

**GUIDELINES FOR UTILISATION
OF COMMUNE DEVELOPMENT
FUND FOR
LIVELIHOOD IMPROVEMENT**

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ACRONYMS AND ABBREVIATIONS

ADB	Asian Development Bank
AWPB	Annual Work Plan and Budget
CAA	Commune Administrative Assistant
CBO	Community Based Organisation
CC	Commune Council
C/S	Commune/ <i>Sangkat</i>
CDF	Commune Development Fund
CDP	Commune Development Program
CEW	Commune Extension Worker
CIP	Commune Investment Plan
CIG	Common Interest Group
DoA	Department of Agriculture
DFT	District Facilitation Team
DST	District Support Team
EIA	Environmental Impact Assessment
EoI	Expression of Interest
GRF	Group Revolving Fund
IFAD	International Food and Agriculture Development
IO	International Organisation
LIG	Livelihood Improvement Group
NCDDS	National Committee for Sub-National Democratic Development Secretariat
MEF	Ministry of Economy and Finance
NGO	Non-Government Organisation
PAC	Provincial Agriculture Coordinator
PBC	Planning and Budget Committee
PFT	Provincial Facilitation Team
PID	Planning and Investment Division
PMC	Project Management Committee
PPC	Project Procurement Committee
RGC	Royal Government of Cambodia
SSP	Specialised Service Provider
SP/T	Service Provider/Trainer
TA	Technical Assistant
TNA	Training Needs Assessment
TSSD	Tonle Sap Poverty Reduction and Smallholder Development Project
TSSLP	Tonle Sap Sustainable Livelihoods Project

1. INTRODUCTION

1.1 Background

1. These Guidelines for utilization of the Commune Development Fund (CDF) for the Livelihood Improvement activities under the Tonle Sap Poverty Reduction and Smallholder Development Project (TSSD) aim to provide instructions to all target Commune Councils/*Sangkats* (C/S) under TSSD and other stakeholders for the preparation, implementation and management of the livelihood improvement activities using the CDF to follow the decentralization policy, transparency, accountability and people participation without discrimination.
2. These guidelines have similar features to the Guidelines for the Community Livelihood Fund of the Tonle Sap Sustainable Livelihoods Project (TSSLP). However, the procedures have been adjusted to suit the requirements of the CDF under TSSD.

1.2 Users of these guidelines

3. These guidelines will be used by all those concerned with the implementation of CDF livelihood improvement activities. In particular, users will include:
 - The C/S Chiefs and other Commune Councillors who are responsible for project implementation in the target communes;
 - Project Technical Staff, and consultants who are employed by the TSSD, to advise the Commune Councils (CCs) on project implementation;
 - NGOs/firms, Service Providers, businesses and other agencies who want to understand how the CCs prepare and implement the CDF to support livelihood activities supported by the TSSD.

1.3 Commune Development Fund (CDF)

4. The CDF is a Fund which is currently made available under TSSD through financing from the ADB grant/loan, IFAD grant/loan and Royal Government of Cambodia (RGC). The allocations of CDF will be transferred to the targeted C/S in the form of Block Grants.¹
5. The CDF allocation per commune is determined based on three criteria:
 - (i) 35 % allocation equally to all communes;
 - (ii) 30 % allocation based on the poverty index of each commune;
 - (iii) 35 % allocation based on communes' population. The main purpose of the Block Grant is to support the implementation of community prioritized activities which have been identified in their respective Commune Development Plan (CDP) and Commune Investment programs (CIPs).
6. The CDFs will be used to support the implementation of the following sub-project types:
 - Small-scale Rural Infrastructure sub-projects
 - Livelihood improvement sub-projects
 - Agriculture extension and vaccination
 - C/S operational costs

¹ Block Grant is a Commune/Sangkat Development Fund (CDF) which will be allocated to each target commune /sangkat in the project area over a period of three years based on the formula used by NCDD for the allocation of the Commune/Sangkat Fund (CSF), please refer the readers to para 5.

7. The allocation of the CDF for supporting the LIGs will be as follows:

- **A maximum of up to USD 240 will be available per LIG member over a three year period for the procurement of inputs for support to livelihood activities as a conditional Group Revolving Fund** (USD 100 in the first year, 80 in the second year and 60 in the third year). The total amount per LIG will be dependent on the number of households which must not exceed 25. **The money provided loaned to each household has to be repaid into the Group Revolving Fund (GRF).**
- **An amount of USD 60 per LIG to support** the LIG formation process (village based meetings to select members and elect group leaders...etc.). This fund will be administered by CCs.
- **An amount of USD 100 per LIG for monitoring the LIG formation process.** This fund will be administered by NCDDDS on behalf of the CCs for contracting a Specialized Service Provider (SSP1) to ensure that the procedures used are in compliance with the guidelines for LIG formation.
- **An annual amount of USD 500 per LIG per year over a three year period to provide training and mentoring to improve LIG management capacity.** This fund will be administered by NCDDDS on behalf of the CCs for contracting a Specialized Service Provider (SSP2) at national level.
- **An annual amount of USD 710 per LIG per year over a three year period to support hands-on practical training for livelihood activities for all LIGs.** This fund will be administered by the CCs for procuring Service Providers/Trainers for hands-on support and mentoring to the LIGs within each commune, including the possibility of inter-commune contracts. The outstanding local farmers that are recognized by PDA are eligible to provide the service. **DST will (a) assist in the identification of the suitable local Service Providers/Trainers (SP/Ts); (b) assist with the recruitment of the local Service Providers/Trainers and (c) provide monitoring and technical backstopping, and support the quality of the delivery by the local Service Providers/Trainers.**
- **An annual amount of USD 395 per LIG per year over a three year period to support the animal health and production programs for all livestock.** These funds will be administered by the NCDDDS on behalf of the CCs, in coordination with MAFF/Development Coordination Unit (MAFF/DCU) and MAFF/General Directorate of Agriculture (MAFF/GDA), to contract a Specialised Service Provider (SSP3) to support animal health and production in the target villages including vaccination of the livestock by providing veterinary kits and supplying good quality vaccines based upon the needs of the livestock raisers in each LIG. The vaccination program will be implemented through the Village Animal Health Workers (VAHWs).

8. The CDF also includes support funds for CC administrative activities for planning, project identification, preparation and implementation. Targeted CCs must follow the guidelines described for the CDF and the **Joint Decision** between NCDDDS and CCs. All expenditures from the CDF are subject to independent audits under TSSD.

1.4 CDF Transfers and Fund Flows

9. After the signing of the **Joint Decision** between the CCs and NCDDS for the allocation and utilization of the CDF, the NCDDS will allocate and transfer the funds to each target commune progressively in the form of Block Grants. The process for the transfer of the CDF is from ADB to the First Generation Imprest Account of NCDDS held at ACLEDA through a Pass-Through Account held by Ministry of Economics and Finance (MEF) at the National Bank of Cambodia. Based upon the requests from NCDDS, the MEF will release the funds to the account of NCDDS, and then NCDDS will transfer the CDF as Block Grants, except the amount to be administered by NCDDS, directly to each of the target C/S CDF bank accounts, which has been established at district branches of the ACLEDA Bank. The CCs will utilize the CDF to support all LIGs in the C/S for any activities supported by TSSD.
10. **The GRF will be transferred in three tranches to the accounts**, which have been opened by each LIG at a bank or MFI, over the three year period. The transfer of the first tranche of GRF from the C/S CDF bank account to the LIG account will take place when the following conditions are fulfilled: (a) LIG account has been opened; and (b) the SSP2 has provided the standard capacity building training and mentoring package. Conditions for transfer of the second and third tranches of the GRF from the Commune C/S CDF bank account to the LIG account will include (a) full repayment of the previous year GRF loans; and (b) a satisfactory audit of social and gender issues in LIG management.²
11. **The LIG may disburse loans from the GRF to members** when the following conditions are fulfilled: (a) group internal regulations have been approved by the LIG members; (b) the interest rate for the GRF loans to the members has been decided by the group members and is at a level of not less than 2% per month; (c) the Individual/Common Interest Group (CIG) Business Plans have been approved by the LIG Leaders; and (d) other group members (within the CIG if there is one formed) have agreed to act as guarantors. The decision to take a loan from GRF is a voluntary decision of the each LIG member. The size of the loan is not fixed at an equal share of the GRF but may be more or less than an equal share depending on the needs and on the decision of the group. The fund received from TSSD will be treated as a non-withdrawal share account for each individual LIG member (USD 100 in the first year, 80 in the second year and 60 in the third year). The balance of this account cannot be withdrawn, even if the member resigns from the group or otherwise stops being a member. **A maximum of 50 per cent of the** surplus after the annual closing of the financial books, arising from the interest earned on the loans, can be distributed to the members as dividend. The remainder will be booked as “retained earnings” to strengthen the capital of the group and to protect the capital from inflation.

² The audit of social and gender issues in LIG management will consider the following: (i) women representative are included in LIG management group, and their views are being considered, (ii) there has been a reduction in domestic violent case among LIG members, and (iii) women empowerment in LIG has been promoted and there is increased awareness about nutrition element for the children below 2 years. Auditing of the social and gender issues in LIG management will be done by the CEWs assisted by the Gender Focal Point at District/Commune level following procedures which are developed by NCDDS.

12. The CCs have the stewardship of development in their communities and therefore they are accountable for the funds spent on development projects in their local community. The method of fund allocation and transfer are providing practical support to the RGC decentralization policy. This policy promotes the allocation of resources for implementing the duties, function and authority assigned to the local administration at C/S level and facilitates the community-driven development program for the annual preparation of the CIP to promote the livelihood of the community. In addition, this mechanism will strengthen the capacity of the CCs in managing financial resources.

1.5 Summary of CDF Utilisation

13. These guidelines describe the steps involved after the LIGs have been formed and include monitoring the procedure that was used for formation of the groups, group capacity building and extension services, designing and implementation of the livelihood improvement activities that are funded from the CDF of TSSD, following the regular C/S planning process. Therefore, the target C/Ss and their Planning and Budget Committees (PBCs) have to ensure that all communities, including the vulnerable groups are provided with opportunities to participate in the CDP/CIP formulation processes. They have to ensure that their community development needs are integrated in the CDPs and CIPs based upon which the prioritized sub-projects/activities will be selected for implementation by using the CDF. Livelihood activities for LIG members supported by the Project are not limited to activities already listed in the CIP. If the LIG members identify an eligible activity that is not currently in the CIP, the CC can amend the current CIP to include these additional LIG activities..

14. The steps involved are as follows:

a) Capacity building activities for the LIG members: As soon as the LIG has been formed, and before there can be any funding provided for livelihood improvement activities, there must be capacity building to develop their skills in **group dynamics** and an understanding of their responsibilities as group members. In addition the group leaders must be trained in leadership skills, basic bookkeeping and reporting.

- These capacity building activities will be provided by SSP2 who is contracted by NCDDS. SSP2 will be a qualified NGO/firm with past experience of supporting the formation and strengthening of livelihood groups and providing this form of group training and individual mentoring.
- The Commune Extension Workers (CEWs) and Commune Administrative Assistants (CAAs) will participate in the capacity building training of the LIGs in order to develop their own community organising skills.
- The capacity building training and mentoring activities will extend for a period of three years.

b) Common Interest Groups: Based upon the outcome of the Agro-ecosystems Analysis (AEA) conducted in each commune, specific types of livelihood activities will be included in the CIP which can provide a guide to the LIG members. However, the LIG members can select other livelihood activities that have not been identified in the CIP. From these identified livelihood activities the LIG members will select those that are relevant and CIGs will be formed within each LIG comprising the members who will engage in a particular livelihood activity and the CIG members will provide a mutual guarantee for repayment to the GRF. In cases where only one LIG member

adopts a specific livelihood activity no CIG will be formed and the mutual guarantee for the GRF will be provided by other LIG members.

c) CIG/Individual Business Plan: Each CIG or LIG member who would like to borrow funds from the LIG will be required to submit a business plan to the *LIG Leader* outlining the proposed livelihood activities that may have been identified.

- The CIG/Individual Business Plan will be prepared by the CIG/LIG member with assistance from the CEW and mentoring by SSP2 using the formats that have been developed by the SSP2. Training will be provided by SSP2 to the LIG leaders, CEWs and DFT on the use of these formats.
- The LIG Leaders, with support from SSP2 and CEW, will ensure the cost estimates that have been included in the Business Plan are reasonable and the livelihood activities are technically feasible.
- The utilisation of the GRF for supporting the CIG members will be through loans from the GRF based upon the approved Business Plan which are endorsed during an LIG meeting. Each LIG will provide funds to its members as individual loans with affordable interest rate and repayment period that have been decided by the group members.

