub-national Democratic Development Secretariat (NCDDS), chaired by NCDDS Project Director. The Mission met officials from MAFF, NCDDS, National Information and Technology Development Authority (NiDA), Council for Agriculture and Rural Development (CARD), and Ministry of Economy and Finance (MEF). The Mission also met with provincial project teams from NCDDS and Agriculture and Provincial authorities followed by field visits. Government of Finland (GOF) and IFAD representatives also participated in the field visits during the Mission.² The Aide Memoire (AM) summarizes the findings and agreements based on the discussions with the EAs and IAs and are subject to the approval of higher authorities of the Government and ADB. A list of persons met during the Mission is in Appendix 3.

¹ The Mission comprised, C. Hem, Sr. Project Implementation Officer, Mission Leader, N. Ikemoto, Sr. Natural Resource Management Specialist, S. Sok, Sr. Procurement Officer, S. Ouk, Safeguard Officer, C. Chea, Gender Specialist, C. Kheang, Governance Specialist, S. San, Project Analyst, P. Song, Operations Assistant, and S. Seng, ICT Specialist). The Mission was conducted back-to-back with TA 7305-CAM: Tonle Sap Technology Demonstrations for Productivity Enhancement "TSTD.

² Government of Finland representatives were Mr. Antti Inkinen, Counselor, Head of Development Cooperation, Mekong Region, and , Mr. Kalnaovkul Bhuripan, Program Officer, the Embassy of Finland; and Ms. Sanna-Lisa Taivalmaa, Adviser for Agriculture and Rural Development ; and Ms. TiinaVaivio, Program Manager, Ministry of Foreign Affairs. IFAD was represented by Mr. Meng Sakhpouseth, Country Program Officer; and Mr. Julian Abrams, IFAD Consultant

II. MAIN FINDINGS and ISSUES

A. Overall Implementation Progress

4. Progress has been achieved since the last review mission in August 2012 whereby most of the agreed actions were either achieved or are on-going except the actions regarding governance issues (more in para 38). The status of Action Plan is provided in Appendix 2. As of 15 June 2013, overall implementation progress is estimated to be at 24% (Appendix 1) against an elapsed time of 43%.

D. Contract Award and Disbursement

5. As of 14 June 2013, the 2013 contract awards and disbursements were \$1.09 million (8.4% of the projected \$12.8 million) and \$1.1 million (8.4% of the projected \$13.3 million), respectively. This slow progress has made the TSSD to be at risk³. A summary of contract awards and disbursements by source is in Table 1.

Table 1: Summary of Contract Award and Disbursement (\$ million)

| Fund Source | ADB Loan | ADB Grant | IFAD Loan | IFAD Grant | GoF Grant | Total |
|----------------------------|-------------|--------------|-------------|-------------|-------------|--------------|
| 1. Allocation | 3.31 | 27.30 | 6.80 | 6.80 | 5.75 | 49.97 |
| 2. Contract Award | | | | | | |
| 2.1 Projection 2013 | 1.132 | 6.546 | 1.669 | 1.669 | 1.763 | 12.78 |
| 2.2 Actual of 15 June 2013 | 0.100 | 0.730 | 0.100 | 0.100 | 0.058 | 1.09 |
| 2.3 Cumulative Progress | 0.101 | 5.450 | 0.100 | 0.100 | 1.064 | 6.82 |
| 2.4 % progress for 2013 | 8.8% | 11.1% | 6.0% | 6.0% | 2.9% | 8.45% |
| 3. Disbursement | | | | | | |
| 3.1 Projection 2013 | 0.890 | 7.484 | 1.668 | 1.651 | 1.616 | 13.31 |
| 3.2 Actual of 15 June 2013 | 0.047 | 1.054 | 0.000 | 0.000 | 0.011 | 1.11 |
| 3.3 Cumulative | 0.189 | 4.237 | 0.113 | - | 0.434 | 4.97 |
| 3.4 % progress for 2013 | 5.20% | 12.00% | 0.00% | 0.00% | 1% | 8.36% |

Source: Asian Development Bank

B. Progress and Issues by Component

Component 1. Commune Development through a Block Grant

a. Improving rural infrastructure supporting agricultural productivity

6. **Progress.** The Project has phased in the 2nd batch of 88 communes bringing the number of communes being supported to a total of 104 with assistance totaling \$1.02 million. For the 1st batch of 16 communes, 15 rural infrastructure sub-projects were provided with Technical Clearance and so far 12 contracts have been awarded.

³ Likely not complete the project on time and that the project objective might not be met.

7. Main Issues and Agreed Actions:

- (i) Delayed recruitment of Commune Technical Assistants (CTAs). The 2nd batch communes already identified 137 rural infrastructure sub-projects but bidding process cannot start until CTAs are recruited to design the subprojects. As the budget of engaging engineers are sourced from the commune block grant, NCDDS agreed to: (i) urgently assess the appropriate numbers and costs of recruiting engineers based on the block grant allocation for each commune; and (ii) prioritize the recruitment of engineers;
- (ii) Weak capacity of DFT/DST, NCDDS agreed to: (i) heighten awareness raising and training to DFT/DST; and (ii) closely monitor the coordination meetings between provincial and district administration offices;
- (iii) Low synergies between Output 1 and Output 2 activities. In order to maximize the project benefits, NCDDS agreed to include additional selection criteria to prioritize rural infrastructure that support agriculture development and at the same time provide more direct benefits to the LIG households.

b. Improving capacity of smallholder farmers

8. The Guidelines for Livelihood Improvement Group (LIG) Formation have been completed and approved by ADB in January 2013. Training of the Provincial Facilitation Team (PFT)/District Facilitation Team (DFT)/District Support Team (DST) has been completed in each province by the NCDDS team with the assistance from the Project Implementation Consultants (PICs). A total of 603 target villages have been selected across the four provinces within the 1st and 2nd Batch communes and work has commenced on the selection of the ID Poor-2 Households to become eligible members of the LIGs. Currently, only 8 LIGs have been formed. In these groups the choices mostly focus on rice production, chicken and pig raising. DST staff, assisted by CEWs, commenced the collection of secondary data for each commune for the Agro-ecosystems Analysis (AEA) but the field work has not commenced due to fund flow.

9. The Guidelines for the Utilization of the Commune Development Funds (CDFs) to support livelihood improvement sub-projects have been extensively discussed and revised to reflect the views expressed by IFAD for the responsibility for obtaining inputs to be placed with the LIG members through the establishment of Group Revolving Funds (GRFs). Changes were made to reflect the Consultant Qualified Selection (CQS) procedure for the recruitment of Service Providers to deliver capacity building and technical training to the LIGs.

10. IFAD joined the mission in Kampong Cham and conducted a separate visit to Kampong Thom to assess some of the recently formed LIGs and met relevant provincial officials. The IFAD team reported⁴ slow progress on the LIG formation and trainings. Some of the eight LIGs which have been formed had followed a short cut process and many subnational staff were unclear on the next immediate steps. NCDDS clarified that there had been extensive consultations with all stakeholders before the guidelines were approved and strict adherence to these guidelines is required. Training is being provided to ensure that there is a clear understanding of the guidelines. The LIGs visited had been formed faster than they should have been to enable the Mission to provide needed feedback to improve the formation of the remaining LIGs. Agreed actions to improve implementation of the LIG support program:

⁴ A meeting was held at ADB on 10 June 2013 at ADB with the participation of NCDDS, MAFF DCU, MAFF GDA, TSSD PIC and TSTD consultants to present the findings and discuss on the recommendations

- (i) LIG group formation must fully conform to PAM and PAM Annex 5: Guidelines for Household Selection and Formation of LIGs. LIGs which are formed using other procedures (e.g. pre-identification of member households by the local authority) are not eligible for support from the Project. It must be understood that:
 - a. The decision of an eligible beneficiary to join an LIG group is voluntary. PAM Annex 5 will be revised to reflect this.
 - b. Livelihood activities for LIG members supported by the Project are not limited to activities already listed in the Commune Investment Plan (CIP). If the LIG members identify an eligible activity that is not currently in the CIP, it should be added to the CIP in the following year (PAM Annex 5 para. 21);
 - c. Material inputs for LIG members' livelihood activities are to be purchased by the LIG members using loans from the LIG GRF. No LIG member will be required to repay the value of any physical inputs provided in kind as part of the training support activities. Therefore PAM Annex 5 Para 23 will need to be revised.
- (ii) LIG formation should be completed by February 2014 so that all LIGs can complete three cycles of training, loans and follow up support from the project within the project period. All groups should fulfill the conditions for the first transfer of the GRF by May 2014. Accordingly, NCDDDS will proceed immediately with procurement of the NGO/firm tasked to monitor and report on the targeting and selection process, and the participation of the poor, in accordance with PAM, para 22. The approximate amount of the contract is expected to be at \$124,000 (below \$200,000), thus the recruitment will be done through Consultant's Qualification Selection (CQS). IFAD will prepare a draft TOR for the NGO/firm and submit to NCDDDS by end of June to enable NGO/firm mobilization no later than September 2013. This will allow four to five months for completion of the LIG formation after the NGO/firm is recruited.
- (iii) The TOR of the NGO/firm will include a review of the process for LIGs formed prior to mobilization of NGOs/firms. No more than 400 LIGs should be formed before the NGO/firm becomes operational and no LIGs should be formed later than 1st October 2013 without the NGO/firm monitoring arrangements in place. Any LIGs that does not follow the correct formation process will be ineligible for Project support.
- (iv) No LIG group formation should take place during the forthcoming election campaign period otherwise they will be ineligible for Project support.
- (v) The GRF will be transferred in three tranches to an account opened by the LIG group in a bank or MFI in accordance with the following schedule: Year 1: \$100 per LIG member; Year 2: \$80 per LIG member; Year 3: \$60 per LIG member.
- (vi) The transfer of the first tranche of GRFs from CCs to LIGs will take place when the following conditions are fulfilled: (a) group account opened; and (b) specialized service provider to provide a standard training and mentoring recruited.
- (vii) Conditions for transfer of the second and third tranches of the GRF from the Commune to the LIG account will include (a) full repayment of the previous year GRF loans and (b) satisfactory audit of gender issues in LIG management.
- (viii) The LIG may disburse loans from GRFs to members when the following conditions are fulfilled: (a) group formation and internal regulations approved; (b) completion of a standard package of training and individual mentoring; (c) interest rate set by the group at a level of no less than 2% per month; (d) The loan proposal is approved by the group; and (e) other group members (in the common interest group) agree to guarantee. Decision to take loan from LIG is a voluntary decision of the LIG member.

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The size of loans is not fixed at an equal share of the GRF but may be more or less than an equal share depending on need and on the decision of the group.

- (ix) Conditions for release of GRF funds will be specified in the Commune Development Fund (CDF) guidelines, to be finalized with agreement of ADB and IFAD no later than end July 2013.
- (x) NCDDDS will proceed with procurement of the services of one or more service providers (firm/NGO) through Quality and Cost Based Selection (QCBS) with the weight ratio of 90:10 to provide a standard training and mentoring package to the LIG. The service provider(s) will work closely with the DFTs, the CAAs and the CEWs. The key tasks of the service provider(s) will be (a) group management including financial management and accounting; (b) mentoring of LIG group members to identify suitable opportunities to invest the GRF, develop business plans and identify complementary training needs. Procurement of this service should be completed no later than December 2013. The contract (s) will be for three years.
- (xi) NCDDDS will procure the services of a specialist service provider (NGO or firm) to support animal health and production in the target villages, including vaccination of livestock purchased using block grant. Procurement of this service provider shall be completed by February 2014. The contract(s) will be for three years.
- (xii) The project will identify a budget to support the District Office of Women's Affairs to (a) provide a package of training on women's empowerment, domestic violence prevention and child nutrition to the LIG members; and (b) conduct annual gender audits of LIG to ensure that women's voice and interests are properly reflected in group decision making.
- (xiii) The budget for technical training of LIG members will be \$710 per LIG per year for three years. This budget will be managed by the CC and will be used primarily to procure local service providers for hands-on, practical training and mentoring. Procurement procedures should be suitable to allow outstanding local farmers to be employed in a mentoring capacity.
- (xiv) The TORs of the DST will be revised to include the tasks of (a) assisting the identification of suitable local service providers; (b) assisting with the recruitment of local service providers and (c) monitoring, technical backstopping and support the quality of the delivery by the local service provider. DoA must have sufficient budget from 2014 onward to support these tasks.

11. The PAM para 26 indicates that Agriculture Micro Enterprise Group (AMEG) of 25 households will be formed and there would be 2 AMEGs established in each commune. During the meeting on the 10 June 2013, it was generally agreed that the AMEG concept be dropped along with the Group Maturity Support Fund. These funds will be reallocated and the PAM will be revised to reflect these cancelations. Upon the signing of the AM, the Project team can implement activities under para 10 while revising the PAM.

c. Strengthened commune project management capacity

12. The recruitment of the Commune Extension Workers (CEWs) and Commune Administrative Assistance (CAAs) has been completed in the 2nd batch 2 communes and out of the 208 CEWs/CAAs now recruited 46 per cent of them are female. The conduct of the TNA for the CEWs and CAAs, as well as C/S staff, has commenced and the results will guide the formulation of the capacity building training. It was agreed that:

- (i) The requirement that LIGs members must all contribute an amount of \$10 to the GRF should be reviewed to ensure that this will not present a barrier to membership by poor households. Their contribution is considered as their share, which can be withdrawn upon their decision to leave the LIGs.
- (ii) C/S Chiefs and CC members do not have a good understanding of the Project and there is a need for further awareness raising and orientation to develop their knowledge of the scope of the project activities. All CC offices should have an information board with data on the activities of the Project and the sub-projects that are being supported.

13. To ensure that all the communes benefit from the Project for at least four cycles of commune planning, all stakeholders agreed to advance the 3rd batch communes from early 2014 to quarter 3 2013. This allows NCDD and the 3rd batch communes to prepare necessary activities to implement the block grant such as commune staff recruitment, open bank account, staff training and preparation of MOUs based on their commune development plan.

Component 2: Enabling Environment for Increased Agricultural Productivity and Diversification

14. A comprehensive report containing a policy gap analysis has been completed. MAF/GDA is planning to establish a Task Force to support the project supported pilot study on Good Agricultural Practices (GAP) and is currently collating commitment from the GDA team. International consultant on regional GAP procedures and protocols has completed his first input.

15. The survey of variety preferences for rice and vegetables in the 2nd batch of communes has not been completed. A survey of two Rice Seed Producer Groups has been completed in each province and the results are under analysis to provide the basis for the development of a program of support to these groups as well as identify the need for the establishment of supplementary groups. Farmer Field Schools (FFS) for the Rice Seed Producer Groups have commenced in Banteay Meanchey and in Siem Reap.

16. A Business Plan has been prepared for upgrading of the Research Stations in SRP and KPT and will be submitted to ADB/CARM for approval by end of June 2013. In the case of the Tek Vill Research Station in SRP two hectares have been planted for rice seed production and a smaller area for vegetable seed production; for the Balang Research Station in KPT land preparation has been completed for three hectares ready for planting. The selection of farmers for rice demonstrations in 2013 has commenced in all provinces.

17. The following issues have been identified:

- (i) Although the DSTs were involved in the Provincial Planning Workshops they have not fully understood the content of the AWPB and their own responsibilities. District monthly coordination Meetings should be attended by the PAC and PAEA to ensure that the DST members gain a better understanding of the AWPB and of their responsibilities.
- (ii) Business Plans for the two research stations need to be shared with the provincial teams and the research stations. The Business Plans should be translated into Khmer and distributed at provincial level. Agreements with the PDAs in SRP and KPT on the future operation of the research stations as autonomous units will need clarification and close monitoring by PDA. MAFF/GDA should organize meeting with research station staff and PDA to explain about their responsibilities.

- (iii) The liquidation of advances provided to the PACs in each province has been delayed due to the quality of the supporting documents. ToR for proposed Administrative Assistants for each province to assist the PAC needs to be approved so that recruitment can commence.
- (iv) There are many documents from MAFF/GDA that are available only in Khmer and some selected items need to be translated into English for wider distribution. Operational funds should be used by GDA for this purpose.

