



**MINISTRY OF
PUBLIC WORKS AND TRANSPORT**



NATION RELIGION KING

**QUARTERLY PROGRESS REPORT-
JUNE-JULY –AUGUST 2019**

Project: Integrated Urban Environmental Management in the Tonle Sap Basin (RRP CAM 42285-013)
Package IV: NGO Support for Community Mobilization and Environment Improvement
Submitted to Ministry of Public Works and Transport - Government of Cambodia



in association with



Preface

This document is the Quarterly Progress Report prepared for the CMEI project's fifth quarter of operations (June-July-August 2019). The project continued to work on the committed deliverables.

The key achievement of the quarter is the approval of the VO-01 which allows the CMEI project to scale up the actions with continued resourcing on the human resources side. The other key actions included the continual liaison with the key stakeholders in the project action including the ADB team, MPWT team, Provincial PIU, community representatives and vulnerable community. The team has also increased the liaison with the other aid partners, govt. departments and key focals within the ADB including Gender.

This resulted in translating the CMEI Project principles into community action. This includes support for community planning and prioritization, and provision of community-driven climate-resilient urban environmental infrastructure. The involvement of local communities, including poor, vulnerable and ethnic Cham and Vietnamese, in planning, decision-making and supervision of the works will encourage local solutions and greater accountability of the services delivered. It will help to create ownership and provide benefits to those often marginalized and vulnerable. The report incorporates also stakeholder inputs received in the implementation of the third Quarter of operations.

The format of the report is revised from this quarter to focus specifically on the actions and the challenges. The information about the operational environmental and related factors has been minimised to keep the report concise and to the point.

Acknowledgements

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List of Abbreviations

ADB	Asian Development Bank;
ADPC	Asian Disaster Preparedness Committee;
ASEAN	The Association of Southeast Asian Nations
BBB	Building Back Better;
BER	Bid Evaluation Report
CAR	Climate change adaptation And Risk reduction;
CCA	Climate Change and Adaptation
CCDM	Commune Council Disaster Management;
CHF	Cambodian Humanitarian Forum;
CMEI	Community Mobilization and Environmental Improvements
DDR	Due Diligence Report
DMS	Detailed Measurement Survey
DRR	Disaster Risk Reduction
EGM	Effective Gender Mainstreaming;
EMP	Environmental Management Plan
GAP	Gender Action Plan;
GMS	The Greater Mekong Sub region
GOVT	Government
HH	Head Household;
HHP	Health and Hygiene Promotion
HVCA	Hazard Vulnerability Capacity Assessments;
ID	Identification Card;
IEC	Information, Education and Communication;
IEE	Initial Environmental Examination
IEIA	Initial Environmental Impact Assessment
IRC	Inter-ministerial Resettlement Committee,
KPCH	Kampong Chhnang;
LRRD	Linking Relief Recovery to Development.
MEAL	Monitoring Evaluation and Learning;

Package IV: NGO Support for Community Mobilization and Environment Improvement

MEF	Ministry of Economy and Finance,
MOH	Ministry of Health;
MPWT	Ministry of Public Works and Transport;
MRD	Ministry Rural Development;
MTR	Mid Term Review
NCB	National Competitive Bidding;
NGO	Nongovernmental organizations,
O & M	Operation and Maintenance
ORS	Oral Rehydration Solution
PADEK	Partnership in Development in Kampuchea;
PAH	Project Affected Households
PAM	Project Administration Manual
PCC	Provincial coordination committee,
PD	Project Director
PDOWA	Provincial Department of Women's Affairs
PDPWT	Provincial Department of Public Works and Transport
PDRD	Provincial Development of Rural Department;
PIU	Project implementation unit,
PMIS	Project management and implementation support,
PMU	Project management unit,
PVCA	Participatory Vulnerability and Capacity Assessments;
RP	Resettlement Plan
SADD	Sex Age Disaggregated Data
SPS	Safeguard Policy Statement
TOR	Term of Reference;
TSUADF	The Tonle Sap Urban Areas Development Framework
UNDP	United Nations Development Program;
UNEP	United Nations Environment Program;
UNFCCC	United Nation Framework Convention on Climate Change
VDMG	Village Disaster Management Group;

Package IV: NGO Support for Community Mobilization and Environment Improvement

VO	Variation Order;
WASH	Water, Sanitation and Hygiene;
WCCC	Women and Children's Consultative Committees;
WEDC	West East Development Cambodia;
WWTP	Waste Water Treatment Plan

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Community Mobilization and Environmental Improvement



1. Executive Summary

- 1- This executive summary presents the quarterly phase implementation actions for the CMEI project of MPWT supported by ADB. The Project in into the fifth quarterly phase of implementation at the time of this report. The proposed actions in the earlier reports are being continued at a good speed and with expected results. The staff and the communities are connected at much more informed levels. The coordinated actions with other groups, aid partners, govt. line departments has significantly improved. The project team took a one-month break with proper planning to compensate for the slowdown of the actions in the field. The other stakeholders including the govt. functionaries and the civil society actors understand the project action and support the field teams.
- 2- The key achievement of the current phase has been the approval of the Variance order 01, which has ensured a sustained time allocation for the team. This will ensure the delivery of the planned actions in a synchronised way with the other components of the project.
- 3- The fifth implementation phase has demonstrated the need to coordinate in an increased manner with other players in the operational geography both provincially and at the national level. This builds on the last phase's focus on vulnerable. This will result in more integrated capacity building programming. We have continued to receive continued support and guidance from the Ministry, which is much appreciated. We have continued to liaise with the other components of the wider programme incrementally.
- 4- The Project has continued to build on the assessment actions of the small-scale infrastructure works and supported the development of the bidding document, which have submitted the bidding documents to the ADB through the Ministry. We hope to continue the project on the desired scale and scope. The project is also committed to bring out the emerging needs of the vulnerable community.