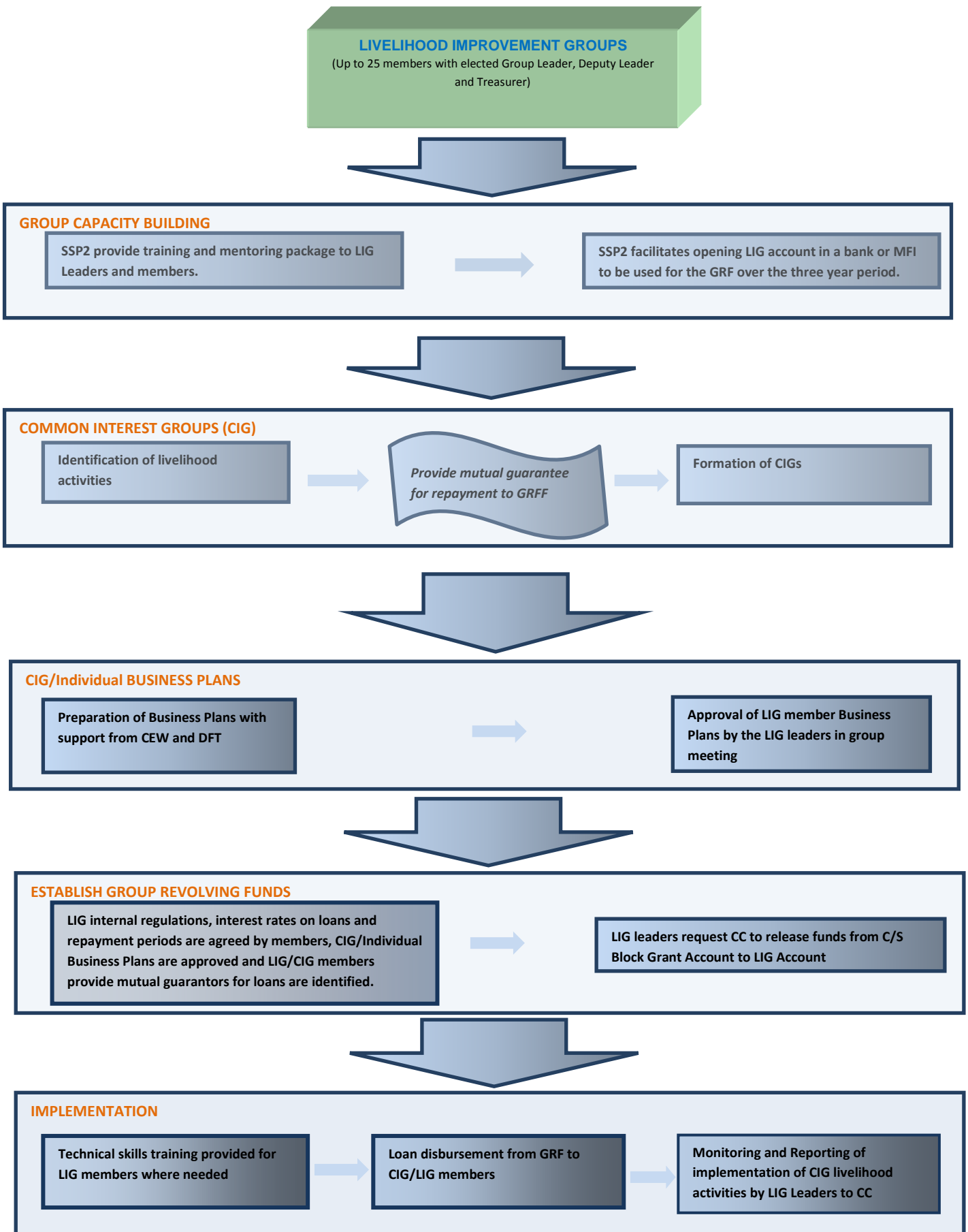
d) Establishment of the GRF: Prior to the release of funds to the GRF each LIG will have established a bank account at a formal banking institution or registered MFI in their commune or district. SSP2 will assist the LIGs in facilitating the establishment of the bank account for the groups.

- After delivery of the training and mentoring package by SSP2, which must include a standard set of training modules,³ they will assist the LIG leaders to request the CC to release the fund from CC Block Grant to the LIG account. If SSP2 identify any LIG members that require additional mentoring then this must be provided by the SSP2.
- The GRF will be used to provide loans in cash to the CIG members to enable them to procure inputs that are specified in the business plan of each livelihood activity.
- The terms of the loans from the GRF, including the interest rate and repayment periods, will be determined by the LIG members themselves with the assistance from the SSP2 which is providing the capacity building training and mentoring.

³ Basic training for all LIG members will be in group dynamics, roles and responsibilities, operation of the GRF, business plan and its format, GRF loan contract, and household cash flow. Training for LIG office bearers (group leader, deputy leader and cashier) will be on leadership skills, financial management and bookkeeping, meeting facilitation.

- e) Implementation of Livelihood activities:** After the completion of any necessary technical training for the CIG members, the LIG Leaders will approve the loan applications from the group members for the withdrawal of funds from the GRF to enable the members to purchase the inputs required for livelihood activities:
- Before the loans from the GRF are approved by the LIG leader, the LIG members must have completed any basic technical skills training which is required, which will be provided by selected Service Providers/Trainers who will be recruited by the CC. This can be either through an intensive training for several days for LIG members or the training may target members from CIGs from several LIGs focussing on one particular livelihood activity.
 - The CEW and DST will assist in identifying qualified suppliers of inputs particularly in the case of seed and livestock. The CIG members will be required to purchase the inputs based upon their approved Business Plan. After the release of the loans to CIG members, the LIG leader will submit a report to the CC on the utilisation of the GRF by the CIG members for the purchase of the inputs required.

FLOW CHART: SUPPORT FOR LIVELIHOOD IMPROVEMENT ACTIVITIES



2. KEY STAKEHOLDERS AND THEIR ROLES AND RESPONSIBILITIES

15. This section sets out the specific responsibilities of all key stakeholders involved in the various aspects of the CDF of TSSD and describes their roles and responsibilities in supporting the activities of the LIG. Key concerned persons in the utilisation of the CDF of TSSD are as follows:

2.1 Livelihood Improvement Groups

16. The LIGs are the focal point and comprise the direct project beneficiaries at village level. The LIGs are responsible for the management and maintenance/sustainability of the GRF and the livelihood activities. The LIGs will consist of at least 10, but not more than 25, members selected from poor households (ID2 Poor) with little land, including at least 25% poor Female Headed Households (FHHs). Some landless/poor households (ID1 Poor) from ethnic minorities and FHHs etc., may also be included as stated in the Guidelines for LIG Formation.

17. Within each LIG there will be a number of CIGs formed that will consist of groups of households that focus on one particular livelihood activity for example paddy production, pig raising, mushroom production, vegetable growing, fish raising group, small business group, etc.,

18. The LIG members should have a strong interest that the investments or services provided do translate into tangible benefits. The LIGs are responsible for the following tasks:

- Engage in broad-based public consultation and communication at community level to ensure that the problems or needs of vulnerable sections of the population (poor; single-female households; disabled) are enabled to participate in livelihood activities.
- Collect information needed for the preparation of the LIG Business Plan.
- Participate in LIG training and demonstrations which are implemented by Service Providers/Trainers including local successful outstanding farmers.
- Apply the knowledge gained from the training on improved agriculture technologies, gender awareness, domestic violence and updated market information.
- Monitor the activities of the LIG members in the implementation of the livelihood activities with regards to gender responsiveness.
- Participate in any survey and impact assessment of the livelihood activities.
- Operate, maintain and use the outputs of livelihood activities in a sustainable manner.
- Report on the implementation of the livelihood activities and the utilisation of the GRF.

2.2 C/S Chief and Council members

19. The CC is the **decision-making body** for the utilization of the CDF for all community driven projects within the commune. The CC is accountable to their constituency for all utilization of the CDF. To ensure that all decisions are in accordance with the purpose of CDF, the CC and C/S Chief shall have the following roles and responsibilities:

a) Preparation of CIG/Individual business plan:

- Convenes and chairs the selection meeting where project prioritization takes place in CIP.
- Approves any amendment of the CIP as necessary, in order to receive fund support from CDF, with assistance from the PFT/DFT and DST. The C/S Chief has to support and instruct all relevant persons or stakeholders in the preparation and design of livelihood improvement activities to ensure that the LIG business planning process is followed correctly.
- Assigns one CC representatives as a focal point so that s/he can work with Village Animal Health Worker (VAHW), Village Agriculture Extension volunteer agent and CEW.

b) Monitoring of livelihood activities.

- Monitors the progress of the implementation of the livelihood improvement activities.
- Prepares the monthly and annual progress reports of the utilisation of the CDF.
- Nominates one member of the CC and one member of the PBC as C/S Focal Points for Monitoring.

2.3 Project Management Committee

20. Each CC must establish at least one Project Management Committee (PMC) to monitor the LIG livelihood activities. The establishment of the PMC is the responsibility of the C/S Chief. Where the commune has many LIGs, the C/S Chief may need to establish more than one PMC and can assign any CC member to be a chairman of a PMC. The membership of the PMC will be as follows:

- C/S Chief or his/her delegated representative.
- At least two representatives from each LIG and one of these must be a woman.

21. The PMC has key roles and responsibilities to help C/S Chief in:

- Collecting data relevant to the preparation of the CIG/Individual business plans and approval of the Business Plans.
- Monitors the CIG/Individual Business Plan implementation.
- Coordinates with the suppliers of inputs to the LIG members.

22. The specific tasks of the LIG representatives on the PMC are as follows:

- Monitors the day-to-day progress of implementation of livelihood activities by the LIG members.
- Makes requests for additional technical skills training of the LIG members where needed.
- Provides updates and reports on implementation progress to the PMC.
- Ensures disaggregated is included in progress report.

2.4 Commune Planning and Budget Committee

23. The commune PBC has the following functions:⁴

- Acts as an advisory committee to help the C/S Chief in the process of CDP/CIP formulation and amendment of the CIP for the following year to incorporate the need for support to livelihood activities identified in the LIG business plans which were not included in the CIP.
- Assists the C/S Chief during the identification of suitable livelihood improvement activities by providing guidance to relevant stakeholders following the CDF guidelines.

2.5 Commune Project Procurement Committee

24. Following the same procedure as the C/S Fund for project implementation and to ensure transparency and effectiveness in CDF livelihood improvement activities, the C/S Chief must establish a commune Project Procurement Committee (PPC). The membership of the PPC is as follows:

- C/S Chief.
- Two members of the CC, to be selected by the C/S Chief and ensuring that at least one women is included in the PPC.
- The C/S Clerk will act as Secretary to the PPC, but s/he cannot vote.

25. To support the C/S Chief, the PPC has the following roles and responsibilities:

- Prepare procurement documents.
- Organize procurement meetings.
- Provide recommendations for the selection of service provider/trainer (trainers should be both men and women).

26. The C/S clerk is responsible for preparation of procurement reports.

Note: One representative from each LIG should be invited to join the meetings of the PPC as an observer.

⁴ CCs should be encouraged to include one woman into the CPBC.

2.6 Commune Administrative Assistant

27. The responsibility of the CAA is to assist the CC and the C/S Clerk in managing the additional administrative workload associated with the Project activities at the commune level. The CC will recruit one Project financed CAA and the ToR for the position will include the following:

- Together with the CEW, assists the CC with the various steps in the commune planning process and the inclusion in the annual CIP the priority activities from the Project.
- Assists the C/S Chief and Commune Clerk with financial management and reporting related to project financed activities, including the operation of the bank accounts, record keeping and accounting and progress reporting to the provincial/district level.
- Monitors the utilisation of the GRFs of each LIG to ensure that there is good financial management by the group leaders.
- Assists the C/S Chief and Clerk to ensure sex disaggregated data are included in the Commune Progress Reports relating LIG activities.
- Attends the Commune Monthly Coordination Meetings with CC members and LIG representatives and take minutes of the meetings.
- Prepares monthly work plans and reports and submit these to the CC.

2.7 Commune Extension Worker

28. The key responsibility of the CEW is to assist the staff of the Service Providers/Trainers in delivering technical skills training for the CIGs/LIGs and to follow up the activities of the LIGs in the implementation of the livelihood activities. Each CC will recruit one Project financed CEW and their TOR will include the following:

- Together with the CAA, assists the CC with the various steps in the Commune Planning Process and the inclusion of the agricultural and livestock activities proposed for support in the annual CIP.
- Meets with the LIGs regularly to follow up on any problems that arise.
- Assists with training of the group members (e.g. Farmer Field Schools) incorporating social and gender issues.
- Assists the SSP2 in supporting the LIGs, with GRF management, establishing group rules, record keeping, roles & responsibilities of group members, conflict resolution, gender mainstreaming, etc.,
- Assists in the organisation of demonstrations, organization of field days, cross visits etc.,
- Ensures that the CC is aware of any emerging issues in relation to the agricultural and livelihood related activities and advise how to overcome such issues.
- Attends the Commune Monthly Coordination Meetings with CC members and LIG representatives.
- Prepares monthly work plans and reports and submit these to the CC.

2.8 District Facilitation Team

29. The District Facilitation Team (DFT), which comprises three staff from the district Planning and Investment Division (PID), will have the following roles and responsibilities:

- Ensure that the new district administrations and councils are kept informed about the progress of the Project activities in the target communes.
- Consolidate the approved budgets, plans and reports of the CCs and forward the consolidated information to the provincial Planning and Investment Division (PID).
- Coordinate with SSP2 in the conduct of training and capacity building for the LIGs within the target commune. In cooperation with SSP2 and CEW assist the LIGs in the preparation of their business plans.

2.9 District Support Team

30. The District Support Team (DST), which comprises five staff from the district Department of Agriculture (DoA) and from District Woman Affair as Gender Focal Point, will have the following roles and responsibilities:

- Provide guidance in the assessment of the technical feasibility of the proposed livelihood activities in the CIG/Individual Business Plans and ensure that gender equity and equality are assured.
- Monitor the progress of the livelihood improvement, gender activities and facilitate the delivery of additional technical support when necessary.
- Provide technical training and/or back-up support to the CCs, CEWs, CAAs, VEWs, and VAHWs.
- Assist CCs in identification of potential service providers/trainers for the delivery of technical training to LIG members, assist with the recruitment of service provider and monitoring, technical back stopping and support the quality of delivery by the local service providers.
- In cooperation with SP/T assist the CEWs and CCs in the establishment of demonstrations using model farmers or LIG members.
- Attend the District Coordination Meetings with CC representatives, CAAs and CEWs to review progress and prepare work plans for the following month.