Component 3: Effective Project Management

18. Since the last review mission, the EAs have implemented the following activities:
- (i) The 1st Project Steering Committee meeting, organized by CARD, on 21 February.
 - (ii) Provincial Inception Workshops for the 2nd Batch communes in each province; monthly provincial coordination meetings to discuss implementation progress and planning of next month activities; and monthly district coordination Meetings in Siem Reap and Kampong Thom.
 - (iii) One quarterly national coordination meeting organized by MAFF/DCU, attended by all EAs/IAs. MAFF/GDA conducted the 1st Quarterly Meeting for the GDA Team in KPC together with PACs and Provincial Agricultural Extension Advisers (PAEAs) from each province.
 - (iv) Identification of gender focal points for EAs/IAs at national and sub-national levels.
 - (v) Refresher training on AEA for DSTs covering the 1st batch communes and the full training for DST for the 2nd batch communes by MAFF/GDA team in each province.
 - (vi) Completion of the bidding process for the recruitment of the baseline survey consultants and the evaluation of the 1st ranked Expression of Interest.
 - (vii) Completion of the PPMS design and facilitation of training for provincial teams to introduce the monitoring frameworks and the quarterly reporting formats.
19. The following issues have been identified:
- (i) Many activities which were scheduled for Q1 2013 have been deferred due to the slow replenishment of the Imprest Account.
 - (ii) The refresher training on AEA did not include the CEWs despite their close linkage during field work. MAFF/GDA should adjust their training budgets to reduce costs for external trainers and ensure sufficient targeting of trainees. .
 - (iii) MAFF/DCU needs to speed up procurement activity to avoid unnecessary delays in the rehabilitation of research stations and the publication of extension materials.
 - (iv) The subnational teams are lacking vehicles.

b. Issues by Province

20. **Banteay Meanchey.** Implementation progress has been slow. Selection of rural infrastructure sub-projects favors rehabilitation of laterite roads and less on irrigation rehabilitation which more preferred by PFT. Since the rate of out-migration of unskilled workers particularly to Thailand is high, this may impact the type of livelihood activities selected since it is mainly the women who will take charge of the sub-projects. BMC faces similar issues as other provinces such as the lack of vehicles, delays in the payment of salaries, no office equipment at district level, no engineering equipment, there was no LCD projector for PFT.

21. **Siem Reap.** In general implementation is constrained by the lack of vehicles, delayed payment of salaries, no office equipment at district level, no engineering equipment, no LCD projector for PFT, etc.,

22. **Kampong Thom.** PFT requested to remove Kampong Thom commune in Steung Sen district since this commune is largely urban and does not have much potential for agricultural development. The district council and the provincial authority proposed Damrey Chhunkhla commune as replacements which is a rural commune with an agricultural base and NCDDDS will submit a formal letter to ADB for endorsement. Otherwise same issues as other provinces : lack of vehicle, long delay in payment of salaries, no office equipment at district level, no engineering equipment, no LCD projector for PFT, etc.,

23. **Kampong Cham.** Nothing specific noted, generally the same as the other provinces: lack of vehicle, long delay in payment of salaries, no office equipment at district level, no engineering equipment, no LCD projector for PFT, etc.,

Fund Flow Issues

24. The Mission noted fund flow issues facing NCDDDS and the MAFF. For the NCDDDS, most communes in Batches 1 and 2 were unable to receive the budget on time. The ceiling of the first generation imprest account C2 (pooled account for block grant) of \$1.5 million is considered too low and unable to catch up with the progress of commune block grant activities. Fund flows are further constrained by the low ceiling of the ADF loan amount (\$150,000) and ADF grant amount (\$540,000) and lengthy processing of withdrawal applications by MEF and ADB. Based on the updated six month projection for June-December 2013 (Appendix 4), an amount of \$5.5 million will be needed for the NCDDDS activities out of which \$4.1 million will be needed for commune block grant (pooled account C2). To achieve financial disbursement target for the next six months, the Mission considers that the ceiling for pooled account C2 should be increased from \$1.5 million to \$2.5 million while the ceilings of the ADF loan amount and ADF grant amount should be increased from currently \$150,000 and \$540,000 to \$0.4 million and \$1.6 million respectively.

25. Several issues regarding fund flows for MAFF will need to be addressed. First is that MAFF GDA staff at the national and subnational levels have not received salary supplements and per diems for the past 3 or 4 months. Second, some activities have been postponed due to delayed fund flows from the national level. The ceiling of the first generation imprest account for MAF DCU (FGIA B) is \$500,000 while the second generation imprest account for MAFF GDA (SGIA B1) is \$300,000. Based on the updated six month projection (June-December 2013) of \$1.32 million, the ceilings on both of these accounts have found to be too low for the following reasons: (i) there have been long delays experienced in the processing of the Withdrawal Applications (WAs) and this has resulted in periods when there have been no funds available for either DCU or GDA to support implementation of the Project; (ii) although the WAs are now being submitted regularly this has not overcome the difficulty of meeting the cash flow requirements of both DCU and GDA due to the fact that MAFF-DCU FGIA is given priority to MAFF DCU expenditure and this has limited the funds which were available to be transferred to the MAFF-GDA SGIA and the time taken for the compilation of the Statement of Expenditure (SoE) by GDA for submission to DCU and then for this to be integrated into the WA. With the updated six month projection (June-December 2013) of \$1.32 million of which \$450,312 for MAFF DCU and \$865,200 for MAFF GDA, the Mission considers that the ceilings for FGIA B and SGIA B1 should be increased from currently \$500,000 and \$300,000 to \$800,000 and \$500,000 respectively following the six month projection.

D. Review of the ICT Assessment

26. Two consultants (1 international and 1 national) have commenced the Rural ICT (R-ICT) Assessment on 22 April 2013 and 15 out of 20 pilot Telecenters (TCs) established under the TSTD have been completed to date. The approach included planned and unplanned visits of performing and non-performing TC throughout the four provinces and identified issues relating to both design and implementation. The assessment concluded that the R-ICT project design through the use of TC in rural Cambodia for disseminating information services, market information and other ICT-enabled services to improve farmers' productivity has not been met due to: (i) lack of use of the TC facilities, (ii) inability or lack of interest by farmers to access and garner useful and learnable information, (iii) lack of demand for supply-driven services (top-down), (iv) non-existence of entrepreneurial/ business/ technical acumen and skills by the TC operators to create a market demand for agricultural, ICT and general business services in their area; and the (v) lack of ICT skills to support and maintain equipment, and among others. The problem is further exacerbated when the subsidies paying TC staff stops. As a result, this makes the model unsustainable.

27. In 2012, NiDA suggested an option to implement R-ICT that includes a profit sharing model with local government as part of its sustainable strategy. Although the approach is more comprehensive than TSTD, some concerns remain : (i) the model is still supply-driven and top-down; (ii) it does not address the very low (almost embryonic) readiness and maturity of a heterogeneous rural sector (particularly farmers) to adopt the advance features proposed under the NiDA model; (iii) the foreseen difficulty to monitor and govern a profit sharing model amongst local government, TC operators and other players; (iv) the lack of demonstrated capacity within NiDA to support R-ICT services, and the fact that NiDA is a policy making body; and lastly, (v) the sustainability is still uncertain after the completion of TSSD funding.

28. The Mission discussed with all project stakeholders and agreed on a two-fold approach: the implementation of actions with short-term results within one year and longer-term results preferably distributed over 2 to 3 years⁵ through a 'bottom-up' program utilizing a Rural ICT and Agribusiness Development Fund (RIAF). The remaining budget from the allotted \$5.5 million for R-ICT, financed by the Government of Finland will be allocated for short- and long term actions.

29. Short term actions identified to date include but are not limited to: (i) implementing the Mobile Commune Access (MCA) in which all 196 CEWs will be equipped with mobile devices that are preloaded with extension materials that include a mix of digital brochures and multi-media based spanning agriculture, agribusiness and R-ICT topics to share with farm and non-farm households and with internet and phone connectivity; (ii) development of a TSSD website to be used as an extension resource center (with the knowledge generated under TSTD); (iii) start training for computer skills development of CEWs and DST by NiDA; (iv) conduct a skills gap assessment and provide refresher and further training to existing TC operators by NiDA; and (v) raise awareness among stakeholders on the long term actions.

30. Under the original TSSD design, the plan was to rollout 80 TCs. Given that the R-ICT Assessment results do not recommend establishing the 80 TCs, a different approach will be carried out incorporating assessment findings, recommendations, and lessons learned. In the

⁵ The current end date for the Finland Financing Agreement is 15 March 2014. There has been discussion; subjected to final approval from the Ministry of Foreign Affairs (MFA) Finland, that Financing Agreement will be extended without additional cost to reflect current status of the project. ADB project officer will work out with NiDA to develop detailed workplan and budget for the rural ICT and submit the formal request to MFA of Finland to allow an extension of maximum 2 years.

interest of the farmers and stakeholders such as agricultural cooperatives, it is understood by Project Parties that the approach potentially may constitute creating additional TCs (aside from the 20 TCs from TSTD) alongside other demand driven solutions under the long term actions.

31. Long term actions and results will fall under the RIAF program, which is currently being designed and developed. The objective is to encourage private sector and/or the Civil Society Organizations (CSOs) to have major role in development of the rural sector on the concrete linkage between agribusiness and R-ICT under a "smart subsidy" program. It will provide a number of "challenge packages" for the private sector and CSOs to respond and procurement will be through Quality Based Selection (QBS) method. The Project will need to establish a Procurement Review Committee (PRC) with representatives from NiDA, MAFF, NCDDES and MEF. The PIC Team Leader and a new PIC member with skills in agribusiness, value chain development and R-ICT should participate as resource persons providing technical support to the PRC. NiDA will play a key strategic and "enabling" role for the RIAF. Before finalizing the RIAF packages, a pre-launching workshop should be organized for the public to collect additional ideas and innovation in order to develop inclusive rural sector that can strengthen the agribusiness ecosystem, and propel the growth of R-ICT as well as to raise awareness about the RIAF. The private sector and CSOs can apply for the fund based on the conditions and criteria to be officially announced by the PRC. Monitoring and evaluation mechanism is to be further discussed. At the minimum, the DMF expected impact and outcome must be met.

32. Given the agreed changes from the original Rural ICT concept, NiDA will restructure its team for realignment under the new approach and accelerate the start and completion of short and long-term actions and to minimize risks. This includes, but is not limited to, coordinating changes; defining new roles and responsibilities for NiDA's team members; and rewriting their terms of reference. The restructuring process will be completed by end of August 2013

33. The Mission discussed with Project Parties⁶ and all agreed to engage the TSSD PIC Team Leader for a longer period than the current mobilization plan to enable a more continuous presence given the complexity and magnitude of the Project. Furthermore, it has also been agreed that the PIC Team Leader will oversee the implementation of the short term and long term actions under the Rural ICT components. He will assist NiDA with the preparation of the implementation plan and budget plan of the short term actions to be submitted to EA and ADB for comments within one month after the completion of the mission. One new national consultant with skills in agribusiness, value chain development and R-ICT will be recruited under the current SMEC consultant contract through a contract variation.

E. Safeguards and Compliance with Covenants

34. The Mission noted that the implementation of safeguards (voluntary donation and environment) in the four target provinces follows the Commune/Sangkat Project Implementation Manual (PIM). The rural infrastructure sub-project information documents (voluntary donation and environment) have been properly attached to the contract document and were all available for verification during the Mission. In most cases, the implementation of safeguard is generally satisfactory except in one commune in Kampong Cham⁷.

⁶ MAFF DCU/GDA, NCDDES, NiDA, MEF, CARD and Finland

⁷ The subproject document recorded that 28 households voluntarily contributed their affected assets to the subproject, while on the same document, the value of the affected assets was recorded as none (zero). The C/S Chief clarified that they did not record the detailed information of the affected assets of the 28 households as the affected land is belonged to commune and those villagers were using the commune land. Therefore, although they are affected but they did not suffer any actual loss since it was not their land.

35. The NCDDDS agreed to conduct refresher trainings on rural infrastructure sub-projects safeguard to the project team at the sub-national level. The Mission also noted that the PIC Environment and Climate Change specialist had not been mobilized as scheduled. MAFF DCU and SMEC were requested to speed up the mobilization process for the position so that he/she can start monitoring the safeguard compliance, as well the magnitude of the work, before recommending whether additional independent monitoring would be required to monitor the implementation since the Project is classified as Category C for environment.

F. Progress on Gender Action Plan

36. The Mission took note of the status of progress of the gender action plan: (i) gender consultant was mobilized for 36 person-months intermittently since July 2012; (ii) 36 project gender focal points (of which 4 are men) were assigned (4 at national and 32 at sub-national); (iii) gender and social provisions were well captured in the LIG guidelines (approved on 30 January 2013) and Farmer Field School as part of GAP-SPFFS; (iv) 631 participants (175 women, 28%) from national and sub-national received LIG training; (v) 104 (40 women, 38%) of CEW and 104 (55 women, 53%) of CAA were recruited for target communes; and (vi) 1,436 participants (338 women, 23%) received training include non-gender trainings. The GAP progress update is attached in Appendix 6.

G. Progress on Good Governance Framework

37. Key measures to mitigate risks raised in the previous mission included a series of capacity building programs conducted at national and commune levels on procurement and financial management through formal trainings and direct coaching/on the job trainings. The training covered disbursement & reimbursement procedures and petty cash management at the local level. The Mission also noted that there has been an improvement in coordination and cooperation among EAs and IAs at all levels. The Finance Adviser in NCDDDS and the Local Government Finance System Advisers (LGFSA) at provincial level regularly conduct internal controls to ensure consistency and transparency in handling of project budget.

38. The Mission noted that the following agreed actions have not yet been fulfilled: (i) Code of Conduct has not yet signed by project staff; (ii) Complaint Handling Mechanism (CHM) has not been established; (iii) the Disclosure of Project Information is not yet appropriate due to a lack of functional project website⁸; and (iv) Petty cash handling at the district and commune level remains vulnerable to loss due to the lack of any formal procedures for safekeeping of cash.

39. To address the above issues, the EAs and IAs agreed with the following: (i) have all the project staff and consultants signed the code of conducted within 2 weeks after the review mission; (ii) establish CHM with detailed procedures to address the possible complaint/grievance and post this on the project website by 4 weeks; (iii) identify measures for a more systematic mechanism in handling the petty cash of maximum \$300⁹; and (iv) ensure that the Project URL <http://www.card.gov.kh/tsprsdp.html> at the CARD website is regularly updated and those procurement events are posted. The updated good governance framework is provided in appendix 7.

⁸ Currently CARD established a project URL <http://www.card.gov.kh/tsprsdp.html> within the CARD website, but only limited information is available and is not regularly updated.

⁹ Considering that not all the communes have improved commune office buildings and the presence of safe might attract robbery

H. Procurement

a. Procurement Plan

40. The Mission requested both EAs to update a procurement plan to reflect the current situation. The update procurement plan will submit to ADB for prior review at mid of July 2013.

b. Civil Works

41. MAFF DCU is preparing NCB bidding documents to rehabilitate two research stations (Ballang and Tek Vill) in two provinces. The estimated cost for each station is approximately of \$150,000. DCU will submit the draft bidding document to ADB for prior review in the third week of June. DCU also planned to prepare several shopping documents for works to build storage facilities in the target provinces. The estimated cost for those storage facilities is approximately of \$200,000. DCU will finalize the bidding document and submit to ADB for prior review in mid July 2013.

42. Procurement of Works for small scale infrastructure at the commune level is progressing well. To date, the contract award achievement is \$225,771. NCDDs plans to procure a large number of small scale infrastructure sub-projects in each province. The estimated amount is of \$2.7 million (in Q3&4 of 2013). The expected contract award will be in Quarter 4.

c. Goods

43. The procurement of goods under DCU includes 15 vehicles, 470 motorcycles, and office furniture and office equipment were completed as planned. The amount of contract award for the procurement of goods is \$1,253,485. DCU planned to procure (i) an additional 184 motorcycles to distribute to the remaining 92 communes in August with an estimated cost of approximately \$320,000, (ii) computers amounting to \$82,100, (iii) office furniture amounting to \$28,900 and (iv) survey equipment amounting to \$6,000. Given the importance of these equipment to facilitate implementation, the Mission supports these requests.

44. NiDA will prepare specification of ICT devices (possibly tablets) for the MCA. Each commune extension worker will be provided with this device for sharing agricultural information to the farmers. A total of 200 ICT devices will therefore be purchased in Q4 2013. Special attention will be paid to guarantee package, as well as a mechanism ensuring the usage of the devices for their intended purpose, and ownership agreement. NiDA will submit the bidding document for purchasing ICT devices to ADB for prior review in August 2013.

45. The procurement of goods under NCDDS, comprising office equipment and furniture were completed as planned. The amount of goods procured was \$132,680.88. In addition, NCDDs plans to procure office equipment and furniture for communes in the amount of \$203,760, together with 4 vehicles estimated at \$104,000.