2. Background of the project –CMEI

- 5- The CMEI project supported by MPWT and funded by ADB is being implemented across the vulnerable areas of Cambodia. The Project looks at the interconnections between infrastructure developments, urban management, water and climate change in Tonle Sap Region specifically in the two provinces of Pursat and Kampong Chhnang in Cambodia.
- 6- The Ministry of Public Works and Transport and provincial departments of public works and transport of Kampong Chhnang and Pursat are wholly responsible for the implementation of ADB financed projects, as agreed jointly between the borrower and ADB, and in accordance with Government and ADB's policies and procedures. ADB staff is responsible to support implementation including compliance by Ministry of Public Works and Transport and provincial departments of public works and transport of Kampong Chhnang and Pursat of their obligations and responsibilities for project implementation in accordance with ADB's policies and procedures.
- 7- The agencies PADEK and WEDC have been awarded the project output: CMEI under the project titled "Integrated Urban Environmental Management in Tonle Sap Basin" This is part of a larger mandate to help develop the Tonle Sap basin. CMEI's output is working to translate Project principles into community action. This includes support for community planning and prioritization, and provision of community-driven climate-resilient urban environmental infrastructure. The involvement of local communities, including poor, vulnerable and ethnic Cham and Vietnamese, in planning, decision-making and supervision of the works will encourage local solutions and greater accountability of the services delivered. It will help to create ownership and provide benefits to those often marginalized and vulnerable.

2.1 Project Outputs and Outcomes

- 8- The project aims to address the climate change and environmental needs of the urban poor and vulnerable, including ethnic Cham and Vietnamese in Kampong Chhnang and Pursat—making the project more inclusive by extending benefits from large infrastructure investments.
- 9- It includes improved household sanitation for ID Poor 1 and 2 in the current municipality area; climate change and hygiene awareness and action; and community small-scale infrastructure improvements in pre-identified poor and vulnerable areas in each municipality. Small-scale infrastructure improvements will be prioritized by the communities and will be financed by the project, national government, and community. The output will help extend project benefits to the poor and vulnerable groups.
- 10- The output includes the following sub-outputs and activities:
 - a. Household sanitation grants for ID Poor 1 and ID Poor 2 households within the defined municipality area).
 - b. Information, Education and Communication (IEC) activities to promote project awareness, hygiene awareness, initiate behavioural change and disseminate climate change information to men and women. The project area for the IEC efforts will include Sangkats in the existing municipal boundary and adjacent urban Sangkats. It will generate information and opportunities for knowledge management to further strengthen the knowledge management aspects of the project; and,
 - c. Small-scale infrastructure improvements in Sangkats that are pre-identified by the project survey as being poor and vulnerable to poor urban environmental conditions (e.g., community sanitation, improved drainage with access roads, or community collection points for solid waste management). These components will connect directly with Output 1 and 2 investments to ensure that local communities are also direct beneficiaries. Communities residing in the urban Sangkats of the existing municipal boundary area will be eligible for assistance.

2.2 Key benchmarks for project implementation

- a) Address the climate change and environmental needs of the urban poor and vulnerable, including ethnic Cham and Vietnamese in Kampong Chhnang and Pursat.
- b) Making the project more inclusive by extending benefits from large infrastructure investments.
- c) Improved household sanitation for ID Poor 1 and 2 in the current targeted municipality areas; climate change and hygiene awareness and actions;
- d) Small-scale infrastructure improvements prioritized by the communities and financed by the project, national government, and community.
- e) Help extend project benefits to the poor and vulnerable group by the end of project period.

2.3 CMEI Approach

- 11- The project has adopted an integrated WASH approach covering the following key action agendas:
 - a) supports effective processes to manage water and sanitation systems assisting in establishment of Water Trust Funds, Drinking Water Users Associations and local networks of stakeholders, as well as help in the development of Water Safety Plans,
 - b) supports various abovementioned stakeholders in constructing and managing water and sanitation systems in project target villages; and
 - c) Ensures a civil society and govt. collaborative monitoring mechanism is in place at urban municipal level so that consumers, operators and other stakeholders can hold a constructive dialogue over management in water consumption area.

3. Operational Geography: Kampong Chhnang & Pursat Provinces

12- The project is being implemented in the Tonle Sap Lake Basin geography. The Tonle Sap is the largest body of water in Cambodia ebbs and flows depending on the time of year. The Sangkats of operation of CMEI have been pre-identified for inclusion in the small-scale infrastructure improvements.

