

**ASIAN DEVELOPMENT BANK
AIDE MEMOIRE
PROJECT REVIEW MISSION, 05 - 19 FEBRUARY 2014
ADB LOAN 2599/GRANT 0186; FINLAND GRANT 0191; IFAD LOAN 8243/GRANT 0192-
CAM: TONLE SAP POVERTY REDUCTION AND SMALLHOLDER DEVELOPMENT
PROJECT**

1. 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, and 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 million¹ 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 infrastructures 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)² was conducted from 05 - 19 February 2014 to: (i) review overall project implementation progress across all components; (ii) assess commune block grant implementation including rural infrastructure, livelihood improvement and new rural ICT approaches; (iii) review the achievement against the project Gender Action Plan (GAP); and (iv) recommend measures for effective project implementation. A kick-off meeting was held on 5 February, at the Ministry of Agriculture Forestry and Fisheries (MAFF), chaired by MAFF Project Director, and a wrap-up meeting on 19 February at MAFF, chaired by MAFF Project Director. The Mission met officials from MAFF, the National Committee for Sub-National Democratic Development Secretariat (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.³ 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 1.

¹ This amount will be revised to Euro 1.25 million and the completion date will be revised from 15 March 2014 to 31 December 2014 through an amendment of the Financing Agreement which is under finalization between ADB and Government of Finland.

² The Mission comprised C. Hem, Sr. Project Officer, Mission Leader, S. Sok, Sr. Procurement Officer, C. Chea, Gender Specialist, S. San, Project Analyst, and P. Song, Operations Assistant.

³ Government of Finland representative was Mr. Kalnaovkul Bhuripan, Program Officer, the Embassy of Finland; IFAD were represented by Meng Sakphouseth, Country Program Officer; and Julian Abrams, IFAD Consultant

2. MAIN FINDINGS and ISSUES

A. Overall Implementation Progress

4. Good progress has been achieved since the last review mission in June 2013 whereby most of the agreed actions were either achieved or are on-going with the status provided in Appendix 2. As of 15 June 2013, overall implementation progress is estimated to be at 46% (Appendix 3) against an elapsed time of 50%.

B. Issues and agreed actions

5. As of 10 February 2014, the cumulative contract awards and disbursements were \$15.6 million or 31% of the total budget and \$11.6 million or 23% of the total project budget respectively. This slow progress has made the TSSD to be at risk⁴. A summary of contract awards and disbursements history is provided in Table 1.

Table 1: Summary of Cumulative Contract Award and Disbursement

No.	Loan/Grant	Allocation (Net Loan)	Contracts Awarded	Amount Disbursed (Including advances)	% Contracted	% Disbursed
		(1)	(2)	(3)	[4 = (2/1)]	[5 = (3/1)]
1	ADF Loan	3.28	0.57	0.85	17.3%	26.1%
2	ADF Grant	27.3	12.01	9.87	44%	36.1%
3	Finland Grant*	5.75	1.67	0.55	29.1%	9.6%
4	IFAD - Loan	6.51	0.66	0.31	10.2%	4.8%
5	IFAD - Grant	6.6	0.66	0	9.9%	0.00%
	TOTAL:	49.53	15.57	11.59	31%	23.4%

* See footnote 1

Source: Asian Development Bank

6. Based upon the planned contract awards and disbursement, the Project is expected to be moved from the "at risk" category to be "on track" by the end of quarter 2, 2014 as disbursements are expected to be further accelerated when the EA fully implements the block grant fund transfers, particularly to the 400 newly formed Livelihood Improvement Group (LIGs) and the commune infrastructure subprojects. EAs and IAs will ensure that all agreed actions listed in table 5 are implemented according to plan without delay.

C. Progress and Issues by Component

Component 1: Commune Development through a Block Grant

a. Improving rural infrastructure supporting agricultural productivity

7. **Progress:** There were a total of 106 Rural Infrastructure sub-projects identified across the 104 communes (Batch 1 & 2) for 2013. The designs and cost estimates have been completed for 103 of these sub-projects and all have been submitted to provincial level technical clearance has now been granted for all of these sub-projects. There have been 90 contract awards so far, of which 50 of the sub-projects have on-going construction and 10 fully

⁴ Likely not complete the project on time and that the project objective might not be met.

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completed. In the case of the 2014 sub-projects, only in Banteay Meanchey (BMC) and Siem Reap (SRP) there have been 98 sub-projects identified, 28 design/cost estimates completed and 14 granted technical clearance. Of these in BMC only there have been eight contract awards and three sub-projects have commenced construction. In BMC there also remains one sub-project under construction from 2012. The Progress by each province is provided in Appendix 7.

Table 2
Summary of Rural Infrastructure sub-projects completed feasibility studies⁵

No.	Type of sub-project	BMC	SRP	KPT	KPC	Sub-total
2012/2013						
1	Road Rehabilitation	10	2	0	15	27
2	Earth Canal	6	10	16	10	42
3	Earth Dam/Dike	0	13	9	4	26
4	Concrete Structure (Irrigation)	2	3	0	0	5
5	Pond (Irrigation)	0	2	0	1	3
	Sub-total	18	30	25	30	103

Note: BMC = Banteay Meanchey; SRP = Siem Reap; KMT = Kampong Thom; and KPC = Kampong Cham;

8. **Issues and Agreed Actions:** Cooperation provided by the provincial Department of Water Resources and Meteorology, particularly in BMC is reported to be unsatisfactory, particularly in the delayed technical clearance for commune irrigation sub-projects. Some irrigation schemes were found to be incomplete although the subprojects have been declared to be fully completed. This is attributed to the current low ceiling for commune block grants for each sub-project which has resulted in the commune's decision to carry out partial construction only during the year. It is recommended that the design of the culverts needs to be modified to reduce the risk of soil erosion by raising the level of the embankment/fill higher than the level of the road. Some Commune Councils (CCs) have requested whether there can be support from the commune block grant for small works to improve existing irrigation facilities and this was agreed to.

b. Improving capacity of smallholder farmers

9. **Progress:** A total of 847 target villages have been selected so far across the 196 target communes. The identification of the ID2 Poor Households in these villages is on-going and to date a total of 16,452 have been listed. There have been a total of 400 LIGs formed with a total of 7,066 members. The Agro-ecosystems Analysis (AEA) has been completed in 104 communes (Batch 1 & 2) and draft reports have been produced but the final versions are not all available yet. Training on Commune Development Fund (CDF) Guidelines is being conducted in each province and will be completed by the end of February.

10. **Issues and Agreed Actions:** It was agreed that the MAFF/GDA will coordinate with the District Support Team (DSTs) and Provincial Agriculture Coordinator (PACs) to ensure that the

⁵ Completed subproject designs and costs estimates for 2012 and 2013. The Data for 2014 rural infrastructure sub-projects is now being compiled and will be included in the Q1 2014 QPR.

AEA reports from 2013 are finalized and distributed to the CCs. Since the conduct of the AEA in the remaining 92 communes cannot be done by contracting the PDA staff, the MAFF/GDA will propose an alternative funding strategy based upon payment at cost for the services provided.

Livelihood Improvement Group (LIG) formation

11. **Progress:** The contract for the Specialized Service Provider (SSP1) to monitor group formation was awarded to ATSA (a local NGO) on 29 November 2013. At the time of the Mission the SSP1 had completed its review of the formation of the first 400 LIGs and their findings were being presented through meetings conducted in each district. The interim report on the findings of their review is expected shortly.

12. **Issues and Agreed Actions:** From discussions with the SSP1, it is understood that problems were identified with the formation of 20 - 30 per cent of all LIGs reviewed. These problems consist of departures from the process described in the guidelines which has resulted in some households, which are not classified as poor (under the ID-Poor system), being selected as beneficiaries, and in a few cases (mostly in SRP) with up to half of the members being classified as non-poor. In all provinces action is already being taken to correct the errors in group formation, and the SSP1 will monitor these corrective actions. It was agreed that NCDDs will compile a report on these corrective actions and submit to ADB and IFAD by March 2014. In addition NCDDs will provide ADB and IFAD with justification for the cases in which any LIG group, formed or re-formed following the correct process, has more than 10 member households that are not classified ID-Poor.

13. It was agreed that the first village meeting in the LIG formation process is a general meeting to which all village households are invited. The purpose of this meeting is to disseminate information about the LIG. Attendance at this first meeting should not be a condition for membership of the LIG. All eligible households must be offered the opportunity to volunteer for LIG membership, whether they attend the first meeting or not.

14. IFAD has noted the concerns raised by Government regarding the difficulties of forming and managing LIGs consisting only of ID-Poor households. However, IFAD reaffirms that the purpose of the LIG is to assist poor households and that the basic criterion for eligibility is the ID-Poor classification. Thus ID-Poor 2 families must have the highest priority for LIG membership, followed by families with ID-Poor 1. Non ID-Poor households may only be selected once every effort has been made to offer all ID-Poor families the opportunity to join. Where ID-Poor 2 families decline the opportunity to join, this should be documented. However, families that are ID-Poor and want to join may be excluded on the basis of criteria in the group formation guidelines (for example, on grounds of bad behaviors), but the reason for such exclusion must be documented and will be subject to checking by the SSP 1.

15. It was agreed that households (i) without an ID-Poor card; and (ii) having more than 1 hectare of productive land should not be included in the LIG membership. It was also agreed that the formation of the remaining LIGs will resume in each province after (i) the corrective actions have been completed in that province; (ii) NCDDs have revised the LIG formation Guidelines based on this Aide Memoire and on recommendations from the SSP 1; and (iii) a refresher workshop has been conducted in that province to disseminate and explain the revised guidelines. The SSP 1 team members will attend these provincial workshops as Resource Persons.

16. The following additional recommendations were made: (i) LIGs must have at least 15 members all of whom are classed as ID-Poor; (ii) if there are less than 15 ID-Poor families who want to form the LIG, a different village should be targeted; (iii) maximum size of LIG can be 30 members, subject to the overall average per Commune must not be more than 25; and (iv) the option of forming two LIGs in a single village with many ID-Poor households can be used; and (iv) if 15 - 29 ID Poor members can be selected as members of an LIG, the project team can select additional members based on wealth ranking, but no member should have more than 1 hectare of productive land.

17. NCDDDS will make every effort to ensure that formation of LIG is completed no later than June 2014.

Group registration fee and saving

18. **Issues and Agreed Actions:** In many LIGs, the group members have been requested to pay 40,000 Riel (USD 10) to the group and also contribute to group savings of 1,000 - 2,000 Riel (USD 0.25 - 0.50) per month. These fees and saving become part of the Group Revolving Fund. There is a risk that this requirement will discourage ID-Poor families from joining the group. It was agreed that any requirement for membership fees and savings will be subject to agreement amongst the group members, with the membership fee to be no more than 40,000 Riel maximum.

Formation of sub-groups and training

19. **Issues and Agreed Actions:** In some of the LIGs that were visited by the mission, the members have been divided into Common Interest Groups (CIGs) of five members each. Each member selects only one sub-group to register. Some LIGs have two or three sub-groups for the same activity (e.g. three chicken groups of five members each). The mission noted that in some cases LIG members were enlisted in a group related to a production activity in which they had no interest.

20. The Mission agreed that the Commune Development Fund guidelines and the LIG Formation guidelines will be adjusted to reflect the following points:

1. The purpose of a Common Interest Group is to plan and implement training on a particular topic. The minimum size is five members but there is no maximum size. There is no reason to have more than one CIG for the same topic in an LIG. Membership of a CIG is not a condition for access to a loan. LIG members can be members of no CIG, or one CIG, or more than one CIG, as they wish. CIG are not intended to become co-production groups.
2. Each loan to an LIG member must be guaranteed by four other members. The members guaranteeing the loan should be people who know and trust each other. They do not have to be members of the same CIG. The members who guarantee the loan should participate in evaluating each other's business plans.
3. Training topics should be selected at the LIG level based on the members' loan proposals, and the specific trainings can be organized only for classes of a minimum of five members who have shown their common interest.
4. LIG members should participate in the design of training activities to ensure that the training design (method, timing, intensity of training activities) is suitable to their needs and their work commitments.

5. Attending technical skill training is not a condition for access to a Group Revolving Fund (GRF).

Islamic villages

21. **Issues and Agreed Actions:** A number of villages in KPC have declined the opportunity to form an LIG because of concerns that the loan arrangements are contrary to the Islamic religion practiced in those villages. The mission recommends that the project should offer an opportunity to structure loans differently so that payments are not defined as interest. It was agreed that project will discuss with Islamic community leaders to find a way that is suitable to their traditional practices.

Ensuring that all LIGs are operational by mid-2014

22. **Issues and Agreed Actions:** The Mission noted the concern from the provincial teams during field visits in relation to the tendency of losing trust from the 400 LIG formed farmers as a result of the delay of cash transfer and provision of technical support. It was agreed to aim to transfer the first tranche of GRF funds to the 400 existing LIG after Khmer New Year (i.e. mid-May) and to all LIGs by the end of July 2014. Groups should become fully operational (i.e. providing loans to members) within 3 - 4 weeks after the funds are transferred into the LIG accounts. Recruitment of the Specialist Service Provider for standard training and mentoring (SSP2) is a condition for transfer of the funds to the Group account, while completion of the standard package of training and mentoring including preparation of business plans, to be provided by the SSP2, is a condition for individual members to access loans.

23. The target date for having the SSP 2 is slightly delayed from the date set by the last mission (February 2014). It is now expected the SSP 2 will not be able to mobilize fully before end of March 2014. This puts at risk the objective of ensuring that all LIGs become operational (i.e. are correctly formed and begin issuing loans) by mid-2014. Further delays in achieving this objective will present a serious constraint to project's ability to achieve its development objectives and sustainability under IFAD supported component. If further delays do occur then IFAD may re-consider its further participation in the project.