1.4 Post Review

46. In accordance with the agreed procurement plan, ADB provides first prior review for each province, and apply post review thereafter.¹⁰

¹⁰ The EA, however, shall retain all documentation with respect to each contract where post review is required during the project implementation and up to two years after the project closing date. This documentation should include: (1) the signed original contract, (2) the evaluation report including the analysis of the respective proposals, (3)

47. The mission conducted many post review of contracts and noted the following:

- (i) Some communes signed contracts in which the contract amount was more than the amount agreed by ADB. Two cases illustrate this point:
- ADB provided the no objection through email dated 21 March 2013, agreed with the recommendation of commune procurement committee of Popel commune, Siem Reap province to award contract to Eng Sok Gech in amount of \$18,800 but the commune signed the contract with the company with the amount of \$24,024.
 - ADB provided the no objection through email dated 12 February 2013, agreed with the recommendation of commune procurement committee of Bosbov commune, Banteay Meanchey to award contract to Seung Seu in amount of \$11,363.80 but the commune signed the contract with the company in amount of \$16,655.80.
 - In both cases, commune representative explained that they followed the PIM, para 3.12.2, which allows communes to change the output quantities after the bidding and before the contract is signed. Even though the PIM stated such provision, the Mission informed that this practice is incompliant with the ADB policies and procedures and especially the ADB no objection letter. **The mission requests that for future procurement the change output quantities after the bidding and before the signed contract is strictly disallowed** and could be considered an indicator of misprocurement. In principle, the Commune chief should first sign the contract with the contractor based on the evaluated bid price. Later, if necessary, they can use Form 54 "amendment of contract" to amend the contract. If the additional amount is more than 15% of the original contract price then ADB prior approval is required. Other issues are included in appendix 5
- (ii) Difference in specifications. The width of the road was different from one province to another, between Banteay Meanchey (3.5m), in Kampong Thom (4m) and in Kampong Cham (5.5m). The Mission noted that the Government policy requires standard width of the rural road to 5.4m. The Mission therefore requested the project to consult with the relevant Government institutions such as Ministry of Rural Development or Provincial Department of Rural Department to ensure that the Government policy on the width of the road is complied.
- (iii) There is a need to further strengthen capacity of commune procurement committee (CPC), such as providing examples of how to identify valid bidders. The Mission found that some CPC marked a bidder as invalid because the bidder wrongly calculated the bid price.

1.5 Consulting Services

48. DCU completed the recruitment of 5 individual consultants (one consultant completed assignment and 4 consultants are working) to support the project. All consultants were mobilizing satisfactory.

49. As discussed during the review mission the input of SMEC will be increased to support the operation of RIAF. MAFF DCU will submit the revised inputs for SMEC to ADB for reviewing by mid of July 2013. At the same time, the project will recruit one or more service providers per each province to implement the agribusiness development activities links with ICT operation. The method of selection is Quality Based Selection (QBS). NiDA will prepare TORs and submit to ADB for prior review in the first week of July 2013.

recommendations of award and (4) all bidders' proposals (including winner and unsuccessful bidders' proposals), for examination by ADB or by its consultants. EA shall furnish such documentation to ADB CARM upon award contract.

50. NCDDS is recruiting a Baseline consultant at estimate amount of \$155,085. ADB already provided no objection on the submission 1 on 17 April 2013. NCDDs agreed to submit the submission 2-3 to ADB for prior review at the end of this month. NCDDS will proceed immediately with procurement of the NGOs or firms tasked to monitor and report on the targeting and selection process of the LIG, and the participation of the poor. The approximate amount of the contract is expected to be at \$124,000 (below \$200,000), thus the recruitment will be done through Consultant's Qualification Selection (CQS). The NCDDS will proceed with procurement of the services of one or more service providers (firm/NGO) through Quality and Cost Based Selection (QCBS) to provide a standard training and mentoring package to the LIG. The contract value is estimated to be at \$1.8 million for a three year period. As the quality will be the prime aim of the recruitment, the weight ratio to be adopted will be 90:10. Procurement of this service provider shall be completed by February 2014.

I. Linkages with TSTD

51. The Mission noted that coordination between the TSTD and TSSD teams have much improved, particularly at the sub-national level. All data, including extension materials made available at each PDA's e-Library, established under TSTD as a resource center for PDA and also as joint offices for TSSD and TSTD, training posters on completed demonstrated technologies have been shared with PDA/TSSD teams.

52. At the national level, coordination of the two projects has been maintained, through coordination meetings and regular consultations. The two project teams participated in each other's annual planning workshops and shared views and experiences. At sub-national level, provincial monthly meetings have been regularly held since February 2013. TSTD's field demo sites and TCs have been visited by both TSSD management teams and CEWs and CCs. About 60 CCs and PDAs and DEWs visited TSTD's demonstrated technologies; about 60 CEWs and DEWs have participated in TSTD-organized training workshops. Nearly 20 members of CEWs and DEWs have participated in TSTD's field training with farmer groups.

53. TSTD will continue on this path and ensure that as many CEWs and DEWs as possible take part in technology training and demo programs. Transfer of technical knowledge and experiences generated by TSTD to TSSD teams will be continued for the remaining time of TSTD. TSTD will actively collaborate with the Rural ICT Assessment consultants to prepare Rural ICT Strategy and Workplan for TSSD.

III. AGREED ACTION PLAN

54. To ensure the smooth implementation of the Project, project parties (EAs, IAs and Financiers) agreed on specific follow-up actions with target deadlines as in Table 2.

Table 2: Time-bound Agreed Follow-up Actions

| Issues | Follow-up Actions | Time frame | Primary Responsible |
|--|--|------------------|---------------------|
| COMPONENT 1: COMMUNITY DRIVEN DEVELOPMENT THROUGH COMMUNE BLOCK GRANTS | | | |
| 1. Inconsistency in the design of infrastructure (road width and grassing of slope of canals or roads). | Review the infrastructure designs | On-going | NCDDS, PIC |
| 2. Lack of clear understanding of roles and responsibilities in the project by DFT/DST members. | Introduce monthly district coordination meetings for all districts with participation of PFT/PAC to share information and provide clarification on any issues arising. | Immediately | PFTs, PAC |
| 3. Delay in recruitment of CTAs has prevented the start of design work on rural infrastructure sub-projects. | Recruitment of CTAs must be expedited in all provinces to ensure that the rural infrastructure sub-projects are not delayed. | Immediately | NCDDS, PFTs |
| 4. DFTs do not have any experience with supervision of technical aspects of construction, PIM and Safeguarding Screening. | Further training of DFT staff is urgently needed. Supplementary budget will be required for this additional training which was not foreseen in the AWPB. | July/August 2013 | NCDDS, PIC |
| 5. Provincial teams lack engineering equipment to be used to check the quality of construction. | Engineering equipment needs which have been identified and should be procured immediately by SMEC as agreed in previous AM. | July 2013 | SMEC |
| 6. The requirement that LIGs members must all contribute an amount of USD 10 to the GRFs can be a barrier to joining the group by the poorer households. | This requirement needs to be reviewed to ensure that poorer households can meet the membership fee requirements by the use of installment payments and a clear understanding that the money can be withdrawn by them later as a loan. | August 2013 | NCDDS, PIC |
| 7. LIGs require capacity building including training on group and financial management once LIGs are formed and to assist them in establishing bank account for their GRF. | NCDDS will proceed with procurement of the services of one or more service providers (firm/ NGO) to provide a standard training and mentoring package to the LIG. The service provider(s) will work closely with DFT, the CAAs and the CEWs. | Q3 2013 | NCDDS, PFTs, PIC |
| 8. ToRs for DST does not give them any clear responsibility for the delivery of training to the LIGs | The TORs of DST will be revised to include the tasks of assisting in identifying suitable local service providers, assisting with recruitment of local service providers and monitoring, technical backstopping and support the quality of the delivery by the local service provider. | August 2013 | MAFF/GDA, PIC |
| 9. Lack of clarity in the implementation of LIG | The following actions must be taken: (i) LIG group formation must be | Immediately | NCDDS |

| Issues | Follow-up Actions | Time-frame | Primary Responsible |
|--|--|---|--|
| support program | <p>conducted in full conformity with the PAM and PAM Annex 5.</p> <p>(ii) No more than 400 LIGs should be formed before the NGO/firm becomes operational and no LIG should be formed later than 1st October 2013 without the NGO/ firm monitoring arrangements in place.</p> <p>(iii) No LIG group formation should take place during the national election campaign period.</p> <p>(iv) The TORs of the DST will be revised and the project will identify a budget 2014 onward to support these tasks.</p> <p>(v) Conditions for release of GRF funds will be specified in the Commune Development Fund (CDF) guidelines, to be finalized with agreement of ADB & IFAD.</p> <p>(vi) Procurement procedures should be suitable to allow outstanding local farmers to be employed in a technical mentoring capacity to LIGs.</p> <p>(vii) NGO/firm recruited to monitor and report on the household targeting and selection process, and the participation of the poor.</p> <p>(viii) The project will identify a budget 2014 onward to support the District Office of Women's Affairs.</p> <p>(ix) Procurement of the services of one or more service providers (firm/ NGO) to provide a standard training and mentoring package to the LIG.</p> <p>(x) Procurement of the services of a specialist service provider (NGO or firm) to support animal health and production in the target villages, including vaccination of livestock purchased using GRF</p> <p>(xi) Formation of LIGs must be completed by February 2014.</p> <p>(xii) All LIGs should have fulfilled the conditions for the 1st transfer of the GRF by May 2014.</p> | <p>Immediately</p> <p>Immediately</p> <p>Immediately</p> <p>July 2013</p> <p>July 2013</p> <p>September 2013</p> <p>October 2013</p> <p>December 2013</p> <p>December 2013</p> <p>February 2014</p> <p>May 2014</p> | <p>NCD DS</p> <p>NCD DS</p> <p>GDA</p> <p>NCD DS</p> <p>NCD DS</p> <p>NCD DS</p> <p>NCD DS</p> <p>NCD DS</p> <p>NCD DS</p> <p>NCD DS</p> <p>NCD DS</p> |
| 10. Training of LIGs will represent a considerable challenge in every province and the training which is done in the classroom at district level may not be effective. | The budget for technical training of LIG members will be increased and extended over 3 years and managed by the CCs. Local service providers will be recruited for hands-on, practical training and mentoring including the use of outstanding local farmers to be employed in a mentoring capacity. | On-going | MAFF/GDA, PIC |

| Issues | Follow-up Actions | Time frame | Primary Responsible |
|---|---|------------------|-------------------------|
| 11. Existing TSTD demonstration models are not fully utilized. | PDA's should arrange for cross visits by CEWs to TSTD demonstration sites and LIG members invited to join the cross visits on a voluntary basis. | July/August 2013 | MAFF/GDA, PDA's |
| 12. There are issues concerning the out-migration of people from poor rural households looking for unskilled work. | The standard training and mentoring package provided by an NGO/firm to all LIGs will include assisting LIG members to identify suitable livelihood options taking into account that the majority of active LIG members may be women. | Q1 2014 | NCDDS, PIC |
| 13. C/S Chiefs and CC members do not have a good understanding of the Project. | Further awareness raising and orientation to develop their knowledge of the scope of the project activities. All CC offices should have an information board with data on the activities of the Project and the sub-projects that are being supported | September 2013 | NCDDS, PFTs |
| COMPONENT 2: ENABLING ENVIRONMENT FOR INCREASED AGRICULTURAL PRODUCTIVITY AND DIVERSIFICATION | | | |
| 14. The content of the Business Plans for the two research stations have not been shared with the provincial teams and the research station managers. | The Business Plans should be translated into Khmer and distributed at provincial level. Clear agreements are needed with the PDA's in SRP and KPT on the future operation of the research stations as autonomous units but closely monitoring by PDA. The MAFF/GDA should organize a workshop with research station staff and PDA to explain clearly their responsibilities | August 2013 | MAFF/GDA, PIC |
| 1.5 Liquidation of advances provided to PACs in each province has been seriously delayed due to poor quality of the documentation provided. | A ToR for the proposed Administrative Assistants who will be recruited in each province to assist the PAC should be approved so that recruitment can commence. | July 2013 | MAFF/GDA |
| 16. Need for consultancy services to implement short term and long term actions of the Rural ICT | Prepare variation to contract with SMEC to include additional tasks for the current team leader to enable a more continuous presence in country and provide supervision and assistance to NiDA in the areas of ICT by adding additional inputs to his TOR and include one additional national Agribusiness/value chain/R-ICT Expert in the team. | August 2013 | MAFF/DCU |
| 17. Results of R-ICT assessment are not reflected in AWPB for 2013. | NiDA, in collaboration with the MAFF/GDA, with assistance from the PIC/TL will prepare a revised AWPB with identified outcome, outputs and activities and incorporate these into the Project DMF. | August 2013 | NiDA, MAFF/GDA & PIC/TL |
| COMPONENT 3: EFFECTIVE PROJECT MANAGEMENT | | | |
| 18. Procurement of the remaining motorcycles | A number of additional 184 motorcycles will be procured | Q3, 2013 | MAFF/DCU |

| Issues | Follow-up Actions | Time frame | Primary Responsible |
|---|---|-------------|----------------------------|
| 19. Lack of vehicles/equipment | MAFF and NCDDES provide total four vehicles to the provincial team | August 2013 | MAFF and NCDDES |
| 20. PAC is overloaded with administrative and financial tasks | Add an administrative and financial assistant positions | July 2013 | MAFF/GDA |
| 21. Many activities which were scheduled for Q1 were deferred due to the slow replenishment of the Imprest Accounts | There should be an immediate approval for the increased ceiling for MAFF/DCU and NCDDES FGAs and also the MAFF/GDA SGIA to ensure that there are adequate funds to support activities in a timely manner. | July 2013 | MAFF/DCU, NCDDES, MAF, ADB |
| 23. The refresher training on AEA did not include the CEWs although they will be closely involved in the conduct of the field work. | GDA should re-examine their training budgets to reduce the level of expenditure on hired external trainers so that training can be targeted to the people who will be most involved in implementing the activities who are often staff from the PDAs. | July 2013 | MAFF/GDA, MAFF/DCU |

55. The Mission expresses its gratitude to the RGC, its staff, representatives from GOF and IFAD, and the Project consultants for the cooperation extended to the Mission.

14 June 2013



Hem Chanthou
Senior Project Officer, Cambodia Resident Mission
Asian Development Bank

Annax 1: Physical Progress
Loan/Grant 2699/0186-CAM
Tonle Sap Poverty Reduction and Smallholder Development Project (TSSD)
(as of 14 June 2013)