13- The project covers 2 provinces

Table 1: Operational geographical details

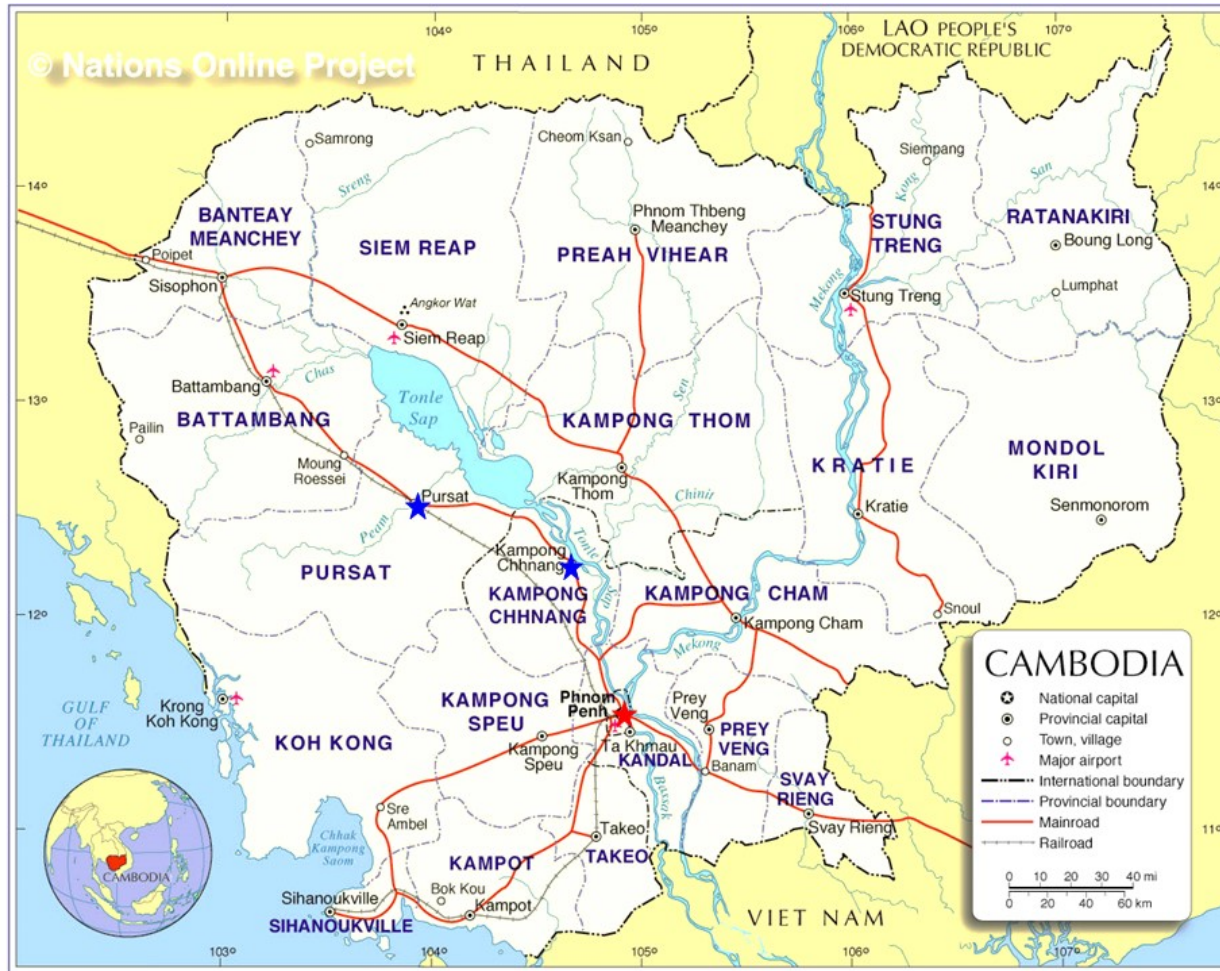
S.No	Geography- Province	Focus areas	Focus Areas
1.	Kampong Chhnang Municipality (Total 7,928 households or 40,360 people. Covers 26 villages in 4 Sangkats)	Kampong Chhnang Town	Samrong village, Chong Kosh village and Kandal village.
2.	Pursat Municipality (Total 13,314 households or 63,773 people. Covers 66 villages in 7 Sangkats)	Pursat Town	Kbal Hong village, Toul Makak village and Kos village

14- Based on the evolving operational environment, the villages might change in consultation with the other components of the project and the MPWT. For each additional community, detailed needs assessment will be carried out and submitted to the MPWT.

Table 2: Geolocation of the operational villages

Province	Commune	Village	Latitude	Longitude
Pursat	Pursat	Kbal Hong	12°32'53.86"N	103°55'10.27"E
Pursat	Roleab	Toul Makak	12°30'24.69"N	103°57'40.42"E
Pursat	Lo Lork Sar	Kos	12°30'17.39"N	103°53'52.82"E
Kampong Chhnang	Phsar Chhnang	Samrong	12°15'31.92"N	104°40'29.63"E
Kampong Chhnang	Phsar Chhnang	Chong Kosh	12°16'16.82"N	104°40'35.31"E
Kampong Chhnang	Phsar Chhnang	Kandal	12°15'57.13"N	104°41'5.74"E

Map 1: Map of the operational areas



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Community Mobilization and Environmental Improvement CMEI