24. The mission agreed on the following actions:

1. NCDDDS will place the highest priority to completing recruitment and mobilization of the SSP 2 without further delay;
2. ADB will ensure that the necessary procurement reviews are completed within the time permitted by the relevant ADB business standards;
3. NCDDDS will put in place temporary measures to ensure that at least the initial 400 LIGs can become fully operational by no later than the end of April 2014 (i.e. in time for the start of the planting season) and that all LIG can access loans by end July 2014. These measures will consist of two training packages to be provided by NCDDDS to the CEWs using short-term individual consultants and project staff. The first training package will consist of (i) preparation and agreement of the Group Internal Rules/Group Status including interest rates, borrowing scheme, administration cost of the group leader and their fees; (ii) opening group accounts; and (iii) recording of Group Revolving Fund transactions. The second package of training will consist of (i) preparation of very simple business plans/loan proposals; (ii) appraisal of loan proposals with participation of the

co-liability group members; and (iii) appraising training needs based on the business plans.

4. NCDDS will review the cash flow implications of the target of disbursing the first tranche of GRF to all LIG by end July 2014. If necessary, NCDDS will request an increase in the maximum amount of replenishment of the NCDDS account to facilitate this.

Support to Technical Training:

25. **Issues and Agreed Actions:** Once the training needs of the LIG members have been identified, there are two possible approaches for the selection of the trainers: (i) institutional service provider (NGOs); or (ii) individual local farmers who are expert in a particular activity (lead farmers). The selection of an NGO may work well if there is an organization already active with a good track record in the local area. If local lead farmers are selected this will have the advantage that they know the local situation and have hands-on knowledge that can help the trainees. However, the lead farmers will not be skilled in training and will need support. Therefore, the local lead farmer must work with the CEW to deliver the training. It was agreed that NCDDS will develop a methodology for practical training and demonstration by lead farmers and conducting training of trainers. This activity will be included in the TOR of the Service Provider for technical skills training of CEWs, CAAs and key farmers trainers. The NCDDS team, with the assistance from PPMA, will conduct refresher courses with CCs and CAA on the procurement process of the service provider once the training needs of the LIGs have been identified. The role of the District Support Team in supporting technical training of LIG group members will be clarified and will be complementary to the role of the specialist service providers.

26. IFAD has identified an opportunity to use dedicated funds to engage FAO to support implementation of TSSD within the framework of FAO support to IFAD Problem Projects. FAO Bangkok office is currently preparing a proposal for use of these funds. Priority uses of the funds could include (i) short term interventions to support and supplement the implementation of the Temporary Measures to be undertaken by NCDDS to facilitate first round transfers to the LIGs as stated in paragraph 24 point 3 above; (ii) quality control of the services to be delivered by SSP2 and SSP3; (iii) support to the improvement of the methodology and the conduct of Training of Trainers (ToT) to enable local skilled farmers to deliver effective training and demonstration activities to LIG members; and (iv) preparation of a longer term solution to enhance sustainability of the LIG through introduction of the MicroBanker software for management of LIG accounts.

c. Strengthened Commune Project Management capacity

27. **Progress:** The Training Needs Assessment for all the CEWs and CAAs in the 88 Batch 1 & 2 communes has been completed and the findings have been utilized in the identification of the capacity building elements of the AWPB for 2014. A Refresher Training on the PIM Guidelines for Rural Infrastructure sub-projects was completed in all provinces for C/S Chiefs, Commune Clerks, Commune Administrative Assistants (CAAs), Commune Technical Assistants (CTAs) and the Technical Support Officers (TSOs) from each district. Regular monthly coordination meetings are now being conducted in all communes with the participation of DFT/DST members.

28. **Issues and Agreed Actions:** The CEWs work under contract to the CCs to deliver the facilitation support to the LIGs. At present the CEWs are underutilized due to the delayed start

to the LIG activities. A system to monitor the performance of the CEWs is not yet in place. NCDDDS is in the process of recruiting four Provincial Livelihood Improvement and Communications Advisors (LICAs) who will assist in coordinating the livelihood improvement activities and rural ICT in each province. The LICAs will support, monitor and report on the work performance of the CEW. The Mission agreed with NCDDDS that they will instruct all CCs to install Project Information Boards in their commune offices to provide information on the TSSD rural infrastructure sub-projects and LIG activities and the funding that has been provided.

Component 2: Enabling Environment for Increased Agricultural Productivity and Diversification

a. Improved Agricultural Policy Environment

29. **Progress:** Dissemination Workshops have been conducted in each province to share information on the Agricultural Cooperative Law, Contract Farming and the Rice policies with the participation of District Support Teams (DSTs), Provincial Department of Agriculture (PDA) staff, LIG members, Rice Seed Producer Group (RSPG) members and also members of Agricultural Cooperatives. Representatives from the Department of Agricultural Extension, Department of Agro-Industry and Department of Rice Crop made presentations in the workshops. During 2014 the Project will support a Pilot Study in KPT on contract farming for rice seed and grain production.

30. With the assistance of an International Good Agricultural Practices (GAP) Expert and the PIC team, a ToT on GAP was conducted in SRP with the participation of staff from the DSTs, PDA, local NGOs and also representatives from local producer groups. Following the ToT four Farmer Field Schools (FFSs) have commenced with the producer groups that are being targeted for the GAP Pilot Study. Four crop demonstrations for 2013 are also being piloted for GAP in these four target commune. The GAP Pilot Study will be further expanded in SRP and will commence in KPC also during 2014.

31. **Issues and Agreed Actions:** MAFF/GDA will exert every effort to ensure that the existing GAP Task Force receives full support and the members of the Task Force commence participation in the Pilot Studies on GAP in SRP and KPC.

b. Increased availability and Access to Quality Seeds

32. **Progress:** The rehabilitation of the Tuek Vill Research Station in SRP was deferred to 2014 due to a failure of the first round of bidding. The contract was awarded for the rehabilitation of the Balang Research Station in KPT and work on rehabilitation has commenced. Last year there was a total of 23.5 tons of certified rice seed produced on the two research stations but only six 6.7 tons has been sold as seed.

33. Additional surveys of the preferred rice varieties have been conducted in selected communes KPT and KPC to estimate the seed requirements of the varieties which are most in demand. There were also Consultative Workshops completed in these provinces with rice millers and RSPG members to discuss the facilitation of linkages between the rice millers and the seed producers through possible contract farming arrangements in 2014.

34. The report on the survey of the RSPGs has been approved by ADB and this provides the basis for the provision of further support in terms of capacity building as well as physical facilities in 2014. There are a total 17 RSPGs: (i) 4 in Banteay Meanchey (BMC), (ii) 4 in (Siem

Reap (SRP); (iii) 4 in Kampong Thom (KPT); and (iv) 5 in Kampong Cham (KPC). MAFF/DCU has commenced with the procurement of some materials and equipment for the RSPGs. The RSPGs in each province have conducted regular quarterly meetings with their members with a focus on developing their rice seed production plans. There were also trainings conducted in each province on Rice Seed Inspection for the RSPG members and DSTs. Representatives from the RSPGs in BMC, SRP and KPT have completed a Study Tour to Bati Research Station in Takeo province and rice demonstrations (under PADEE) in Kampot. RSPG members from KPC joined a similar Study Tour to BMC and SRP to vegetable producer groups, supported by the HARVEST project. A total of 195.5 tons of commercial/good rice seed was produced by the RSPGs and 69.1 tons were sold, comprising 30.6 tons in SRP and 38.5 tons in KPC.

35. A total of 176 rice demonstrations were established (155 demonstrations were established during the wet season and 21 demos in Q4 of 2013) but there was significant damage to 16 of the demonstrations sites in BMC and SRP due to flooding. There were 70 field days conducted to coincide with the harvesting of the rice crops. In KPC there are 20 rice demonstrations using short season varieties in the dry season. There are also 20 field demonstrations on vegetable production organized across all four provinces.

36. The only training for DSTs completed last year was for Animal Health and Production in each province and one training on Rice Seed Production in BMC. There were also AEA trainings conducted in each province. Extension materials on SRI Techniques, Native Meat Chicken Raising and Vegetable Production Techniques have been printed and distributed to the four provinces. These will be for the use of the DSTs and CEWs and some demo farmers (crop and chicken). As summary of DST training is in table 3.

**Table 3
Summary of DST Training**

Topic	BMC		SRP		KPT		KPC	
	Total	Female	Total	Female	Total	Female	Total	Female
Animal Production	11	5	35	13	10	3	25	7
Rice Production	11	5	0	0	0	0	0	0
AEA Training	11	5	35	13	10	3	25	7
Refresher on AEA	15	5	10	3	20	5	15	4

37. **Issues and Agreed Actions:** The bidding for the rehabilitation of Tuek Vill Station will be expedited by MAFF/DCU to ensure that the work can proceed without further delay. With the support of the PIC team the MAFF/GDA will develop an Operational Manual for the Research Stations which will incorporate the main elements of the approved Business Plans. The MAFF PD (or MAFF/GDA DG) will get clearance from MEF and submit a formal request to the ACLEDA bank for the establishment of bank accounts for each station so that the income from sales of rice seeds could be deposited to the account to provide improved accountability of the revenue from the station. The staff who are employed at the Research Station can only be counterpart staff and cannot be contracted by the government. It was agreed that commencing on 1 April 2014 there will be three counterpart staff deployed at each research Station: (i) a Station Manager/Marketing; (ii) a Seed Production Officer; and (iii) an Administration/Accountant staff. It was also agreed that there will be capacity building for both the Research Station staff and the RSPG Leaders on improved record keeping for seed production and sales. The bidding

for the facilities for the RSPGs as well as the procurement of the equipment will be given priority to ensure that these groups receive support without further delay. Due to the over allocation of funds for Consulting Services the cost of supporting the preparation of the Crop Vision Statement for 2030 will be for one national consultant to be recruited for 10 months. The MAFF/DCU and GDA will establish a team to work hand in hand with the incoming consultant.

c. Increased Access to Agricultural Information and Market Data

38. **Progress:** For each of the 11 Telecentres that are located within target communes/districts the follow up training courses have been completed with a focus on the introduction of open office application in Khmer, Khmer Unicode Input Method, Facebook, Skype, Google Search Engine, YouTube and eBay. The participants at the Telecentre trainings have included not only the Operators and Operators Assistants but also CEWs, CAAs, CC Clerk, students, local residents, and teachers. Staff from DST, DFT, and CEWs, CAAs and Commune Clerks from 22 project target districts have received ICT skills training and capacity building of four days duration. These trainings have been mostly conducted in the district town and the remaining districts in KPC will be completed in February 2014. The procurement of the mobile devices for the CEWs has been delayed and due to the non-compliance of all bidders it will now have to be re-bid. The agricultural extension materials are already available on the former TSTD website and NiDA reported that they have uploaded all of the material onto the NiDA hosted TSSD website and uploaded about 40 per cent of the materials to YouTube.

**Table 4
Summary of Training Courses delivered by NiDA team**

Provinces	Banteay Meanchey		Stem Reap		Kampong Thom		Kampong Cham		Total	
	Total	Female	Total	Female	Total	Female	Total	Female	Total	Female
1. Training for TCs	27	14	53	27	48	21	41	17	169	79
2. Training on computer skills	98	44	183	62	126	60	44	11	451	177
Total	125	58	236	89	174	81	85	28	620	256

39. A large collection of multi-media and electronic copies of agricultural extension materials has been assembled and will be loaded on the CEWs devices before they are distributed. Training on computer skills for the District Facilitation Teams (DFTs), DSTs, CAAs and CEWs are still on going for other six target districts as of the mission date.

40. **Issues and Agreed Actions:** The re-bidding of the Mobile Devices for the CEWs will be done by NCDDS based on the specification developed by NiDA with some adjustment to reflect the availability on the local market. A total of 234 mobile devices will be procured for the following: (i) 196 CEWs, (ii) 28 district Agriculture Extension and Rural ICT Support Officers; (iii) four Provincial Agriculture Marketing and Rural ICT Coordinators; (v) four LICAs; (vi) one National Extension and Rural ICT Coordinator under MAFF/GDA; and (vii) one LIG and Rural ICT Coordinator. It was agreed to retain the involvement of NiDA in the Project until the end of 2014 with a reduced team to support a continuation of the ICT skills training. It was agreed that NiDA, with assistance from the PIC, will develop a work plan for the remainder of the year specifying the activities which they will support and the budget required for ADB's approval.

Component 3: Effective Project Management

41. **Progress:** The 2nd Project Steering Committee meeting was conducted in December 2013 under the chairmanship of the Deputy Prime Minister who is in charge of CARD. The

meeting reviewed the current progress of the project and the major issues and constraints that have been encountered were also discussed. During the kick off meeting, the Mission was briefed by CARD representative of the issues and recommendations made by the last PSC meeting and they have been incorporated into the AM. Provincial Monthly Coordination Meetings have been conducted in each province on a regular basis with the participation of the provincial and district teams. District Monthly Coordination Meetings have also been conducted in each district and at the commune level there are also regular monthly meetings. The PFT and provincial advisers have conducted regular monitoring visits to the communes to check on the progress of the field activities and to advise on financial reporting.

42. One technical training course has been conducted by the Social Development and Gender Expert (SDGE) in NCDDES office for the Gender Focal Points (GFPs) from provincial and district level. There were two additional Study Tours during Q1 from KPT to visit Kratie province to observe LIG and GRF management, and the other from KPC to Rattanakiri to visit the IFAD funded RULIP.

43. The SBK Company was contracted to conduct the Baseline Survey and after the preliminary meetings with the Project team and approval of their inception report the training of their field enumerators has commenced. Together with the PIC the DCU, NCDDES, GDA will assign their planning, monitoring and evaluation officer to work with SBK throughout the process to improve institutional capacity and ensure institutional memories of survey process and result.

44. The preparation of the Annual Work Plan and Budget (AWPB) for 2014 was achieved through the conduct of 26 district Planning Workshops followed by four provincial Planning Workshops. The national level AWPB workshop was conducted in Kampong Som province in December when a consensus was reached between all EAs/IAs on the content of the activities. The AWPB has been translated into Khmer to enable wider distribution.

45. The Mission undertook random checks on the payment vouchers (PVs) and supporting documents incurred by the Provincial Finance Units, District Finance Units and Communes and generally found that transactions were carried out in order. However, it was observed that the practices of the Finance Unit of one district visited were not satisfactory as the supporting documents incurred in 2013 lacked signatures of payees.