| Components | Assigned Weight (a) | Actual Progress (b) | Weighted Progress (a x b) |
|---|---------------------|---------------------|---------------------------|
| 1. Community Driven Development through commune block grants | 66.00 | | 9.75 |
| (a) Improved Rural Infrastructure supporting agricultural productivity | 22.00 | | 1.80 |
| 1.1 Identify priority social infrastructure or facilities and include in the CIP | 3.00 | 0.20 | 0.60 |
| 1.2 Work with the relevant provincial agencies to develop a engineering design for a preparation of project bidding documents for advertisement | 4.00 | 0.20 | 0.80 |
| 1.3 Review project proposals and award contracts | 4.00 | 0.05 | 0.20 |
| 1.4 Monitor and supervise contractor's performance and progress payments in selected locations | 4.00 | 0.05 | 0.20 |
| 1.5 Assess the quality of completed civil work | 4.00 | 0.00 | 0.00 |
| 1.6 Final payment to successfully completed projects and other forms) for dissemination to farmers in Tonle Sap Basin area | 3.00 | 0.00 | 0.00 |
| (b) Improved Capacity of Smallholder Farmers | 21.00 | | 0.85 |
| 1.7 Provide training for commune councils from 196 communes on LIGs project management. | 5.00 | 0.10 | 0.50 |
| 1.8 Carry out agro-ecological analysis and develop through use of ICT, including assessment of private sector role | 2.00 | 0.10 | 0.20 |
| 1.9 Work with DOAs to identify LIG groups and develop necessary extension packages for them | 3.00 | 0.03 | 0.09 |
| 1.10 Identify appropriate NGOs and/or MFIs and develop necessary MOUs for training and services through focus group and stakeholder meetings, and community need assessment workshops | 6.00 | 0.01 | 0.06 |
| 1.11 Monitor and provide support | 5.00 | 0.00 | 0.00 |
| (c) Improved Commune Project Management Capacity | 12.00 | | 7.10 |
| 1.12 PIMs developed and finalized by Oct 2011 for e-development groups and users (including women and ethnic minorities) in phases | 2.00 | 2.00 | 4.00 |
| 1.13 Commune block grant are set up and CAAs and CEWs are recruited for 196 communes by Dec 2012 | 2.00 | 0.55 | 1.10 |
| 1.14 Provide PIM training to 196 communes by Dec 2012 | 2.00 | 0.55 | 1.10 |
| 1.15 Coordinate with relevant government staff on a regular basis | 3.00 | 0.30 | 0.90 |
| 1.16 Supervise activities that are carried out by LIGs and service providers | 3.00 | 0.00 | 0.00 |
| 2. Enabling Environment for Increased Agricultural Productivity and Diversification | 30.00 | | 9.90 |
| (a) Improved Agricultural Policy Environment | 6.00 | | 2.80 |
| 2.1 Identify the scope of policy work by carrying out the related legislation review, draft required law or policy | 2.00 | 0.80 | 1.60 |
| 2.2 Develop relevant operation documents | 2.00 | 0.30 | 0.60 |
| 2.3 Conduct consultation workshops to incorporate inputs from other relevant ministries and stakeholders to finalize operation documents | 2.00 | 0.20 | 0.40 |
| (b) Increased Availability and Access to Quality Seeds | 12.00 | | 7.30 |
| 2.4 Assess and identify farmer organizations for seed production by Mar 2012 | 2.00 | 1.50 | 3.00 |
| 2.5 Develop partnerships with relevant research stations for seed production and distribution | 2.00 | 1.00 | 2.00 |
| 2.6 Select appropriate types of varieties based on market demands and develop marketing strategies (including post harvest and sales) | 1.00 | 0.50 | 0.50 |
| 2.7 Provide necessary capacity building to farmer organizations for seed production and distribution (including post harvest) | 3.00 | 0.20 | 0.60 |
| 2.8 Carry out demonstration activities to increase awareness/demand and conduct pre-and-post surveys to assess increase in rice yields | 2.00 | 0.40 | 0.80 |
| 2.9 Procure and distribute quality seeds | 2.00 | 0.20 | 0.40 |
| (c) Increased Access to Agricultural Information and Market Data | 12.00 | | 0.00 |
| 2.10 Carry out awareness raising and training (including study tours) | 2.00 | 0.00 | 0.00 |
| 2.11 Assess and identify potential sites for E-Centers | 2.00 | 0.00 | 0.00 |
| 2.12 Develop partnerships with necessary stakeholders | 2.00 | 0.00 | 0.00 |
| 2.13 Set up E-centers and monitor the operations | 3.00 | 0.00 | 0.00 |
| 2.14 Monitor and assess the usage of information | 3.00 | 0.00 | 0.00 |
| 3. Effective Project Management (completed by Feb 2013) | 16.00 | | 4.65 |
| 3.1 Support the effective functioning of Project Steering Committee | 3.00 | 0.10 | 0.30 |
| 3.2 Support the provincial administration and agriculture department for coordination and supervision of project activities | 4.00 | 0.25 | 1.00 |
| 3.3 Support the district administration and agriculture office for coordination and supervision activities | 5.00 | 0.25 | 1.25 |
| 3.4 Establish and support the project performance monitoring system | 3.00 | 0.70 | 2.10 |
| TOTAL SCORE | 100.00 | | 24.30 |

Note (a) weight for each component indicated in the Indicative Activities in the DMF
(b) percentage of progress against each activity
(c) implementation progress to date against each activity

025

Annex 2. Status of Action Plan from August 2012 Review Mission

| Issues | Follow-up Actions | Time frame | Primary Responsibility | Progress |
|--|--|-----------------|------------------------|--|
| OUTPUT 1: COMMUNE DEVELOPMENT THROUGH A BLOCK GRANT | | | | |
| Rural Infrastructure | Estimate the additional needs for engineers and inform ADB of number of engineers, budget and the recruitment modality. | By 31 Oct 2012. | NCDDS, PIC | ToR for Commune Technical Assistants (CTAs) was endorsed to ADB/CARM in Q1 2013 and approved. Recruitment of one CTA for each district is currently underway. |
| | Revise the TORs for the District Technical Support Staff | By 31 Oct 2012. | NCDDS, PIC | ToRs for TSOs based in district have been revised. |
| | Project orientation training on PIM will be provided to the next 88 communes. | By 31 Oct 2012 | NCDDS, PIC | Inception Workshops for the 88 Batch 2 Communes have now been completed and refresher training on PIM can now be provided. |
| | Discuss with PIC to work out the costs of procuring the engineering equipment. | By 31 Oct 2012 | NCDDS, PIC | Quotations for engineering equipment have been obtained but procurement has not been done due to long delay in processing SMEC invoices for 2012. |
| Improved Capacity of Smallholder | Develop a detailed implementation plan including the AEA implementation schedule to ensure timely sequencing of AEAs and CIPs. | Immediate | NCDDS, GDA, PIC | Refresher Training for AEA in Batch 1 Communes is completed but not yet commenced for Batch 2 due to lack of budget. |
| | Develop the revised contractual arrangements to recruit extension service providers (livestock) and PDWRAM for FWUGs/FWUCs capacity building. | By 31 Oct 2012 | NCDDS, GDA, PIC | Further discussions have taken place on the provision of vaccination services and decision take to award contracts at national level to reputable suppliers. But no further action has been taken. Also need for clarification on whether other government staff can be recruited as trainers. |
| | Update the CDF guidelines to specify the revised LIG approach and additional contractual arrangements, scope and timing of on-and off-farm activities. | By 31 Oct 2012 | NCDDS, GDA, PIC | The Guidelines for the utilization of the CDF for support to Livelihood Improvement have been reviewed to incorporate the views of IFAD and the procurement procedures are now being updated following further discussions with ADB/CARM. |
| Commune Project Management | Finalize the guidelines for CDF and develop the commune operation guidelines | By 31 Oct 2012 | NCDDS, GDA, PIC | |
| | Require the participation of the PDAs and DAOs staff for recruitment process for CAAs and CEAs. | Immediate | NCDDS, GDA, PIC | Recruitment of CEWs and CAAs has been completed for the Batch 2 Communes through a formal recruitment procedure with Selection Committee established in each province with participation of PDA and DST members. |

| Issues | Follow-up Actions | Time frame | Primary Responsibility | Progress |
|---|---|----------------|------------------------|--|
| | Revise the implementation schedule to transfer of all the block grant to the project communes by 2015 | Immediate | NCDDS | Revised implementation schedule for Block Grant Transfers by 2015 has been completed. |
| | Develop block grant operation guides to clarify the use of funds for operations and other needs (e.g. use and management of motorcycles, solar panels, cofinancing, etc.) | By 31 Oct 2012 | NCDDS, PIC | Orientation on the utilization of the Block Grants has been provided during the Inception Workshops. |
| OUTPUT 2: ENABLING ENVIRONMENT FOR INCREASED AGRICULTURAL PRODUCTIVITY AND DIVERSIFICATION | | | | |
| Agriculture Policy | Submit the topics of lessons learned to be captured through implementation. | By 31 Oct 2012 | GDA | Work has focused on review of recent and on-going policy initiatives by other donors and development of plans for Pilot Studies on Good Agricultural Practices (GAP) and Contract Farming. |
| Quality Seeds | Develop detailed implementation plan for quality seed production to specify the schedules for sequencing activities with established targets of farmers and production volumes. | By 31 Nov 2012 | MAFF, NCDDS, PIC | Business Plans which have been prepared for the two Research Stations provide projections of production of rice Registered Seed. Surveys have been completed of two Rice Seed Producer Groups in each provinces to determine their capacity to produce rice Certified Seed for LIGs. |
| | Develop detailed business plans for 2 research stations to sustain quality seed production | By 31 Dec 2012 | GDA, PIC | Business Plans with estimates of investment costs and expected outputs have been reviewed by MAFF/GDA and submitted to ADB/CARM for consideration. |
| Rural ICT | Include the Project Director of TSTD in the list of NiDA counterpart to strengthen the linkage under the Project | Immediate | NiDA | Completed. |
| | Send ADB a letter requesting the ADB's assistance to recruit an international consultant on behalf of NiDA | Immediate | ADB, NiDA | Completed. Two consultants have been deployed to conduct assessment of TSTD Telecentres. |
| | Develop TOR for a short-term international consultant to carry out assessment of pilot demonstration under TSTD and concept paper to come up with recommendations for appropriate approach and rural ICT models | Immediate | ADB, GOF, NiDA | International Consultant was recruited and has completed first input. The rest of deliverables are in the process. |
| | Discuss and inform ADB of the appropriate scope of activities for the remaining 2012. | Immediate | MAFF, NiDA | Awaiting the outcome of the assessment by the consultants. |
| OUTPUT 3: EFFECTIVE PROJECT MANAGEMENT | | | | |
| Steering | Organize a steering committee | By 31 Dec | CARD, MAFF, | 1 st Project Steering |

| Issues | Follow-up Actions | Time frame | Primary Responsibility | Progress |
|---|---|-------------------|------------------------|---|
| Committee Meeting | meeting to report the progress | 2012 | NCDDS, NiDA | Committee Meeting has been completed. |
| Coordination meetings | Organize monthly coordination meetings on a regular basis at the national and sub-national level. | Immediate | MAFF, NCDDS, | Provincial Quarterly Meetings have commenced in all provinces and national team members and PIC have been in attendance at most of these meetings. |
| Training | Carry out the planned project awareness raising training for the sub-national staff. | Immediate | MAFF, NCDDS | Project Inception Workshops have been completed for the Batch 1 & 2 Communes in each province. |
| PPMS | Develop the detailed PPMS and TOR for baseline surveys | By 31 Dec 2012 | PIC | Monitoring Frameworks have been prepared by the PIC. Preliminary training on the use of the PPMS and the quarterly reporting formats was completed. |
| PROCUREMENT | | | | |
| Vehicles and Motorcycles | Assess the needs for additional procurement of vehicles and motorcycles and submit a proposal to ADB | By 30 Oct 2012 | MAFF, NCDDS, GDA | Additional 56 motorcycles procured for the DST members together with 4 additional vehicles. Procurement is currently underway. |
| Consulting Service | Recruit additional engineers | By Dec 2012 | NCDDS | Recruitment of CTAs is currently underway. |
| | Recruit individual international consultant to conduct assessment and development of recommended implementation strategy and plan for rural ICT | By Nov 2012 | ADB, NiDA, MAFF, NCDDS | Consultants were recruited by ADB/CARM and have been deployed to assist NiDA in the assessment of the TSTD Telecentres. |
| LIG Manual | NCDDS finalizes the LIG manual | By end of October | NCDDS | Guidelines for formation of LIGs was completed and given no objection by ADB/CARM. Training for sub-national teams has been completed in all provinces. |
| Small scale infrastructure | NCDDS prepares the first bidding document for each province and submit to ADB for prior review | By Dec 2012 | NCDDS | Each province has submitted samples of bidding documents and contract for one rural infrastructure sub-projects to ADNB/CARM for no-objection. |
| Rehabilitation of research station | MAFF/GDA prepares the first bidding document and submit to ADB for prior review | By Nov 2012 | MAFF/GDA | Business Plans and detailed designs for proposed infrastructure improvements have been prepared and submitted to ADB/CARM for consideration. |
| PROJECT COSTS AND FINANCING | | | | |
| Imprest account | Submit WAs on a regular basis | Immediate | MAFF, NCDDS, NiDA | PIC has been assisting MAFF/DCU and NiDA in the preparation of the W/As. |
| | Closely monitor the fund flow at MAFF | Immediate | MAFF, MEF, PIC | PIC has been assisting MAFF/DCU to monitor the |

| Issues | Follow-up Actions | Time frame | Primary Responsibility | Progress |
|--|--|-------------------------|----------------------------------|--|
| | | | | flow of funds especially to MAFF/GDA. Request for increase in ceiling of MAFF/DCU FGIA and <AFF/GDA SGIA has been submitted to MEF. |
| Salary Supplement | Reallocate the recurrent cost in the contingency back to the recurrent cost budget | Immediate | ADB | Completed by ADB/CARM. Counterpart officials under EAs, IAs and Project staff sub national level have received their salary supplementation. |
| Revised Projections | Submit ADB the revised contract awards and disbursement projections. | By 10 October 2012 | MAFF/DCU, NiDA | Updated Global Contract Awards and Disbursement Projections were prepared with assistance of PIC and submitted to ADB/CARM. |
| Imprest account | NCDD will submit a letter requesting the increase in the ceiling for the ADB loan and grant for the Pooled FGIA. | 30 October 2012 | NCDDS | Request for increased ceiling has been submitted and is being processed. |
| GENDER MAINSTREAMING | | | | |
| Gender focal point | Appoint gender focal points at the national and subnational level | By 31 Oct 2012 | MAFF, NCDDS, NiDA | Gender Focal Points have been selected in all provinces for provincial, district and commune level. Full lists of the appointees have been prepared. |
| SAFEGUARD, COVENANTS & GOVERNANCE | | | | |
| Disclosure | Develop project websites and disclose procurement documents and contract awards; | By end of December 2012 | MAFF, NiDA | MAFF/DCU currently discussing the development of the project website. |
| | Upload consolidated quarterly progress reports on the CARD's website | Immediate | MAFF, CARD | Not completed. Quarterly Progress Reports are only available in English |
| Code of Conduct | Keep the signed Code of Ethical Conduct and Code of Conduct for Civil Servant in the files | Immediate | MAFF, NCDDS, NiDA, CARD, and PIC | Not completed. MAFF/DCU has indicated the need for further clarification from ADB/CARM on the necessity of having staff sign this code. |
| Financial Risk | Take immediate measures to ensure safety of petty cash at the provincial and district levels | Immediate | MAFF, NCDDS | Bank accounts have been established by PID and PDA in each. No arrangements have been made for the safekeeping of the petty cash. |

Annex 3. List of Persons Met

| No. | Name | Title | Institute |
|-----|-----------------------|--|-----------------------------|
| 1. | HE Sen Sovann | Project Director | DCU/MAFF |
| 2. | Huy Veng | M & E | DCU/MAFF |
| 3. | Koam Sokun | Procurement Officer | DCU/MAFF |
| 4. | Prak Cheattho | Project Manager | GDA/MAFF |
| 5. | Roath Mullika | National Extension Coordinator | GDA/MAFF |
| 6. | Say Tom | Tanning Facilitator | GDA/MAFF |
| 7. | Kong Kea | Seed Production Coordinator | GDA/MAFF |
| 8. | H.E. Prak Amida | Deputy Secretary General | MAFF |
| 9. | H.E. Sok Silo | Project Manager | CARD |
| 10. | H.E. Chun Vat | Project Director | NIDA |
| 11. | H.E. Noy Shoung | Project Manager | NIDA |
| 12. | H.E. Ngan Chamroeun | Project Director , Deputy Executive Head | NCDDDS |
| 13. | Ny Kimsan | Project Manager | NCDDDS |
| 14. | Nop Novy | Project Officer | NCDDDS |
| 15. | Long Viseth | Project Officer | NCDDDS |
| 16. | Chhoun Samrith | Deputy Director/DIC | MEF |
| 17. | Hak Ponnarin | Deputy Chief | MEF |
| 18. | Thuy Veasna | Project Officer | MEF |
| 19. | Keo Vibol | Project Officer | MEF |
| 20. | Antti Inkinen | Counselor | Embassy of Finland |
| 21. | Bhuripan Kalnaovkul | Program Officer | Embassy of Finland |
| 22. | Tiina Vaivio | Program Officer | Foreign Ministry of Finland |
| 23. | Taivalmaa Sanna-Liisa | Agriculture Advisor | Foreign Ministry of Finland |
| 24. | Meng Sakpouseth | CPO | IFAD |
| 25. | Julien Abrams | Consultant | IFAD |
| 26. | Liv Leang Hy | Team Leader | TSTD-NIRAS |
| 27. | David Moles | Team Leader | TSSD |
| 28. | Sem Rithivuth | Deputy Team Leader | TSSD |
| 29. | Mao Chhuon | FMPA | SMEC/TA |

Appendix 4. Six months Projection (June-December 2013)

4.1 NCDDS Six Month Projection

(ADF Loan & Grant, IFAD Loan & Grant and Counterpart in \$)

| Cat. Ref. | Category Name | Projection, 2013 | | Total | ADB Loan | ADB Grant | IFAD Loan | IFAD Grant | RGC |
|--------------|-----------------------------------|------------------|------------------|------------------|----------------|------------------|----------------|----------------|----------------|
| | | Q3 | Q4 | | | | | | |
| 1 | Work (Social Infrastructure) | 69,020 | 2,641,902 | 2,710,922 | 677,731 | 1,328,351 | | | 704839 |
| 01 | Livelihood Improvement Funds) | 20,100 | 525,510 | 545,610 | | | 272805 | 272805 | |
| 2 | Commune Project Management Cost | 193,053 | 682,066 | 875,119 | | 875119 | | | |
| 4 | Equipment and Furniture | 226,960 | 122,544 | 349,504 | | 314553.6 | | | 34950 |
| 5 | Vehicles and Motorcycle | 106,000 | - | 106,000 | | 106000 | | | |
| 6 | Surveys, Monitoring, and Auditing | 119,101 | 51,044 | 170,145 | | 153130.5 | | | 17015 |
| 7 | Capacity Development and Training | 162,201 | 260,725 | 422,926 | | 380633.3 | | | 42293 |
| 8 | Consulting Services | 48,900 | 48,900 | 97,800 | | 97800 | | | |
| 10A | Incremental Staff | 27,570 | 27,570 | 55,140 | | 55140 | | | |
| 10B | Operations & Maintenance | 73,400 | 73,400 | 146,800 | | 132120 | | | 14680 |
| TOTAL | | 1,046,306 | 4,433,660 | 5,479,966 | 677,731 | 3,442,848 | 272,805 | 272,805 | 813,777 |