4. Present Situation of the overall Project

- 15- The situation in the operational geography has remained the same largely as before.
- **Kampong Chhannang Embankment :**
- 16- The Status of the Kampong Chhannang Embankment is still uncertain. Detailed engineering design (DED) has been prepared and finalized. During the design phase, the provincial government initiated some resettlement activity in the project area as part of a separate initiative (River Beautification Scheme). These activities were not compliance with ADB safeguards policy and so ADB required that a corrective actions plan be prepared and implemented. On the 6th of February 2019 the Ministry of Economy and Finance (MEF) requested that the subproject be cancelled due to the inability to complete the corrective action plan. A number of replacement options have been discussed. Of these, the government's preference is to increase the scope of the Pursat Drainage and WWTP sub-project (Packages CW05a & b).
- 17- The reasons for this are as follows:
 - a. Kampong Chhannang is undergoing very rapid development with minimal planning.
 - b. Medium-term infrastructure needs are highly uncertain and are likely to considerably exceed that which could be financed under the existing project.
 - c. Therefore, any infrastructure investments carried out their risk being superseded or made redundant by unpredictable urbanisation.
 - d. At this stage, the project should confine itself to supporting city planning through the Master Plan currently being financed.
- 18- The Pursat drainage project was budget-constrained resulting in a combined-sewer system, which makes pumping impossible and the system is therefore reliant on gravity. This in turn severely limits the options for wastewater treatment plants. A separate system would enable a more suitable location for a WWTP, which will accommodate city growth, better environmental standards to be met, as well as the avoidance of periodic and large pollution events caused by storm water flushing. The subproject scope could also be widened to increase residents on the east bank
- 19- The existing storm water drainage system in Pursat was not designed to be a combined sewer, but has become one due to informal connections to manholes and drains. This means that the number of connected households is likely to be low as no dedicated project has attempted to connect them. A concerted effort to connect residents to a separated sewer system could be a source of economic benefits for the project, which may currently be under estimated.
- **Movement of communities in Kampong Chhannang Province**
- 20- The move to evict the residents of the "floating village" follows a campaign two years ago that saw thousands repatriated to Vietnam from their homes on the Tonle Sap, where global warming and overfishing have reduced the seasonal inflow and outflow of water on the environmentally threatened lake. For long there have been talks about their repatriation to Vietnam due to lack of documentation needed to stay in Cambodia. They have also been offered to buy land to live near the Tonle Sap Lake.
- 21- The land offer appears genuine, but it is costly and the plots also lack titles or other documentation that prove the new owners have the right to stay. Many communities do not have money to buy the land. As per the media reports, there are plans to improve conditions at the relocation site, and that all ethnic Vietnamese families would be finally moved from the lake by July 2019. Among the infrastructure projects being prepared are facilities to provide water and electricity, as well as health centres.

- **Solid Waste Management**

- 22- The operational geography is witnessing a burgeoning urban population. The municipal zones has huge mounds of garbage strewn around with minimal systems of garbage clearance. The disposal of the solid waste generated is also unscientific. The areas proximate to the Tonle Sap have garbage strewn in a thick carpet a couple of metres across and similar metres long, spilling down from the riverbank's crest and directly into the water below. For the communities in the villages on the river, they remain off the garbage collection radar.

5. Implementation Actions

- 23- The key update of this quarter is the approval of the Vo01 in the month of July 2019. The other keys actions included enhanced coordination with the ADB gender teams, donor level liaison, provincial meetings and community outreach.
- 24- In the fifth quarter of the project, the work has focused on the approval of the Variance order 01. This was made urgent due to the continual delays in the project geography. Without the VO, the team could not have continued to perform the duties and the approval of the VO is a very important and critical action completed. The VO-01 was approved to allow additional time for the team to perform the committed actions. The VO01 provides additional time for the national team to deliver the committed actions. The overall project attained an extension of seven months and the national teams an additional time allocation of 6.5 Months. This variance order provides scope for additional time and funding to be realized within the current extension. The VO-01 approved the use and access to Contingency funds of CMEI approved budget.
- 25- The CMEI team is hopeful that we will be able to iron out all confusion and clarity will prevail to ensure that the work continues a planned and the benefit of the larger project reach the community soon.

5.1 ADB Missions Updates

- 26- The DED for CW09 were prepared by the NGO Padek and submitted to ADB in on the 9th of December 2018. The difficult geographical situation of the marginalized villages meant that the infrastructure solutions were expensive and the target number of beneficiaries (5,200) could not be achieved with the budget (\$2.48m). In fact, only about 700 households could be served with the proposed solution. Moreover, the solution proposed was a permanent concrete structure on land that the beneficiaries often do not have title to, posing a problem for MPWT to construct as executing agency. ABD's comments on the DED were issued on 4 February 2019 but guidance for the NGO by ADB and MPWT is required, following the cancellation of the embankment subproject in Kampong Chhnang.
- 27- The mission discussed various options for the communities targeted by package CW09, given the non-viability of the designs for most beneficiaries. It was agreed that densely settled informal communities with no land tenure will require a specific communal (i.e. shallow network) solution that does not build significant infrastructure on public land, nor grant de-facto ("soft") land tenure. The infrastructure should have a light footprint and be of a public nature which does not create private claims to land via individualized boundary boxes (for example). It was agreed with the Provincial Governor and Mayor of Pursat that houses with no land title on public land could "self-connect" to a public sewer access point, under guidance and support from the NGO, with the understanding that the solution on offer was "temporary".
- 28- This approach is possible in the densely populated villages where a public sewer exists. All of the three (3) target villages in Kampong Chhnang are densely populated (and in flooded areas), while only one (1) out of the three (3) villages are densely populated in Pursat. The