46. **Need for Fund Reallocation:** There is a need for fund reallocation for the categories that are insufficient such as (i) Capacity Development & Training; (ii) Consulting Service; (iii) Incremental Staff; (iv) Operation & Maintenance (O&M), along with the changes in priorities such as the switch from the establishment of the 80 Telecenters to the MCA program under the Finland grant. The possible sources of Fund for the reallocation are as follows: (i) Agriculture Production Inputs; (ii) Rural ICT; (iii) unallocated funds under the consulting services; and (iv) contingency fund. ADB will further discuss with the EAs to complete this reallocation by end of March 2014.

47. **Fund Flow Issues:** The Mission received reports of frequent disruptions to fund flows at the sub-national level. To ensure timely distribution of fund, EAs agreed to discuss with the commercial bank, which is being used for all of the Imprest Accounts, to allow all staff to open their individual personal bank account to receive payments of their salary supplements and other fixed allowances. These will be transferred at the end of the month directly from the First Generation Imprest Accounts (FGIAs) of the NCDDES and MAFF/DCU respectively. Other payments such as per diems and operation costs will be managed by the provincial level. The

Provincial Advance accounts that were set up for PAC for the transfer and liquidation of per diem and other operation cost payments from the Second Generation Imprest Account (SGIA) of MAFF/GDA will now be transferred and liquidated from the FGIA of MAFF/DCU.

D. Staffing Changes

48. **Government Counterpart Staff:** based on the needs for effectively carrying out the activities of the 2014 AWPB, the Mission discussed and agreed with MAFF/DCU, MAFF/GDA, NCDDS and NiDA on the new counterpart staffing arrangement which is shown in Appendix 5. The Mission agreed that each EA/IA will submit a revised list of their staffing together with the names of the assigned persons for ADB approval by end of mid-March 2014 and the new staff are expected to take their jobs as of 1 April 2014.

49. **Consultant Staff Changes:** As a result of staff priority change and the needs for implementation of the 2014 AWPB, consultant inputs of the PIC will be revised accordingly. A contract amendment to include the changes as described in the Appendix 6 will be prepared by MAFF/DCU and submitted to ADB for approval.

50. **Cars and Motorcycles:** As a result of the change in scope of the Rural ICT under NiDA the Mission agreed that one vehicle will be returned to the MAFF/DCU for the use of the PIC team since they currently have only one vehicle assigned for their use. In addition four motorcycles will be returned to NCDDS for the use of the LICAs. It was agreed that the vehicle and motorcycles will be on loan basis and will be returned to the Ministry of Post and Telecommunications (MPTC) once the project activities required for their availability are completed.

51. **Creation of Tboung Khmum province:** The government has recently split Kampong Cham province into two provinces: Kampong Cham and Tboung Khmum. Three of TSSD target districts are now within the Tboung Khmum province. As Tboung Khmum province is still in the process for establishing the provincial administrative structure, the existing Kampong Cham team will remain supporting the three target districts that are located in the Tboung Khmum province this year. There is no foreseen immediate implication and the government will discuss internally to explore the possibility of continuing this strategy until project completion. The revised PAM will need to include the Tboung Khmum province.

52. **Integration of NiDA into Ministry of Posts and Telecommunications (MPTC):** The government has recently decided to integrate NiDA into the MPTC. The current NiDA team will be revised by end of March 2014 and a smaller team of 11 persons (see Appendix 6) from MPTC will continue to support the computer and other ICT training activities to the sub-national level based upon the new work plan and budget which will be prepared by the new MPTC's team. The Revised Implementation Structure is provided in Appendix 10. The current First Generation Imprest Account (FGIA) to receive the funds from Finland grant which has been used by the NiDA team will need to be liquidated and closed. The unutilized funds will need to be refunded to ADB by May 2014. At the same time, the NCDDS will need to open a new FGIA to receive funding from the Finland grant for rural ICT activities. MPTC will operate the existing NiDA's FGIA to receive ADB grant to cover their operational costs.

53. **Public Communication:** A Project website to communicate with the public has not been established as of the Mission date. As a matter of priority the Mission agreed with MAFF/DCU to include two counterpart staff positions: a Website Development and Maintenance Officer and a

Website Content and Data Development Officer in the MAFF DCU team. They will need to work with the Public Communication Officers from MAFF DCU and NCDDS and from the provincial LICAs from NCDDS respectively as well as the Financiers External Relations Officers to achieve effective public communication objective. ADB also noted the initiative of creating a Facebook page for the project by the PIC Team Leader (TL) during the Mission. The communes visited did not have project information board to show to the public about the project activities in their communes. NCDDS will instruct the commune councils to organize project information board immediately. Each commune should prepare commune profile/project briefing and regularly updated to be readily available for the public.

54. **Revised Fund Flow and Changes of Imprest Accounts Ceiling:** Based on the changes as described para 47 and the financial projection for the next six months provided in appendix 4, the fund flow arrangement and the new Imprest Accounts ceilings are revised are provided in Appendix 9.

55. **Revision of the PAM:** The Mission agreed with both of the EAs to establish a Task Force, which will be led by the PIC team, to make a complete review of the PAM to update the contents in line with changes to implementation strategies which have been adopted since the current edition of the PAM was published in January 2013. The new version of the PAM, after approval by ADB, will be published by the end of Q1.

G. Compliance with Covenants

56. **Audit Financial Statements.** ADB received the Auditor's Report for the year ended 2012 from MAFF on 26 August 2013 and NCDDS on 29 August 2013 and NiDA on 26 August 2013, respectively. The disbursements shown in the financial statements were used in accordance with the Grant financing agreement and the Project was in compliance with all financial covenants of the loan and grant agreements. The Mission however urged the EAs and IAs to implement outstanding issues raised by the auditors⁶.

H. Gender Action Plan

57. The Mission noted the progress of implementation of the Gender Action Plan, including (i) trainings on LIG Guidelines conducted in the four target provinces to CCs, CAAs, CEWs and female CCs for Batch 3 communes (total participants of 324 with 85 (26%) women); (ii) recruitment of the final batch of 104 CEWs (40 (38%) women) and 104 CAAs (55 (53%) women); (iii) a gender awareness training provided on 25 December 2012 to national project staff and consultants, with total participants of 17 (5 (29%) women) and a gender training provided to district and provincial Gender Focal Points (GFPs) on 11-12 July 2013; (iv) 58 participants (8 (14%) women) from provincial and district GFPs received ToT training on GAP on 19 September 2013; (v) 73 participants (20 (27%) women) participated in training on rice seed production and inspection; (vi) 25 (30%) out of the 83 management committee members of the rice seed producer groups are women and 114 (31%) out of the 365 members of the rice seed producer groups are women; (vii) 3,654 (947 (26%) women) participated in trainings, workshops and study tours including non-gender related; (viii) gender and social issues were included in the baseline survey questionnaires; (ix) all district GFPs participated and raised gender concerns in the discussion during the District Annual Planning Workshops; (x) Social

⁶ (i) obtain sufficient supporting documents before processing payments; (ii) prepare minutes of management meetings ; and (iii) the project's management should improve proper filing and custody of supporting documents.

Development and Gender Expert (SDGE) made a presentation on gender and social issues and action needed to be taken in 2014 during the planning workshops at national and provincial level; (xi) PPMS includes a gender monitoring framework for gender related data collection; and (xii) gender and social issues were discussed during the planning workshop of 2014 AWPB preparation and those were included in the work plan as well.

58. The Mission also noted that within the 400 LIGs formed so far there are a total of 7,066 members but no gender segregated data of members (male, female and FHH) is yet available.

59. The Mission reminded EAs and IAs to ensure all gender targets/indicators related to LIG are achieved, and that (i) at least one woman is selected to three persons management committee when LIG are formed; (ii) at least 25% of female head of households selected to be LIG members; (iii) at least 30% of women's participation in LIG technical trainings and regular group meetings; and (iv) ensure all FHHs that are LIG members have access to extension, quality seeds, and rural finance (through revolving fund and/or microfinance).

60. The gender monitoring framework, which is based upon the AWPB, is being updated regularly on a quarterly basis with the assistance of the gender focal points (GFPs) from the provincial and district level. A ToT was conducted by the SDGE to introduce the recording formats to the GFPs and they have now commenced the collection of the sex-disaggregated data from all field activities. However, it is evident that further training is needed to ensure that they can collect the relevant data in an efficient and timely manner. The Mission recommended that EAs and SDGE continue to provide refresher training/orientation to provincial and district GFPs so that they are able to use the gender monitoring framework effectively.

61. For ease of measuring the Project achievement on gender targets/indicators, the Mission recommended EAs to ensure that sex-disaggregated data are collected and continue to update the progress of Gender Action Plan implementation.

I. Environment and Climate Change

62. The Environment and Climate Change Expert (ECCE) has reviewed completed reports on Environmental Impact Analysis, Safeguards, and Minorities for 36 proposed infrastructural subprojects were completed (SRP - 16; KPT - 16; and KPC - 4) and provided recommendations for further improvement.

63. During the training on PIM Guidelines there were sessions on Environmental Impact Analysis, include Environmental Management Planning and Monitoring, Social Safeguards, Protection of Upland (Minorities) and procedures for land study provide to C/S Chiefs, Commune Clerks, CTAs, CAAs, and TSOs across the four provinces.

64. During and following the National AWPB Workshop the ECCE had discussion with MAFF/GDA team members to develop a work plan for addressing climate change concerns. The main activities that are proposed for 2014 are as follows: (i) design a workshop and prepare training materials on the impacts of climate change on small scale infrastructure, agricultural development, livestock raising, and strategies for climate change adaptation or response plan; (ii) prepare and Environmental Management Plan for improvement of small scale agricultural productivity (farming crops) and livestock raising; and (iii) review the Risk Management Matrix that relate to the impact of climate change.

K. Procurement

65. The ADB has agreed with the revised Procurement Plan (appendix 8) which has been prepared with the Project team during the Mission. The updated procurement plan will be published the ADB website in the first week of March.

a. Civil Works

66. Most procurement of works under the MAFF component in the current procurement plan was completed. The procurement of works for the renovation of Turk VII Research Stations and its canals has been delayed because of lack of bidders to participate in the bidding process. The estimated cost has been revised and the rebidding will commence in March 2014.

67. Small scale rural infrastructure under commune block grants is being implemented very well. There were 91 sub-projects were procured by CCs and all of them have been signed with a total amount of USD 1,818,695.

b. Goods

68. All Procurement of Goods in the current procurement plan has been satisfactorily completed. The new procurement of goods proposed by both EAs, in accordance with the project needs, have been incorporated in the updated procurement plan except for the procurement of the Mobile Devices for the CMA Program that will be rebid in early March. The procuring entity for this package will be transferred from NiDA to NCDDS.

c. Consultants

69. Two consultant recruitments, namely for the Baseline Survey and SSP1 for monitoring LIG formation were completed last year. Both consultants are implementing their assignment in the field. Two more consultant recruitments are under processing in line with the ADB procedure. The status of the recruitment of both consultant assignments are: (i) NCDDS already submitted the Submission 2 (Technical Evaluation) for the recruitment of the standard training and monitoring package for prior review and ADB will provide no objection within this week; and (ii) NCDDS already issued the Request for Proposal to the shortlist firms for the recruitment of SSP3 for Animal Health and Production Program on 22 January 2014 and the deadline for submission of the proposal is on 7 March 2014. After the deadline of submission, NCDDS will prepare submission 2 and expects to submit to ADB for prior review in the fourth week of March.

d. Post Review

70. The mission noted that there are many contracts below prior review threshold which have been procured and signed by the EAs. In accordance with the ADB Procurement Guidelines, those contracts should be retained during the project implementation and up to two years after the project closing date. This documentation would include: (i) the signed original contract, (ii) the evaluation report including the analysis of the respective proposals, (iii) recommendations of award and (iv) all bidders' proposals (including winner and unsuccessful bidders' proposals), for examination by ADB or by its consultants. However, EA/IAs shall furnish copies of such documentation to ADB CARM upon award contract.

71. The mission conducted post review for small scale contracts for rural infrastructure under the block grants. 29 out of 91 contracts (32%) were reviewed during the field mission to all four target provinces. The procurement processes were effectively followed and were in line with the accepted procurement procedure (PIM). However, the Mission noted some difficulties

during the implementation on the PIM procurement procedure in cases where there are less than three bidders participating in the bidding process. The PIM, Section 3, para 3.8, bullet point #2 states that “2. Make a waiver request to the Provincial or municipal Governor. That means, asking for permission for use of Direct Purchase or Direct Contracting Negotiation),.....”. This clause is unclear and in practice, when this situation occurs the commune Project Procurement Committee has normally requested the Provincial or Municipal Governor for a waiver and retained the bid envelope unopened. This action violates the procurement principles and ADB Guidelines para 2.45 state that “**The time for the bid opening shall be the same as for the deadline for receipt of bids or promptly thereafter...**”. The mission suggests adding a paragraph to the PIM to state more precisely as follow: “2. Make a waiver request to the Provincial or municipal Governor. That means, the procurement committee must open the bid and recommend to select the lowest substantial responsive bidder and asking for permission for awarding the contract to the lowest responsive bidder”

72. As agreed in the previous Aide-memoire of June 2013, all procurement information and project activities should be updated on the CARD website <http://www.card.gov.kh/tsprsdp.htm> however the Mission found that the information was not update regularly. DCU will establish another project website in March and ensure that all project information will be updated.

73. The Mission encouraged the EAs to introduce a procurement tracking system to enable improved monitoring of the steps in procurement activities and to allow the Project Managers to monitor the project implementation more efficiently and effectively. The procurement tracking format used should be taken from the Annex I(d) of the Government Procurement Manual dated 22 May 2012.

3. AGREED ACTION PLAN

74. 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 5.