4.2 MAFF Six Month Projection

(ADF grant in \$)

| Cat. Ref. | Category Name | GDA | DCU | TOTAL |
|--------------|------------------------------------|----------------|----------------|------------------|
| 3 | Agriculture Input Production -MAFF | 586,000 | | 586,000 |
| 6 | Surveys, Monitoring, and Auditing | | 6,000 | 6,000 |
| 7 | Capacity Development and Training | 71,000 | 10,400 | 81,400 |
| 8 | Consulting Services | | 389,312 | 389,312 |
| 10A | Incremental Staff | 76,000 | 14,600 | 90,600 |
| 10B | Operations and Maintenance | 132,200 | 30,000 | 162,200 |
| TOTAL | | 865,200 | 450,312 | 1,315,512 |

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Appendix 5. Post Contract Review

A. Other issues from Post review

- (i) Clause 25 of the contract document, bullet #2 stated that "... Even the construction has been completed and the progress report has been approved before the payment schedule, the payment shall follow the payment schedule as stated above". This clause is contradicted with other clause. In order to comply with the ADB guidelines and policies, the mission suggests removing this sentence from the contract condition.
- (ii) Add in the special condition of contract the following important clauses:
 - a. Prohibition of employment of children below the age of 18 years (Labor Law Article 177),
 - b. Equal remuneration or fees for men and women for work of equal value.
 - c. The contractor is encouraged as far as practical, to maximize local employment through using labor-intensive approaches where appropriate.
 - d. In line with the Gender Action Plan (LGAP), the Contractor will guarantee equal pay for equal work, and at least 30% of unskilled labor hire will be women.
- (iii) The mission found that the information provided to the bidder is inconsistent which it should be avoided in the future procurement. In accordance with the ADB guideline 1.2c all eligible bidders shall receive the same information and equal opportunity to compete in providing goods, works and services.

B. List of contracts received post review

| No | Commune | District | Works Description | Date of Awarded | Estimated Cost (\$) | Contract amount (\$) |
|-------------------------|----------------|----------------|------------------------------------|-----------------|---------------------|----------------------|
| Banteay Meanchey | | | | | | |
| 1 | Ponley | Phnom Srok | Canal 1.57km | 09-05-2013 | 19,787.46 | 10,685.07 |
| 2 | Kok Romeath | Thmar Puok | Rehabilitate road 1.47km | 29-03-2013 | 22,035.80 | 22,032.50 |
| 3 | Turk Cho | Praneth Preah | Laterite road 1.10km | 20-03-2013 | 19,456.72 | 16,655.80 |
| Siem Reap | | | | | | |
| 1 | Varin | Varin | Dam: 500m, Water gate | 10-04-2013 | 18,402.00 | 17,985.00 |
| Kampong Thom | | | | | | |
| 1 | Sala Visai | Prasat Balaing | Laterite road 2.15km | 12-03-2013 | 17,716.00 | 17,270.00 |
| 2 | Prasath | Santuk | Canal 1.14km | 12-03-2013 | 18,586.00 | 18,270.08 |
| 3 | Prolay | Stoung | Dam and structures | 12-03-2013 | 15,922.00 | 15,585.34 |
| 4 | Acha Leak | Sturung Sen | Laterite 950m | 12-03-2013 | 16,918.00 | 16,588.42 |
| Kampong Cham | | | | | | |
| 1 | Kraek | Punhea Kraek | Laterite road: 5.5m(w) - 1,200m(l) | 04-Apr-2013 | 11,419.00 | 11,040.00 |
| 2 | Taing Krasaing | Batheay | Canal: 1,550m | 26-Apr-2013 | 14,312.00 | 13,600.00 |

**Appendix 6. Progress Report of Compliance with Gender Action Plan, DMF, and Grant Covenants
As of 14 June 2013**

Summary of GAP progress

Key issues identified and recommended by the Mission include: (i) the GAP progress report was included in the Project quarterly progress reports for Q3 & Q4 2012 and Q1 2013; however this progress report could have been strengthened, whose qualitative and quantitative data should be included as details of the implementation; (ii) assessment is needed to review TOR or contract award of the construction companies for gender provision, e.g. at least 30% of unskilled female are recruited, etc; (iii) the Project will monitor a number of women in management committee of a group formed, particularly a newly established groups, e.g. LIG...; and (iv) the Project will ensure that women roles identified in Rice Seed Producer Group, thus women can derive benefits from the group.

There are currently 512 Project staff (172 women, 33%). The TORs of key staffs/jobs (4 from MAFF, 5 from NCDDDS, 1 from NIDA), 36 gender focal points and 5 Project consultants include provision for supports required to ensure the GAP implementation, monitoring and reporting, please refer to the GAP progress update for the details. Therefore, the Mission would like to suggest the Project to organize a discussion/orientation/workshop to ensure that those key staff understand well the requirement of GAP implementation, monitoring and reporting including GAP data collection.

The MAFF/DCU and NCDDDS through the Project Managers are responsible for overseeing the implementation, monitoring and reporting of the GAP progress update. The Mission suggested EA and IAs to use and include the new GAP monitoring progress report format in the Project quarterly progress report from Q2 2013 onwards, and sex-disaggregated data implemented in all sub-project activities to monitor the progress of the gender targets. The new format consists of three sections: (i) progress of gender action plan implementation; (ii) status of compliance with DMF; and (iii) status of compliance with loan covenants.

1) Progress of Gender Action Plan Implementation

| Activity | Responsible Party | Progress | Remarks |
|---|-------------------|----------|---------|
| 1.1. Improved rural infrastructure supporting agricultural productivity | | | |

CA

| <p>1.1.1. TOR of construction companies includes provision of gender equity in recruitment of workers</p> <p>Responsibility: Time:</p> | <p>Guidelines on technical aspects of dam and canal construction were prepared in Dec. 2012, and provision of gender equality was included: (i) the companies require recruitment of female unskilled labor for construction; (ii) equal pay for equal work; and (iii) no child labor.</p> <p>As of 06 June 2013, the following achievements were reported by NCDDDS:</p> <ul style="list-style-type: none"> 14 sub-projects: contract awarded incorporating TOR for social and gender equity 3 sub-projects: construction is ongoing (complete > 50%) 3 sub-projects: construction in ongoing (complete < 50%) 8 sub-projects: 100% of construction completed | <p>Follow – up:</p> <ul style="list-style-type: none"> No assessment yet by Project gender consultant to review the TOR or contract award of construction companies for gender provision. The review will check that (i) at least 30% of unskilled female workers recruited; (ii) equal pay for equal work; and (iii) no child labor Will be done in Q2 GAP report | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|-----------------------------|-------------|-----------------------------|-----|---|---|--------|--|---|---|--------|----|---|---|-------|--|---|---|-------|-----|---|---|------------|--|---|---|--------|--|---|---|-----------|--|---|---|--------|--|---|---|--------|-----|---|---|--------------|--|---|---|-------|--|---|---|----------|--------------|-----------|----------------|--|---|
| <p>1.1.2. Managers and staff from all construction companies attend gender awareness training</p> <p>Responsibility: Time:</p> | <p>Not yet</p> | <p>Follow-up (after mission):</p> <ul style="list-style-type: none"> Prepare training plan and training outline for construction companies per AWPB 2013 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>1.1.3. Commune Procurement Committee (CPC) includes at least one woman</p> <p>Responsibility: Time:</p> | <p>Table 1: # of women in CPC</p> <table border="1" data-bbox="751 790 1129 1462"> <thead> <tr> <th>Province</th> <th># total of CPC</th> <th># of Female</th> <th>Communes with Constructions</th> </tr> </thead> <tbody> <tr> <td>BMC</td> <td>4</td> <td>0</td> <td>Bosbov</td> </tr> <tr> <td></td> <td>4</td> <td>1</td> <td>Punley</td> </tr> <tr> <td>SR</td> <td>5</td> <td>0</td> <td>Varin</td> </tr> <tr> <td></td> <td>4</td> <td>0</td> <td>Popel</td> </tr> <tr> <td>KTH</td> <td>3</td> <td>1</td> <td>Achar Leak</td> </tr> <tr> <td></td> <td>3</td> <td>1</td> <td>Srayov</td> </tr> <tr> <td></td> <td>3</td> <td>0</td> <td>Salavisey</td> </tr> <tr> <td></td> <td>3</td> <td>1</td> <td>Prasat</td> </tr> <tr> <td></td> <td>3</td> <td>1</td> <td>Praley</td> </tr> <tr> <td>KCH</td> <td>3</td> <td>0</td> <td>Tang Krasang</td> </tr> <tr> <td></td> <td>3</td> <td>0</td> <td>Kraek</td> </tr> <tr> <td></td> <td>3</td> <td>0</td> <td>Veal Mlu</td> </tr> <tr> <td>Total</td> <td>41</td> <td>5 (12%)</td> <td></td> </tr> </tbody> </table> | Province | # total of CPC | # of Female | Communes with Constructions | BMC | 4 | 0 | Bosbov | | 4 | 1 | Punley | SR | 5 | 0 | Varin | | 4 | 0 | Popel | KTH | 3 | 1 | Achar Leak | | 3 | 1 | Srayov | | 3 | 0 | Salavisey | | 3 | 1 | Prasat | | 3 | 1 | Praley | KCH | 3 | 0 | Tang Krasang | | 3 | 0 | Kraek | | 3 | 0 | Veal Mlu | Total | 41 | 5 (12%) | | <p>Note: CPC is formed to be responsible for bidding process and will be ended after the bidding process competed; then the Commune Chief will form Project Management Committee to manage and monitor the implementation for each sub-project (one for each), consists (i) Commune Chief, (ii) 2 CCs assigned by chief, and (iii) clerk is always a minutes taker</p> <p>(Need further clarification from NCDDDS)</p> |
| Province | # total of CPC | # of Female | Communes with Constructions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BMC | 4 | 0 | Bosbov | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4 | 1 | Punley | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SR | 5 | 0 | Varin | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4 | 0 | Popel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KTH | 3 | 1 | Achar Leak | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3 | 1 | Srayov | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3 | 0 | Salavisey | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3 | 1 | Prasat | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3 | 1 | Praley | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KCH | 3 | 0 | Tang Krasang | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3 | 0 | Kraek | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3 | 0 | Veal Mlu | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 41 | 5 (12%) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>1.1.4. At least 40% of women's participation in community planning groups to develop the commune investment plans and utilization of CDF</p> <p>Responsibility: Time:</p> | <p>Preparation of the CIPs will be commenced in Q3. Level of women's participation will be assessed during the District Integration Workshop (DIW).</p> | <p>Follow-up:</p> <ul style="list-style-type: none"> Assessment of women's participation in commune planning process will be conducted in Q3 Project gender consultant will provide guidance to district gender focal points for DIW, and | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| <p>1.1.5. Contractors will prioritize the use of local female unskilled labor at least 30%</p> <p>Responsibility:</p> <p>Time:</p> | <p>As of 06 June 2013, the following achievements were reported by <u>Banteay Meanchey (BMC)</u>:</p> <ol style="list-style-type: none"> 1- One road (finished): no data available 2- One canal will be done on 5 May, 2013: no data available 3- Road repairing (finished): no data available 4- Road repairing (finished) 50%: no data available <p><u>Seam Reap (SR)</u>:</p> <ol style="list-style-type: none"> 1- Canal repairing (finished): 25 unskilled labor (5 women, 20%) 2- Canal repairing (ongoing): 21 unskilled labor (4 women, 19%) <p><u>Kampong Thom (KHT)</u>:</p> <ol style="list-style-type: none"> 1- Road laterite (finished): 20 unskilled labor (1 woman, 5%) 2- Canal rehabilitation 1.05km & 1 watertgate-2culverts: 14 unskilled labor (6 women, 43%) 3- Road laterite: 6 unskilled labor (4 women, 66%) 4- Canal rehabilitation: 8 unskilled labor (4 women, 50%) 5- Dike repairing and drift: 10 unskilled labor (5 women, 50%) <p><u>Kampong Cham (KHC)</u>:</p> <ol style="list-style-type: none"> 1- Canal rehabilitation: 11 unskilled labor (2 women, 18%) 2- Road laterite: 7 unskilled labor (1 woman, 14%) 3- Road laterite: 8 unskilled labor (2 women, 25%) <p>Only KHT has exceeded the proposed target (30%) of female unskilled workers, and other provinces not reach, yet.</p> <p>No child labor engaged on construction sites</p> | <p>CEW for community/village meetings during the commune planning process</p> <p>Follow-up:</p> <ul style="list-style-type: none"> • Project gender consultant will work closely with relevant stakeholders to ensure the target is reached • Project gender consultant is requested to check contractor's contract if any special condition to mention about a requirement for recruiting female unskilled workers, at least 30% |
| <p>1.1.6. Male and female unskilled workers will receive equal pay for equal work and no child labor on civil works</p> <p>Responsibility:</p> <p>Time:</p> | <p>Follow-up:</p> <ul style="list-style-type: none"> • Project gender consultant is requested to list down a kind of unskilled works that male and female involve and payment, by locations. | <p>Follow-up:</p> <ul style="list-style-type: none"> • Project has to ensure that the trainings materials using by service providers is easy to understand by less educated or illiterate, esp. Women • Project gender consultant will |
| <p>1.2. Improve capacity of smallholder farmers</p> | | |
| <p>1.2.1. Gender and social issues included in LIG management training modules featuring pictorial materials</p> <p>Responsibility:</p> <p>Time:</p> | <p>LIG guideline was approved on 30 January 2013, and gender and social issues were included, as follows:</p> <ul style="list-style-type: none"> • Page 14, 4.6. Livelihood improvement group formation • Page 17, 5.3. Roles and responsibilities and qualification of the group leaders • Page 19, 5.4. Role and responsibilities of LIG members • Page 24, 7.2. Training strategy | <p>Follow-up:</p> <ul style="list-style-type: none"> • Project has to ensure that the trainings materials using by service providers is easy to understand by less educated or illiterate, esp. Women • Project gender consultant will |