- two (2) sparsely populated villages (in Pursat only) can use the existing solutions developed by the NGO because on-site solutions are lower cost and the beneficiaries have land tenure.
- 29- **Environmental Approvals.** This package does not currently require an IEIA as it consists of individualized on-site solutions. However, if a collective decentralized solution is adopted, an IEIA would be necessary.
- 30- **Land Acquisition and Resettlement.** Package CW09 currently has no land acquisition or resettlement issues as the investments were all on-site solutions (ignoring land tenure issues). However, if a collective solution is implemented for any village then land will need to be acquired for the collective treatment system, and potentially also for networks where these cannot be placed in a public right of way. The updated DED for the package will identify land acquisition and safeguard planning requirements.
- 31- **Package CW09 conclusion.** The DED developed by the NGO can be implemented for two of the villages in Pursat only. The designs are not viable for any of the communities in Kampong Chhnang due to cost and land title, nor are they viable for one of the communities in Pursat (the village on the irrigation canal). As such, the packages for these sites will need to be redesigned as collective systems to be connected to the public sewer, where this is in proximity to the project site. This will be done in conjunction with the detailed public sewer design and the works can be procured under package CW-05 (for Pursat) and CW-10 for Kampong Chhang.
- 32- In the absence of a public sewer or the feasibility of an on-site solution (due to land title, cost and flooding issues), the CW09 package will propose household water treatment, hygiene promotion, solid waste collection and community sanitation investments (e.g. school, temple or mosque-based on-site solutions, where land tenure, ownership and maintenance are secured). This option is expected to apply to one site in Kampong Chhnang, to the North of the new port.

5.2 Variance Order 01

- 33- The VO-01 documents were submitted to the MPWT and over to ADB. The ADB team reached out to the TL in June 2019 and had a detailed call while the TL was in India. The VO-01 was finally approved in July 2019. The core of the VO-01 was about accessing the additional funds to ensure that the committed actions are completed. The delays due to the Sanitation grants actions had led to the delays. Given the urgency of the action, CMEI team prioritised the action over the CMEI project deliverables as this support is meant to compliment the CMEI components. The assessment and the subsequent development of the proposed action took substantial amount of time of the CMEI team and this meant that the committed timeline on the approved budget has been prolonged. This support action which has continued for over 8-9 months (still continuing) has meant that planned CMEI project have been slightly pushed ahead. While CMEI project team has been continually supporting the MPWT, the project is still awaiting a go ahead.
- 34- Given that the Aid Memoire for the TS-1 project (earlier mission) is still pending, it was agreed that the engineering action would be delayed. Hence, it was advised to seek the funds for the identified immediate necessary actions, which include the trainings to be conducted.
- 35- With the above-mentioned points of agreement from the recently concluded ADB MTR, We have to undertake additional related actions for which additional resources are needed. The first resource that the project wants to access is the approved contingency funds. This will enable the project to overcome the delays and ensure a timely and efficient start of the actions and pave the way for additional actions in the future.
- 36- To this need, the use of contingency funds is necessary.
- 37- The use of contingency funds will be primarily for the following needs:
- Additional time for the team to overcome the shortfall

- New staffing needs
 - Funds for IEC and information leaflets to broad scale the learnings within the community
- 38- This was discussed with the ADB's Mid-Term Review Mission in May 2019. The ADB team agreed that the use of contingency funds in the budget would aid the consultant to deliver on the actions and suggested that the consultant will work with the MPWT on the revision of the contractual terms. Hence, the Variation order 01.
- 39- The advice from the MPWT was to first seek the contingency funds available in the agreed budget to the tune of used \$87,950/-. The total additional ask of the VO -01 will be 0%.
- 40- The additional time sought was be more for the field teams as their time is running out. It was also agreed that maintaining a proper work life balance of the team leader, the home based tenure of the team leader will be increased within the existing agreed budget. It was agreed that the CMEI VO-01 will have detailed training and IEC ToRs.
- 41- The team focal worked on their own trainings activities within the estimated budget expenditure per each activity using the format agreed with the MPWT and submitted to the team leader for review and forward actions. There were a series of back and forth with the MPWT team and meetings of the TL with the MPWT team. Post these detailed exchanges, the final VO was submitted to MPWT for approval.
- 42- The detailed VO is attached with the QPR.

5.3 Small Scale Sanitation Action

- 43- The approved actions within the VO-01 include an approval to start the design works and related actions for two vulnerable villages in the Pursat province. These include Kosh Village and Toul Makak. The plan is to provide for latrines and related small-scale mitigation works in the project villages.
- 44- Summary of infrastructure solutions to be developed in DED as agreed in the MoU:
- a) **Pursat**
- Low density villages 1&2 - One village is on the western river bank south of the urban area and the other village is along the main road close to the landfill site: Onsite solutions (low average cost)
 - High density village 3 on canal in town centre: shared public connections to newly constructed combined sewer
- b) **Kampong Chhnang**
- High density villages 1&2 in town centre (near old port): shared public connections to newly constructed separate sewer system
 - High-density village 3 (north of new port): non-infrastructure household interventions plus on-site sanitation where land tenure / maintenance can be assured by facility owner.
- 45- Based on the directions, the actions in Kampong Channang will focus on awareness raising at present while Pursat will proceed on the finalisation of the design actions.