2.10 Provincial Facilitation Team

31. The Provincial Facilitation Team (PFT), which comprises four staff from the provincial PID, will be responsible for coordination and support to the capacity building and strengthening of the CC. The PFT, with assistance from the Provincial Project Management Adviser (PPMA) and Local Government Financial Services Adviser (LGFSA) will have the following responsibilities:

- Provide direct or indirect support to target CCs and districts to develop training plans, monitoring, reporting, facilitating and implementing of all project investments.
- Provide support to SSP2 in facilitating the delivery of the capacity building training and mentoring program.
- Provide guidance and assistance where necessary to the CCs in the procurement of service providers/trainers for technical training of the LIG members.
- Provide indirect support and solve the problems/issues which occur at commune level related to livelihood activities and utilisation of the CDF.
- Review the monitoring, evaluation and reporting **by the CCs on livelihood activities which are supported by the CDF.**
- Prepare progress reports as needed on livelihood activities supported by CDF for submission to NCDDS

- Organise monthly provincial coordination meetings to review progress and plan activities for the following month with the participation of the provincial team and DFT/DST representatives.
- Prepare receipts, expense, and financial report relating to the CDFs following the manual on financial procedures which is approved at national level.

2.11 Provincial Agriculture Coordinator

32. The Provincial Agricultural Coordinator (PAC), who is the Deputy Director of the Provincial Department of Agriculture (PDA), assisted by the PAEA, will be responsible for coordinating the technical support by DSTs to the LIG livelihood improvement activities. The PAC will have the following responsibilities:

- Provide advice on standard designs and cost estimates for facilities that are required for specific types of livelihood improvement activities.
- Provide direct or indirect support to target CCs and districts to develop training plans, monitoring, reporting, facilitating and implementing of all livelihood activities.
- Review the monitoring, evaluation and reporting by the DSTs on livelihood activities which are supported from the CDF.

2.12 Service Providers

33. There are four types of Service Providers that will be recruited to support LIGs using the CDF as follows; (i) to monitor the LIG formation (SSP1), (ii) to support LIG capacity building training and mentoring (SSP2), (iii) to support LIG animal health program (SSP3); and (iv) Service Providers/Trainers (SP/T) to support specific LIG technical training. These Service Providers will have the following responsibilities:

2.13 Monitoring the LIG formation (SSP1)⁵

34. The responsibilities of the SSP1 who will monitor the process of LIG formation are as follows:

- Assess the current situation of LIG formation.
- Conduct a post-assessment of LIGs formed (relating to LIGs formed prior to SSP1 recruitment)
- Monitor the formation of new LIGs

⁵ The ToR for SSP1 to monitor the LIG formation is shown in Appendix 1

2.14 Supporting LIG capacity building training and mentoring (SSP2)⁶

35. The responsibilities of SSP2 who will provide the capacity building training and mentoring program for the LIGs will be as follows:

- Prepare and finalize the LIG Operational Manual.
- Develop and produce LIG training materials.
- Provide cluster trainings to 196 target communes for the LIG group leaders, Commune Chiefs, CAAs, and CEWs.
- Conduct coaching/mentoring for at least 1,239 LIGs to enable the LIGs to achieve effective management of the group through regular monthly coaching /mentoring visits.
- Facilitate for each LIG (i) the development and approval of the Group Rules and Regulation; (ii) adoption of the guidelines on GRF use; (iii) opening group accounts at MFI or Commercial Bank; and (iv) establishing a safe amount for cash on hand.
- Facilitate linkages between LIGs and local MFIs.
- Facilitate the conduct of social public audit meetings once a year between CCs and the LIGs to ensure transparency and accountability within the groups.
- Conduct a semi-annual assessment and report to NCCDS on LIG performance and the status of GRFs.

2.15 Supporting LIG animal health program (SSP3)⁷

36. The responsibilities of the SPP who will support the vaccination program for the livestock raisers in each LIG will be as follows:

- Determine the quantities and types of vaccines that are required by the livestock raisers in each LIG.
- During the delivery of training for all VAHWs by the provincial DAHPs provide the veterinary kits for each VAHW including cold boxes for temporary storage of the vaccines.
- Arrange for the supply/procurement of high quality vaccines from reputable suppliers in accordance with the quantities and types required for all livestock raisers in each LIG.
- Monitor the annual vaccination programs over the three years to ensure that all livestock (cows, pigs and chickens) in each LIG have been effectively vaccinated, identify the need for replacement of any VAHWs and the need for further training of the VAHWs for recommendation to the provincial DAHP.

⁶ The ToR of SSP2 to support LIG capacity building and mentoring is shown in Appendix 2.

⁷ The ToR of SSP3 to support LIG animal health program is shown in Appendix 3

2.16 Supporting specific LIG technical skills training (SP/T)⁸

37. The responsibilities of the SP/T who are recruited by the CCs to provide the technical skills training for the LIG members are as follows:

- Provide technical skills training relating to specific livelihood improvement activities that the LIGs may identify for support with the participation of district staff and CEWs so that they can also develop their own skills.
- Facilitate the establishment of demonstration where needed through model farmer or selected LIG member.
- Prepare reports for the CCs on the outcome/impact of the training and provide feedback on the need for further training identified for further action by the CCs.

⁸ The format of the ToR for Service Providers/Trainers is shown in Appendix 4

3. CRITERIA FOR LIVELIHOOD IMPROVEMENT ACTIVITIES

38. The criteria for selection of agricultural livelihood improvement activities to be implemented by the LIGs are as follows:

- Serve the needs of LIG members.
- Feature an activity that will result in increased and/or alternative income at household level.
- Use Improved technologies that have successfully been demonstrated and found to be financially feasible;
- Demonstrate that environment impacts are mitigated acceptably.
- Demonstrate livelihood activities will have sustainability.

4. PROCUREMENT

39. The procurement of all material inputs for the livelihood sub-projects will be done by the LIG members based upon their approved business plan and their proposed livelihood activities utilising the funds which are taken from the GRF. The DSTs will provide the LIG with the standard designs of facilities for specific types of livelihood activities together with the cost estimates to support the procurement of materials by the LIG members. The PAC will provide advice on these standard designs. The PMC may facilitate the establishment of linkages between LIGs and reliable suppliers, but the LIG members can decide to buy any items for their livelihood improvement activities from any source. The CDF procurement process for contracting for SP/Ts for LIG technical training will follow three main principles:

- Procurement of services is carried out in the most transparent and economical way possible.
- Service Providers/Trainers are given opportunity to participate in the procurement process under conditions of fairness and equality.
- The result of the bidding is made public.

40. For the delivery of specific technical training support to the LIGs, SP/Ts will be contracted for selected technical skills training. Where SP/Ts are required the procurement may be done using three approaches:

- **Procurement which is performed by the target CCs themselves.** The contracts for the training services will be managed by the CCs with the support of the DST where necessary.
- **Nearby communes within one district can form an Inter-Communal PPC and organize the bidding for similar services for LIGs in their communes.** There will need to be a separate Inter-Commune PMC established to manage the contract and monitor the services provided. The DFT will provide assistance to the CCs in the event that inter-commune procurement is applied.
- **Procurement at provincial or district level by the provincial PID or PDA due to the limited capacity of the CC.** This action also can be carried out for adjacent communes by combining similar activities together into a package for bidding of different lots (each lot can be for one commune).

41. Most of the procurement of SP/Ts is expected to follow the first procedure and will be managed by individual CCs.⁹ The CC, assisted by DFT, will prepare the ToR for the assignment together with the cost estimate. The ToR will be prepared using a standard format (see Appendix 4).

a. Eligibility of Service Providers/Trainers

42. Skilled individuals/freelance consultants, Companies/firms, NGO/International Organizations (IO), Associations, CBOs and local outstanding farmers who can provide services conforming to the required technical standards can be hired as SP/Ts. The only exceptions are if the SP/T:

⁹ **There will be no requirement for performance security bonds for these contracts** as is stated in letter No. 076 dated on 4th July 2012 on the Instruction of New Guideline for C/S Fund project implementation.

- Has been found to be involved in fraud, corruption and collusive practices and is under official notification of debarment at the time, and therefore is ineligible to be a Service Provider.
- Has failed to sign a contract or failed to respect conditions of contract, and there are historic records available to demonstrate it, then such Service Provider/Trainer can also be excluded.
- Has been debarred by local authority or ADB.

b. Selection Methods for Service Providers/Trainers

43. There are two types of service providers: (i) Individual Consultants; and (ii) firm/NGO:

- For **Individual Consultants** the selection will be based on either an evaluation of the CVs of potential applicants or by Direct Contracting (Negotiation) with the estimated cost being indicated in the ToR.
- For **Firms/NGOs** the selection will be based on either Consultants Qualification Selection method (CQS) or by Single Source Selection method (SSS).

c. Recruitment of Individual Consultants

i. By Evaluation of CVs

44. For some assignments, individual consultants are more appropriate and cost effective than firms. Individual consultants may be recruited directly (independent individual/freelance consultant) or through an organization, such as a consulting firm, an academic institution, a government, or an international agency. The procedures for selection are simpler than those for selecting consulting firms, and individual consultants are recruited on the basis of their qualifications for the assignment.
45. CEW and CAA with support from the DFT will facilitate a public advertisement for Expressions of Interest (EoIs) and submission of CVs. The announcement period will be at least 7 working days. The commune PPC may also invite eligible Consultants to submit CVs.
46. The commune PPC will evaluate the CV of each applicant taking into account (i) skills and expertise; and (ii) work experience related to the assignment.¹⁰ After the commune PPC have ranked the CVs, the first ranked individual will be invited to meet the commune PPC for contract negotiations. If the negotiation is not successful then the second ranked individual provider will be invited to negotiate until an agreement is reached.

ii. By Single Source Selection (SSS)

47. In some circumstances the commune PPC may recommend to award a Service Contract to an individual without following the Standard Procurement Procedure (as laid out under Service Procedure). This is called the SSS method. NCDDS and ADB will be required to provide a no objection for SSS to be used.
48. The only reason for justifying the SSS method is due to the first round of expression of interest failing because there were not enough qualified candidates to apply for the position.

¹⁰ See Appendix 12 for sample of the evaluation form to be used by the Commune PPC.

d. Recruitment of Firms/NGOs

i. Consultants Qualification Selection (CQS) Method

49. This method may be used for small assignments where the cost should not exceed USD 10,000 and in the following cases: (i) highly specialized expertise is required for the assignment and the recruitment of specialised consulting firms that have the depth of expertise in specific areas is contemplated; (ii) recruitment time is critical and the assignment is, typically, short term.; (iii) few consultants are qualified; and (iv) the preparation and evaluation of competitive proposals is not justified.
50. If possible, the PFT should make a list of Service Providers/Trainers to help CCs in implementing the livelihood improvement activities. This list should show clearly the name of the Service Provider/Trainer or the name of the institution, the type of services provided and full contact details. The commune PPC must examine and evaluate the Service Provider's/Trainer's performance focusing on each of the following categories;
- Honesty of the SP/T (implementation of a project following the design and not trying to cheat), rated as good, acceptable or not acceptable.
 - Quality of SP/Ts past cooperation with the CC, PMC and the local people, rated as good, acceptable or not acceptable.
 - Timeliness of SP/Ts work, rated as good, acceptable or not acceptable.
 - Quality of SP/Ts performance, rated as good, acceptable or not acceptable.
 - Quality of monitoring during the implementation period, rated as good, acceptable or not acceptable.
 - The commune PPC also has a right to reject/disqualify the bids submitted from any SP/T who,
 - On the basis of documented historic records, has failed in the past to sign the contract or has implemented a previous contract with that Council but who has failed to respect the conditions of the contract.
 - Has been determined to be involved in fraud, corrupt and collusive practices and are under official notification of debarment at the time shall be ineligible.
 - Has been debarred by local authority and/or ADB.

STEP 1: Prepare ToR and cost estimate

51. The CC, assisted by PFT/DFT, will prepare the ToR for the assignment together with the cost estimate (see Appendix 5). The ToR will be prepared using a standard format (see Appendix 4).

STEP 2: Announcement or Call for Expressions of Interest (Eol)

52. The CEW and CAA with support from the DFT will facilitate the public announcement for Eols and related documents from SP/Ts. The announcement period will be at least 7 days for individual and 14 days for firm. The **EOI/Announcement and Advertisement** is a public announcement and must state clearly whether an individual or a firm is required and must show:

- What the outputs of the contract will be.
- What type of Service Providers are allowed to bid.
- The estimated price.
- Time and place for bid meeting and opening of bids.
- Deadline for submission of bids.

Example: Invitation for Eol for Service Contract

INVITATION FOR EXPRESSION OF INTEREST					
Province	<i>Kompong Cham</i>	District	<i>Koh Soten</i>	Commune	<i>L'sVea</i>
Description of contract outputs <i>Training and demonstration on chicken raising for 30 families in 5 villages</i>					
Estimated price	<i>US\$700 (Seven hundred US dollar only)</i>				
Implementation period	<i>6 months after contract signing</i>				
Who is invited to submit Eol	<i>Individual Consultant or Firm/NGO with experience in chicken raising successfully.</i>				
TOR obtained	<i>L'sVea Commune office or PID office of Kompong Cham province</i>				
a. For individual	<i>"Any interested individual consultant, please fill the EOI form (Appendix 6) and submit to on or before the deadline below"</i>				
b. For firm or NGO					
Deadline for Eol submission	<i>25 May 2013</i>				

Notes:

- Service Providers/Trainers must submit an Eol before the deadline.
- Service Providers/Trainers must prepare their Eol without collusion and shall not be involved in fraud or corruption activities. If any Service provider/trainer has been found to be involved in collusion, fraud or corruption with other Service Providers, those Service Providers/trainers will be not allowed to submit bids for any C/S projects **throughout** Cambodia.