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| | <ul style="list-style-type: none"> Page 27, 9.2.1. Meeting agenda <p>Training on LIG formation was provided to PST, DST, DFT and CEW. After the group formed, there will be a capacity building training (leadership, management, book keeping, etc) and technical training (pig raising,...) provided to the groups by service providers.</p> | <p>check training materials of the service providers, only sample for each province, to review (using in training materials: picture, leaflet, drawing,...)</p> |
| <p>1.2.2. CAA, CEW and female CC/commune gender focal point participate in LIG project management trainings</p> <p>Responsibility: Time:</p> | <p>Orientation on LIG guideline was conducted in 2013 at national level to Project coordinators, PPMAs (NCDDS), finance advisors, agriculture advisors (MAFF); with 43 participants (5 women, 12%)</p> <p>Trainings on LIG guideline were conducted in the 4 target provinces to CAA, CEW and female CC in April – May 2013 to the total participants of 588 participants (170 women, 29%):</p> <ul style="list-style-type: none"> 131 participants (36 women, 27%) from BMC; 152 participants (41 women, 27%) from Siem Reap; 148 participants (42 women, 28%) from KHT; and 157 participants (51 women, 32%) from KHC. | <p>However, commune gender focal points were not invited to the training with CAA, CEW and female CC due to the shortage of the budget</p> |
| <p>1.2.3. AEA Procedures include gender and social issues to identify specific needs of female headed households (FHH)</p> <p>Responsibility: Time:</p> | <p>Gender and social issues were included in the AEA model document in Khmer version, as follows:</p> <ul style="list-style-type: none"> Page 7, 8. Attribute of AEA;9. Progress of AEA Page 8; 11. Expected output Page 11; 13. Development of plan and baseline data analysis Page 16. Table of history analysis by timeframe. Page 36; 3.8.9. Women's issues Page 36; 3.8.10 Women's need Page 42; 4.1.4. Socio-economic reference to gender analysis issues Page 49; v. SWOT analysis Page 51; Key questions | |
| <p>1.2.4. Guideline on LIG formation, Farmer Field Schools and Rice Seed Producer Groups include social and gender issues.</p> <p>Responsibility: Time:</p> | <p>2 out of the 3 key guidelines were finalized and gender issues included, as follows:</p> <ol style="list-style-type: none"> LIG guideline: see above 1.2.1 Farmer Field Schools is part of the guideline of Good Agricultural Practice (GAP) standard Pilot Farmer Field School (GAP-SPFFS) <ul style="list-style-type: none"> Page 1, Objectives 4 Page 2: FFS Approach Characteristics: Principles basics of GAP_SPFFS | <p>Follow-up:</p> <ul style="list-style-type: none"> The Project will ensure that gender and social issues are well included in the final document of the guideline of Rice Seed Producer Groups. |

| <p>1.2.5. At least 30% of participants on agricultural marketing, managing credit, financial literacy, ICT, leadership and managing LIGs, and managing revolving fund are women.</p> <p>Responsibility: Time:</p> | <p>However, guideline on Rice Seed Producer Groups has not been finalized yet.</p> <p>Not yet</p> <p>Table 2: # & % of small famers in the trainings</p> <table border="1" data-bbox="422 862 727 1473"> <thead> <tr> <th rowspan="2">Training</th> <th rowspan="2">Location</th> <th rowspan="2">Date</th> <th colspan="2">Participants</th> </tr> <tr> <th>Total</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>Agricultural marketing</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Managing credit</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Financial literacy</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ICT</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Leadership and managing LIG</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Managing revolving fund</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Training | Location | Date | Participants | | Total | F | Agricultural marketing | | | | | Managing credit | | | | | Financial literacy | | | | | ICT | | | | | Leadership and managing LIG | | | | | Managing revolving fund | | | | | Total | | | | | <p>Follow-up:</p> <ul style="list-style-type: none"> The Project will ensure the target is reached. Find out who (IA, consultant or NGO) will provide these trainings? When? | | | | | | | | | | | | | | | |
|---|--|----------|----------|------------|--------------|--------------|---------------|---------------|-------------------------|---|-------|---|-----|-------------------|---|---|---|---|--------------------|-----|---|---|---|---|----|-----|---|---|-----------------------------|-----|----|-----|---|-------------------------|-----|----|---|------|-------|--|--|--|--|--|------|--|--|--|--|--|--|-------|--|---|--|--|-----|-----------|--|
| Training | Location | | | | Date | Participants | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Total | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Agricultural marketing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Managing credit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Financial literacy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ICT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Leadership and managing LIG | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Managing revolving fund | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>1.2.6. At least 30% of participants in LIG technical trainings and regular group meetings are women</p> <p>Responsibility: Time:</p> | <p>Table 3: # & % of participants</p> <table border="1" data-bbox="790 891 901 1473"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">Location</th> <th rowspan="2">Date</th> <th colspan="2">Participants</th> </tr> <tr> <th>total</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>LIG technical trainings</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LIG group meeting</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | | Location | Date | Participants | | total | F | LIG technical trainings | | | | | LIG group meeting | | | | | Total | | | | | <p>Follow-up:</p> <ul style="list-style-type: none"> The Project will ensure the target is reached. Find out what kind of LIG technical trainings? list down the name of those trainings? who and when? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Location | | | | Date | Participants | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | total | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LIG technical trainings | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LIG group meeting | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>1.2.7. At least one woman is selected to 3 person management committee when LIGs, AMEGs and FWUCs are formed.</p> <p>Responsibility: Time:</p> | <p>The Project will ensure that the requirement of having at least one women sitting the management committees will be closely monitored</p> <p>Table 4: LIG, AMAG & FWUC Management Committee (M.C)</p> <table border="1" data-bbox="1093 907 1329 1473"> <thead> <tr> <th rowspan="2">Group</th> <th rowspan="2">Prov</th> <th rowspan="2"># of group</th> <th colspan="2">M. C</th> <th colspan="2">Group Members</th> </tr> <tr> <th>Total</th> <th>F</th> <th>Total</th> <th>F</th> </tr> </thead> <tbody> <tr> <td rowspan="4">LIG</td> <td>SR</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>BMC</td> <td>2</td> <td>6</td> <td>2</td> <td>36</td> <td>27</td> </tr> <tr> <td>KHT</td> <td>5</td> <td>3</td> <td>1</td> <td>123</td> <td>84</td> </tr> <tr> <td>KHC</td> <td>1</td> <td>N.A</td> <td>N.A</td> <td>17</td> <td>1</td> </tr> <tr> <td>AMEG</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>FWUC</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td>8</td> <td></td> <td></td> <td>176</td> <td>112 (63%)</td> </tr> </tbody> </table> | Group | Prov | # of group | M. C | | Group Members | | Total | F | Total | F | LIG | SR | 0 | 0 | 0 | 0 | 0 | BMC | 2 | 6 | 2 | 36 | 27 | KHT | 5 | 3 | 1 | 123 | 84 | KHC | 1 | N.A | N.A | 17 | 1 | AMEG | | | | | | | FWUC | | | | | | | Total | | 8 | | | 176 | 112 (63%) | <p>Follow-up:</p> <ul style="list-style-type: none"> The Project will ensure the target is reached. |
| Group | Prov | | | | # of group | M. C | | Group Members | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Total | F | Total | | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LIG | SR | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | BMC | 2 | 6 | 2 | 36 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | KHT | 5 | 3 | 1 | 123 | 84 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | KHC | 1 | N.A | N.A | 17 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AMEG | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FWUC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | 8 | | | 176 | 112 (63%) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| <p>1.2.8. At least 25% of households selected to be LIG members should be FHH.</p> <p>Responsibility: Time:</p> | <p>Table 5: LIG members</p> <table border="1"> <thead> <tr> <th rowspan="2">Province</th> <th rowspan="2"># of LIG group</th> <th colspan="3">LIG members</th> </tr> <tr> <th>Total</th> <th>FHH</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>SR</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>BMC</td> <td>2</td> <td>36</td> <td>N.A</td> <td>27</td> </tr> <tr> <td>KHT</td> <td>5</td> <td>123</td> <td>N.A</td> <td>84</td> </tr> <tr> <td>KHC</td> <td>1</td> <td>17</td> <td>N.A</td> <td>1</td> </tr> <tr> <td>Total</td> <td>8</td> <td>176</td> <td>N.A</td> <td>112 (63%)</td> </tr> </tbody> </table> | Province | # of LIG group | LIG members | | | Total | FHH | F | SR | 0 | 0 | 0 | 0 | BMC | 2 | 36 | N.A | 27 | KHT | 5 | 123 | N.A | 84 | KHC | 1 | 17 | N.A | 1 | Total | 8 | 176 | N.A | 112 (63%) | <p>Follow-up:</p> <ul style="list-style-type: none"> The Project will ensure the target is reached. <p><i>(Need further discussion to define a group of FHH)</i></p> | | | | | | | | | | | | | | | |
|---|---|---|----------------|------------------|-----------------|-----|-------|-----|-------|----|-------|-------|---|---|-----|----|----|-----|----|-----|---|-----|-----|----|-----|----|----|-----|-----|--------------|----------|------------|------------|------------------|---|-----|----|----|----|----|----|--|--------------|------------|-----------------|------------|-----------------|-----------------|--|---|
| Province | # of LIG group | | | LIG members | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Total | FHH | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SR | 0 | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BMC | 2 | 36 | N.A | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KHT | 5 | 123 | N.A | 84 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KHC | 1 | 17 | N.A | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 8 | 176 | N.A | 112 (63%) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>1.2.9. Ensure all FHH that are LIG members have access to extension, quality seeds, and rural finance (through revolving fund and/or microfinance</p> <p>Responsibility: Time:</p> | <p>Not yet</p> | <p>Follow-up:</p> <ul style="list-style-type: none"> Monitoring the progress will focus on FHH who can access to extension, seeds and rural finance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>1.2.10. Ensure gender expertise (human resources and institutional experience) as a requirement of any NGOs or service providers recruited</p> <p>Responsibility: Time:</p> | <p>Not yet</p> | <p>Follow-up:</p> <ul style="list-style-type: none"> Monitoring the progress will look at NGO/service provider's proposal(i) gender staff; (ii) experience in providing gender training link to agriculture or D&D or any study/assessment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>1.3. Improve commune capacity for project management</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>1.3.1. Ensure gender balance in the recruitment of CEW and CAA in each commune</p> <p>Responsibility: Time:</p> | <p>Table 6: Number of CEW & CAA</p> <table border="1"> <thead> <tr> <th rowspan="2">Province</th> <th colspan="3">CEW</th> <th colspan="3">CAA</th> </tr> <tr> <th>Total</th> <th>F</th> <th>Total</th> <th>Total</th> <th>F</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>BMC</td> <td>18</td> <td>5</td> <td>18</td> <td>9</td> <td>9</td> <td></td> </tr> <tr> <td>SR</td> <td>28</td> <td>9</td> <td>28</td> <td>17</td> <td>17</td> <td></td> </tr> <tr> <td>KHT</td> <td>26</td> <td>9</td> <td>26</td> <td>17</td> <td>17</td> <td></td> </tr> <tr> <td>KHC</td> <td>32</td> <td>17</td> <td>32</td> <td>20</td> <td>20</td> <td></td> </tr> <tr> <td>Total</td> <td>104</td> <td>40 (38%)</td> <td>104</td> <td>55 (53%)</td> <td>55 (53%)</td> <td></td> </tr> </tbody> </table> | Province | CEW | | | CAA | | | Total | F | Total | Total | F | F | BMC | 18 | 5 | 18 | 9 | 9 | | SR | 28 | 9 | 28 | 17 | 17 | | KHT | 26 | 9 | 26 | 17 | 17 | | KHC | 32 | 17 | 32 | 20 | 20 | | Total | 104 | 40 (38%) | 104 | 55 (53%) | 55 (53%) | | <p>Follow-up (after mission):</p> <ul style="list-style-type: none"> Prepare training plan and training outline based on AWPB 2013 including budget, trainers, timing and location |
| Province | CEW | | | CAA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Total | F | Total | Total | F | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BMC | 18 | 5 | 18 | 9 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SR | 28 | 9 | 28 | 17 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KHT | 26 | 9 | 26 | 17 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KHC | 32 | 17 | 32 | 20 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 104 | 40 (38%) | 104 | 55 (53%) | 55 (53%) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>1.3.2. Capacity building training for CCs includes modules on gender and social issues in agriculture and rural development</p> <p>Responsibility:</p> | <p>Gender and social issues were included in the AEA training manual. Project Support Team (PST) at district level in all target provinces received AEA trainings from MAFF/GDA in Q1 2013. DST is planned to provide AEA training to CCs in Q2, 2013.</p> | <p>Follow-up (after mission):</p> <ul style="list-style-type: none"> Prepare training plan and training outline based on AWPB 2013 including budget, trainers, timing and location | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | |
|--|---|---|
| <p>Time:</p> <p>1.3.3. CIP reflects needs of women and includes specific support targeting female headed households</p> <p>Responsibility:</p> <p>Time:</p> | <p>CIP process will commence in Q3. Sample CIPs 2013 from target provinces will be reviewed to assess the extent to which the needs of women and FHH are considered.</p> | |
| <p>1.3.4. Gender sensitization training will be provided to all project staff including CEW, CAA and CCs by NGO or DoWA</p> <p>Responsibility:</p> <p>Time:</p> | <p>One gender awareness training/orientation was provided on 25 December 2012 to national project staff and consultants, with 17 participants (5 women, 29%). The training focused on: (i) gender mainstreaming concept, (ii) gender analysis and planning, (iii) gender mainstreaming in the Project, and (iv) Project's GAP orientation.</p> <p>The project is planned to provide gender TOT training to the Project gender focal points at provincial and district in Q2 2013 and the cascade training by the gender focal points to the commune level will be conducted in early Q3 before CIP process starts. The training will focus on, but not limited to: (i) Gender concept, (ii) Gender mainstreaming in small holder project, (iii) gender in CIP, and (iv) GAP format, implementation, monitoring and reporting.</p> | <p>Follow-up (after mission):</p> <ul style="list-style-type: none"> Prepare training plan and training outline based on AWPB 2013 including budget, trainers, timing and location |
| <p>1.3.5. Ensure that sex-disaggregated data will be included in the commune progress reports.</p> <p>Responsibility:</p> <p>Time:</p> | <p>Not yet</p> | <p>Follow-up:</p> <ul style="list-style-type: none"> Project gender consultant will select sample of commune progress reports in each province to review for sex-disaggregated data. The Project will confirm the progress in Q2 GAP report |
| <p>Output 2: Enabling environment for increased agricultural productivity and diversification</p> | | |
| <p>2.1. Improve Agricultural Policy Environment</p> | | |
| <p>2.1.1. Ensure gender issues will be incorporated in pilot testing of agriculture policy initiatives</p> <p>Responsibility:</p> <p>Time:</p> | <p>Gender and social issues were included in a preparation of Agricultural Policy, page 10. Pilot testing of this policy initiative on Good Agricultural Practice and Contract Farming will commence late 2013</p> | |
| <p>2.1.2. Ensure participation of sub-national level gender focal points in awareness</p> | <p>The Agricultural Policy is not finalized yet. The Project will ensure that awareness on Agricultural Policy will be</p> | <p>Follow-up:</p> <ul style="list-style-type: none"> The finalization will be made |