Table 5: Time-bound Agreed Follow-up Actions

Issues	Follow-up Actions	Time frame	Primary Responsible
COMPONENT 1: COMMUNITY DRIVEN DEVELOPMENT THROUGH COMMUNE BLOCK GRANTS			
1. There is need for some adjustments to the design of culvert (higher side-wall) to minimize erosion of the adjacent road.	Revised templates that can be used by the CTAs in the design of Rural Infrastructure sub-projects involving culverts will be prepared.	March 2014	PIC RIEs
2. Some commune irrigation subprojects i.e. canal construction were incomplete due to the low ceiling for commune project.	Revised instructions will be provided to all CCs by NCDDDS to permit the carrying over of sub-projects to utilize the following years fund allocation where two or more villages are benefitting.	Immediately	NCDDDS
3. Errors in formation of first 400 LIG identified by SSP1	Provinces review / reform groups in line with SSP1 recommendations NCDDDS to report to ADB/IFAD	March 2014	Provinces / NCDDDS
4. Revision of LIG formation guidelines	Guidelines revised in line with Aide Memoire and SSP1 recommendations Disseminate in each Province	March 2014	NCDDDS
5. Need to ensure timely transfer	Training for national and provincial team to provide training to LIGs committee and	May 2014	NCDDDS

Issues	Follow-up Actions	Time frame	Primary Responsible
of GRF to first 400 LIGs	CEWs on (1) group rules, account opening and FM; (2) loan proposals and training needs		
6. Recruitment of SSP2	Ensure recruitment of SSP2 is completed on time by March	March 2014	NCDDES and ADB
7. Complete the formation of remaining LIGs	Formation to start when (1) review of first 400 LIGs completed and (2) revised guidelines disseminated.	June 2014	Provinces
8. Transfer of GRF to remaining LIGs	Ensure groups ready. Take temporary measures if necessary and plan cash-flow (account replenishment)	July 2014	NCDDES
9. Ensure suitable service providers available for LIGs technical training	Develop methodology for training and demonstration by lead farmers and conduct ToT	May 2014	NCDDES
10. DSTs do not have clear understanding of their roles, especially in supporting the LIGs.	ToRs for DSTs should be revised to provide clearer description of their specific responsibilities to support the LIGs particularly in the delivery of the technical training and establishment of demonstrations.	April 2014	MAFF/GDA
11. No preparations for effective supervision and monitoring of livelihood activities by DSTs and CEWs	SSP2 will be given the task of introducing procedures for monitoring the activities of the CEWs as well as DSTs in the delivery of support to the LIGs.	April 2014	NCDDES/MAFF
12. Commune offices do not display information on TSSD sub-projects activities.	All CC offices will install Project Information Boards which display information on all TSSD sub-projects and LIGs including the levels of funding provided from the commune block grants.	June 2014	NCDDES
13. AEAs in 2014 AWPB cannot be contracted as lump sum to PDA, but done at cost (with supporting documents/detailed receipts	Revised procedures for the funding the conduct of the AEA will be submitted to ADB for prior approval.	March 2014	MAFF/GDA
COMPONENT 2: ENABLING ENVIRONMENT FOR INCREASED AGRICULTURAL PRODUCTIVITY AND DIVERSIFICATION			
14. A MAFF GAP Office has been established but there is a need for more support from GDA for the GAP Pilot Study in SRP and KPC.	The MAFF/GDA staff assigned in the GAP Office will be fully mobilized with adequate counterpart resources and specific responsibilities assigned to the team members to support the GAP Pilot Studies.	April 2014	MAFF/GDA
15. Research Station Business Plans have not been fully implemented including the opening of bank accounts and the preparation of production and marketing plans.	Consult with MEF and submit formal letter to ALCEDA bank for the establishment of bank account for each Research Station and an operational manual and formal accounting system will be developed for use by the stations.	April 2014	MAFF/GDA & PIC
16 Regular and proper record keeping for seed production and seed sale by Stations and RSPGs need strengthening	Both Research Stations will introduce formal recording systems for their seed production and sales. Simple systems for record keeping will be introduced to all RSPGs through the conduct of additional capacity building training.	May 2014	MAFF/GDA & PIC
17. Unavailability of fund to fully	The support for the preparation of the	April 2014	MAFF/GDA & PIC

Issues	Follow-up Actions	Time frame	Primary Responsible
support preparations of GDA Crop Production Vision 2030	GDA Crop Vision Statement will be limited to one national consultant for 10 person months. A formal ToR will be prepared for the consultants and submitted to ADB for approval.		
18. Rice yield estimates at field day appears to differ between provinces – exceptionally too high (could be due to sampling errors?) and there was limited technical supervision by national team.	DSTs will be provided with further training on techniques for sampling and yield estimation of demonstrations and MAFF/GDA team will attend these field days on a regular basis.	June 2014	MAFF/GDA
19. Finalization and submission (to CCs) of reports for AEAs conducted in 2013 has been delayed.	One member of GDA national team will be assigned with responsibility for coordinating the review and collation of the all AEA reports for entry into a database.	May 2014	MAF/GDA
20. Procurement of the mobile devices (MCA program) for the CEWs has been delayed.	Procurement of the Mobile devices will be completed by NCDDDS.	April 2014	NCDDDS
21. The management and ownership of property at the Telecenters remain unclear.	The Telecentre management contract which was redrafted by the PIC must be finalized, signed and used as a legal document guiding the TCs in the management principles for both government authorities and the operators.	April 2014	NCDDDS/PIC
COMPONENT 3: EFFECTIVE PROJECT MANAGEMENT			
22. DST members have not been receiving their DSA payments and in some cases there has been no payment of office operating costs.	MAFF/DCU and NCDDDS will put in place a mechanism for direct payment of salaries, allowances and other costs by bank transfers from the FGIA accounts.	April 2014	NCDDDS/MAFF
23. Provincial advisory teams need to be strengthened to provide a more focused support for the livelihood activities for LIGs.	NCDDDS will recruit four LICAs to be deployed in each province to work until end of 2014 to provide better coordination of support to LIGs.	April 2014	NCDDDS
24. Provincial reports are submitted separately by the PID and PAC and there is no integrated report produced from each province.	PIDs should take the lead in the consolidation of the Quarterly Progress Reports for all components and coordinate the collection of the Activity Monitoring Data.	March 2014	NCDDDS/MAFF
25. Equipment (vehicles and laptops) provided by the project have not all been used for its primary purpose	List of all equipment/vehicle assigned to staff (taking gender equality in to account) will be compiled with understanding that they for project work and priority.	April 2014	NCDDDS/MAFF
26. There have been changes on the design most importantly on the Rural ICT.	DMF will be revised as a part of the PAM revision to reflect all design changes that have occurred.	March 2014	PIC/EAs
27. There is a critical need to promote the project and its achievements and products through ICT with coordinated effort of management at national and sub-national levels.	Design project website with regular updates of contents, link to key other websites (incl. telecenter one), content support for online sharing through social media/FB.	April 2014	MAFF/DCU

Issues	Follow-up Actions	Time frame	Primary Responsible
<p>28. The modifications to the project design and the 2014 AWPB necessitate changes in staffing both on the government counterpart staff and the consultant team and rearrangement of the vehicle and motorbikes.</p>	<p>TORs will be adjusted to fit with the requirement. EAs and IA will provide updated list of staff as per Appendix 5 Contract variation will be made for the SMEC contract as per requirement in appendix 6. Additional four provincial rural livelihoods and ICT (RULI) advisors will be individually recruited with 11 person month each. NiDA will transfer one vehicle to MAFF DCU to be used by the PIC and 4 motorbikes to NCDDDS to be used by the LICAs.</p>	<p>March 2014</p>	<p>MAFF/NCDDDS</p>

67. 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.

28 Feb 2014



Hem Chanthou, Senior Project Officer

Annex 1

List of Persons Met List of person met

MAFF

1. H.E. Sen Sovann, Project Director
2. H.E. So Khan Rithykun, Director General, GDA
3. Prak Cheattho, Project Manager, GDA
4. Kean Sophear, Agronomist, GDA
5. Oum Nath, Deputy Director, GDA
6. Roath Mullika, National Extension Coordinator, GDA
7. Ok Savin, National Animal Health Production Coordinator, GDA
8. Op Pich, Planning, M&E and Reporting Officer, GDA
9. Moan Sotheavy, Staff, GDA
10. Cheach Damith, Accountant, GDA
11. Huy Veng, Planning, M&E and Reporting Officer, DCU
12. Pann Chantha, Planning, M&E and Reporting Officer, DCU
13. Sar Sophyreak, Communication Officer, DCU
14. Nuon Sony, Admin/Finance, DCU
15. Kong Kea, National Seed Production Coordinator, GDA
16. Kim Savoeun, PAC, PDA/Kampong Cham
17. Thiv Vanthy, PAC, PDA/Kampong Thom

NCDDS

18. H.E. Chong Peth, Deputy Governor, Banteay Meanchey
19. H.E. Sang Seyha, Deputy Governor, Siem Reap
20. H.E. Houn Vannith, Deputy Governor, Kampong Thom
21. Yos Youren, Facilitation Team Leader, Kampong Thom
22. Chip Pharin, Facilitation Team Leader, Banteay Meanchey
23. Min Cheng, Facilitation Team Leader, Kampong Cham
24. Ny Kimsan, Project Manager
25. Doeur Kanal, Finance Admin. Advisor
26. Tuy Peou, D&D Mangt. Advisor
27. Mao Malis, Project Coordinator

NiDA

28. H.E. Chun Vat, Project Director
29. H.E. Noy Shoung, Project Manager
30. Suy Vanna, Officer
31. Leng Bunny, Accountant

CARD

32. H.E. Sok Silo, Deputy Secretary General
33. Sou Chan Kreusna, Chief Office

FAO

34. Aidan Gulliver, IFAD Advisor

ATSA

35. Pan Sodavy, Executing Director
36. Chea Samnang, Staff

TSSD/Consultants

37. David Moles, PIC Team Leader
38. Liv Leang Hy, PIC/Deputy Team Leader
39. Ros Limhy, PIC-AE
40. Mao Chhuon, PIC FMPE
41. Yim Chamnan, PIC ECCE
42. So Rothavy, PIC SDGE
43. Chin Koeun , PIC APE
44. Em Vichet, PPMA Kampong Thom
45. Koam Sothun, PIC RIE
46. Ly Nara, PIC RIE
47. Kim Hor Han, LGFSA, Siem Reap
48. Mak Nget, PAEA, Kampong Thom
49. Mourng Samoeun, PPMA, Kampong Thom
50. Chan Sokleng, LGFSA, Kampong Thom
51. Sok Noeurn, PAEA, Kampong Cham
52. Un Chanthy, LGFA, Kampong Cham
53. Ho Bunyet, PAEA, Siem Reap
54. Leng Nath, PPMA, Siem Reap
55. Kung Chantha, PAC, Siem Reap
56. Me Sopharath, LGFSA, Banteay Meanchey
57. Long Vannara, PAEA, Banteay Meanchey
58. Porch Sovann, PPMA, Banteay Meanchey

**Annex 2
Status of Action Plan from June 2013 Review Mission**

No	Issues	Follow-up Actions	Time frame	Responsible	Progress
COMPONENT 1: COMMUNITY DRIVEN DEVELOPMENT THROUGH COMMUNE BLOCK GRANTS					
1	Inconsistency in the design of infrastructure resulting in some projects not including grassing of slope of the canal or road into the design which will make them vulnerable to soil erosion.	Review the infrastructure designs	On-going	NCDDDS, PIC	CTAs have commenced the design of rural infrastructure sub-projects for 2013 and measures are being taken to ensure that appropriate mitigation measures are incorporated to minimize erosion risks.
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 wherever possible to share information and provide clarification on any issues arising.	Immediately	PFTs, PAC	All districts are now conducting monthly meetings with the participation of some PFT members and in some cases the provincial advisers.
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	NCDDDS, PFTs	A total of 21 CTAs have been recruited, with some covering two districts and the design of the rural infrastructure sub-projects has commenced.
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 because of the delays in the recruitment of the CTAs for each district. Once the CTAs have been trained, Supplementary budget will be required for this additional training which was not foreseen in the AWPB.	Jul/Aug 2013	NCDDDS, PIC	Training of the CTAs has been completed. Refresher training on PIM Guidelines for Batch 2 communes has been completed. Training for the DFT staff on technical aspects of construction has not yet commenced.
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.	Jul 2013	SMEC	Engineering equipment has been procured and distributed to the provincial teams.
6	There has been evidence of collusion between bidders for the 1 st round of sub-projects.	All bid announcements must be advertised through local media outlets and also posted on the NCDDDS website so that contractors from outside of the province are able to bid. Bidders that have been found to be involved in collusion should be blacklisted and not permitted to bid for sub-projects supported by the Project in all four provinces.	On-going	NCDDDS, PFTs	The procedure for bid announcements for the 2013 rural infrastructure sub-projects is closely monitored by the PFT in each province, with support from NCDDDS, to identify any occurrence of collusion and where this has been found to occur the bidding will be cancelled.
7	It has been observed that few contractors visit the site of the sub-project before submitting their bid.	It should be a requirement for the submission of the bids that the contractors have conducted a field visit to the site to ensure that there are bids are reasonable and do not heavily discount the cost estimates. Bid documents should include a signed statement of appearance by the CC Chief.	On-going	NCDDDS, PFTs	This may not be practicable since the PIM does not make any stipulation that the bidders must conduct a field visit before the submission of their bid. Further discussion will be conducted between NCDDDS and ADB to resolve.
8	The AEAs that have been completed in the Batch 1 communes are all very similar and are not being consulted by the CCs.	The need for the separate AEAs in every commune should be re-assessed and consideration given to the production of a district wide AEA for the target communes in order to reduce the work load for the district teams and CEWs.	Aug 2013	MAFF/GDA, NCDDDS, PIC	AEAs have been completed in a total of 104 communes. There remain 92 communes to be completed in 2014. During the formulation of the AWPB for 2014 it was decided to continue

No	Issues	Follow-up Actions	Time frame	Responsibility	Progress
8	The AEAs that have been completed in the Batch 1 communes are all very similar and are not being consulted by the CCs.	The need for the separate AEAs in every commune should be re-assessed and consideration given to the production of a district wide AEA for the target communes in order to reduce the work load for the district teams and CEWs.	Aug 2013	MAFF/GDA, NCDDES, PIC	AEAs have been completed in a total of 104 communes. There remain 92 communes to be completed in 2014. During the formulation of the AWPB for 2014 it was decided to continue with the AEAs in all communes.
9	The requirement that LIGs members must all contribute an amount of USD 10 to the Group Revolving Fund (GRF) is 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.	Aug 2013	NCDDES, PIC	This is under consideration by the NCDDES and may require a minor change to the Guidelines for LIG Formation.
10	LIGs will require preliminary capacity building including training on group and financial management once the groups have been formed and to assist them in establishing a bank account for their GRF.	NCDDES 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 the DFT, the CAAs and the CEWs.	Q3 2013	NCDDES, PFTs, PIC	ToR for SSP2 (LIG Capacity Building and Mentoring) was approved by ADB and Eols have been received and are being assessed.
11	ToRs for DST does not give them any clear responsibility for the delivery of training to the LIGs.	The TORs of the DST will be revised to include the tasks of assisting in identifying suitable local service providers, assisting with the recruitment of local service providers and monitoring, technical backstopping and support the quality of the delivery by the local service provider.	Aug 2013	MAFF/GDA, PIC	PIC has provided assistance to the MAFF/GDA to review and revise the ToRs. They will be discussed during the Provincial Monthly Coordination Meetings.
12	Lack of clarity in the implementation of LIG support program	The following actions must be taken: <ul style="list-style-type: none"> - LIG group formation must be conducted in full conformity with the PAM and PAM Annex 5. - No more than 400 LIG 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. - No LIG group formation should take place during the forthcoming election campaign period. - Conditions for release of GRF funds will be specified in the Commune Development Fund (CDF) Operational Manual, to be finalized with agreement of IFAD. - Procurement procedures should be suitable to allow outstanding local farmers to be employed in a technical mentoring capacity to LIG 	Immediately Immediately Immediately Jul 2013 Jul 2013 Sept 2013	NCDDES NCDDES NCDDES NCDDES NCDDES NCDDES	<ul style="list-style-type: none"> - NCDDES and PIC team have visited each province and facilitated discussions with DFTs and CEWs to re-emphasize the need to strictly follow the Guidelines for LIG Formation. - Formation of LIGs has commenced in all provinces. A total of 215 LIGs had been formed at end of Q3. - All field activities were suspended during the pre-election campaign period. - Guidelines for the Utilization of the CDF for support to livelihood activities have been approved. - Guidelines for CDF include procedures which will enable local farmers to be deployed as trainers.