Signed (C/S Chief) and Stamp

Date:

(Signature and Stamp)

STEP 3: Evaluation of Eol

53. The Eol must be compiled by the SP/T using the standard format (see Appendix 6) to include the following information:
- A description of the training services.
 - The village where the training services will be conducted.
 - The unit and quantity for the training services that will be provided.
 - Types and number of demonstrations that will be established.
54. The commune PPC, assisted by PFT/DFT, shall evaluate the EOIs that have been submitted and compile a shortlist of the individual/firm based upon their qualifications and experience.¹¹ The first ranked individual/firm will be asked to submit a combined technical-financial proposal (see Appendix 7) and then be invited to negotiate the contract. If the negotiation fails, then negotiation with the next ranked firm shall be conducted until an agreement is reached.
55. The SP/T will be required to provide the following information
- The price per unit for each of training.
 - The total price for each of training.
 - The total bid price for the training.
 - Statement of Ethical Conduct of the SP/T for contract implementation. All bidders must sign the statement to confirm that they have read and clearly understand the Statement of Ethical Conduct, Fraud and Corruption before they submit their bids (see Appendix 8). The signed statement must be placed in the envelope together with the completed Eol.

STEP 4: Evaluation of Technical and Financial Proposal(s)

56. The commune PPC with assistance from DFT/DST and CEW will conduct a meeting to review and evaluate the technical and financial proposal of the first ranked SP/T focusing on methods/approach and technical staff with relevant skills and working experience who will be provided for the assignment.¹² If the results of the evaluation are satisfactory for both technical and financial proposal, the PPC will invite the first ranked SP/T for contract negotiations.
57. If the Technical and Financial proposal submitted by the first ranked SP/T is found to be unsatisfactory then the second ranked SP/T will be invited to submit a Technical and Financial Proposal which will be evaluated in the same way. If it is found to be satisfactory then that SP/T will be invited to contract negotiations.

¹¹ See Appendices 11 and 12 for samples of the evaluation form to be used by the Commune PPC.

¹² See Appendix 13 for sample of the evaluation form to be used by the Commune PPC.

STEP 5: Service Contract Award

58. When the contract negotiation has been completed to the satisfaction of both parties, the commune PPC with assistance from CEW/CAA will organize a meeting to award the Service Contract to be signed by the SP/T and the C/S Chief. The contract will be prepared using a standard format (see Appendix 9) and must have the following information:

- **The Conditions of Contract:** The commune PPC must use standard contract conditions for implementing CDF Service Contracts. It is very important that the bidders must have read and understood the contract conditions before they bid. Contract conditions must be attached to the bidding documents.
- **Contract Amount:** The agreed financial proposal after the contract negotiation will become the contract amount.
- **Contract Outputs:** The specifications comprise the technical documents that describe how the training will be provided to ensure quality of the output. The specifications are attached to the contract documents.
- **Project Signboards:** As in the case of the rural infrastructure sub-projects, the livelihood improvement sub-projects must have signboards and the SP/T will be responsible for providing the sub-project signboards. Therefore, it is important that the bidders know the number and size of signboards that are required as well as the information to be displayed, and this information will be included in the Service Contract..

Example

Contract Outputs and Cost for Service Work

Province		<i>Kampong Thom</i>	District	<i>Stuong</i>	Commune/Sangkat		<i>Rong Rueng</i>	Contract Number:	
No	Name of Village	Output Code	Description	New/ Incremental	Quality		Unit	Cost (Riels)	
					In Bidding	In Contract		Unit	Total
<i>1</i>	<i>A,B,C,D,E</i>		<i>Technical Training</i>	<i>New</i>	<i>30</i>	<i>30</i>	<i>Family</i>	<i>18</i>	<i>540</i>
<i>2</i>	<i>To be selected</i>		<i>Demonstrations</i>	<i>New</i>	<i>1</i>	<i>1</i>	<i>Demo</i>	<i>100</i>	<i>100</i>
Total Contract Cost excluding tax									640
Self Assessment Taxpayer <input type="checkbox"/> or Estimated Taxpayers <input checked="" type="checkbox"/> (Patent License No.)							3%		19
Total cost of the contract including tax									659

Date:.....

C/S Chief

Date:.....

CEW

59. Immediately after the SP/T has agreed to sign the contract he/she must prepare a work plan for the contract implementation and submit the work plan to the C/S Chief for approval. The DFT can help the Service Provider/Trainer and C/S Chief to develop the work plan. The work plan must show the following information:
- The name of the SP/T, institution or organization;
 - The date when the SP/T will start to provide the services;
 - The date when the SP/T will start each part of the services;
 - The date when each part of the services will be completed;
 - The date when the whole of the services will have been provided.
60. The CEW with the help of the DST should discuss the work plan with the SP/T. The CEW/DST should inform the SP/T on the important aspects of the services, which the DST will monitor. The schedule for the SP/T to conduct the work should be shown on the Work Plan. The C/S Chief must approve the work plan before s/he signs the contract.

For Example:

SERVICE CONTRACT WORK PLAN

Province	<i>Kampong Thom</i>	District:	<i>Stoung</i>	Commune:	<i>Prolay</i>	Date of contract implementation	
Service Provider	<i>Sen Makara</i>	Telephone:	<i>012 001 001</i>	Name of Organization:	<i>Khmer Helps Khmer</i>	Start:	Completion:
Name of Project: <i>Pig Raising</i>						<i>21/05/13</i>	<i>31/08/13</i>
No	Activity	Implementation Location	Project Output	Date for project activities		Percent of Work	
				Start	Completion		
<i>1</i>	<i>Meeting with CIG members in each LIG to review internal rule and regulation and discussion on action plan</i>	<i>Villages A,B,C,D,E</i>	<i>Action Plan</i>	<i>25/05/13</i>	<i>01/06/13</i>	<i>2%</i>	
<i>3</i>	<i>Establishment of Demonstration</i>	<i>Village to be identified</i>	<i>Demonstration</i>	<i>02/06/13</i>	<i>06/06/13</i>	<i>20%</i>	
<i>2</i>	<i>Training on: chicken raising technique</i>	<i>Villages A,B,C,D,E</i>	<i>1 Training</i>	<i>07/06/13</i>	<i>10/06/13</i>	<i>70%</i>	
<i>4</i>	<i>Backstopping</i>	<i>Villages A,B,C,D,E</i>	<i>.....</i>	<i>10/06/13</i>	<i>31/08/13</i>	<i>8%</i>	

Date:
C/S Chief

Date:
Service Provider

61. The last stage of procurement is the preparation and signing of the contract for implementation. It is very important to make sure that every detail about the contract is written down clearly in the contract documents, and that everybody such as C/S Chief, the SP/T and the DST understand the contract documents clearly. The C/S chief has to invite the winning bidder in writing for the contract signing. When the contract is signed, the SP/T is confirming that s/he has read the contract documents carefully and has understood them, and that s/he agrees to the contract. The SP/T cannot complain later that s/he did not know about, or did not understand, something written in the contract.
62. There are **six** parts to the contract documents for a service contract:
1. The Form and Conditions of Contract;
 2. Technical Specification;
 3. The project map (If any);
 4. The contract outputs and cost of services
 5. The Service Provider's/Trainer's Work Plan.
 6. The ToR of service provider/trainer
63. The procedure is as follows:
- C/S Chief and the SP/T must sign four copies of the **Conditions of Contract**. They must sign two copies of each of the other documents, except Project Map and Bidding Form.
 - The SP/T should sign on every page of the **Conditions of Contract** (not just at the end) and also on every page of one copy of the **Drawings** (if any).
 - The C/S Chief keeps one full set of the original contract documents. The SP/T also keeps one full set of the original contract documents. Another copy of the contract documents must be sent to PFT and DFT.
64. The Contract Information is a summary of the contract that is submitted to PFT and DFT by the C/S Chief. The DFT will use the Contract Information for monitoring and reporting. The Contract Information will be entered in a Project Information Database (PID) by PFT.

5. CONTRACT MANAGEMENT

5.1 Contract Management

65. This section focuses mainly on contract implementation management by the C/S Chief and SP/Ts in implementing the technical training for LIGs. The contract management includes commencement of contract implementation, monitoring of contract implementation, payment, contract amendments, end of contract.

5.2 Contract commencement

66. The C/S Chief will organize a meeting of the PMC at the C/S office before the start of contract implementation. The SP/T Trainer and the DFT, DST, CEW and CAA must attend this meeting. Where possible, the PFT should also attend this meeting. The purpose of the meeting is as follows:

- To enable the PMC, SP/T, DFT, DST and CEW/CAA to meet each other.
- To confirm the site where the services will be provided.
- To resolve any problems or issues relating to the services.



The minutes of the Start of Work meeting and all other meetings of the Project Management Committee, must be kept in the Project File at the C/S Office.

5.3 Monitoring of Contract Implementation

67. Monitoring means following, (checking), the contract implementation on a day-to-day basis and making sure that the SP/T implements the project according to the specifications and work plans. In any service projects, there will be small problems to solve and decisions to make during the process of project implementation. The SP/T **implements** the contract, the C/S Chief **monitors**, and the DFT, DST, CEW/CAA **supervises**. However, the C/S Chief, the DFT, DST, CEW/CAA and the SP/T must all work together as a team to make the project successful.

68. During the contract implementation, the LIG representative, (s/he is the member of the PMC for the village), monitors the contract implementation every day on behalf of the C/S Chief. The LIG representative will use a Technical Check List provided by DST to monitor and check the contract implementation of the SP/T. The DST can coach the CEW and LIG Representative to do some contract implementation supervision tasks.

69. The CEW and LIG representative will be required to check on the number and duration of the training courses that are provided by the SP/T and the number of demonstrations that are organised.

70. The most important job of the LIG Representative is to call the DST or CEW when s/he thinks it is necessary. Under the contract, the LIG Representative has the right to instruct the Service Provider/Trainer to suspend work so that the DST can come to investigate.

71. The DST and CEW is responsible for the technical supervision of the implementation of the Contract. S/he has important tasks:

- Advising the C/S Chief and the SP/T about technical matters;

- Training the PMC or LIG Representatives on the technical aspects of their role in contract monitoring;
- Preparing progress reports certifying the quantity and quality of work done according to the key technical stages and work plan and according to the request from C/S Chief or PMC.
- Visiting the site as often as possible and should **always** know the progress of the contract.
- Identifying stages of the work where s/he will inspect to check the quality, before services can continue. These stages should be shown on the work plan, methods/approaches which have been used.
- For the service contract the DST and CEW should check the quality and quantity of the training provided and demonstration organised.

72. If the SP/T does not wait for the DST and CEW to inspect the services at the stages shown on the work plan, or if the SP/T does not stop work when the LIG Representatives instruct him/her to stop, the DST and CEW can instruct the SP/T to re-provide the services. The DST and CEW do not have right to agree any changes to the scope of the services. Only the C/S Chief has the right to agree any changes. If there is agreement on any changes to the scope of services, these changes must be clearly described.

5.4 Payment

73. The SP/T will receive payments based upon the contract conditions. The payment by each stage will follow the steps below;

Stage 1: Payment Request

- When the SP/T applies for payment a written Request for Payment is submitted together with progress report of the contract implementation to the C/S Chief.

Step 2: Certification on service outputs

- The C/S Chief will request the DST to prepare a contract progress report. This report will verify the quantity of services completed and will check that the quality of the materials used for demonstration and the quality of the SP/T is in line with the Contract. The DST and CEW will also check that the implemented tasks follow the technical specifications and any instructions given by the DST or CEW to the SP/T. The DST and CEW shall then prepare a progress report on contract implementation which includes the following;
 - The general progress of the services;
 - The estimated percentage of the total value of the services completed
 - The quality of the materials used is acceptable,
 - The quality of services of the Service Provider/Trainer is acceptable,
 - Any other comments.
- On receiving the Progress Report, (or Contract Completion Report), from the DST or CEW, indicating that the conditions for release of any payment have been met, the LIG Representative will call the DST in the target district as well as the CEW to check at the site where the services have been provided and confirm with those who have received the services that they were satisfactory.

For Example: A sample form of progress report of contract implementation for LIG technical training


CONTRACT PROGRESS REPORT FOR SERVICE CONTRACT - Tonle Sap Poverty Reduction and Smallholder Development Project		
Province:		District:
		Commune:
Name of Project		
Contract Number		
Name of Service Provider/Trainer		
Name of Technical Supervisor (DST or CEW)		
Date of Measurement/inspection		
1.	Describe the progress of the services:	
2.	Percentage of Completion	
3.	Is the quality of material/seed used for demonstration satisfactory? (If not, explain what is defective.)	
4.	Is the quality of the services implemented same as the contract condition? If not, explain what is defective.)	
5.	Any other comments	

Date:**DST**

The Progress Report must be placed in the Project File at the C/S Office.

Step 3: Meeting for Approval of Payment

- If the above conditions are fulfilled, the C/S Chief will call for a meeting of the PMC. This meeting must be held in public at the C/S office. The DST and CEW must attend this meeting. The SP/T should also attend.
- At the meeting, the C/S Chief, the PMC and members of the public will have the opportunity to question the DST and CEW about his or her report, and to express their own opinions about the quality of the services. The minutes of this meeting must be recorded by the C/S Clerk. If the result of the meeting is an agreement that payment is now due, the C/S Chief must now issue a Certificate for Payment to SP/T.
- The process of payment must not be over **15 working days** from the day of receiving a payment request from SP/T.