5.4 Additional Actions in the Vo-01

- 46- The project will design and print Information, Education and Communication (IEC) posters to supplement the training actions. The term "IEC" refers to a public health approach aiming at changing or reinforcing health-related behaviours in a target audience, concerning a specific problem and within a pre-defined period, through communication methods and principles.
- 47- The CMEI project has designed a public health and environmental improvement approach to aid the training and capacity building actions in the poor and vulnerable communities. The team has defined the "problem" and the IEC intervention will aim to address it. Thorough understanding of what people do, what prevents them from following the desired practices ("barriers") and what facilitates them ("enabling factors") is an essential information for this

action. The CMEI project has spent considerable amount of time and effort before designing a communication intervention.

- 48- The approach will:
- have a clear objective (the specific behaviour to change or reinforce);
 - target a specific audience (e.g., mothers of children below five years old, physically challenged, aged);
 - address a set of “specific problems” (e.g., offering increased fluids and continuing feeding a child with diarrhoea, safe handling, open defecation eradication), rather than attempt to change many problems at the same time;
 - Set a timeframe within which the results (“change in behaviour”) are expected to occur.
 - The CMEI team will have a detailed plan, the implementation of which will be monitored closely according to pre-set indicators, and then properly evaluated.
- 49- The posters and documents designed will undergo an audience analysis with clear objectives, indicators and targets. This will be followed by a testing phase wherein the test product will be tested with a clear target audience. The results will aid the finalisation of the information product. Each finalised and launched information product will necessarily possess a defined distribution plan with follow-up; regular feedback through monitoring; and a formal evaluation.
- 50- A few IEC produced by the project are attached in the annex
- 51- The advantage of this public health and environmental improvement thinking in this way is to be outcome-oriented, use resources more efficiently and learn important lessons for the future from this experience.
- 52- The project has identified the following thematic to focus on for the design, printing and dissemination of information products
- (a) Hand Washing norms
 - (b) Main routes of transmission from human defecation
 - (c) Prevention of main routes transmission from human defecation
 - (d) Safe Drinking water
 - (e) Ways of Diarrhoea prevention
- 53- The project will also use information boards placed at vantage places in the operational villages, these boards will clearly mention the details of the services being provided within the community.
- 54- The project will continually provide key information updates to communities on the activity plans through banners, flyers, community meetings, one-on one meetings and the installation of noticeboards at all action sites highlighting key project information including timeline, objectives and budget.
- 55- Flyers with information about each of the sector programme plans will also distributed within communities to ensure clarity of activity plans.

5.5 Solid waste management and Changes in Implementation modalities

- 56- The larger project was originally conceived to implement flood protection, wastewater treatment, drainage and solid waste management investments in Kampong Chhnang and Pursat. In the just concluded ADB mission and as witnessed in the approved VO-01, the thrust of the CMEI project has been veered towards Solid Waste Management. Hence, the project will now move more towards the areas of Solid waste management in the field geography. The ToRs of the staff have been updated to reflect these changes.
- 57- The key actions envisaged for the CMEI team include: community consultations, key stakeholders meetings, stronger integration with the other components including mapping of beneficiaries. The project will also work in a structured manner with the PMIS on the planned USU- Urban Services Units in the coming implementation phase.

- 58- The implementation plan has been continually updated based on monitoring and mapping as the timeline proceeds. The delays due to the focus on the small-scale sanitation actions has meant some activities are delayed. The staff is doubling up with the tasks and the priority now is to ensure full support to the MPWT on the small-scale sanitation actions. The implementation plan is verified in each meeting and updated as mandates the work plan of the CMEI project.

5.6 Communication

- 59- The use of social media has picked up with a dedicated Facebook page. The intent is to continually update the information about the works of the project CMEI and broadcast it. The project is very consciously building a credible database of information and the generation of the datasets is using the SADD design mode. The CMEI project will have its own webpage soon to broadcast the details of the action to a wider audience.

5.7 Coordination Actions

- 60- **MPWT:** The CMEI has continually coordinated with the MPWT team in the current implementation phase. We have sought the advice and guidance from the MPWT Team who have obliged with suggestions through changes of field activities intervention linked to the timeframe, especially for the extension of VO for field staff to implement their field works. The CMEI team also reported about the achievements, challenges, issues and gaps for improvement of project implementation, especially the reasons of delay for field project implementation to the MPWT team and discussed together about that for finding out the appropriate solutions to improve the project fields activities implementation together.
- 61- **ADB:** The CMEI team also continually coordinates with the ADB staff team continually including the key people in Manilla and in Phnom Penh (Gender team). The ADB Review mission came to Cambodia in the month of May 2019 (23-29 May) to finalise the pending actions. The CMEI supported the mission by organising the visits in both the provinces. The TL has continually updated the ADB team about the project implementation including their achievements, issues, challenges and gaps. During the review meeting session, the CMEI's Project lead also reported the main achievements from both provinces in Kampong Chhnang and Pursat including the fields' issues, challenges and gaps to the ADB team. The delays largely due to the external factors to which the consulting firm's do not have any role to play.
- 62- The continual challenges being faced by the consultants include:
- a) The major challenge was the cancellation of the proposed embankment action request by the Govt. of Cambodia to the ADB, which meant that the works were stalled in the province of Kampong Chhnang.
 - b) The Aid memoir is yet to be finalised at the time of writing this report. The CMEI team expects that the ADB will put it in the key discussion points and observations in the Aid Memoire as this will be a testimony to the hardships faced by the consulting firms in implementing the actions.
- 63- **Coordination with Stakeholders:** The project has held continual meetings with other components team for enhanced coordination and collaboration. The project team has completed a core analysis of the key Stakeholders in the target geography along with the detailed assessments in the field. The detailed stakeholder mapping was provided in the Inception Report. Coordination meetings with key officials in provinces further compliment this - provincial project office and administration staff, which are in being held continually in the field and Phnom Penh level. The key meetings with other agencies and stakeholders at

the national level included: Oxfam, Cambodia Humanitarian Forum, Save the Children, People in Need, Red Cross