Car

| <p>raising on agriculture policy issues</p> <p>Responsibility:</p> <p>Time:</p> | <p>included the Project gender focal point at sub-national level.</p> | <p>when the International agriculture policy consultant on board in August 2013.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|----------------------|-----------------|----------------|--|---------|-------|-------|---|-----|----|----|----|--------|-----|----------|---|----|----|--------------|----------|----------|----------|----------|---|--------|---|----------|---|--------------|-----------|-----------------|------------|-----------------|---|---|---|---------|--|--|-----|---|---|---------|--|--|--------------|------------|-----------------|--|--|--|--|
| <p>2.2. Increased availability and access to quality seeds</p> <p>2.2.1. Roles for women within the Rice and Vegetable Seed Producer Groups are identified so that they can derive benefit</p> <p>Responsibility:</p> <p>Time:</p> | <p>GDA, Rice Seed Producer Group has no TOR, only draft guideline. Women roles in the group will be identified to ensure they can get benefits from the project</p> <p>Table 7: Rice Seed Producer Groups</p> <table border="1" data-bbox="517 837 711 1464"> <thead> <tr> <th rowspan="2">Province</th> <th colspan="2">Management Committee</th> <th colspan="2">Members</th> </tr> <tr> <th>Total</th> <th>F</th> <th>Total</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>BMC</td> <td>6</td> <td>2</td> <td>60</td> <td>11</td> </tr> <tr> <td>SR</td> <td>14</td> <td>4</td> <td>68</td> <td>18</td> </tr> <tr> <td>KHT</td> <td>11</td> <td>3</td> <td>45</td> <td>25</td> </tr> <tr> <td>KHC</td> <td>8</td> <td>1</td> <td>11</td> <td>2</td> </tr> <tr> <td>Total</td> <td>39</td> <td>10 (25%)</td> <td>184</td> <td>56 (30%)</td> </tr> </tbody> </table> | Province | Management Committee | | Members | | Total | F | Total | F | BMC | 6 | 2 | 60 | 11 | SR | 14 | 4 | 68 | 18 | KHT | 11 | 3 | 45 | 25 | KHC | 8 | 1 | 11 | 2 | Total | 39 | 10 (25%) | 184 | 56 (30%) | <p>Follow-up:</p> <ul style="list-style-type: none"> The Project gender consultant will follow to ensure gender roles included in the guideline of the group | | | | | | | | | | | | | | | | | | |
| Province | Management Committee | | Members | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Total | F | Total | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BMC | 6 | 2 | 60 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SR | 14 | 4 | 68 | 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KHT | 11 | 3 | 45 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KHC | 8 | 1 | 11 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 39 | 10 (25%) | 184 | 56 (30%) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>2.2.2. At least 30% of baborers employed on Research Station are women</p> <p>Responsibility:</p> <p>Time:</p> | <p>Table 8: Research Station Staff</p> <table border="1" data-bbox="791 837 911 1464"> <thead> <tr> <th rowspan="2">Province</th> <th colspan="2">Government Staff</th> <th colspan="2">Contract Staff</th> </tr> <tr> <th>Total</th> <th>F</th> <th>Total</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>SR</td> <td>2</td> <td>0</td> <td>2</td> <td>0</td> </tr> <tr> <td>KHT</td> <td></td> <td></td> <td>2</td> <td>0</td> </tr> <tr> <td>Total</td> <td>2</td> <td>0</td> <td>4</td> <td>0</td> </tr> </tbody> </table> | Province | Government Staff | | Contract Staff | | Total | F | Total | F | SR | 2 | 0 | 2 | 0 | KHT | | | 2 | 0 | Total | 2 | 0 | 4 | 0 | <p>Follow-up:</p> <ul style="list-style-type: none"> Need further discussion/clarification with GDA related to contract staff. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Province | Government Staff | | Contract Staff | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Total | F | Total | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SR | 2 | 0 | 2 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KHT | | | 2 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 2 | 0 | 4 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>2.2.3. At least 40% of women from farmer organization participate in the training on seed production and distribution (including post-harvest)</p> <p>Responsibility:</p> <p>Time:</p> | <p>Table 9: Rice Seed Production Training from 2012 – May 2013</p> <table border="1" data-bbox="967 792 1190 1464"> <thead> <tr> <th rowspan="2">Province</th> <th colspan="2"># participants</th> <th colspan="2">Duration</th> <th rowspan="2">Commune</th> </tr> <tr> <th>Total</th> <th>F</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>SR</td> <td>38</td> <td>12</td> <td>18 wks</td> <td></td> <td>Chikreng</td> </tr> <tr> <td></td> <td>30</td> <td>6</td> <td>18 wks</td> <td></td> <td>Tbeng</td> </tr> <tr> <td>BMC</td> <td>30</td> <td>7</td> <td>18 wks</td> <td></td> <td>Tean Kam</td> </tr> <tr> <td></td> <td>30</td> <td>4</td> <td>18 wks</td> <td></td> <td>Pov Taong</td> </tr> <tr> <td>KHC</td> <td>0</td> <td>0</td> <td>not yet</td> <td></td> <td></td> </tr> <tr> <td>KHT</td> <td>0</td> <td>0</td> <td>not yet</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>128</td> <td>29 (22%)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Province | # participants | | Duration | | Commune | Total | F | | | SR | 38 | 12 | 18 wks | | Chikreng | | 30 | 6 | 18 wks | | Tbeng | BMC | 30 | 7 | 18 wks | | Tean Kam | | 30 | 4 | 18 wks | | Pov Taong | KHC | 0 | 0 | not yet | | | KHT | 0 | 0 | not yet | | | Total | 128 | 29 (22%) | | | | |
| Province | # participants | | Duration | | Commune | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Total | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SR | 38 | 12 | 18 wks | | Chikreng | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 30 | 6 | 18 wks | | Tbeng | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BMC | 30 | 7 | 18 wks | | Tean Kam | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 30 | 4 | 18 wks | | Pov Taong | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KHC | 0 | 0 | not yet | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KHT | 0 | 0 | not yet | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 128 | 29 (22%) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>2.2.4. At least one women is elected to 3 person management committee of newly established seed producer groups</p> | <p>2 Rice Seed Producer Groups in each province. The project used the existing groups which were recognised and registered by Provincial Department of Agriculture (PDA). Number of Management Committees of Rice Seed Producer Group with disaggregated data in following:</p> | <p>Follow-up:</p> <ul style="list-style-type: none"> Check # of newly established see producer groups (management committee; members) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| <p>Responsibility: Time:</p> | <p>Table 10: Management Committee of Rice Seed Producer Group</p> <table border="1"> <thead> <tr> <th>Province</th> <th colspan="2">Group formed in 2012</th> <th colspan="2">Group formed in 2013</th> </tr> <tr> <th></th> <th>Total</th> <th>F</th> <th>Total</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>BMC</td> <td>6</td> <td>2</td> <td></td> <td></td> </tr> <tr> <td>SR</td> <td>14</td> <td>4</td> <td></td> <td></td> </tr> <tr> <td>KHT</td> <td>11</td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>KHC</td> <td>8</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>39</td> <td>10 (25%)</td> <td></td> <td></td> </tr> </tbody> </table> | Province | Group formed in 2012 | | Group formed in 2013 | | | Total | F | Total | F | BMC | 6 | 2 | | | SR | 14 | 4 | | | KHT | 11 | 3 | | | KHC | 8 | 1 | | | Total | 39 | 10 (25%) | | | | | | | | | | | | |
|---|--|--|----------------------|---|----------------------|--------|-----------------------------------|-------|---|----------------------------------|-----|-----|----------------------------------|----|----|---------------------------------|----|----|---|---|---|------------------------------|----|---|------|-----|-----|-------|-----|----|-------|-------|----|--|-----|--|---------------------------------|----|---|---|--|--|-------|-------|-----------|---|
| Province | Group formed in 2012 | | Group formed in 2013 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Total | F | Total | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BMC | 6 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SR | 14 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KHT | 11 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KHC | 8 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 39 | 10 (25%) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>2.3. Increased access to agricultural information and market data</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>2.3.1. At least 40% participation in all awareness raising and training (including study tours) by women</p> <p>Responsibility: Time:</p> | <p>Table 11: Project staff in all training including non-gender training</p> <table border="1"> <thead> <tr> <th rowspan="2">Training/Workshop</th> <th colspan="2">Participants</th> </tr> <tr> <th>Total</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>Gender training at national level</td> <td>17</td> <td>5</td> </tr> <tr> <td>LIG training at provincial level</td> <td>588</td> <td>170</td> </tr> <tr> <td>AEA training at provincial level</td> <td>80</td> <td>26</td> </tr> <tr> <td>PPMS training at national level</td> <td>43</td> <td>5</td> </tr> <tr> <td>LIG preparation meeting at national level</td> <td>7</td> <td>0</td> </tr> <tr> <td>Inception workshop (Batch 2)</td> <td></td> <td></td> </tr> <tr> <td>- SR</td> <td>215</td> <td>47</td> </tr> <tr> <td>- KHT</td> <td>150</td> <td>34</td> </tr> <tr> <td>- KHC</td> <td>201</td> <td>47</td> </tr> <tr> <td>- BMC (no sex-disaggregated in attendance sheet)</td> <td>115</td> <td></td> </tr> <tr> <td>AWPB workshop at national level</td> <td>20</td> <td>4</td> </tr> <tr> <td>AWPB workshop at provincial level (not available yet)</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>1,436</td> <td>338 (23%)</td> </tr> </tbody> </table> | Training/Workshop | Participants | | Total | Female | Gender training at national level | 17 | 5 | LIG training at provincial level | 588 | 170 | AEA training at provincial level | 80 | 26 | PPMS training at national level | 43 | 5 | LIG preparation meeting at national level | 7 | 0 | Inception workshop (Batch 2) | | | - SR | 215 | 47 | - KHT | 150 | 34 | - KHC | 201 | 47 | - BMC (no sex-disaggregated in attendance sheet) | 115 | | AWPB workshop at national level | 20 | 4 | AWPB workshop at provincial level (not available yet) | | | Total | 1,436 | 338 (23%) | <p>Follow-up:</p> <ul style="list-style-type: none"> Check # of total participants (# women?) in all training conducted by the Project |
| Training/Workshop | Participants | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Total | Female | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gender training at national level | 17 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LIG training at provincial level | 588 | 170 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AEA training at provincial level | 80 | 26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PPMS training at national level | 43 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LIG preparation meeting at national level | 7 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Inception workshop (Batch 2) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - SR | 215 | 47 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - KHT | 150 | 34 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - KHC | 201 | 47 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - BMC (no sex-disaggregated in attendance sheet) | 115 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AWPB workshop at national level | 20 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AWPB workshop at provincial level (not available yet) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 1,436 | 338 (23%) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>2.3.2. Training incorporates visual aids to accommodate lower levels of literacy especially among women</p> <p>Responsibility: Time:</p> <p>2.3.3. At least 30% of telecentre services are provides to women</p> <p>Responsibility: Time:</p> <p>2.3.4. Gender training materials in local language will be prepared in closed</p> | <p>GDA has produced video clip and many pictures on Rice Production Technique for farmer training to accommodate less educated or illiterate farmers, especially women.</p> <p>Not yet</p> <p>The gender training materials in Khmer language is being prepared and will discuss further with sub-national level during TOI training for</p> | <p>Follow-up:</p> <ul style="list-style-type: none"> Check trainings materials (picture, drawing, poster, leaflets,...) for less educated or illiterate, especially women | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|---|--|
| <p>consultation with beneficiaries, in particularly women</p> <p>Responsibility:</p> <p>Time:</p> | <p>finalizing the materials before the gender focal point use to conduct training to the commune level</p> |
| <p>Output 3: Effective Project Management</p> | |
| <p>3.1. Gender and social issues included in baseline survey</p> <p>Responsibility:</p> <p>Time:</p> | <p>Baseline survey is under bidding process. Gender and social issues were included in the TOR of the firm, as part of the bidding document. After the firm on board, the survey questionnaires will be reviewed and revised by SDGE to ensure the issues are well captured in the report.</p> |
| <p>3.2. Each EA/IA will appoint one Project staff to be the gender focal point at national and provincial levels to implement and reporting against GAP</p> <p>Responsibility:</p> <p>Time:</p> | <ul style="list-style-type: none"> • National level: one gender focal points was assigned for DCU, GDA, NCDIDS, and NIDA • Provincial and district level: one gender focal point was assigned (9 in KHC, 7 in KHT, 10 in SR, and 6 in BMC) • Total gender focal points: 36 and 4 are men |
| <p>3.3. Pro-actively promotes the involvement of female Project staff in all trainings including non-gender related training, workshops and study tours</p> <p>Responsibility:</p> <p>Time:</p> | <p>See table 11</p> |
| <p>3.4. TOR for Project consultants as well as all other Project staff makes provision for supporting ensuring the GAP implementation</p> <p>Responsibility:</p> <p>Time:</p> | <ul style="list-style-type: none"> • There are 512 Project staff: <ul style="list-style-type: none"> ◦ 2 Project Directors (no woman) ; ◦ 4 Project Managers (no woman) ; ◦ 33 staff (8 women, 24%), at national level ; ◦ 43 staff (8 women, 19%), at provincial level ; ◦ 222 staff (61 women, 38%), at district level ; and ◦ 208 staff (95 women, 46%), at commune level <p>The TOR of the Project staff and consultants make provision for supporting ensuring the GAP implementation, as follows:</p> <p>MAFE</p> <ol style="list-style-type: none"> 1. Project Manager/DCU: "ensure the implementation of the gender action plan" 2. Project Manager/GDA: "ensure the implementation of the gender action plan" 3. District Support Team (DST) from the District Agriculture Office (DAO) consists of 5 members: (i) head of DST, (ii) Agronomy, (iii) animal health and production, (iv) extension, and |

| | | |
|--|---|--|
| <p>3.5. Gender-sensitization training will be carried out as part of project orientation, for all levels of staff, at national and sub-national level and including Project Consultants, Contractors, CAAs, CEWs and Commune Councilors.</p> <p>Responsibility: Time:</p> <p>3.6. SGDE will provide capacity building to consultants, Project staff, CAAs and CEWs in gender responsive design and analysis; preparation of gender sensitive indicators; and preparation of checklists for evaluation of gender responsiveness of proposed subprojects.</p> <p>Responsibility: Time:</p> <p>3.7. AWPB Planning Workshops include session on GAP to record the achievement,</p> | <p>(v) gender mainstreaming" ensure the mainstreaming of gender considerations in all activities"</p> <p>4. Gender mainstreaming staff of DST from DoWA has a full TOR for ensuring gender mainstreamed in all Project activities at district level</p> <p>NCDDDS:</p> <ol style="list-style-type: none"> 1. Project Director "ensure that the NCDDDS and the sub-national project agencies implement the gender action plan" 2. Project Manager "ensure the implementation of gender action plan" 3. Community Development and Capacity Building Officer " ensuring gender balance in the trainings" 4. District Technical Support Staff "collect and maintain data of infrastructure projects" 5. Commune Extension Workers (CEW) "support the group for gender mainstreaming" <p>NIDA:</p> <ol style="list-style-type: none"> 1. Project Manager "ensure the implementation of gender action plan" <p>Project Consultants:</p> <ol style="list-style-type: none"> 1. International Team Leader "ensure that the EAs and IAs and sub-national agencies implement the gender action plan" 2. Deputy Team Leader "ensure that the EAs and IAs and sub-national agencies Implement the gender action plan" 3. National Social Development and Gender Advisor "ensures that gender action plan is fully implement, monitoring and reporting" 4. Provincial Agriculture Advisor "ensure that gender consultations are mainstreamed in the Project's agricultural development activities" 5. National D&D Management Advisor "assist the NCDDDS/PST to ensure that the sub-national IAs effectively implement the government's strategies ofgender mainstreaming" <p>See above 1.3.4</p> | |
| | <p>Not yet</p> | |
| | <p>2013 AWPB Planning Workshop at national (3-4 Jan.) and provincial levels (4-5 Dec. In KTH & KCH, and 6-7 Dec. In SR & BMC) were</p> | |

| | | |
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| <p>challenges and action to be taken with all Project staff in the four provinces.</p> <p>Responsibility:</p> <p>Time:</p> | <p>conducted. During the workshop, GAP was presented, discussed and integrated into the Project AWPB by output including budget to implement the plan.</p> | |
| <p>3.8. Ensure reporting on GAP progress is included in all review missions and project quarterly and annual progress reports. Sex-disaggregated data will be collected. The national Gender and Social Development consultant will assist and responsible for full implementation, monitoring and reporting against GAP</p> <p>Responsibility:</p> <p>Time:</p> | <p>Ongoing</p> <p>GAP progress report was included in the Project progress report Q3 & Q4 2012, and Q1 2013.</p> <p>Sex-disaggregated data is part of the PPMS training. The training/orientation to key Project staff from provincial level was conducted on 14 -15 March, 2013. As part of M&E of GAP implementation, sex-disaggregated data collection will be included into the TOT training to the gender focal points at provincial and district level in Q2 2013.</p> <p>SGDE was recruited 36 person-months intermittent and on board 01 July 2012. She assists the Project to ensure the implementation of GAP, monitoring and reporting including provide gender capacity building to all stakeholders who are involving in the Project implementation.</p> <p>Gender Action Plan Progress Report has been included in this review missions (May-June 2013)</p> | <p>The GAP progress report was included in the Project progress reports of Q3&Q4 2012 and Q1 2013. However, the progress info. is still limited. The progress has been reviewed during review mission May-June 2013 and the new GAP progress report format is recommended for the Project to use from Q2 2013 onwards.</p> |

APPENDIX 7. GOOD GOVERNANCE FRAMEWORK

**Tonle Sap Poverty Reduction and Smallholder Development Project (TS-PRSDP, Loan 2599 & Grant 0285)
Progress as of 11 June 2013**

In all instances, the Financing Agreement will be the overriding legal document. ADB's Procurement Guidelines, 2007, as amended from time to time ("Procurement Guidelines"), and ADB's Guidelines on the Use of Consultants by Asian Development Bank and its Borrowers, 2007, as amended from time to time ("Consulting Guidelines"), will be applied pursuant to the Financing Agreement as they may be modified by that Financing Agreement. The Government's policies and procedures will be applicable to the extent there is no discrepancy with the Financing Agreement or ADB's Procurement Guidelines and Consulting Guidelines. In the event there is a discrepancy, then the Financing Agreement, the Procurement Guidelines and the Consulting Guidelines will apply.

| No. | Risk/Issue | Assessment without Mitigation | Action to Mitigate Risk | Assessment with Mitigation | Responsibility | Target/Monitoring | Status as of 11 June 2013 | Supporting Evidence |
|-----------------------|-------------------------------|-------------------------------|---|----------------------------|---|--|---|--|
| 1: Procurement | | | | | | | | |
| 1.a | Risks of corruption and fraud | High | The executing agency (EA), implementing agencies (IAs) and implementing partners (IPs) to establish national- and provincial-level procurement committees under the Project, in accordance with the Government's Standard Operating Procedure and Procurement Manual (SOP/PM), mandated and updated on 22 May 2012. | Average | <p>EAs: Ministry of Agriculture Forestry and Fisheries (MAFF) and National Committee for Democratic Development Secretariat (NCDDS).</p> <p>IAs: MAFF/GDA General Department of Agriculture, and National Information and Communication Technology Development Authority (NIDA).</p> <p>Implementing Partners will include: Commune Councils, District Councils, Provincial Councils, National Bank of Cambodia (NBC), Microfinance Institutions (MFIs).</p> <p>Other institutions that may be involved in implementation through the provincial level arm of the organization: Ministry of Rural</p> | <p>At effectiveness</p> <p>Throughout Project duration.</p> <p>PC Members updated as soon as having restructured Commune Councilors.</p> | <p>Fully complied. PRC & PEC was formed and being operated under EAVNCDDS.</p> <p>Implementing Partners known as Commune Councils are using the existing C/S Procurement Committees that updated from time to time for the procurement of goods and civil works under Block Grant (CDF).</p> <p>EAVMAFF: PRC was originally established on 6 May 2010 for the procurement of vehicles, motorbike, and office equipment under EA budget allocation. The PRC was secondly updated due to the latest restructuring of a new Project Manager as one of committee members.</p> | <p>Letter of Decision No. 018 issued by NCDDS to establish PRC & PEC dated 28 February 2013.</p> <p>C/S PC formed in 2002 under the Law on Administration and Management of C/S. The PC members were updated from time to time based on CCs mandate.</p> <p>Original Letter of Decision to setup PRC dated 06 May 2010</p> <p>Letter of Decision, 2nd revision dated 04</p> |