 *The minutes of the Approval of Payment meeting must be placed in the Project File at the C/S Office.*

5.5 Contract amendments

74. After consulting with the PMC, the C/S Chief and the SP/T have the right to agree to an amendment to the contract (see Appendix 10). The following details of the contract can be the subject of an amendment:

- The quantities of outputs;
- The locations of outputs (provided that the new locations have received technical clearance);
- The time for completion of the contract;
- The payment schedule;
- The name of the Technical Supervisor (DST and/or CEW);

75. The following items cannot be the subject of an amendment:

- The type of outputs;
- The technical quality of the outputs;
- The unit cost of the outputs.

76. Amendments must be recorded on the Contract Amendment Form (Appendix 10) in this guideline. The Contract Amendment Form must be added to the contract documents. It does not replace any part of the original contract documents. The original contract documents stay exactly the same, but the amendment form is added to them.

5.6 End of Contract Report

77. When the activities set out in the contract and the work plan is completed, the C/S Chief and DST and CEW should inspect the services, again. The DST and/or CEW must make a Completion Report. This report will be discussed and approved by a meeting of the PMC, in public at the C/S office, following the same procedure as for the other Progress Reports.

Terms of Reference - Monitoring Formation of Livelihood Improvement Groups

Starting date: As soon as possible

Duration: 6 months

I. Purpose

1. This Term of Reference (ToR) is for a Specialized Service Provider (hereafter referred as SSP) who will monitor the formation of at least 1,239 Livelihood Improvement Groups (LIGs) and provide an independent report certifying that the groups were formed in accordance with the Guidelines on the Formation of LIGs

II. Introduction

2. The Royal Government of Cambodia (RGC) has received Loan and Grant Proceeds from ADB, IFAD, and Government of Finland for the Tonle Sap Poverty Reduction and Smallholder Development Project (TSSD). The project was approved by ADB on 8 December 2009 and declared effective on 31 March 2010 with a closing date of 28 February 2018. The Project 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. The TSSD Gender Action Plan (GAP) aims to ensure women's equal access to agricultural productivity inputs including seeds, fertilizer, livestock, ICT and extension training. The Project will support at least 1,239 LIGs (with from 10 to 25 members per group) in 1,239 villages, in 196 communes, in 28 districts, and in four provinces namely Kampong Cham, Kampong Thom, Siem Reap, and Banteay Meanchey Province. The LIGs are formed by the Commune/Sangkat Council (CC) with assistance from Commune Extension Workers (CEWs) and Commune Administrative Assistants (CAAs) who are Project financed staff working on behalf of the CC. The CEWs and CAAs receive support from the District Facilitation Team in the District Administration.

3. The formation of the LIGs began in May 2013 and is scheduled to be completed by February 2014. The TSSD Project Administration Manual (PAM) requires that the process of LIG formation should be independently monitored. The RGC and the funding agencies agreed in June 2013 that a maximum of 400 LIGs may be formed before the independent monitoring is in place and that the formation of these groups will be retrospectively reviewed.

III. Objective and Scope of Work

4. The Objective of the assignment is to (i) to certify that the LIGs have been formed in compliance with the Guidelines For Household Selection and Formation of LIGs which is described in Annex 6 of the PAM; and (ii) to provide NCDDS with a database including information on the composition of each LIG.

5. Accordingly, the SSP will be responsible for the following tasks:

(a) Assess the current situation of LIG formation

6. In each of the 28 target Districts of the TSSD, a meeting will be organized by the SSP to review the status of LIG formation in that District. The participants in the meeting should be: (i) District Governor or Deputy; (ii) all District Facilitation Team (DFT) members and District Gender Focal Point; (iii) Commune Chief or his/her authorised representative from each Commune; (iv) all CEWs and CAAs; (v) Provincial Facilitation Team (PFT) and Project Provincial Advisers.

7. The SSP must take note of the requirement at least 25 per cent of the members should be from Female Headed Households (FHHs) that are defined as households where a women is either (i) a widow; (ii) whose husband is disabled or too old to work; or (iii) orphans and are solely responsible for feeding their siblings.

8. The purpose of the meeting will be (i) to determine the number and location of all LIGs that have been formed in each District to date; (ii) to review the process actually used for LIG formation and its compliance with the Guidelines; (c) to review the future work plan for the formation of the remaining LIG in the District; and (d) to prepare a work plan for the assessment of the formation of the LIGs which have been formed and for monitoring the new LIGs which are yet to be established in the District.

9. The SSP will provide NCDDS and copy to PFT with a report of the outcome of each meeting. The format of the meeting reports will be proposed by SSP and approved by NCDDS in advance of the commencement of work.

(b) Post-assessment of LIGs formed (relating to LIGs formed prior to SSP recruitment)

10. The SSP will be required to visit all LIGs that have already been formed and conduct a short meeting (1 hour) with the group members. The CEW and CAA should not be present at these meetings. The SSP will record the following information: (a) dates of each activity in LIG formation; (b) number of ID Poor 2 households in the village; (c) results of wealth ranking (if carried out); (d) number of households actually selected for the LIG; (e) criteria used for selection; (f) understanding of the LIG members on purpose of the LIG and future activities plan; (g) assess the level of understanding of the LIG members that membership is voluntary and if they do not want to participate in the group they may choose not to do so; (h) list of LIG members households including name, gender and age of household representative, primary occupation and agricultural land holdings (double-cropped rice land, single-cropped rice land, non-rice agricultural land).

11. For each LIG, the SSP will be required to certify that the following key criteria for quality of process of LIG formation have been complied with:

- i. The first village meeting was held correctly with all village households invited.
- ii. A written list of all eligible households was compiled and is available for inspection and that this list was made in accordance with the guidelines either based on the ID-Poor survey (with data less than two years old) OR through properly conducted wealth ranking.
- iii. Home-based observation visits were conducted to all households in the temporary list of the ID Poor 2 households and a brief written record (date of visit, household member interviewed, observations) was made and is available for inspection.
- iv. The second village meeting was held correctly with all village households invited. A written record of the meeting was made and is available for inspection.
- v. The reasons for the final selection of LIG members were clearly explained to all attendees at the second village meeting.
- vi. Villagers selected as LIG members clearly understand that membership is voluntary: they can choose not to participate.
- vii. The first meeting of the LIG was properly conducted and a written record was made and is available for inspection.
- viii. The three group leaders were properly selected by decision of all the group members. At least one of the three leaders is a woman.

- ix. The roles and responsibilities of the group members have been clearly explained to all group members.
 - x. All group members have a clear understanding of the purpose and planned activities of the LIG.
12. The SSP is required to notify the DFT Leader of any LIGs for which these key criteria have not been complied with and advise them that the formation of these groups must be repeated. For any groups for which formation must be repeated, the SSP will adequately monitor the process to ensure that the repeated process is fully compliant. The SSP will provide a report to NCDDS and copy to PFT certifying those groups found to be compliant and those found to be non-compliant and requiring the process to be completed.
13. In the event that the SSP receives any complaints about the LIG formation process, the SSP must use a complaints resolution process and report the findings independently to NCDDS. The SSP is also required to conduct a review of the Guidelines for Formation of the LIGs and provide recommendations for further improvement to NCDDS.
14. The SSP will submit a standardized data sheet to NCDDS with (at a minimum) the following information on each LIG:
- i. Date of the first village meeting;
 - ii. Number of home-based observation visits conducted;
 - iii. Date of second village meeting;
 - iv. Date of 1st meeting of LIG
 - v. Name, age, gender and contact details of the LIG officers
 - vi. Number of household representatives who are women;
 - vii. Number of Female Household Headed (FHH);
 - viii. Number of households with double-cropped rice land holdings (a) above 1 ha; (b) 0.5 to 1 ha; (c) 0.2 to 0.5 ha;
 - ix. Number of households with single-cropped rice land holdings (a) above 1 ha; (b) 0.5 to 1 ha; (c) 0.2 to 0.5 ha;
 - x. Number of households with non-rice crop land (chamkar land) holdings (a) above 1 ha; (b) 0.5 to 1 ha; (c) 0.2 to 0.5 ha.
 - xi. Date of approval of the LIG formation by the Commune Council.

(c) Monitoring the LIG formation

15. Directly monitor the full process of LIG formation of at least 10 per cent of the LIGs in each District ensuring that at least one LIG formation is monitored in every targeted commune in each District. This is expected to require a total of three non-consecutive working days for each LIG: (i) 1st village meeting and households selection process; (ii) home-based observation of the ID Poor 2 member households; (iii) 2nd village meeting; and (iv) 1st meeting of the LIG to elect the group leaders.
16. The SSP will be required to arrange for debriefing for the DFT members, CEWs and CAAs in each District to provide feedback on the quality of the process.

IV. Staff of the Specialized Service Provider

17. The SSP will carry out the work with at least the number and categories of staff listed below. The SSP who receives a Request for Proposal (RFP) will be required to provide a list of the names and CVs of all staff working on the assignment in a sealed envelope to

NCDDS. The qualifications of the key experts are very important and must be strictly followed in selecting the key experts. The names of the Assignment Manager and Provincial Deputy Assignment Managers included in the Proposal may not be changed unless the replacement has at least equivalent qualifications and experience to the staff member being replaced. The replacement of the Assignment Manager or Deputy Assignment Managers will be subject to the prior approval of NCDDS.

- i. **The Assignment Manager** will work full time on the assignment for the full period of the contract (at least six months). S/he will be in overall charge of all aspects of the work including ensuring the performance of other staff members. S/he will be the direct point of contact with NCDDS and PFT for day-to-day matters. The Assignment Manager must have a bachelor degree or higher degree in a relevant subject and at least 10 years' experience of managing and implementing participatory development projects.
 - ii. **The Provincial Deputy Assignment Managers (4 positions)** will be based in each of the TSSD provinces and will work full time on the assignment for the full period of the contract (at least six months). Therefore, they are expected to be present in the province on working days unless absent for a valid reason connected with the assignment. The Provincial Deputy Assignment Managers will be responsible to organize the work plan for the SSP team in the Province and ensure the performance of the junior team members. The Provincial Deputy Assignment Manager must be present in person at each of the District level meetings. The Provincial Deputy Assignment Manager must have a degree level qualification in a relevant subject and at least five years' experience of implementing participatory development programs.
 - iii. The SSP will deploy sufficient **Field Monitors** in each Province to fulfil the Scope of Work (above). The number of Field Monitors and period of employment are to be specified in the SSP Proposal and this will become part of the contract; i.e. the deployment of Field Monitors will in no case be at a lower level than specified in the Proposal. The Field Monitors will be responsible for direct monitoring of LIG formation. Field Monitors must have either a degree level qualification in a relevant subject and at least two years' work experience in participatory development; or a higher education qualification below degree level and at least two years' working experience in participatory development.
 - iv. Any other staff members as specified in the SSP's Proposal.
18. The SSP will be responsible for all logistical arrangements for the field staff during the conduct of the assignment and will also be responsible for providing office accommodation and facilities for their staff at provincial/national level.

V. Support from NCDDS

19. NCDDS will provide full information and contact details for the 196 targeted communes across the four provinces including names and telephone numbers of CC Chiefs, CEWs, CAAs, DFT and PFT Leaders in each province. NCDDS will also provide any necessary introductions to provincial, district and commune leaders that are requested by the SSP during the course of the assignment.

VI. Qualifications**(a) Required Qualifications**

20. The selected firm/NGO shall possess the following qualifications:

- Firms or NGOs registered in Cambodia.
- Demonstrated experience in the formation of village level groups of poor rural households and of activities supporting livelihood improvement.
- Experience in conflict resolution processes and promoting gender awareness.
- Good report writing skills.

(b) Preferred qualifications

21. The selected firm/NGO is preferred to have the following qualifications:

- Having activity implemented in the 4 project target provinces
- Previous experience working with externally financed project, preferably ADB or IFAD supported projects.

Terms of Reference

Standard Management Training and Technical Skill Mentoring Package to the LIGs

Starting date: As soon as possible

Duration: 3 years (2014-2016)

I. Purpose

1. These Terms of Reference (TOR) are for a Specialized Service Provider (hereafter referred as SSP) to develop and deliver a standard training and mentoring package to all the village based Livelihood Improvement Groups (LIGs) supported by the Tonle Sap Poverty Reduction and Smallholder Development Project (hereafter referred as TSSD).

II. Introduction

2. The Royal Government of Cambodia has received Loan and Grant Proceeds from ADB, IFAD, and Government of Finland for the TSSD. The project was approved by ADB on 8 December 2009 and was declared effective on 31 March 2010 with a closing date of 28 February 2018. The Project's outputs are: (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. Project will support 1,239 Livelihood Improvement Groups (25 members per group) in 1,239 village, in 196 communes, in 28 districts, in 4 provinces namely Kampong Cham, Kampong Thom, Siem Reap, and Banteay Meanchey. The LIGs are each being supported by the Commune Extension Workers (CEWs) who are deployed in each commune.

III. Goal, Objective and Scope of Work

3. The goal is to enable each LIG to establish and sustain their Group Revolving Fund (GRF), with many of the LIGs being expected to: (i) graduate towards becoming a Credit and Saving Cooperative; and/or (ii) make their members bankable to MFIs or other banking institutions.