No	Issues	Follow-up Actions	Time frame	Responsibility	Progress
13	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.	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Guidelines for CDF Utilization include procedures for the provision of technical skills training for the LIG members.
14	Existing TSTD demonstration models are not fully utilized.	<ul style="list-style-type: none"> - PDAs 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, PDAs	<ul style="list-style-type: none"> - CEWs and some DST have been invited to join field days and PACs and provincial advisers have attended workshops that have been organized by TSTD.
15	There are issues concerning the out-migration of people from poor rural households looking for unskilled work.	<ul style="list-style-type: none"> - 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	NCDDDS, PIC	<ul style="list-style-type: none"> - SSP2 (Capacity Building and Mentoring) will address this issue when they are recruited.
16	C/S Chiefs and CC members do not have a good understanding of the Project.	<ul style="list-style-type: none"> - There is a need for further awareness raising and orientation to develop their knowledge of the scope of the project activities. In order to increase visibility of the Project 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	NCDDDS, PFTs	<ul style="list-style-type: none"> - All C/S Chiefs, or their representatives, are attending the District Monthly Coordination Meetings which provides an opportunity to brief them fully on project activities. NCDDDS will discuss with PFTs/DFTs the need for TSSD information boards to be established in each CC Office.

No	Issues	Follow-up Actions	Time frame	Responsible	Progress
COMPONENT 2: ENABLING ENVIRONMENT FOR INCREASED AGRICULTURAL PRODUCTIVITY AND DIVERSIFICATION					
1	Lack of clarity on the need for Project support to MAFF/GDA for the preparation of GDA 2030 Vision Statement	Discuss further with MAFF/GDA DG to develop clear agreement of the needs.	July 2013	MAFF/GDA, PIC	It has been agreed that the PIC will provide assistance to the GDA team in the formulation of this document. Preliminary meeting with GDA team has been completed and strategy for the development of the Vision Statement has been agreed.
2	The content of the Business Plans for the two research stations have not been shared with the provincial teams and the research station managers.	Action plans are needed for each research station so that the proposed activities can be fully implemented. The Business Plans should be translated into Khmer and distributed at provincial level. Clear agreements are needed with the PDAs 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	The Business Plans have been translated into Khmer and a workshop has been conducted with the participation of Research Station Staff and Rice Seed Producer Group representatives. R-bidding for Tek Vill Station (SRP) has commenced and contract award already completed for Balang Station (KPT).
3	The requirements for rice seed for the demonstrations and for the research stations have not been estimated as well as the varieties that are to be planted.	The seed requirements for the Rice Seed Producer Groups should be determined from the results of the recent survey of the existing groups and the Foundation Seed requirements for the Research Stations also determined.	July 2013	MAFF/GDA, PDAs, PIC	The results of the survey of the RSPGs has been completed and an attempt has been made to estimate the rice seed production program of the RSGs will in turn will enable a calculation of the seed requirements of the research stations.
4	The liquidation of the advances provided to the PACs in each province have been seriously delayed due to the 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.	Aug 2013	MAFF/GDA	The Administrative Assistant to support the PACs have been recruited in each province and provided with training by the GDA Accountant and the PIC Financial Management and Procurement Expert.
5	MAFF/GDA team members have too much work with other projects and cannot provide adequate support to TSSD.	GDA should re-assess the selection of their team and determine whether other staff can be deployed who would be able to have more time available.	Aug 2013	MAFF/GDA	No final decision has been taken on the GDA Team Composition and the need to make changes.
6	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 the immediate translation of key documents.	Aug 2013	MAFF/GDA, PIC	Translation of the relevant guidelines has been completed.
7	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	Aug 2013	MAFF/DCU	The Contract Addendum was approved by ADB and signed by SMEC and MAFF. The ToR for the DTL was amended to include appropriate agribusiness skills and activities.

No	Issues	Follow-up Actions	Time frame	Responsibility	Progress
		by adding additional inputs to his TOR and include one additional national Agribusiness/R-ICT Expert in the team.			As a result of the redesign of the Rural ICT activities there will be no recruitment of the Expert.
8	Results of R-ICT assessment are not reflected in AWPB for 2013.	NIDA, in collaboration with the MAF/F/GDA, with assistance from the PIC/TL, should prepared a revised AWPB with identified outcome, outputs and activities and incorporate these into the Project DMF.	Aug 2013	NIDA, MAF/F/GDA & PIC/TL	The TL assisted the NIDA Accountant to prepare a budget for the period July 2013 to December 2014 based upon the new approach.
COMPONENT 3: EFFECTIVE PROJECT MANAGEMENT					
1	Procurement of the remaining motorcycles	An additional 384 motorcycles will be procured	Q3, 2013	MAFF/DCU	MAFF/DCU have already completed the procurement process for the additional motorcycles. The motorcycles have been distributed to the provinces.
2	Lack of vehicles/equipment	MAFF and NCDDSS provide total four vehicles to the provincial team	Aug 2013	MAFF and NCDDSS	Procurement of the four additional four vehicles by NCDDSS has been completed.
3	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 the MAF/F/DCU and NCDDSS FGJAs and also the MAF/F/GDA SGJA to ensure that there are adequate funds available to support the activities in a timely manner.	Jul 2013	MAFF/DCU, NCDDSS, MAF, ADB	Approval has been given to increase the ceilings for the MAF/F/DCU and NCDDSS FGJAs and also the MAF/F/GDA SGJA. Funds have been released by ADB to cover the additional advances.
4	The refresher training on AEA did not include the CEWs although they will be closely involved in the conduct of the field work.	MAFF/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.	Jul 2013	MAFF/GDA, MAF/F/DCU	CEWs will develop their skills for the conduct of AEA through learning by doing alongside the DST teams. The CEWs will now receive substantial technical skills training on agricultural technologies through training packages arranged under NCDDSS and delivered by external service providers.
5	MAFF/DCU procurement is time consuming and this is seriously delaying the commencement of the rehabilitation of the research stations and the publication of extension materials.	Full support must be provided in a more timely manner by MAF/F/DCU to ensure that there are not unnecessary delays in procurement procedures.	On-going	MAFF/DCU, PIC	MAFF/DCU has limited staff available for handling procurement tasks but most of the procurement has now been completed.

Annex 3 Project Physical Progress

Tonle Sap Poverty Reduction and Smallholder Development Project (TSSD)
Loan/Grant 2699/0186-CAM
Physical Progress

(as of 15 February 2014)

Components	Assigned Weight (a)	Actual Progress (b)	Weighted Progress c (a x b)
1. Community Driven Development through commune block grants	55.00		21.80
(a) Improved Rural Infrastructure supporting agricultural productivity	25.00		10.10
1.1 Identify priority social infrastructure or facilities and include in the CIP	2.00	0.60	1.20
1.2 Work with the relevant provincial agencies to develop an engineering design for a preparation of project bidding documents for advertisement	5.00	0.40	2.00
1.3 Review project proposals and award contracts	5.00	0.40	2.00
1.4 Monitor and supervise contractor's performance and progress payments in selected locations	5.00	0.40	2.00
1.5 Assess the quality of completed civil work	5.00	0.40	2.00
1.6 Final payment to successfully completed projects and other forms for dissemination to farmers in Tonle Sap Basin area	3.00	0.30	0.90
(b) Improved Capacity of Smallholder Farmers	25.00		8.10
1.7 Provide training for commune councils from 196 communes on LIGs project management.	1.00	1.00	1.00
1.8 Carry out agro-ecological analysis and develop through use of ICT, including assessment of private sector role	2.00	0.70	1.40
1.9 Work with DOAs to identify LIG groups and develop necessary extension packages for them	5.00	0.50	2.50
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	15.00	0.20	3.00
1.11 Monitor and provide support	2.00	0.10	0.20
(c) Improved Commune Project Management Capacity	5.00		3.60
1.12 PIM is developed and finalized by Oct 2011 for re-development groups and users (including women and ethnic minorities) in phases	1.00	1.00	1.00
1.13 Commune block grant are set up and CAAs and CEWs are recruited for 196 communes by Dec 2012	1.00	1.00	1.00
1.14 Provide PIM training to 196 communes by Dec 2012	1.00	1.00	1.00
1.15 Coordinate with relevant government staff on a regular basis	1.00	0.60	0.60
1.16 Supervise activities that are carried out by LIGs and service providers	1.00	0.00	0.00
2. Enabling Environment for Increased Agricultural Productivity and Diversification	30.00		16.90
(a) Improved Agricultural Policy Environment	6.00		6.00
2.1 Identify the scope of policy work by carrying out the related legislation review, draft required law or policy	2.00	1.00	2.00
2.2 Develop relevant operation documents	2.00	1.00	2.00
2.3 Conduct consultation workshops to incorporate inputs from other relevant ministries and stakeholders to finalize operation documents	2.00	1.00	2.00
(b) Increased Availability and Access to Quality Seeds	12.00		8.40
2.4 Assess and identify farmer organizations for seed production by Mar 2012	2.00	0.80	1.60
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	0.60	0.60
2.7 Provide necessary capacity building to farmer organizations for seed production and distribution (including post harvest)	3.00	0.60	1.80
2.8 Carry out demonstration activities to increase awareness/demand and conduct pre-and-post surveys to assess increase in rice yields	2.00	0.60	1.20
2.9 Procure and distribute quality seeds	2.00	0.80	1.20
(c) Increased Access to Agricultural Information and Market Data	12.00		2.50
2.10 Support the MCA Program through procurement of mobile devices and training of CEWs	2.00	0.40	0.80
2.11 Deliver training for all district staff to improve levels of computer literacy	1.50	0.80	1.20
2.12 Deliver training for Telecentre Operators to enhance the operation of the centres	0.50	1.00	0.50
2.13 Support the roll out of the RIAF to enable private sector Rural CT initiatives to be supported.	8.00	0.00	0.00
3. Effective Project Management (completed by Feb 2013)	15.00		7.50
3.1 Support the effective functioning of Project Steering Committee	3.00	0.50	1.50
3.2 Support the provincial administration and agriculture department for coordination and supervision of project activities	4.00	0.50	2.00
3.3 Support the district administration and agriculture office for coordination and supervision activities	5.00	0.50	2.50
3.4 Establish and support the project performance monitoring system	3.00	0.50	1.50
TOTAL SCORE	100.00		46.20

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
 (d) the assigned weights under the Component 2(c) will be readjusted to reflect the cancellation of the RIAF Initiative

**Appendix 4
Six months Projection (March-August 2014)**

4.1 NCDs Six Month Projection

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

Cat. Ref.	Category Name	Projection, 2014		Total	ADB Loan	ADB Grant	IFAD Loan	IFAD Grant	Finland Grant	RGC
		Q2	Q3							
1	Work (Social Infrastructure)	2.467	2.467	4.933	1.233	2.417				1.283
1	Livelihood Improvement Funds)	1.215	1.215	2.430			1.215	1.215		
2	Commune Project Management Cost	0.242	0.242	0.484		0.477			0.006	
4	Equipment and Furniture	0.000	0.000	0.000						
5	Vehicles and Motorcycle	0.000	0.000	0.000						
	Rural ICT (Equipment & Training)	0.484	0.484	0.968					0.968	
6	Surveys, Monitoring, and Auditing	0.059	0.059	0.119		0.107			0.012	
7	Capacity Development and Training	0.068	0.068	0.136		0.122				0.014
8	Consulting Services	0.050	0.050	0.099		0.099				
10A	Incremental Staff	0.029	0.029	0.057		0.057				
10B	Operations & Maintenance	0.076	0.076	0.151		0.136				0.015
TOTAL		4.689	4.689	9.378	1.233	3.417	1.215	1.215	0.987	1.311

4.2 Total MAFF Six Month Projection

Cat. Ref.	Category Name	GDA	DCU	NIDA	TOTAL
3	Agriculture Input Production -MAFF	0.457	0.000		0.457
4	Equipment & Furniture	0.000	0.000		0.000
6	Surveys, Monitoring, and Auditing	0.000	0.002		0.002
7	Capacity Development and Training	0.193	0.015		0.208
8	Consulting Services	0.000	0.578		0.578
10A	Incremental Staff	0.088	0.015		0.102
10B	Operations and Maintenance	0.132	0.025		0.157
TOTAL		0.869	0.635	0.000	1.504