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| 1.b | Insufficient procedures | Average | The EAs, IAs and IPs are to adhere strictly to the procedures and guidelines set forth in the Financing Agreement, ADB's Procurement Guidelines and SOP/PM that also cover international competitive bidding, national competitive bidding and shopping. | Low | Development (MRD), Ministry of Water Resources and Meteorology (MOWRAM), Ministry of Interior (MOI), the Ministry of Women's Affairs (MOWA), Supreme National Economic Council (SNEC), Ministry of Economy and Finance (MEF) to monitor for compliance with the Financing Agreement, ADB's Procurement Guidelines and the Procurement Manual. Council for Agriculture and Rural Development (CARD) as Project Steering Committee | Throughout Project duration. | Fully complied: ADB's procurement guidelines and SOP/PM are totally complied for the procurement conduct to date. ADB will keep on close track for the remaining procurement activities. | Seen on bidding documents, contract award, bidders' proposals and bid evaluation report. |
| 1.c | Weak procurement capacity | High | The EA/IAs/IPs, CCs, and District and Provincial project implementation personnel will receive hands-on training and assistance from consultants recruited under the Project. The Government SOP/PM will be used under the Project. | Low | EAs, IAs and IPs. | SOP/PM Training conducted, no later than December 2013. | Being complied: MEF with support from ADB/JFPR is in the process of conducting TOT to 10 key procurement trainers and other 60 procurement officers. All will be achieved end of 2013. NCDDS with support from | JCPPPR 2013. |

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| 1.d | Procurement Plans | Average | Project to closely monitor and review procurement conducts, and where necessary, take measures to improve procurement procedures based on lessons learnt from each successive procurement activity. | Low | CARD/EAs/MEF/ADB. | PIM ToT training delivering in late September and cascading to districts and communes in October 2012. | <p>D&D Management Advisor (Consultant) delivered PIM refresher training to Provincial Support Team and Consultants on 26 to 28 Sept 2012, then training series were cascaded down to District Technical Support Staff and Commune Procurement Members for implementation of Commune Block Grant in 2012.</p> <p>ADB will continue tracking these cascade trainings in the next review mission.</p> | <p>PIM Training schedule and materials.</p> |
| | | | Preparation of realistic annual Procurement Plan as guided by the Procurement Guidelines, tied to annual work plan and budget. | | EAs/IAs/IPs, and MEF. | <p>First year Plan complete by Mid October 2008</p> <p>Annually thereafter in July.</p> | <p>Original procurement plan made in Dec 2009 was delayed in action, and the 2nd revision has been prepared during the previous review mission on 11 - 22 July 2011.</p> <p>The 3rd revised procurement plan was made on 1 Oct 2012.</p> <p>The 4th revision is also subject to the current review mission (21 May to 16 June 2013)</p> | <p>Latest revised procurement plan updated on 1 October 2012.</p> <p>The review mission on 21 May to 16 June 2013 is scheduled to revise the procurement plan too.</p> |

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| 1.e | Informal payments by contractors, suppliers and consultants | High | All contractors, suppliers and consultants – firms or individuals, national and international – bidding for contracts under the Project shall sign the Declaration on Ethical Conduct and Fraud and Corruption in the SOP/PM. The Project will include the Declaration in all bidding documents, request for proposals, and contracts. | Average | EAs/IAs/IPs and MEF. | Throughout Project duration. | Being complied: all relevant stakeholders have signed the Statement of Ethical Conduct, Fraud and Corruption as guided in Procurement Manual. | Seen on bidding documents, (request for proposal and contracts). |
| Element 2: Financial Management (FM) | | | | | | | | |
| 2.a | Weak internal controls | High | Strengthen internal controls by ensuring that the Project uses SOP including procedures in the Financial Management Manual (FMM), which cover: <ul style="list-style-type: none"> financial policies and standards; elements of internal control; financial accounting system, ledgers, journals; bank accounts and credit/grant withdrawals; Project expenditure, payroll, petty cash, advances; and FM reports, audit, counterpart funds withdrawals. | Average | EAs and IAs. MEF to monitor for compliance with SOP/FMM, as well as Financing Agreement and ADB's Anticorruption Policy. | Continue throughout Project duration. Continue throughout Project duration. | Partially complied: given limited fund resources, the EAs did not appoint the post of internal auditor for conducting regular internal control tasks. This is one of risks in financial management. In the absence of assigned Internal Auditor, The ADB mission recommends FMPAs and LGFSAs to play a strong internal audit roles to conduct pre-review and post-review on financial and accounting transactions and record system to ensure transparency and accountability of fund use. | Observed by verbal interview and checked on accounting documents. |
| 2.b | Weak financial management capacity | High | The EA/IAs and commune councils to receive hands-on training and technical assistance from consultants recruited under the Project. The Government FMM and | Low | EAs and IAs. | FMM/SOP training conducted no later than November 2012. | Being complied: There were some financial orientations and coaching on FMM delivered by FMPAs and LGFSAs to IPs concerned staff and followed by several | Seen filing training materials in place. Seen on training handouts prepared by |

| No. | Risk/Issue | Assessment without Mitigation | Action to Mitigate Risk | Assessment with Mitigation | Responsibility | Target/ Monitoring | Status as of 11 June 2013 | Supporting Evidence |
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| | | | SOP will be used under the Project as well as relevant provisions of the Financing Agreement and ADB's Procurement Guidelines and Consulting Guidelines. Project to closely monitor and review financial management conduct and make necessary improvements as required. | | EAs/MEF/ADB | Throughout Project duration. | cascade trainings to target districts and communes made by LGFSAs. ADB will closely monitor the next training activities and review financial management conduct. | FMPAs and LGFSAs. |
| 2.c | Minimize cash transactions | Average | Project to make all progress payments to contractors, suppliers and consultants – firms, individuals, national and international – by check or transfer to bank accounts, and retain evidence for audit and donor supervision missions. | Low | EAs/IAs, commune councils. | Throughout Project duration. | Fully complied: cash and check transactions were applied as guided by Financial Management Manual (FMM). | Seen on Receipt and Payment Vouchers. |
| 2.d | Inconsistency in allowances paid to Government staff attending training, workshop and other similar activities | Average | Project to follow MEF's Instruction Letter No. 2000 dated April 23, 2007 on standard daily subsistence allowances. Project to establish Annual Training and Workshop Plan with estimated budget. Each training or workshop to have a detailed budget and expenses approved by the Project Director. Project to set eligibility rules for attending training and workshops. Attendees must: <ul style="list-style-type: none"> • be engaged in work relevant | Low | EAs and IAs to incorporate into Annual Training and Workshop Plan. Approved by Project Director with ADB no objection. EAs/IAs | Throughout Project duration. 4 th QTR annually. Throughout Project duration. | MEF's Instruction Letter No. 2000 dated April 23, 2007 on DSA rate is fully applied to date. Being complied. Being complied. | DSA Payment Documents and Vouchers. AWPB2013 |

| No. | Risk/Issue | Assessment without Mitigation | Action to Mitigate Risk | Assessment with Mitigation | Responsibility | Target/ Monitoring | Status as of 11 June 2013 | Supporting Evidence |
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| | | | <p>to the training, and</p> <ul style="list-style-type: none"> • be competent in the language used. <p>Project to ensure that training and workshops and other similar activities:</p> <ul style="list-style-type: none"> • are in line with Project aims and objectives • meet identified needs within the subproject plans, and • have budget in line with planned expenditure approved by the EA. Project to seek EA's prior approval for any significant plan changes or departures. <p>Project to set cost guidelines for selected training/workshop activities, including:</p> <ul style="list-style-type: none"> • venue rental with refreshments/meals • sound and projection equipment hire • stationery/hand-outs • Project-specific training and workshop materials • simultaneous translators, and • photocopying, reproduction, translation. <p>Project to define evidence to be submitted by attendees for reimbursement of expenses which may include:</p> <ul style="list-style-type: none"> • proof of attendance for | | | <p>At time of annual work plan preparation, and again before each training, workshop or study tour.</p> <p>Each occasion.</p> | <p><i>Being Completed.</i></p> <p><i>Being complied:</i></p> | <p>Seen on liquidation documents.</p> <p><i>Being complied: Project finance staff was aware on reimbursement process, transaction records and retain</i></p> |

| No. | Risk/Issue | Assessment without Mitigation | Action to Mitigate Risk | Assessment with Mitigation | Responsibility | Target/Monitoring | Status as of 11 June 2013 | Supporting Evidence |
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| 2.e | Delayed or non-existent reconciliation of advances for operating costs and expenses | Average | Project to reconcile operating expenses to staff or field offices within one week of the end of each month. No further advances to be paid until previous advance reconciled and cleared against documentary evidence. | Low | EAs/IAs directors. EAs/IAs directors. | Each month. Throughout Project duration. | <i>Being complied.</i> ADB will continue to track the cash flow transaction to avoid any possible delay. | Seen in advance liquidation & replenishment document. |
| Element 3: Disclosure | | | | | | | | |
| 3.a | Conflict of interest among Project staff | High | Project staff to disclose private and public affiliations or personal interest before becoming involved in any Project-related transaction, such as contract award. EA to prepare a declaration statement for staff's signature. | Average | Project Director to ensure all Project staff signs the disclosures. | Throughout Project duration. | <i>Partially complied:</i> Code of Ethical Conduct was included as an annex of the revised PAM following the previous mission finding but no one staff yet signed to date. The mission proposes EAs to further design the general code of ethical conduct as mandated by GGF and maintain the signed list of staff receipt no later than end of July 2013. ADB will follow up the progress of action versus this critical point. | Consensus in kick off meeting, wrap-up meeting and individual meetings with EAs/IAs during the review mission. |
| 3.b | Inadequate transparency and disclosure | Average | Project to agree information to be disclosed on Project and EA/IA websites biannually, with hard copies available for public inspection on request. At a minimum, the Project will disclose the information required by the Financing Agreement. | Low | EAs and ADB to agree final list. Project Director to arrange disclosure. | Agree by effectiveness. Updated at least every two weeks upon | <i>Partially complied:</i> Public disclosure on Project related information on the website were found limited. The link to CARD website http://www.card.gov.kh/tspr.sdp.html was not updated. Only project description is available for the web. The | Seen on an agreed action in Aide Memoires. |

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| Element 4: Complaints and Remedies Mechanism | | | | | | | | |
| 4.a | Inadequate complaints and remedies mechanisms | High | Project to build well-defined mechanism into Project documents, including sub-procedures specific to particular subproject, if necessary. Complaints procedures regarding procurement to follow process set out in Financing Agreement and SOP/PM. | Low | EAs in consultation with ADB. EAs/MEF | Effectiveness Throughout Project duration | <p>Partially complied: although the existing complaint procedures known as Provincial Accountability Working Groups (PWAG, formed under NCDD program) have been applying to sub-national administrations but a formal project CHM was not established to date.</p> <p>the mission strongly recommends EAs to design the Project CHM with detailed procedures to address the possible complaint/grievance and keep it posted on the project website by 4 weeks after the review mission.</p> | Agreed in kick off meeting and field meetings. |

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| Element 5: Civil Society Organization Role (CSO Involvement) | | | | | | | | |
| Element 6: Code of Ethical Conduct | | | | | | | | |
| 6.a | Poor enforcement of the Code of Conduct for civil servants | Average | Project to provide copies of the relevant laws and articles on Code of Conducts for civil servant in 2004 to all Project staff, including contracted staff. Project will maintain signed declaration of receipt of these documents by all Project staff, including contracted staff. | Low | EAs | Effectiveness From October 2012 to remaining Project time | Non-complied: given the EAs missed to provide copies of relevant laws and articles on Code of Conduct for civil servant to all project staff for signature at the start of the project to date, the mission proposes EAs to design the general code of ethical conduct as mandated by GGF and maintain the signed list of staff receipt no later than 15 July 2013. ADB will follow up the progress of action against this critical point. | Non-complied |
| Element 7: Sanctions | | | | | | | | |
| 7.a | Inadequate sanctions for fraudulent and corrupt activity by Project staff, contractors, suppliers and consultants | High | The Project to identify and apply sanctions available under current law and regulations of Cambodia, ADB's Loan and Grant Regulations the Financing Agreement, and ADB's Procurement Guidelines and Consulting Guidelines. Sanctions for individuals may include transfer of duties, retraining, suspension, | Low | EAs | Throughout Project duration | Not yet due. So far, there was a case of termination of contract for one provincial consultant (known as Provincial Project Management Advisor, PPMA based in Kampong Cham Province) recruited under EANCDDDS budget, on the grounds that he has worked in office for only 3 days after almost 3 | Letter of consultant performance appraisal No.050 dated 12 Jan 2012 issued by Deputy Provincial Governor. E-mail of EANCDD management dated on 1 Feb |

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| Element 8: Project Specific Risks | | | | | | | | |
| 8.a | Poor coordination among Project agriculture staff and working group at provincial and district level. | High | EAs playing roles as national project management shall issue letter of instruction or guidance to inform chief of provincial/district working group to convene regular coordination meeting with clear agenda to review work progress, challenges to be addressed, coordination issues, work plan, report consolidation and other Project related issues. Chief of Provincial/District Working Group known as Deputy Governors to ensure such regular meetings take place in their respective province/district. | Low | EAs and Respective Provincial Deputy Governors. | From November 2012 to remaining Project duration. | Being complied: situation is under good progress comparing to the previous mission findings. ADB will keep eyes on that progress for the next review mission. | Observed and interviewed during field mission. |
| | | | dismissal, re-grading, and prosecution under Cambodian Law. Sanctions for firms may include: termination of contract, debarment or blacklisting under ADB's Procurement Guidelines and Consulting Guidelines or prosecution under Cambodian Law. | | | | months assignment. However, EAs/IAs strongly committed to take measures in the remaining project life either on administrative or legal actions against whom to engage in fraudulent and other forms of corruption following the specific proofs of investigation. | 2012 informed ADB about decision to terminate the consultant contract. |

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| 8.b | Insufficient Project vehicles and motorcycle at provincial and district level. | High | EAs/IAs to discuss about possibility to reallocate the existing vehicles currently managed by EAs/IAs in order to respond to the local needs. Equipment budget shall be considered and reallocated for the procurement of additional motorbikes and its operational costs distributing to Project district staff to ensure smooth and effective implementation toward objectives of the Project. | Low | EAs/IAs/MEF in consultation with ADB | Before end of December 2012. | Completed. | Seen on the latest revised procurement plan 1 October 2012. |
| 8.c | Safety for petty cash custody at project sub-national level. | High | Findings at the time of review mission, no any petty cash custodian of target provinces, districts and communes was found to use iron safe for safeguarding its petty cash. This will lead a high risk in petty management. EAs/IAs in consultation with MEF to discuss within the Participating Provinces and Districts/Communes to seek possibility of external budget resources or in the form of counterpart fund to buy a suitable size of the safe for keeping the cash or strongly recommend where regarded as safety place to keep. | Low | EAs/IAs/MEF in consultation with ADB | Considered as matter of urgency | Under Consideration: the previous mission recommendation on the use of iron safe to mitigate the risk in petty cash management at commune and district level, has not been implemented but under consideration. Based on the actual needs through the field interview with some selected communes and districts, again, the mission recommends NCDD/MEF to consider an appropriate action for the case. | Observed and interviewed during field mission. |

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| 8.d | Low capacity on financial management and technical support both district and commune level. | High | <p>NCDDS to carefully monitor a transparent recruitment process to ensure the compliance of guideline.</p> <p>Local Government Financial System Advisors (LGFSAs) recruited under EA/NCDDS shall provide a formal training, hands-on trainings, and on the job trainings with series of follow-up to district/commune finance staff.</p> <p>2 Infrastructure Consultants recruited under SMEC shall deliver a formal training, hands-on trainings, and on the job trainings, and follow up session on feasibility study, project design, cost estimation and other infrastructure related subjects to district support staff.</p> | Low | NCDDS | Throughout Project duration | <p>Completed.</p> <p>Being complied: several training delivered by LGFSAs to district and commune level.</p> <p>Being Complied.</p> | <p>All staff deployed.</p> <p>Seen on schedule and training materials.</p> |