4. The main objective of the service provision is to assist at least 1,239 village-based LIGs, by the end of 2016, through an enhancement of the management capacity within their group and technical skill mentoring to LIGs member following their microbusiness choices. The training and coaching/mentoring will be on the following topics: (i) adoption and implementation of the LIG Rules and Regulations; (ii) financial management and accounting; (iii) identifying suitable opportunities to invest the household loans which will be provided from the GRFs; (iv) development of individual group member business plans and identifying complementary training needs; (v) screening and approval/rejection of loan applications, (vi) procedures for monitoring the use and repayment of the loans; (v) strengthening the internal control mechanisms for the LIGs; and (vi) working with the commune councils to get appropriate trainings and assistance for the LIG members.

5. The SSP will be accountable to National Committee for Democratic Development Secretariat (NCDDS) for the proposed assignment. At the National level, the SSP will need to coordinate and consult with IFAD, ADB, NiDA and MAFF in order to effectively mobilize resources to support the LIGs. The SPP will need to draw upon the useful experience on improved management of group revolving fund being implemented by FAO under the PADEE financed by IFAD and from other projects. At the subnational level, the SSP will need work closely with the Provincial Facilitation Team/District Facilitation Team (PFT/DFT) members,

Provincial Department of Agriculture (PDA), District Office of Agriculture, District Gender Focal Point, including Commune Gender Focal Point, target CCs, Commune Administrative Assistants (CAAs) and the CEWs.

6. The SSP is required to provide the following services to support each LIG:

- i. Prepare and finalize the LIG Operational Manual to a level which is acceptable to NCDDS before the commencement of program of training and mentoring for the LIGs.
- ii. Develop and produce training materials on the following topics: (i) Group Internal Rules and Regulations, (ii) Financial Management, Book-keeping and GRF use; (iii) Group Member business plan, loan application and loan contract; (iv) organization of the group meetings; (v) financial literacy training including working with MFIs or Commercial Banks; and (vi) facilitation, communication, gender awareness and analysis and leadership skills.
- iii. Provide cluster trainings to 196 target communes for the LIG group leaders, Commune Chiefs, CAAs, and CEWs. One cluster training per commune; first year main training will be conducted and subsequently one year refresher trainings at the end of each year, which will include the integration of the Credit and Savings Cooperative concept.
- iv. Conduct coaching/mentoring for at least 1,239 LIGs across four provinces to enable the LIGs to achieve effective management of the group including: (i) implementation of Group Rules and Regulations; (ii) financial management and accounting/book-keeping; (iii) identifying suitable opportunities to invest the GRF; (iv) development of group member business plans and identifying complementary training needs; (v) screening and approval/rejection of loan applications, (vi) monitoring of the use and repayment of the loans; and (vii) strengthening the group internal control. (viii) working with the commune councils to get appropriate trainings and assistance for the LIG members. Each LIG will receive monthly coaching/mentoring visits provided, at an appropriate time preferably at the loan interest due date (12 times by the SSP per year). The SSP must always provide advance notice to the LIGs on the schedule of their visit.
- v. Facilitate for each LIG (i) the development and approval of the Group Rules and Regulation; (ii) adoption of the guidelines on GRF use; (iii) opening group accounts at MFI or Commercial Bank; and (iv) establishing a safe amount for cash on hand.
- vi. Facilitate linkages between LIGs and local MFIs, where available, and identify the possibility for outreaching their services to the groups.
- vii. Facilitate and encourage all target communes to run the social public audit meetings once a year between CCs and the LIGs at the commune office to ensure transparency and accountability within the groups.
- viii. Conduct a semi-annual assessment and reporting to NCDDS of LIG performance and consolidation of the status of GRF records by group, village, commune, district and province with identification of problems/issues and corrective action required.

7. The SSP will be required to attend and report the progress with proposed work plan in all District and Provincial Monthly Coordination Meetings which are conducted by DFT and PFT at each target province.

8. The SSP must ensure that their team will have a good gender balance with at least 25 per cent of their staff being women and gender disaggregated data must be included in all of their progress reports.

IV. Staff of the Specialized Service Provider

9. The SSP will carry out the work with at least the number and categories of staff listed below. The SSP who receives a Request for Proposal (RFP) will be required to provide a list of the names and CVs of all staff working on the assignment in a sealed envelope to NCDDS. The qualifications of the key experts are very important and must be strictly followed

in selecting the key experts. The names of the Assignment Manager and Provincial Deputy Assignment Managers included in the Proposal may not be changed unless the replacement has at least equivalent qualifications and experience to the staff member being replaced. The replacement of the Assignment Manager or Deputy Assignment Managers will be subject to the prior approval of NCDSS.

- i. The **Assignment Manager** will work full time on the assignment for the full period of the contract (36 months). He or she will be in overall charge of all aspects of the work including ensuring the performance of other staff members. He or she will be the direct point of contact with NCDSS and the PFT Leader for day-to-day matters. The Assignment Manager must have a bachelor degree or higher degree in a relevant subject and at least 10 years' experience of managing and implementing participatory development projects.
- ii. The **Provincial Deputy Assignment Managers** (4 positions) will be based in the TSSD provinces and will work full time on the assignment for the full period of the contract (36 months). Therefore, they are expected to be present in the province on all working days unless absent for a valid reason connected with the assignment. The Provincial Deputy Assignment Managers will be responsible to organize the work plan for the SSP team in the province in coordination with the PFT Leader and ensure the performance of the junior team members. The Provincial Deputy Assignment Manager must have a degree level qualification in a relevant subject and at least five years' experience of implementing participatory development programs.
- iii. The SSP must deploy sufficient **Field Staff** in each Province to fulfill the Scope of Work (above). The number of Field Staff and the period of their employment are to be specified in the SSP Proposal and this will become part of the contract; i.e. the deployment of Field Staff will in no case be at a lower level than specified in the Proposal. The Field Staff will be responsible for Capacity Building, Mentoring/ Coaching, and M&E. Field Staff must have either a degree level qualification in a relevant subject and at least two years' work experience in participatory development; or a higher education qualification below degree level and at least five years' working experience in participatory development.
- iv. Any **other staff members** as specified in the SSP's Proposal.

V. Support from NCDSS

10. NCDSS will provide full information and contact details for the 196 targeted communes across the four provinces including names and telephone numbers of CC Chiefs, CEWs, CAAs, DFT and PFT Leaders in each province. NCDSS will also provide any necessary introductions to provincial, district and commune leaders that are requested by the SSP during the course of the assignment.

VI. Qualification

(a) Required Qualifications

11. The selected firm/NGO shall possess the following qualifications:

- Firm or NGO registered in Cambodia.
- Demonstrated experience in implementation of similar programs and of working with village based groups of poor rural households.
- Experience in gender awareness.

(b) Preferred additional qualifications

12. The selected Firm/NGO is preferred to have the following qualifications:

- Having implemented similar activities in Cambodia
- Previous experience working with externally financed project, preferably ADB or IFAD supported projects.

Terms of Reference

Service Provider for Animal Health and Production Improvement Program

Starting date: As soon as possible

Duration: 3 years (to be completed before end of quarter 2 of 2017)

I. Purpose

1. These Terms of Reference (TOR) are for a Specialized Service Provider (SSP) to develop and successfully implement all aspect of the Animal Health and Production Improvement Programme (AHPIP) for Tonle Sap Poverty Reduction and Smallholder Development Project (TSSD).

II. Introduction

2. The Royal Government of Cambodia has received Loan and Grant Proceeds from ADB, IFAD, and Government of Finland for the Tonle Sap Poverty Reduction and Smallholder Development Project (TSSD). The project was approved by ADB on 8 December 2009 and declared effective on 31 March 2010 with a closing date of 28 February 2018. The Project's 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. The Project will support 1,239 livelihood improvement groups (LIGs) with up to 25 members per group in 1,239 villages from 196 communes in 28 districts of 4 provinces namely Kampong Cham, Kampong Thom, Siem Reap, and Banteay Meanchey Province.

III. Objective

3. The objective of the AHPIP is to enable the members of at least 1,239 LIGs the four provinces (above), to increase their livestock production through the introduction of improved animal health care and production practices. The target farmers of the AHPIP will comprise at about 25,000 smallholder livestock raisers who are members of the LIGs. The AHPIP will be implemented through the existing network of Village Animal Health Workers (VAHWs), in cooperation with the provincial Offices of Animal Health and Production (OAHPs), by the delivery of capacity building training and mentoring for the VAHWs, the provision of veterinary kits and the strengthening of the network of VAHW Associations. The SSP will also be required to work in coordination with the MAFF/General Directorate of Agriculture (MAFF/GDA) and will report to the NCDDS.

IV. Scope of Services

4. The SSP will be responsible for the procurement of veterinary kits for the 1,239 VAHWs and the supply of high quality vaccines from reputable sources, the supervision of the annual vaccination program of all cows, pigs and poultry of the members of the 1,239 LIGs through three annual cycles and the provision of refresher training progressively for the VAHWs. The approximate number of animals to be vaccinated will be: 10,000 cows, 25,000 pigs and 250,000 poultry. The types and doses of vaccines to be used for the vaccinations of the poultry, pigs and cows will follow the government recommended procedures.

5. The expected tasks for the SSP will be performed in accordance with a mutually agreed schedule and the following overall services will be provided:

- Improve livestock production capacity within the LIGs through organizing 1,239 adapted livestock system demonstration per year and regular mentoring by experienced livestock staff or qualified VAHW with the involvement of local progressive livestock raisers and including the introduction of basic record keeping of production and impact of adoption of improved technologies.
- Support the conduct of an effective vaccination program for livestock (in paragraph 4) belonged to at least 1,239 LIGs.
- Provide capacity building training and mentoring for VAHW associations/cooperatives in 196 TSSD target communes from 28 TSSD target districts where this is feasible.
- Review the baseline information to be conducted by another service provider and if needed conduct animal health and productions baseline survey, an annual outcome survey and end-line survey to define the impact of this program.

6. The SSP will implement the following main activities:

(a) Animal Health Service and Improved Livestock Production

7. The SSP will be responsible for implementing the following activities:

- Conduct a preliminary assessment of the status of livestock production for a sample of LIGs in each district, taking account of the involvement of women and Female Headed Households (FHHs), to determine the constraints to increased productivity and the level of farmer knowledge of animal health care.
- In cooperation with livestock staff in the provincial OAHPs determine the level of capacity of the existing VAHWs and the scope of previous training, assist where necessary in the recruitment of additional VAHWs, with equal opportunities for women to be recruited, and develop and deliver refresher training for new VAHWs through hiring experienced livestock experts including the use of experienced local livestock raisers.
- Develop training program and manuals for the VAHWs to the acceptable level of NCDDS and GDA before the provision of the training sessions.
- Over a three year period deliver a training program to further develop the basic skills of the VAHWs on animal health care and production progressively for up to two VAHWs from each target commune each year including training and coaching for the establishment of demonstrations of improved livestock production systems on farms owned by the VAHWs.
- Supply standard veterinary kits to all VAHWs including cold boxes for temporary storage of the vaccines.
- In coordination with the provincial OAHPs and DSTs determine the quantities and types of vaccines that are required by all livestock raisers in each LIG and arrange for the procurement and delivery of high quality vaccines from reputable suppliers to supply the VAHWs each year in accordance with the quantities, types on an agreed schedule.
- Provide refresher training progressively for the VAHWs over the three year period in collaboration with the staff of the provincial OAHPs.
- In cooperation with the provincial OAHPs identify the sites of progressive livestock raisers and organize study tours for VAHWs and livestock raisers from selected LIGs.

- Monitor the annual vaccination programs over the three years to ensure that all livestock (cows, pigs and poultry) in each LIG have been effectively vaccinated, identify the need for replacement of any VAHWs and the need for further training of the VAHWs for and make recommendations to the provincial OAHPs.
- Conduct an annual impact and final impact assessment by surveying a sample of LIGs in each district to determine the impact of the vaccination program, the improved knowledge of VAHWs and the level of adoption of improved practices by the livestock raisers within these groups.

(b) Support for VAHW Associations

- Assess the existing VAHWs associations in each province and in cooperation with the provincial OAHPs deliver a program of capacity building training and mentoring, taking account of the role of women in livestock raising, and provide recommendations for initiatives on animal feed production, marketing of animal products, etc. that could be considered for future support from TSSD.
- In cooperation with the provincial OAHPs support the establishment of additional VAHW Associations in districts where they do not exist and provide training on capacity building, including gender awareness, and mentoring to these new associations.
- Assist the VAHWs to develop improved access to veterinarian supplies through developing the supply chains for vaccines and other drugs and facilitating linkages with reliable input suppliers.

V. Staff of Specialised Service Provider

8. The SSP will carry out the work with at least the number and categories of staff listed below. The SSP who receives a Request for Proposal (RFP) will be required to provide a list of the names and CVs of all staff working on the assignment in a sealed envelope to NCDDS. The qualifications of the key experts are very important and must be strictly followed in selecting the key experts. The names of the Assignment Manager and Provincial Deputy Assignment Managers included in the Proposal may not be changed unless the replacement has at least equivalent qualifications and experience to the staff member being replaced. The replacement of the Assignment Manager or Deputy Assignment Managers will be subject to the prior approval of NCDDS.