4.3 MPTC' Six Month Projection

Cat. Ref.	Category Name	Projection, 2014		Total	ADB Grant	RGC
		Q2	Q3			
3	Agriculture Input Production -MAFF			0.000		
4	Equipment & Furniture			0.000		
	System Operations					
6	Surveys, Monitoring, and Auditing			0.000	0.000	0.000
7	Capacity Development and Training			0.000	0.000	0.000
8	Consulting Services			0.000	0.000	
10A	Incremental Staff	0.010	0.010	0.020	0.020	
10B	Operations and Maintenance	0.012	0.012	0.024	0.022	0.002
TOTAL		0.022	0.022	0.044	0.041	0.002

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Appendix 5. TSSD: Government Counterpart Staff Requirement Review

	EA: MAFF/DCU	IA: MAFF/IGDA	IA: NIDA now MPTC	EA: NCDDDS
National (Current) Total: 43 staff	<ol style="list-style-type: none"> 1. Project Director 2. Project Manager 3. Administration and Finance Officer 4. Accounting Officer 5. Procurement/Contract Admin Officer 6. Planning, Monitoring & Evaluation and Reporting Officer (position 1) 7. Planning, M&E and Reporting Officer (position 2) 8. Communication <p>Total: 8 officers</p>	<ol style="list-style-type: none"> 1. Project Manager 2. Finance/Accounting Officer 3. Planning, M&E and Reporting; 4. Training Coordinator; 5. Policy Coordinator; 6. National Agronomy Coordinator; 7. National Animal Health and Production Coordinator; 8. National Extension Coordinator. 9. A National Seed Production Coordinator <p>Total: 9 officers</p>	<ol style="list-style-type: none"> 1. Project Director 2. Project Manager; 3. Finance Officer; 4. Accounting officer; 5. Procurement Officer 6. Contract Administration Officer; 7. Network Infrastructure Engineer; 8. Two Content/Application Engineers; 9. 8 Provincial Master Trainers <p>Total: 17 officers</p>	<ol style="list-style-type: none"> 1. Project Director 2. Project Manager 3. Finance Officer 4. Contract Administrator/Accounting Officer; 5. Contract Administration Officer; 6. Community Development and Capacity Building Officer; 7. Technical staff/engineer 8. Planning, M&E and Reporting Officer 9. Secretary <p>Total: 9 officers</p>
National (Revised) Total: 37 staff	<ol style="list-style-type: none"> 1. Project Director 2. Project Manager 3. Administration and Finance Officer 4. Accounting Officer; 5. Planning, Monitoring & Evaluation and Reporting Officer 6. Procurement/Contract Admin Officer; and 7. Public Communication and Rural ICT Coordinator 8. Website Development and Maintenance Officer 9. Website Content and Data development officer. <p>Total: 9 officers</p>	<ol style="list-style-type: none"> 1. National Coordinator (government contribution) 2. Project Manager 3. Finance/Accounting Officer 4. Planning, M&E, Reporting and public communication officer; 5. National Animal Health and Production Coordinator 6. National Extension and Rural ICT Coordinator. 7. A National Agronomy and Seed Production Coordinator <p>Total : 6 + 1 = 7 officers</p>	<ol style="list-style-type: none"> 1. National Coordinator (government contribution) 2. Project Manager 3. Admin and Finance Officer 4. Provincial Master Trainers (2 per each province = 8 officers) <p>Total: 10 + 1 = 11 officers</p>	<ol style="list-style-type: none"> 1. Project Director 2. Project Manager 3. Finance Officer 4. Accounting Officer; 5. Contract Administration Officer; 6. Planning, M&E and Reporting Officer; and 7. Livelihood Improvement Group (LIG) and Rural ICT Coordinator; 8. Technical staff/engineer 9. Public Communication and website maintenance officer <p>Total: 9 officers</p>
Provincial (Current) Total: 24 staff	<ol style="list-style-type: none"> 1. Provincial Agriculture Coordinator 2. Admin and Finance officer <p>Total: 4 provinces x 2 = 8 officers</p>	NA	NA	<ol style="list-style-type: none"> 1. Provincial Facilitators, 2. echnical Support Staff, 3. Finance Staff, 4. Contract Administration Officer. <p>Total: 4 provinces x 4 = 16 officers</p>
Provincial (Revised) Total: 28 staff	<ol style="list-style-type: none"> 1. Provincial Agriculture Coordinator 2. Admin and Finance officer 3. Provincial Agriculture Marketing and Rural ICT Coordinator 4. Six Rice Research Station officers (3 in Siem Reap and 3 in Kampong Thom)⁷ <p>Total: (4 provinces x 3)+ 6 research station staff = 18 officers</p>	NA	NA	<ol style="list-style-type: none"> 1. Provincial Facilitators, 2. echnical Support Staff, 3. Finance Staff, 4. Contract Administration Officer. <p>Total: 4 provinces x 4 = 16 officers</p>
District (Current) Total: 224 staff	<ol style="list-style-type: none"> 1. Head of District Support Team, 2. Agronomy Staff, 3. Animal Health & Production Staff; 4. Agriculture Extension staff, 5. Gender Mainstreaming staff. <p>Total: 28 district x 5 = 140 staff</p>	NA	NA	<ol style="list-style-type: none"> 1. Provincial Facilitators, 2. echnical Support Staff, 3. Finance Staff, 4. Contract Administration Officer. <p>Total: 4 provinces x 4 = 16 officers</p>
District (Revised) Total: 224 staff	<ol style="list-style-type: none"> 1. Head of District Support Team 2. Agronomy and LIG support officer 3. Animal Health and LIG support officer; 4. Agriculture Extension and Rural ICT support officer; 5. Gender Mainstreaming and LIG support officer. <p>Total: 28 district x 5 = 140 officers</p>	NA	NA	<ol style="list-style-type: none"> 1. District Facilitator 2. District Finance Staff 3. District Technical Support Staff <p>Total: 28 district x 3 = 84 staff</p>

Total Number of staff: (i) current: 291 staff; (ii) Revised: 293 staff (MAFF = 174 staff; NCDDDS: 109 staff; MPTC)

⁷ The will compose of Station Manager/Marketing; Seed Production Officer; and Administration/Accountant

Appendix 6: Consultant Inputs of PIC

The PIC Team now comprises one international Team Leader together with nine national experts. The PIC team is provided through a contract between MAFF/DCU and SMEC International Pty which extends until December 31 2017 and provides for a total of 35 person months of international inputs and 462 person months of national expert inputs. On 31st January 2014 the total international inputs were 27.52 person months (59.0 per cent utilization) and the national inputs were 134.86 person months (32.0 per cent utilization). All of the PIC Team members are based in Phnom Penh (at MAFF/DCU, MAFF/GDA and NCDDS offices) aside from the two Rural Infrastructure Engineers (RIEs) who are based in BMC/SRP and KPT/KPC respectively. The PIC team members that are based in Phnom Penh have continued to make regular field visits to the provinces although these visits are constrained at times by the lack of access to transportation.

The following observations are made on the present scheduling of the team members:

- The inputs by the Agricultural Expert (AE) and the Agricultural Policy Expert (APE), of 42 person months each, will both be completed at the end of 2015 when there remains two years of the project implementation schedule. The focus of the support for agricultural policy work, supported by the incumbent APE, is on the Pilot Study for GAP in SRP and KPC and a Pilot Study for Contract Farming in KPT. The on-going support in future years for these Pilot Studies can be provided by the AE assisted by the Deputy Team Leader (DTL) and as a consequence the input by the APE can be reduced accordingly.
- The inputs by the Environment and Climate Change Expert are only 12 months which is insufficient to enable the full completion of the tasks in the ToR given the scope of work which is required in reviewing the content of the safeguard reports for rural infrastructure sub-projects in the communes which are on the government watch list, and the need for additional support to the MAFF initiatives on the identification of measures to mitigate the potential climate change impacts on smallholder agricultural productivity.
- The inputs of the Social and Development Gender Expert (SDGE) are 36 person months which are in excess of the requirements for the ToR since the main tasks, which involve the delivery of Gender TOT courses to all sub-national GFPs, can be completed by the end of 2014 after which only intermittent short inputs will be required to monitor the efficiency of reporting will be required, with additional support where required provided by the DTL/TL.

In the light of these observations the following amendments are proposed:

- The inputs for the APE will be reduced to 30 person months so that the work is completed by the end of December 2014. The task of providing future guidance to the on-going pilot studies will be supported by the incumbent AE assisted by the Deputy Team Leader (DTL). The ToR of the APE will be amended to include the provision of support to the implementation of the approved Business Plans for the two Research Stations and the development of Operational and Financial Procedures Manuals for the stations.
- The inputs by the AE will be increased to 64 person months⁸ to enable continued support for MAFF/GDA to be provided until end-2017. A revised ToR will be prepared to reflect the additional responsibilities from 2015 onwards.
- The input by the SDGE will be reduced to 22 person months permitting an input of seven person months in 2014 to complete the Gender ToT for sub-national staff and a follow up input of 1.5 person months in 2015 to monitor the progress of reporting.

⁸ Subjected to be reviewed during the mid-term review.

- The input by the ECCE will be increased to 16 person months enabling the inputs to continue on a periodic basis of up to six five months per year until 2016.
- The inputs by the Rural Communications and Livelihood Improvement Expert (RCLIE) will be reduced to 15 person months so that it extends to the end of 2014 which will be the conclusion of the Government Finland grant. In 2015 a new position for a Rural Livelihoods Expert will be financed from the ADB grant for a period of up to 15 person months.

**Tonle Sap Poverty Reduction and Smallholder Development Project (TSSD)
Project Implementation Consultant (PIC) Team**

	Current Contract			Revised Contract	
	Person Months	Inputs (\$/1,000)	% Utilization	Change	Revised Person Months
International Team					
Team Leader	35	15.53	44.4%	0	35
Agricultural Policy and Productivity Advisor	12	12.00	100.0%	0	12
Sub-Total (International Team)	47	27.53	58.6%	0	47
National Team					
Deputy Team Leader	66	18.80	28.5%	0	66
Financial Management and Procurement Expert	66	18.77	28.4%	0	66
Agricultural Expert	42	18.64	44.4%	22	64
Agricultural Policy Expert	42	18.74	44.6%	-12	30
Social Development and Gender Expert	36	13.54	37.6%	-14	22
Environment/Climate Change Expert	12	5.00	41.7%	4	16
Rural Communications and Livelihood Expert	30	4.00	13.3%	-15	15
Rural Infrastructure Expert 1	66	18.60	28.2%	0	66
Rural Infrastructure Expert 2	66	18.77	28.4%	0	66
Sub-Total (National Team)	426	134.86	31.7%	-15	411
OVERALL TOTALS	473	162.39	34.3%	-15	458

Appendix 7: Progress and Issues in the Provinces

I. Banteay Meanchey

Component 1: Commune development through block grants

No report received

Component 2: Enhance Agricultural Productivity

In coordination with the PAC and with technical support from the PAEA, the DSTs were able to achieve good progress with the field activities (95 per cent physical progress). The 14 AEAs were completed and used as an input during the formulation of the CIPs and DSTs were supported CEWs/CAAs in selection of target villages by 100% and formation of 100 LIGs. Two RSPGs were conducted capacities assessment, and the regular quarterly meeting and commencing their rice seed production with guidance from the project team were done. In addition, RSPG members were built the capacities through training program on FFS on rice seed production techniques, group management, study tour to research station, and rice seed production inspection and post-harvest. A total of 28 rice field demonstrations were successfully completed with an average yield of 4.45 tones per ha, be side this; PAC, PAC Assistant, DSTs were built the capacities on AEA and refreah AEA, rice production and rice based farming system, aminal health managemnet and production, study tour to out side province, and social and gender aspect.

Issues in Banteay Meanchey - 43.5 ha for land area for rice seed production program under the RSPGs and 14 field demonstrations were seriously affected by natural disasters (prolong drought and followed by heavy flood). There was delayed budget flow which delayed payment of DST salary and the progress of operations. Some training courses were postponed until Q4, 2013 and vegetable demos just conducted on January 2014. The capacity of the female RSPG members is limited and their decision making is also limited.

II. Siem Reap

Component 1: Commune development through block grants

No report received

Component 2: Enhance Agricultural Productivity

In coordination with the PAC and with technical support from the PAEA, the DSTs were able to achieve good progress with the field activities (85 per cent physical progress). The AEAs were completed and used as an input during the formulation of the CIPs. The pilot study on GAP continued through the conduct of the Farmer Field Schools in four target communes. At Tuek Ville Research Station the seed production program was continued on an area of 3.5 ha for rice and 1 ha for vegetables and other cash crops. Sales of seed amounted to USD 800 which was retained for financing future operations. Four RSPGs was established and commenced their seed production with guidance from the project team. A total of 52 field demonstrations were successfully completed with an average yield of 4 tones per ha, despite 10 per cent of the sites being seriously affected by the flooding.

Issues in Siem Reap - Cash flow problems have seriously affected project implementation. There have been natural disasters (prolonged drought followed by flooding) that have also delayed progress. There is a lack of transportation for project monitoring in target districts/communes. The seed production capacity in research station (both rice and vegetables) is still limited. The Capacity of DST is still limited and need to be further developed, especially in project management skills.

III. Kampong Thom

COMPONENT 1: COMMUNE DEVELOPMENT THROUGH BLOCK GRANTS

All 25 CDF Infrastructure sub-projects among 26 from AWBP 2013 were awarded contract by CC and six sub-projects were fully completed, 10 were completed 50% and nine sub-projects are ongoing construction. The outputs from these contracts have included 24.2 km of canal rehabilitation, 3,603 meters of damp embankment, 59 culverts (on canal and dam), four water gates and one drainage system. The target commune councils completed the identification of 278 target villages for LIG formation. There are now 280 LIGs remaining to be formed and up to now 100 of LIGs have completed establishment with 1,240 ID2 poor households selected as LIG members (including 1,013 women.) In 2013 all 40 target communes (under Batch 1 & 2) established their own bank accounts and signed off the Joint Decision between NCDDS. 80 of CAAs and CEWs were recruited.