- 64- Several development partners are actively engaged in addressing climate risks in Cambodia. Key donors include the Governments of Australia, Denmark, the European Community, France, and Japan. Multilateral institutions such as the World Bank Group, the Asian Development Bank (ADB), the United Nations Development Program (UNDP), the United Nations Environment Program (UNEP) and others are involved in several projects with implications for climate change adaptation and disaster risk reduction.
- 65- **Coordination with PMIS:** The CMEI project has continued to coordinate with the PMIS team from the inception stage. The key actions that will be progressively implemented with mutual consensus include:
- a) Sharing of progress report on a regular basis
 - b) Periodic meeting between the team leaders of the CMEI and the PMIS teams
 - c) **Collaboration on beneficiary databases:** The teams have worked with each other on the need for parity of data management actions
 - d) **Information management:** collective information management and collection of information in pre agreed manner
 - e) use of digital data gathering solutions with spatial referencing (mobile handheld devices)
 - f) development of a joint information management system
 - g) Field based coordination: field staff will be connected to each other at the coordinator level, continual information sharing to complement our actions in the field incl. community level meetings
 - h) **Capacity Building plan:** Joint training of teams in information collection and Capacity building plan for the provincial authorities

5.8 Challenges in Operational Geography

- 66- The continuity of the uncertainty on part of the donors and the implementing counterparts in the departments on the future of the kampong Chhnang actions have cast a shadow on the continuity of operations.
- 67- The community is restive about the delays in the small-scale sanitation actions while the needs continue to rise. The community about the delays is questioning the CMEI team members each time and they have to provide a 'politically correct' response to ensure the continuity of the relationship and not upset the provincial department teams.
- 68- Given that the movement has happened, it will be difficult to work with the same community beneficiaries in the two villages as the people have moved and the remaining ones are in the process of movement. This presents two scenarios for the CMEI project:
- a) to work with the same community members in areas where they move to
 - b) to work with a cohesive group of identified vulnerable community groups
- The option (b) looks more practical and doable and will be considered in the coming implementation phase.
- These options have been shared with the ADB teams on the mission and the CMEI team is awaiting a formal response on the way ahead.
- 69- The ADB has indicated in the MoU "guidance for the NGO by ADB and MPWT is required, following the cancellation of the embankment subproject in Kampong Chhnang." The suggestions of the ABD- MTR on the proposed actions in the village is as per our discussion in the field. Given the dropping of the embankment, we have to leave the current operational village of "Chong Kosh" in Kampong Chhnang. Once the official notification is provided, we will initiate a phased exit from the Chong Kosh village with due information to the stakeholders

we have worked with. The project may continue to provide time bound (spaced periodically) to the vulnerable communities through the life of the larger project.

- 70- For the actions in the Kabal Hong village in Pursat- There is a Need for Detailed Assessment to inform final work plan and related cost calculations. While this mode is proposed and seems feasible, it will need a detailed scoping assessment to validate the detailed actions to be proposed. This will also aid in the finalisation of the actual work plan and lead to the calculation of the associated costs to deliver the actions.
- 71- The addition of the vulnerable communities will add to the existing actions of the project. We appreciate the sensitivity shown by the ADB-MPWT team for the inclusion of the vulnerable communities in the north of the proposed embankment. We are sure that we will be able to demonstrate a good action of disaster risk reduction and improved public health in the days to come. The inclusion of the new areas in the north of the embankments will necessitate a detailed needs assessment to come up with definite actions and form clear deliverables with associated indicators for monitoring.
- 72- The timelines for the project will have to be relooked, the linked actions (CW-09) will now mean that the CMEI actions can start a little before (2-3 Months prior) the actual construction of the sewer network. This is a necessary action for community mobilisation and aid in better long term ownership of the structures and lead to sustainable development post closure of the funded actions.