- i. The **Assignment Manager** will work full time on the assignment for the full period of the contract (36 months). S/he will be in overall charge of all aspects of the work including ensuring the performance of other staff members. S/he will be the direct point of contact with NCDDS and PFT for day-to-day matters. He/she will be present and provide all necessary information related to this program to the ADB/IFAD review missions. He/she will coordinate with MAFF GDA, the TSSD Project Implementation Consultants and the National Information and Technology Development Authority (NiDA) to ensure that the most updated technology in animal health and production be appropriately considered in this program as well utilize the rural ICT aspect being developed under NiDA's Rural ICT and Agribusiness Funds (RIAF) in order to increase the effectiveness of vaccinations campaigns and livestock raising practices as well as to effectively share information with other none target groups about the improved practices. The Assignment Manager must have a bachelor degree or higher degree in livestock production and at least 10 years' experience of managing and implementing participatory development projects. High level of English proficiency and computer skill is required to carry out the assignment.
- ii. The **Provincial Deputy Assignment Managers (4 positions)** will be based in the TSSD provinces and will work full time on the assignment for the full period of the contract (36

- months). Therefore, they are expected to be present in the province on working days unless absent for a valid reason connected with the assignment. The Provincial Deputy Assignment Managers will be responsible to organize the work plan for the SSP team in the Province and ensure the performance of the junior team members. The Provincial Deputy Assignment Manager must be present in person at each of the District level meetings. The Provincial Deputy Assignment Manager must have a degree level qualification in a relevant subject and at least five years' experience of managing and implementing participatory development projects related to animal health and production.
- iii. The SSP will deploy Field Staff in each province to fulfil the scope of work above. The number and gender of field staff and the period of employment are to be specified in the SSP proposal and this will become part of the contract. i.e. the deployment of the field staff will be in no case at a lower level than specified in the proposal. The Field Staff will be responsible for the capacity building and mentoring of the livestock raisers in the LIGs and the VAHW associations and also for M & E activities.
 - iv. Any other staff members as specified in the SSP proposal.

VI. Support from NCDDS

9. NCDDS will provide full information and contact details for the 196 targeted communes across the four provinces including names and telephone numbers of CC Chiefs, CEWs, CAAs, DFT and PFT Leaders in each province. NCDDS will also provide any necessary introductions to provincial, district and commune leaders that are requested by the SSP during the course of the assignment.

VII. Qualification

Required Qualifications

10. The selected Firm/NGO should possess the following qualifications:
- NGOs/Firms registered in Cambodia.
 - Demonstrated experience of implementation similar programme specifically concerned with improved animal health programs.
 - Past experience of working or collaborating with provincial OAHPs and MAFF.

Preferred qualification

11. The selected firm should have the following qualifications:
- Experience of working with poor rural households and VAHWs.
 - Strong background and focus on animal health.
 - Demonstrate experience of gender mainstreaming in community development.
 - Previous experience working with externally financed-project, preferably ADB or IFAD supported project.

Terms of Reference - Service Providers/Trainers to support LIG Technical Training

Starting date: As soon as possible

Duration: *variable*

I. Purpose

1. This Term of Reference (ToR) is for a local Service Provider/Trainer to provide hands-on, practical training and mentoring to the members of the Livelihood Improvement Group (LIG) in _____ commune and _____ district of _____ province which is detailed in a table of a scope of work for service provider/trainer below.

II. Introduction

2. The Royal Government of Cambodia (RGC) has received Loan and Grant Proceeds from ADB, IFAD, and Government of Finland for the Tonle Sap Poverty Reduction and Smallholder Development Project (TSSD). The project was approved by ADB on 8 December 2009 and declared effective on 31 March 2010 with a closing date of 28 February 2018. The Project 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. The TSSD Gender Action Plan (GAP) aims to ensure women's equal access to agricultural productivity inputs including seeds, fertilizer, livestock, ICT and extension training. The Project will support at least 1,239 LIGs (with from 10 to 25 members per group) in 1,239 villages, in 196 communes, in 28 districts, and in four provinces namely Kampong Cham, Kampong Thom, Siem Reap, and Banteay Meanchey Province. The LIGs are formed by the Commune/Sangkat Council (CC) with assistance from Commune Extension Workers (CEWs) and Commune Administrative Assistants (CAAs) who are Project financed staff working on behalf of the CC. The CEWs and CAAs receive support from the District Facilitation Team in the District Administration.

3. The formation of the LIGs began in May 2013 and is scheduled to be completed by February 2014. The TSSD Project Administration Manual (PAM) requires that the process of LIG formation should be independently monitored. The RGC and the funding agencies agreed in June 2013 that a maximum of 400 LIGs may be formed before the independent monitoring is in place and that the formation of these groups will be retrospectively reviewed.

III. Objective and Scope of Work

4. The Objective of the assignment is to provide technical training and mentoring support as described below for the Common Interest Group (CIG) members, who are a part of the LIG and are engaged in one livelihood activity, over a period of months. This includes the organisation of a demonstration model where necessary to be used for hands-on training purposes. All of the training will be conducted in the village and wherever possible, and as agreed with the commune Project Procurement Committee (PPC), will utilise experienced farmers who have successfully managed previous demonstrations supported through the ADB funded Tonle Sap Technology Demonstration TA or other donor funded projects.

Scope of Work for Service Provider/Trainer

Province	<i>Kampong Thom</i>
District	<i>Stuong</i>
Commune/Sangkat	<i>Rong Tueng</i>
Village	<i>A, B, C.....</i>
No. of CIG/LIG members to be trained	<i>15</i>
Type(s) of livelihood activity by CIG/LIG members	<i>Chicken Raising</i>
Description and Duration of Trainings to be provided (in village)	
Conduct pre-testing to assess an available resource and knowledge, skill of each CIG member.	<i>1 day</i>
<i>1. Basic principles of chicken husbandry</i>	<i>1 day</i>
<i>2. Design and construction of chicken pens and housing</i>	<i>1 day</i>
<i>3. Principles of Health Care and Disinfection for chickens</i>	<i>1 day</i>
<i>4. Feeding and Feed Formulation</i>	<i>1 day</i>
No. and type of demonstration models to be established (before start of farmer training)	
<i>1. Chicken pen and housing with disinfection measures</i>	<i>1 farmer</i>
<i>2. Formulation of chicken feeds</i>	<i>1 farmer</i>
Mentoring for CIG Members	
<i>Weekly field visits to monitor the progress of the CG members and provide regular advise to them on chicken raising</i>	<i>Once a week for 6 weeks</i>
Evaluation of Training Impact	
<i>Survey of no. of CG members investing in construction of chicken pens and housing, improved husbandry and feeding regimes and levels of mortality in chickens.</i>	<i>6 weeks after training</i>

IV. Staff of the Service Provider/Trainer

5. The Service Provider/trainer will carry out the work with at least the number and categories of staff listed below. The Service Provider/Trainer who receives a Request for Proposal (RFP) will be required to provide a list of the names and CVs of all staff working on the assignment in a sealed envelope to the Commune PPC. The qualifications of the key experts are very important and must be strictly followed in selecting the key experts. The names of the Lead Trainer and Assignment Trainer included in the Proposal may not be changed unless the replacement has at least equivalent qualifications and experience to the staff member being replaced. The replacement of the Lead Trainer or Assistant Trainer will be subject to the prior approval of Commune PPC.

- i. **The Lead Trainer** will work full time on the assignment for the full period of the contract (as stated in ToR). S/he will be in overall charge of all aspects of the work including ensuring the performance of other trainers. S/he will be the direct point of contact with Commune Chief and LIG Leader for day-to-day matters. The Lead Trainer should have a bachelor degree in a relevant subject practical experience in the delivery of training in *chicken raising*
 - ii. **The Assistant Trainer** will be expected to be present in the commune/village on a regular basis during each week of the contract duration. S/he will be responsible for organizing the training plan in coordination with the LIG Leader.
 - iii. The Service Provider/Trainer will also deploy experienced farmers to assist in the delivery of this training which will be stated in their proposal. Priority should be given to the use of farmers who managed demonstrations under the Tonle Sap Technology demonstration TA.
 - iv. Any other staff members as specified in the Service Provider/Trainer Proposal.
6. The Service Provider/Trainer will be responsible for all logistical arrangements for the field staff during the conduct of the assignment and will also be responsible for arranging accommodation and training facilities in the village.

V. Support from Commune/Sangkat

7. The Commune Chief/LIG Leader will provide full information on the names and addresses of the CIG members who are to participate in the training. The Commune Chief will also provide any necessary introductions at provincial or district level that is requested by the Service Provider/Trainer during the course of the assignment.

VI. Qualifications

(a) Required Qualifications

8. The selected Service Provider/Trainer shall possess the following qualifications:
- Firms or NGOs registered in Cambodia.
 - Demonstrated experience in the delivery of training at village level for village level groups of poor rural households on activities supporting livelihood improvement.
 - Experience in promoting gender awareness.
 - Good report writing skills.

(b) Additional qualifications

9. The selected firm/NGO is preferred to have the following qualifications:
- Having activity implemented in the 4 project target provinces
 - Previous experience working with externally financed project, preferably ADB or IFAD supported projects.

Appendix 5

Detailed Estimated Cost Form for Service Project					
For Livelihood Improvement Activities of CDF					
Tonle Sap Poverty Reduction and Smallholder Development Project					
(ADB Loan/Grants No. 2599/0186-CAM)					
Province:		District:		Commune:	
Project Name:				C/S code:	
Village:		Description of project outputs:			
No.	Description	Unit	Quantity	Unit cost (\$)	Total (\$)
1	Output 1:				
Direct cost for output 1					
Indirect cost and profit				10%	
Sub-total cost of output 1					
2	Output 2:				

Direct cost for output 2					
Indirect cost and profit				10%	
Sub-total cost of output 2					
3	Output 3:				
Direct cost for output 3					
Indirect cost and profit				10%	
Sub-total cost of output 3					
Grand total (1+2+3)					

Date:.....
C/S Chief

Date:.....
Technical Assistant (DST)

EXPRESSION OF INTEREST (EOI) FROM SERVICE PROVIDERS					
Project Location					
Commune		District			
Project Description	- <i>Name of Project as stated on Invitation Eoi Form</i>				
Service Provider	- <i>Name, address and contact details of Service Provider</i>				
Assignment Specific Qualifications and Experience					
Technical Competence	- <i>Description of areas of technical competence of <u>existing</u> staff of Service Provider</i>				
Geographical Experience	- <i>Description of past experience if working in province/district/commune</i>				
Management Competence					
(Answer each question in one paragraph of 3 - 5 sentences only)	<ul style="list-style-type: none"> - <i>Describe standard policies, procedures and practices that your firm has to assure quality interaction with clients and outputs.</i> - <i>How will you ensure the quality of your firm's performance over the life of this assignment?</i> - <i>Describe standard policies, procedures and practices that your firm has put in place to avoid changes/replacements of personnel and to ensure the continuity of professional services once contracted.</i> 				
Other Information					
	- <i>Provide other relevant information relating to competence to undertake the assignment</i>				
Project References					
Period	Client	Project	Location		
Other Comments					
Comments on ToR	- <i>Description of need for clarification of any aspects of the ToR as described in the Invitation for Eoi.</i>				
Comments on Budget	- <i>Description of need for clarification of any aspects of Cost Estimates as described in the Invitation for Eoi.</i>				
List of Key Experts (with cvs attached)					
Name	Telephone	Consultant status	Affiliation Type	Affiliation Status	Name of Firm

Technical and Financial Proposal Submission Form

{Location, Date}

To: [Name and address of Commune]

Dear Sir:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposals dated [Insert Date] and our Proposal using Consultant Qualified Selection. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal together sealed in an envelope.

We are submitting our Proposal with the following firms as Sub-consultants: {Insert a list with full name and nationality of each Sub-consultant.}

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may be sanctioned by the ADB.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Invitation for EoI.
- (c) We have no conflict of interest
- (d) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in <name of commune, district and province>

We understand that the Client is not bound to accept any Proposal that the Client receives.

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Consultant (company's name or JV's name):

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables ¹ (D-..)	Months						TOTAL
		1	2	3	4	5	6	
D-1	Deliverable #1: Report A							
	1) Data collection							
	2) Formulation of Training Schedules							
	3) Establishment of Demonstrations							
	4) Inception report for C/S Chief							
D-2	(Deliverable #2: Report B							
	1) Delivery of Training							
	2) Provision of follow up technical support							
	3) Completion Report for C/S Chief							
D-3	(Deliverable #3:							
	1)							
	2)							

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

TEAM COMPOSITION, ASSIGNMENT, AND INPUTS BY KEY EXPERTS

	Name	Position	Gender (M/F)	Total time-input (in person months)								
					D-1		D-2		D-3	Home	Field	Total
KEY EXPERTS												
1	A	Team Leader	M	[Home]	(0.5)		[0.5]			(1.0)		(3.0)
				[Field]	(1.0)		(1.0)				(2.0)	
2	B	Livestock Expert	F	[Home]	(0.25)		[0.25]			(0.5)		(4.5)
				[Field]	(1.0)		(3.0)				(4.0)	
3	C	Trainer	M	[Home]	(0.25)		[0.25]			(0.5)		(4.5)
				[Field]	(1.0)		(3.0)				(4.0)	
4	D	Training Assistant	F	[Home]	(0.25)		(0.25)			(0.5)		(4.5)
				[Field]	(1.0)		(3.0)				(4.0)	
SUB-TOTALS										(2.5)	(14.0)	(16.5)
SUPPORT STAFF												
1	E	Administrative Assistant	F	[Home]	(1.0)		(2.0)			(2.0)		(2.0)
				[Field]	(0)		(0)				(0)	
2				[Home]								
				[Field]								
3				[Home]								
				[Field]								
4				[Home]								
				[Field]								
SUB-TOTALS										(2.0)	(0)	(2.0)
TOTAL										(4.5)	(14.0)	(18.5)

- 1 For Key Experts, the input should be indicated individually for the each deliverable.
- 2 Months are counted from the start of the assignment/mobilization. One (1) month equals twenty two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
- 3 "Home" means work in the office in the expert's place of residence. "Field" work means work carried out in the commune/district or any other place away from the expert's place of residence, at Client's request.