Workshop training activities

- Inception workshop for communes in Batch 1 and 2.
- Refresher training on PIM for DFT, CCs and district TSO
- Training on LIG formation for DFT, DST, CCs, CAAs and CEWs
- Training on Monitoring and Supervision of rural infrastructure sub-projects for District TSOs
- Financial Management Training for DFT, CCs, Clerk and CAAs
- Training on CDF guidelines for livelihood activities for commune procurement committee, DST, CAAs and CEWs
- District Annual Workshop 2014
- Provincial Annual Workshop 2014

Study Tours

PFT and DFT conducted exposure visit the livelihood activities from RULIP project at Kratie province on 23-27 December 2013.

Component 2: Enhanced Agricultural Productivity

- 42 field demos of rice varieties were implemented (2 demos/commune), 41 demos were harvested with 4.086 tons in average yield (another demo will be harvested on 15 February, 2014)
- 21 rice demo field days were organized (one field day/commune) for LIG members with 1156 farmers (690 women) were participated
- 6 Cash Crop on-farm demos have been implementing in 6 target district (4 musk melons , 1 eggplant and 1 bitter guard), the crops have been growing well
- 4 RSPGs have been formed (Baray=1, Santuk=1, Stueng Sen=1 and Sandan=1)
- 4 FFSs on rice seed production techniques were conducted for RSPG members (3 FFS completed and 1 FFS will be finished in February, 2014)
- ARS rehabilitation has been starting the construction on 09 January, 2014
- 16.055 tons of certify seed were produced by ARS (short varieties=9.650 tons , mid and late varieties=6.400 tons)

- One field day on rice seed production was organized in ARS for RSPG leaders, DSTs and CEWs, and 81 people (30 women) were participated
- Consultative workshop for Rice Millers and Rice Seed Producer Groups was organized by PDA under supported from GDA and 59 people (21 women) were participated
- Agriculture Policy Workshop was organized by PDA, and 73 people (24 women) were participated (DSTs, RSPG leaders, NGOs, Rice Millers, DCU, GDA and PIC)
- The training for RSPG leaders on Planning, Management, Bookkeeping, Packaging and Marketing techniques was organized by PDA, and 24 people (10 women)
- The training on rice seed production inspection was organized by PDA, and 25 people (3 women) were participated (DST=12, RSPG leaders=12, ARS=1)
- A study tour for 20 RSPG leaders (8 women) was organized by PDA under supported by GDA

Component 3: Effective Project Management

- Provincial Monthly Technical Meetings have organized by PDA (30 DSTs, 2 ARS staffs, PAEA and PAC were invited for participating)
- 5 days of the refresher training on AEA techniques was organized by PDA for 20 DSTs (5 women)
- 5 days of the AEA technique training (ToT) was organized by PDA for 10 DSTs (3 women)
- 5 days of the Animal Health and Production training was organized by PDA for 10 DSTs (3 women)
- A study tour to visit other succeed project for 30 DSTs (8 women) was organized by PDA to Takeo and Kampot provinces

Issues in Kampong Thom - There are continuing cash flow problems which are adversely impacted on project implementation. The field activities have been affected by natural disasters, including prolonged drought followed by extensive flooding. The project car is not available for regular project monitoring in the target districts/communes.

IV. Kampong Cham

The TSSD covers 380 villages, 61 communes and 8 districts. The total budget allocation for 61 communes over 3 years is \$10,135,286.00. Up to now, the project has released fund to communes with amount of \$1,245,785.23 for improvement Rural Infrastructure supporting agricultural productivity, Income, Improve Capacity of Smallholder famers and Improve Commune Capacity for Project Management. The provincial facilitated team has 150 (4 PFTs, 24DFTs, 61CAAs, 61CEWs) members consist of 67 women.

Component 1: Commune Development through Block Grant

1. Improving rural infrastructure support agriculture productivity
 - 4 CTAs had been recruited to assist commune councils conducting topographical survey in 32 communes for sub projects of infrastructure. One CTA took responsibilities in two districts.
 - 32 sub project of infrastructure raised by commune council in 2013, there were only 30 sub projects had been conducted topographic survey. Among 30 sub project there are 26 sub projects have been contracted award and two sub projects will be contracted late of this month and other two sub projects is announcing. As a result of contracted award, there are only 7 sub projects completed 100%, 6 sub projects have been completed 50% and 13 sub projects have just being implemented the construction.

2. LIG formation

- There are 380 villages have been identified and selected as project target villages in order to form group of LIG. Only 100 LIGs have been formed based on LIG Guideline and evaluated by ATSA.
- 21 communes were completely conducted AEA and were printed the AEA report by 100%

3. Improving commune capacity for project management

- 61 CAAs and 61 CEW have been recruited to assist commune council in 61 target communes in 8 districts.
- 61 communes have their own bank account with ACLEDA Bank in KPC.
- Conducted training need assessment to 32 CAAs and 32CEWs on general subject and computer skill.
- Conducted training course on LIG Guideline to 24 DFT, 40 DSAs, 61CCs and CAA and 61CEWs.

Component 2: Enhanced Agricultural Productivity

- 42 field demos of rice varieties were implemented (2 demos/commune), 41 demos were harvested with 4.086 tons in average yield (another demo will be harvested on 15 February, 2014)
- 21 rice demo field days were organized (one field day/commune) for LIG members with 1156 farmers (690 women) were participated
- 6 Cash Crop on-farm demos have been implementing in 6 target district (4 musk melons, 1 eggplant and 1 bitter guard), the crops have been growing well
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Component 3: Effective Project Management

- Provincial Monthly Technical Meetings have organized by PDA (30 DSTs, 2 ARS staffs, PAEA and PAC were invited for participating)
- 5 days of the refresher training on AEA techniques was organized by PDA for 20 DSTs (5 women)
- 5 days of the AEA technique training (ToT) was organized by PDA for 10 DSTs (3 women)

- 5 days of the Animal Health and Production training was organized by PDA for 10 DSTs (3 women)
- A study tour to visit other succeed project for 30 DSTs (8 women) was organized by PDA to Takeo and Kampot provinces

Component 3: Effective Project Management

- Conducted inception workshop on project implementation which participated by 336 people consisted of 79 females as 16 DFTs, 40 DSTs, 168 CCs, 56 CAAs, 56 CEWs and 8 district advisors and 8 district governors.
- Conducted project implementation manual (PIM) to 61 communes which participated 236 people by 44 females as 24 DFTs, 90 CCs, 61 CAAs and 61 CEWs.
- Conducted 10 times of provincial monthly coordination meeting which participated by PFTs, PAC, DFT and DST.
- Conducted 50 times of district monthly coordination meeting which participated by district governor, DFTs, DSTs, CCs, CAA and CEW.
- Conducted 70 times of commune monthly coordination meeting (32 communes in Batch 1&2) which participated by CCs, CAAs and CEWs.
- 41 have been identified by the project as gender focal point as 1 PFT, 8 DST and 32 CCs.
- Conducted financial management to 54 Commune chiefs and commune clerk and 27 CAAs in 27 communes in Batch 2 and 8 DFT.
- Conducted workshop on annual work plan and budget 2014 in each districts.
- Conducted workshop in the province on annual work plan and budget 2014.
- Conducted exposure visit LIG activities of Rural Livelihood Improvement Project (RuLIP) at Rattanakiri which supported by IFAD.

Issues in Kampong Cham - The fund transfers have been delayed and as a result some activities were not implemented. Although the PAC Finance/Administrative Assistant was recruited in September 2013 the office equipment such as computer, desk and chair were not provided and were not included in the AWPB 2014. There is no project vehicle for field monitoring/follow up since October 2013.

**APPENDIX 8
REVISED PROCUREMENT PLAN**

Project Name: Tonle Sap Poverty Reduction and Smallholder Development Project	
Loan and Grant Amount \$: \$27.30 million ADF grant \$ 3.40 million equivalent ADF loan \$13.38 million financed by International Fund for Agricultural Development \$ 5.75 million financed by Government of Finland \$ 5.90 million financed by Royal Government of Cambodia	Executing Agencies: Ministry of Agriculture Forestry and Fisheries and National Committee for Sub-National Democratic Development and Secretariat (NCDDS), Ministry of Interior
Date of first Procurement 03 January 2012	Date of this Procurement Plan 10 October 2013

I. Process Thresholds, Review, and 18-Month Procurement Plan

A. Procurement Method and Thresholds

1. The following methods and thresholds will apply to the Project in the procurement of goods, works:

Method	Threshold
International Competitive Bidding for works	Above \$1,000,000
International Competitive Bidding for Goods	Above \$500,000
National Competitive Bidding for Works	Above \$100,000 and up to \$1,000,000
National Competitive Bidding for Goods	Above \$100,000 and up to \$500,000
Shopping for Works	Up to \$100,000
Shopping for Goods	Up to \$100,000
Shopping for Works through Commune/Sangkat PIM	Up to \$25,000

2. The following methods and thresholds will apply to the Project in the procurement of services:

Recruitment of Consulting Firms		
Procurement Method	Prior or Post Review	Comments
QCBS	Prior	QCBS based on 80:20 quality and cost weighting
QBS	Prior	
CQS	Prior	
Individual Consultant Selection	Prior	

QCBS = quality- and cost-based selection, QBS = quality based selection, CQS = Consultant's Qualification Selection

B. ADB Prior or Post Review

Procurement of Goods and Works	
Procurement Method	Prior or Post Review
International Competitive Bidding for Works	Prior
International Competitive Bidding for Goods	Prior
National Competitive Bidding for Works	Post (first package on prior basis)
National Competitive Bidding for Goods	Post (first package on prior basis)
Shopping for Works	Post
Shopping for Goods	Post
Shopping for Works through Commune/Sangkat PIM	Post

C. Goods and Works Contracts Estimated to Cost More Than \$1 Million

3. Not Applicable.

D. Consulting Services Contracts and International and National Service Providers as Project Advisors Estimated to Cost More Than \$100,000

4. The following table lists consulting services contracts for which procurement activity is either ongoing or expected to commence within the next 18 months.

NCDDS

General Description	Contract (\$)	Recruitment Method	Advertisement Date	International or National Assignment	Comments
Standard Training and Mentoring Package to the LIGs	1,858,500	QBS	11 July 2013	International	It was changed from QCBS to QBS method due to the short list is composed of commercial consulting firms and NGOs, which it is automatically switched to QBS, (PAI 2.02 para, 39 and Users Guide for Submission Forms, Chapter 2, Submission 1, para.50.1)
Service Provider for Animal Health and Production Program	1,630,060	QBS	29 July 2013	International	Ongoing Processes.
Technical skill training to CEWs and CAAs and Training of trainers for key farmer trainers	300,000	QCBS	Q1 2014	National	NCDDS

QCBS = quality- and cost-based selection, QBS = quality based selection, QCS = Consultant's Qualification Selection

Note: Special studies includes costs of independent monitors for confirming resettlement impact and selection criteria from members of livelihood improvement groups.

E. Goods and Works Contracts Estimated to Cost Less than \$1 Million

5. The following table groups smaller-value goods and works contracts for which procurement activity is either ongoing or expected to commence within the next 18 months.

MAFF

General Description	Value of Contracts (\$) (cumulative)	Number of Contracts	Procurement/ Recruitment Method	Comments
Renovation of Tek Vill Research Station	72,000	One contract	Shopping	Q1 2014 MAFF/DCU
Renovation of Tek Vill Irrigation	16,000	One contract	Shopping	Q1 2014 MAFF/DCU
Storage Facilities for Rice Seed Producer Groups	200,000	Multiple contracts	Shopping	Q1/Q2 2014 MAFF/DCU
Agriculture Machinery one Tractor for Balang Agriculture research Station	25,000	One Contract	Shopping	Q1/Q2 2014 MAFF/DCU
Office Equipment for CARD	3,000	One contract	Shopping	Q2 2014 MAFF/DCU
Publication for GAP Training Manual	10,000	One contract	Shopping	Q2 2014 MAFF/DCU
Publication for GAP leaflets for GAP producer Group	10,000	One contract	Shopping	Q2 2014 MAFF/DCU
Moisture meters and pH meter	14,840	One contract	Shopping	Q4 2014 MAFF/DCU
Publication of extension materials – sow raining and extension methodology	20,000	One contract	Shopping	Q2 2014 MAFF/DCU
Publication of posters on selected rice varieties based upon market demand	7,500	One contract	Shopping	Q2 2014 MAFF/DCU

NCCDS

General Description	Value of Contracts (\$) (cumulative)	Number of Contracts	Procurement/ Recruitment Method	Comments
Small-Scale Civil Works and service contracts (Under Commune Development Module)	4,500,000	Several Contracts (Small scale infrastructure)	Shopping for works through commune/sangkat PIM	Q1-Q3 2013
Solar Panels for Commune Offices	300,000	One Contract	NCB	NCCDS
ICT Hardware for CC Office (Laptops, printers, UPSs and modems)	215,600	One Contract	NBC	NCCDS
Office Desk and Chairs	110,880	One Contract	NCB	NCCDS
Mobile device for CEWs	205,000	One Contract	NCB	NCCDS

DCU = Development Coordination Unit of MAFF, NCCDS = National Committee for Democratic Development Secretariat, NCB = National Competitive Bidding

II. Project Procurement Plan

6. The following table provides an indicative list of all procurement (goods, works, and consulting services) over the life of the Project.

Goods and Works

General Description	Estimated Value (\$) (cumulative)	Estimated Number of Contracts	Procurement Method	Domestic Preference Applicable	Comments
Small-Scale Civil Works and service contracts (Under Commune Development Module)	4,500,000	Multiple contracts	Shopping for works through commune/sangkat PIM	No	To be scattered in 196 communes.
Procurement of Works	288,000	2 contracts	Shoppings	No	
Procurement of Goods	896,820	Several Contracts	NCBs/Shoppings	No	

Consultants

General Description	Estimated Value (\$) (cumulative)	Estimated Number of Contracts	Recruitment Method	Type of Proposal	Comments
Service Providers for Livelihoods improvement activities	3,500,000	2 contracts	QBS (2 contracts)	FTP	Q1, 2014-
Technical skill training to CEWs and CAAs and Training of trainers for key farmer trainers	300,000	QCBS	Q2 2014	BTP	Q2, 2014
Provincial Livelihood Improvement and Communications Advisors (LICAs)	60,000	4 Contracts	ICS		Q1 2014
Database Management Advisor (DMA)	12,000	1 Contract	ICS		Q1 2014

FTP = Full technical proposal; and QCBS = Quality- and Cost-based selection; BTP = Bio-data Technical Proposal

7. The following table provides an indicative list of all procurement (goods, works, and consulting services) that have been already awarded.

Goods and Works

MAFF/NIDA

General Description	Contract Value (\$)	Procurement Method	Date of Advertisement	Date of Contract Awarded
Supply of vehicles	362,985	NCB	04/03/11	10/8/1 (MAFF)
Supply of motorcycles	245,660	NCB	30/05/12	9/08/12 (MAFF)
Supply of Equipment/ Furniture	21,658	NCB	01/08/12	10/10/12 (MAFF)
Supply of Equipment/ Furniture	55,328	NCB	07/08/12	11/12/12 (MAFF)
Supply of Equipment/ Furniture	18,939	NCB	24/11/12	12/12/12 (MAFF)
Supply of Equipment/ Furniture	4,429	Shopping without advertisement	n.a.	20/12/12 (MAFF)
Supply of motorcycles	544,880	NCB	07/03/13	10/05/13 (MAFF)
Supply of Equipment/ Furniture	78,768	NCB	27/04/13	15/07/13 (MAFF)
Supply of Equipment/ Furniture	10,683	NCB	27/04/13	16/07/13 (MAFF)
Supply of Equipment and Furniture	32,949	NCB	07/06/13	11/07/13 (MAFF)
Supply of Publication Agriculture Extension Material	18,250	Shopping without advertisement	N/A	06/11/2014 (MAFF)
Supply of 2 computers and 2 printer for two research stations	3,990	Shopping without advertisement	N/A	11/12/2014
Supply of Agriculture Material for Research Station and seed producer group	8,873	Shopping without advertisement	N/A	09/01/2014
Supply Agriculture Machinery one 2 wheel walking tractor and water pump engines for two research station	5,410	Shopping without advertisement	N/A	29/01/2014

U2

NCDDS

General Description	Contract Value (\$)	Procurement Method	Date of Advertisement	Date of Contract Awarded
Small-Scale Civil Works and service contracts (Under Commune Development Module)	1,500,000	Shopping for works through commune/sangk at PIM	Q1-Q3 2013	Q1-Q3 2013
Supply of Furniture	42,889	NCB	09/04/12	20/6/12 (NCDDS)
Supply of Equipment	74,921	NCB	09/4/12	03/07/12 (NCDDS)
Supply of Equipment	14,871	NCB	09/04/12	03/07/12 (NCDDS)
Supply of Furniture	120,176	NCB	12/04/13	26/06/13 (NCDDS)
Supply of Equipment	43,920	Shopping with Advertisement	12/04/13	26/06/13 (NCDDS)
Supply of vehicles	106,000	NCB	12/04/13	26/06/13 (NCDDS)
Supply of Furniture	104,282	NCB	23 July 13	11 Sept 13

Consultants**MAFF**

General Description	Contract Value (\$)	Procurement Method	Date of Advertisement	Date of Contract Awarded
Consulting Services PAEA BMC	41,880	ICS	26/04/10	06/10/11 (MAFF)
Consulting Services PAEA SRP	41,880	ICS	26/04/10	06/10/11 (MAFF)
Consulting Services PAEA KPT	41,880	ICS	26/04/10	06/10/11 (MAFF)
Consulting Services PAEA KPC	41,880	ICS	26/04/10	06/10/11 (MAFF)
Consulting Services DCU Finance Adviser	41,880	ICS	27/11/11	24/02/12 (MAFF)
Technical Assistance Consulting Services for MAFF and NCDDs	2,851,330	QCBS	11/11/11	17/05/12 (MAFF)
Technical Assistance Consulting Services for MAFF and NCDDs (Contract Variation)	3,101,730	Contract Variation	NA	25/09/2013

NCDDS

General Description	Contract Value (\$)	Procurement Method	Date of Advertisement	Date of Contract Awarded
Baseline Survey	169,743.92	CQS	11 Jan 13	20 Sep 13
Special Service Provider for Monitoring LIG Formation	123,820	CQS	5 July 13	29 Nov 13

III. National Competitive Bidding Annex

1. General

7. The procedures to be followed for national competitive bidding shall be those set forth for the "National Competitive Bidding" method in the Government's Procurement Manual of May 2012 issued under Sub decree Number 74 ANKR.BK dated 22 May 2012 with the clarifications and modifications described in the following paragraphs required for compliance with the provisions of the Procurement Guidelines.

2. Application

8. Contract packages subject to National Competitive Bidding procedures will be those identified as such in the project Procurement Plan. Any changes to the mode of procurement from those provided in the Procurement Plan shall be made through updating of the Procurement Plan, and only with prior approval of ADB.

3. Eligibility

9. Bidders shall not be declared ineligible or prohibited from bidding on the basis of barring procedures or sanction lists, except individuals and firms sanctioned by ADB, without prior approval of ADB.

4. Advertising

10. Bidding of NCB contracts estimated at \$500,000 or more for goods and related services or \$1,000,000 or more for civil works shall be advertised on ADB's website via the posting of the Procurement Plan.

5. Anti-Corruption

11. Definitions of corrupt, fraudulent, collusive and coercive practices shall reflect the latest ADB Board-approved Anti-Corruption Policy definitions of these terms and related additional provisions

6. Rejection of all Bids and Rebidding

12. Bids shall not be rejected and new bids solicited without ADB's prior concurrence.

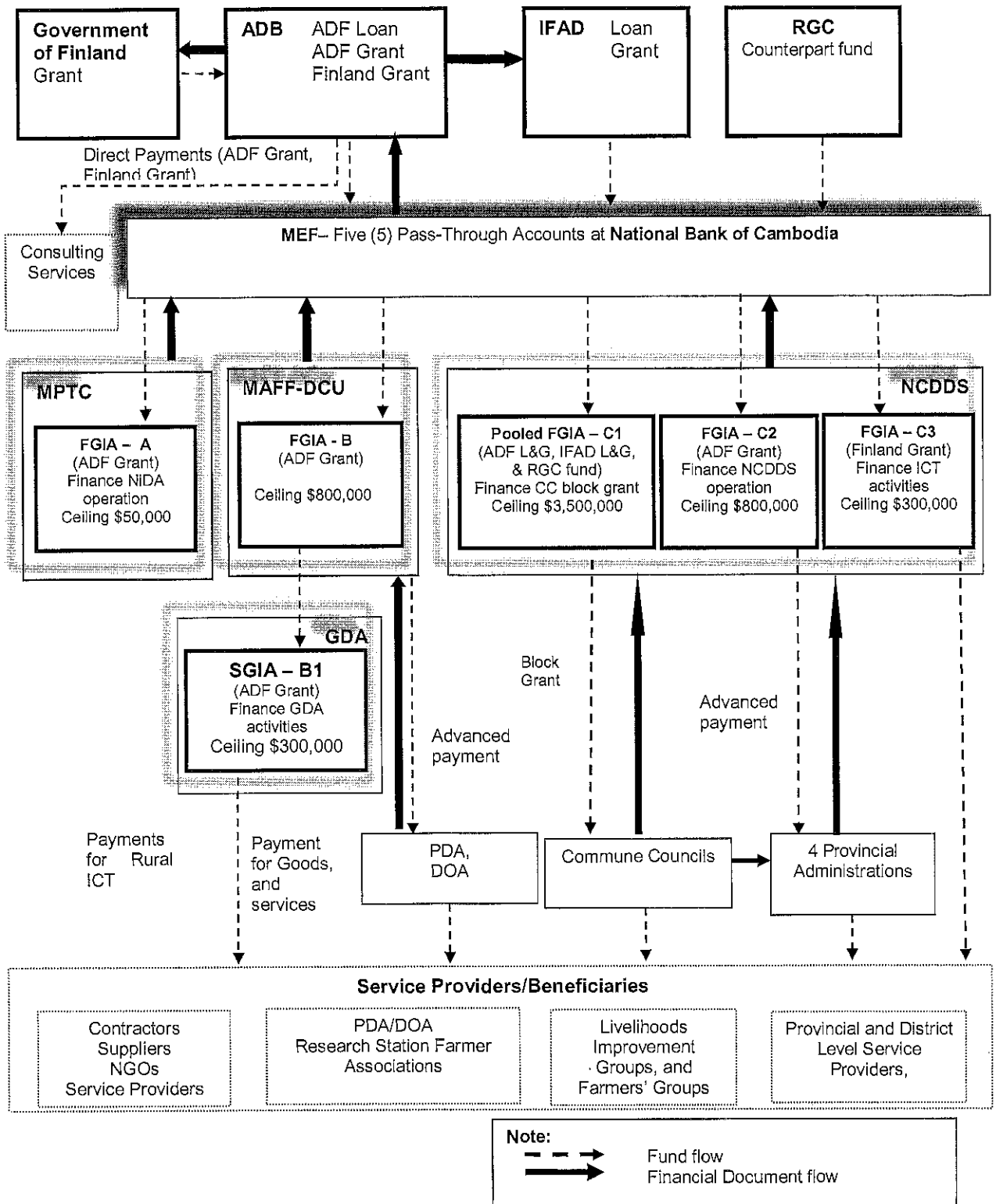
7. Bidding Documents

13. The bidding documents provided with the government's Procurement Manual shall be used to the extent possible. The first draft English language version of the procurement documents shall be submitted for ADB review and approval, regardless of the estimated contract amount, in accordance with agreed review procedures (post and prior review). The ADB-approved procurement documents will then be used as a model for all procurement financed by ADB for the project, and need not be subjected to further review unless specified in the procurement plan.

8. Member Country Restrictions

14. Bidders must be nationals of member countries of ADB, and offered goods, works and services must be produced in and supplied from member countries of ADB.

Appendix 9. Revised Project Funds Flow Diagram



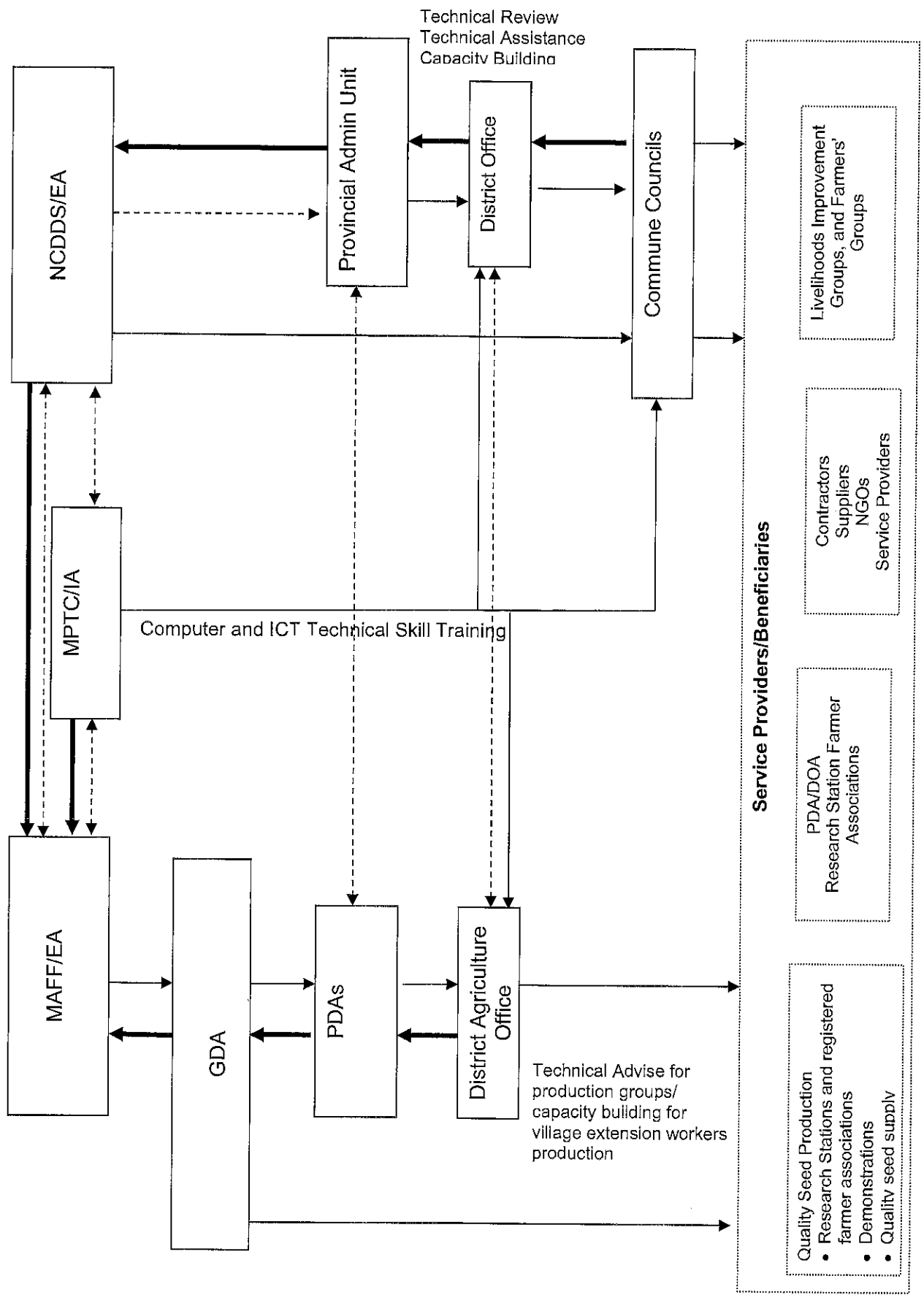
ADB = Asian Development Bank; ADF = Asian Development Fund; DCU = Development Coordination Unit; FGIA = first generation imprest account; Govt. = Government of Cambodia; ICT = information and communication technology; IFAD = International Fund for Agricultural Development; MAFF = Ministry of Agriculture, Forestry and Fisheries; MEF = Ministry of Economy and Finance; NCDSS = National Committee for Sub-National Democratic Development; NIDA = National Information Communications Technology Development Authority; RGC = Royal Government of Cambodia, SGIA = second generation imprest account.

Source: Asian Development Bank estimates.

CB

— direct support
 - - - cooperation/
 coordination
 — Progress reporting

Appendix 10. Revised Implementation Structure



OK