FINANCIAL PROPOSAL

Experts				
Name	Position	person days	Cost/ Day (USD)	Total Cost (USD)
<i>Mr. A B</i>	<i>Team Leader</i>	<i>15</i>	<i>50</i>	<i>750</i>
<i>Ms. C D</i>	<i>Trainer</i>	<i>15</i>	<i>40</i>	<i>600</i>
<i>Mr. E F</i>	<i>Assistant Trainer</i>	<i>15</i>	<i>30</i>	<i>450</i>
Total				<i>1,800</i>
Out of Pocket Expenses				
Item Description	No. of units	Unit	Cost / Unit	Total Cost
<i>Per Diems for Experts (during training)</i>	<i>30</i>	<i>days</i>	<i>10</i>	<i>450</i>
<i>Transportation</i>	<i>10</i>	<i>trips</i>	<i>20</i>	<i>200</i>
<i>Communications</i>	<i>1</i>	<i>ls</i>	<i>50</i>	<i>50</i>
<i>Insurance (per expert)</i>	<i>3</i>	<i>ls</i>	<i>50</i>	<i>150</i>
Total				<i>850</i>
Provisional Sums (Reimbursable)				
Item Description	No. of units	Units	Cost / Unit	Total Cost
<i>Training Costs</i>	<i>1</i>	<i>ls</i>	<i>150</i>	<i>150</i>
<i>Inputs for Demonstration</i>	<i>1</i>	<i>ls</i>	<i>100</i>	<i>100</i>
Total				<i>200</i>
TOTAL COST				<i>2,850</i>

CURRICULUM VITAE (CV)

Position Title and No.	
Name of Firm	<i>Insert name of firm proposing the expert if applicable</i>
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Citizenship	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, *type of employment (full time, part time, contractual)*, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Bbbbbb, deputy minister]		

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant’s Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}	

Expert’s contact information: (e-mail....., phone.....)

**Kingdom of Cambodia
Nation Religion King**

**Statement on
Ethical Conduct and Fraud and Corruption**

I, as a Service Provider declare that:

1. I, my employees, my consultants, my associates/partners, my agents, my shareholders, my relatives and their associates and their relatives do not have any relationship that could be regarded as a conflict of interest as set out in the bidding documents.
2. If I become aware of the potential for such a conflict of interest, I will report it immediately to one or more of the following: Commune/Sangkat Procurement Committee, Provincial/Municipal Governor, Provincial/Municipal Accountability Working Group.
3. I, my employees, my consultants, my associates/partners, my agents, my shareholders, my relatives and their associates and relatives have not entered into corrupt, fraudulent, coercive or collusive practices in respect of my bid.
4. I understand my obligation to allow the Government and/or the funding agencies to inspect all records relating to the preparation of our bid or proposal and any contract that may result from such irrespective of if we are awarded a contract or not.
5. In connection with this procurement exercise and any contract that is awarded, I, my employees, my consultants, my associates/partners, my agents, my shareholders, my relatives and their associates and relatives have not any paid in cash or payment in kind to any of the staff, consultants, associates or relatives of such who are involved with any stage of the procurement process, contract award and implementation, and the issuance of progress payments.

In case, I do not obey this statement, I confirm that I understand that, as a contractor, service provider or supplier I will not be allowed to submit for any C/S projects in the **whole** of Cambodia.

Date.....
**Signature and Name of Service
Provider/Trainer**

**Condition of Contract for Service Provider
Supporting LIG technical training**
*Tonle Sap Poverty Reduction and Smallholder Development Project/TSSD
(ADB Loan/Grants No. 2599/0186-CAM)*

Province :
District :
Commune/Sangkat :
Contract Name : SSP to support LIG technical training on.....
Contract Code : XXXX
Budget Line : Commune/Sangkat Block Grant (CDF)

This contract is made on this day of between Mr./Mrs. the C/S Chief of referred to below as the “**Party A**”, and the Service provider/Trainer Mr./Mrs. as..... ID Number..... and address....., referred to below as the “**Party B**”.

Two parties agree with condition as below:

Article I: General Provisions

- 1. Party A has appointed to be the Technical Supervisor(s) who will supervise implementation of the contract.
- 2. The contract is including Bid Form, the Conditions of Contract, Technical specification, the Work Plan of Party B together form the Contract. Party B confirms that s/he has examined, read and understood fully all the Contract Documents.
- 3. The Contract shall be amended only by written agreement between Party A and Party B.
- 4. In the case of a dispute arising from the implementation of the Contract, the Provincial Governor of..... will be asked for assistance and advice in settling the dispute. If the dispute is not settled in a manner acceptable to both parties, within **60 days** from the date of referring the dispute to the Provincial Governor, then the case will be referred to the proper court in Cambodia for adjudication.

Article II: Party A and Party B obligations

- 5. Party A pledges to pay Party B the Contract Price..... (In Words.....), to implement all tasks of the contract and this includes all services, materials, transport, labor, and profit.
- 6. Party B pledges to implement completed works.....
.....
.....
- 7. The locations of the works are shown on the Project Map. The Party B understands that no payment will be due for any services performed at any location except for those shown on the Project Map, or on an amended Project Map issued as a written Amendment to the Contract.

Article III: Conditions for Execution of the Services

8. Party B shall not sub-contract the whole of the works. Before Party B sub-contract any part of the Works, he must obtain the written consent of Party A. In the event the Party A approves the sub-contracting; Party B is responsible for all of his obligations under the Contract including all those of any approved sub-contractor.
9. Party B will start implement the services on date..... and shall complete the whole of the services not later than..... (*Insert Services Completion Date from Party B's Work plan*). If implementation of the Contract is delayed due to any circumstances or event, which could not have been foreseen, Party B must inform the Technical Supervisor immediately about the delay. If the Technical Supervisor considers that an extension of time for the Contract is justified, Party B must submit an amended Work Plan, agreed with the Technical Supervisor, for approval by the Party A.
10. If, **15 days** after the Contract Start Date, Party B has not started to implement the Contract, Party A has the right to cancel the contract. If, at any time, implementation of any part of the Services is delayed by more than **30 days** beyond the dates shown in the Work Plan, Party A has the right to cancel the contract.
11. Party A has the right to reduce the payment to Party B by **0.1%** of the total price of the project for every day after the Services Completion Date shown in Party 2's Work Plan, until the services are complete. The reduction is up to a maximum of **10%**.
12. The Technical Supervisor may provide instructions to Party B to ensure compliance with the Technical Specification. The Technical Supervisor cannot agree with the Party B to make any changes, unless those changes with written agreement of the Party A.
13. If disaster makes completion of the contract impossible, the Party B may ask the Party A to release him from the Contract. Party B may request payment for that part of the services rendered that is complete and accepted at the time the request for release is made.

Article IV: Payment Provisions

14. When Party B wishes to apply for payment he must submit a written Request for Payment to Party A. Party A will then ask the Technical Supervisor to prepare a contract progress report. This report will verify the quantity of work completed and will check that the quality of the materials used and the quality of Party B is in line with the Contract. The Technical Supervisor will also check that the implemented task is following the technical specification and any instructions given by the Technical Supervisor to Party B. The Technical Supervisor shall then either:
 - a). Issue a Progress Report (or Completion Contract Report) certifying that the conditions for release of the payment have been met, or;
 - b). Issue a Progress Report detailing further work that must be done to meet the conditions for release of the payment.
15. On receiving a Progress Report, (or Completion Contract Report), from the Technical Supervisor, indicating that the conditions for release of any payment have been met, Party A will call a meeting of the Project Management Committee at the location where the services have been provided and confirm with those who have received the services that

the services have been satisfactory. If the Project Management Committee approves the report of the Technical Supervisor, Party A will then issue a Payment Order to Party B.

16. Payments will only be made in Cambodian Riels at..... Provincial/Municipal Treasury on or after the due date shown in the schedule below.

Disbursement Schedule			
Steps of Payment	Amount (\$)	Scheduled Date	Payment Conditions (% Completed Works)

17. Time allowed for processing of payments will be as follows:
- Technical Supervisor will confirm that the services have been delivered according to the requirements of the Contract and report to Party A not later than **1 week** after receiving the Request for Payment;
 - Party A will be issue a Payment Order not later than 1 week after receiving progress report from Technical Supervisor. If a satisfactory progress report is issued before the scheduled date for payments, Party A must issue a Payment Order on the payment scheduled date.

Therefore the Due Date for Payment will be **2 weeks** after the date of Request for Payment.

18. If any payment process is delayed for more than 1 calendar month after the Due Date for Payment, Party A will pay to Party B at the rate of **2%** of the amount of the payment for the first month and for each subsequent full calendar month during which payments are delayed. In addition, the number of days during which the payment is delayed will automatically be added on to the time for completion of the project.
19. If the Contract is cancelled because of the fault of Party B, then Party A has the right to take over the Services and complete them by any other method. No payment will be made to Party B until the Services have been completed. Payment to Party B will be limited to the difference between the Contract Price and the cost to the Party A of completing the part of the services that was not implemented by Party B.

Article 5: Ethical Conduct

20. I, my employees, my consultants, my associates/partners, my agents, my shareholders, my relatives and their associates and relatives do not have any relationship that could be regarded as a conflict of interest as set out in the bidding document.
21. If I become aware of the potential for such a conflict of interest, I will report it immediately to the Commune/Sangkat Procurement Committee, or the provincial governor or the provincial accountability working group.

- 22. I, my employees, my consultants, my associates/partners, my agents, my shareholders, my relatives and their associates and relatives have not entered into corrupt, fraudulent, coercive or collusive practices in respect of my bid.
- 23. I understand my obligation to allow the Government and/or the funding agencies to inspect all records relating to the preparation of our bid or proposal and any contract that may result from such irrespective of if we are awarded a contract or not.
- 24. In connection with this procurement exercise and any contract that is awarded, I, my employees, my consultants, my associates/partners, my agents, my shareholders, my relatives and their associates and relatives have not any paid in cash or payment in kind to any of the staff, consultants, associates or relatives of such who are involved with any stage of the procurement process, contract award and implementation, and the issuance of progress payments.

Article 6: Special Condition

.....

In witness of what has been agreed above, the signatures of the authorized representatives of Party A and Party B are affixed below on the date shown.

Party A		Party B	
_____	_____	_____	_____
Name	: -----	Name	: -----
Position	: -----	Position	: -----
Date	: -----	Date	: -----

Appendix 10
Contract Amendment Form

C/S Contract Amendment Number..... (1 st , 2 nd						
Province						
District						
Commune						
Name of Contract:						
Contract No.						
Reason for Amendment of the contract:						
Amended Items			Changed		Unchanged	
Quantity of outputs						
Locations of outputs (attach Location Plan)						
Time for Contract Implementation						
Schedule of Payments						
Technical Supervisor						
Amended Contract Outputs						
No.	Description	Village	Qty.	Unit	Unit Cost	Total
Total Amended Contract Price						
Amended Time for Contract Implementation						
Starting date						
Completion date						
Amended Schedule of Payments						
Steps of Payment	Amount	Scheduled Date		Payment Conditions		
Amended Technical Supervisor						
Name of Technical Supervisor						
Position						

**Evaluation of Expression of Interest for NGO/Firm
(to be completed by the Commune PPC)**

Commune					
Village(s)					
Type of Livelihood Activities					
Criteria	Points allocated	Scoring			
		NGO/ Firm A	NGO/ Firm B	NGO/ Firm C	NGO/ Firm D
Qualifications and Experience	30				
Management Competence	20				
Key Expert(s) for the assignment	50				
Total	100				
PPC Members - Name	Signature			Date	
1					
2					
3					

Note:

- Scoring: Excellent 100; Very Good - 90; Above Average - 80; Average - 70; Below Average - 50; Non-complying - 0.
- A score of at least 70 points is required to qualify for acceptance.

**Evaluation of Expression of Interest for Individual Consultant
(to be completed by the Commune PPC)**

Commune					
Village(s)					
Type of Livelihood Activities					
Criteria	Points allocated	Scoring			
		Mr. /Ms. A	Mr. /Ms. B	Mr. /Ms. C	Mr. /Ms. D
General qualifications: At least a first degree or diploma in agriculture	15				
Activities related experience: At least three years of experience in agriculture technical training of livelihood improvement activities and supervision	50				
Experience in community development: good interpersonal and cross cultural communication skills; ability to work with the poor in rural area and be proactive; must be residing in and/or willing to live in the community	25				
English and computer skill	10				
Total	100				
Name of CPC	Signature			Date	
1					
2					
3					

Note:

- Scoring: Excellent 100; Very Good - 90; Above Average - 80; Average - 70; Below Average - 50; Non-complying - 0.
- A score of at least 70 points is required to qualify for acceptance.

Appendix 13
Evaluation of Technical and Financial Proposal for NGO/Firm
(to be completed by the Commune PPC)

Commune			
Village(s)			
Type of livelihood activity			
Criteria	Points allocated	Scoring of First Rank NGO/Firm	Remarks
Experience of NGO/Firm related to the assignment	10		
Adequacy of the proposed technical approach and work plan in responding to the ToR	40		
Qualifications and competence of the key staff for the assignment	50		
Total	100		
PPC Members – Name	Signature		Date
1			
2			
3			

Note:

- Scoring: Excellent 100; Very Good - 90; Above Average - 80; Average - 70; Below Average - 50; Non-complying - 0
- A score of at least 70 points is required to qualify for acceptance.
- If the 1st ranked NGO/Firm does not reach the score of 70, then the 2nd ranked firm will be invited to submit a technical/financial proposal.