6. Gender and Social Inclusion Plan

- 73- The project is focusing on Women in a major way, targeting the female-headed households within the ID Poor 1 and 2 to ensure better delivery of the CMEI project and also the development of the project documentation for the Sanitation grants. The operational areas is a predominantly agrarian patriarchal society setup.
- 74- The project has continually and meaningfully engaged in consultations with women in Kampong Chhnang and Pursat. This has helped in prioritizing the needs of the women in small-scale infrastructure improvements (e.g., gender-specific requirements for public infrastructure, such as separate latrines for women with trash bins, if appropriate). The project is making all efforts to ensure at least 40% of participants in CMEI activities and training are women. The thrust as informed by the inception stage will be on hygiene IEC campaigns covers topics focused on women (e.g., at least 30% of hygiene campaigns focus on menstrual hygiene and solid waste management) to be prioritized.
- 75- The CMEI has consulted the PMIS team on the community profile along with the extensive field level outreach actions. The Project is classified as 'Effective Gender Mainstreaming' (EGM) under the Asian Development Bank's (ADB) guidelines (March 2010). The Project impact is increased economic activities and environmental protection in towns in the Tonle Sap Basin and the outcome of the project will be improved urban services and enhanced climate change resilience in Kampong Chhnang and Pursat municipalities.
- 76- The ADB mission noted the Quarterly Report prepared by the PMU includes updates on the implementation of the Gender Action Plan (GAP), however data for a number of indicators is missing and for others is not yet available as construction has not started. The CARM gender expert met with the PMIS during the mission and will coordinated to update the GAP with available data. The GAP targets for female representation in the USUs was re-iterated during the mission.
- 77- The CMEI Gender Action Plan (GAP) has been prepared in accordance with ADB's Policy on Gender and Development (1998), ADB Operations Manual Section C2/BP (2010) Gender and Development in ADB Operations, the Government's goal to strengthen the role and social status of women through capacity building for women in all sectors, changing discriminatory social attitudes, and safeguarding women's rights to actively and equally participate in nation building as well as in coordination with the other components under the larger project.

78- The GAP was updated in consultation with ADB gender focal and submitted on 9th August 2019 and is given below.

Output 3: Community Mobilization and Environmental Improvement (CMEI)		
<p>Sanitation grants to IDPoor 1 and 2, including female-headed households if categorized as IDPoor 1 or IDPoor 2.</p> <p>Action 13:</p>	<ul style="list-style-type: none"> • The selection of IDPoor 1 and 2 for providing the toilet constructions has already included the female-headed households for sanitation grants project. 	
<p>Meaningfully consultations with women in Kampong Chhnang and Pursat on priority small scale infrastructure improvements (e.g., gender-specific requirements for public infrastructure, such as separate latrines for women with trash bins, if appropriate).</p> <p>Action 14:</p>	<ul style="list-style-type: none"> • The process of design for CMEI Project and the toilet constructions design for both provinces in Kampong Chhnang and Pursat were consulted with women and prioritized to the women needs, accessibility and privacy as well as use. • The current design is of individual household type. • The public infrastructure will be designed will to meet the MRD minimum standard for the toilets. • These public infra actions will cover the needs of separate units for women and men along with the provisions of trash bins inside the toilets for managing the women menstrual hygiene management needs as well as needs, accessibility and privacy. 	<ul style="list-style-type: none"> • This action is yet to be approved under the small scale sanitation grants. • Once approved, these committed actions will implemented. • This is subject to the agreement with the provincial authorities and stakeholder groups on O&M • Most of the ground work is complete
<p>At least 40% of participants in CMEI activities and training are women</p> <p>Target 1:</p>	<ul style="list-style-type: none"> • The Project has conducted trainings topics of Health and Hygiene Promotion, Hazard Vulnerability Capacity Assessment/ participatory vulnerability capacity assessment, Disaster Risk Reduction and Climate Change Adaptation. • A total of 350 vulnerable community members have been trained. • Of the participants, 61% were women (215), 13% were elders (45), 8% were students (27) and 7% were specially abled (7 physically challenged). • The process of design and implementation for CMEI Project is ensuring active women's participation in the target communities and schools in close collaboration and 	

	coordination with PIU and PDOWA, WCCCs as well as NGOs who implement WASH activities in the operational Geography.	
Hygiene IEC campaigns covers topics that are important for women (e.g., at least 30% of hygiene campaigns focus on menstrual hygiene and solid waste management). Target 2:	<ul style="list-style-type: none"> • The CMEI Project will cover this need in the Hygiene IEC campaigns covers topics ensuring women specific needs. • This action will prioritize, at least 50% of menstrual hygiene and solid waste management topics along with the training actions. 	<ul style="list-style-type: none"> • This action is yet to be approved under the small-scale sanitation grants. • Once approved, these committed actions will implemented. • Most of the ground work is complete
Capacity development and IEC materials will be gender-sensitive. Action 15:	<ul style="list-style-type: none"> • The IEC designed as been consulted with the WASH group in Cambodia and we are in close consultation with the Gender team of the ADB to make the IEC ever more gender sensitive. • This is a continual action. 	

- 79- The Gender Action Plan includes specific gender actions to help ensure men and women actively participate in project activities, receive project information, and have access to opportunities during project implementation. In this report the performance indicators/targets of the plan as presented in the PAM have been reformulated based on the SMART criteria to be able to more accurately measure the level of achievement
- a. The gender action plan (GAP) will support the implementation of gender-related decisions and mandates in the CMEI process, which may include priority areas, key activities and indicators, timelines for implementation, responsible and key actors and indicative resource requirements for each activity, and to further elaborate its review and monitoring processes.
 - b. The GAP seeks to advance women's full, equal and meaningful participation and promote gender-responsive climate policy and the mainstreaming of a gender perspective in the implementation of the CMEI project
 - c. Gender-responsive climate policy requires further strengthening in all activities concerning adaptation, mitigation and related means of implementation (finance, technology development and transfer, and capacity building) as well as decision-making on the implementation of climate policies (UNFCCC).
 - d. The GAP recognizes that gender-related action is being progressed across all areas of the project and with respect to the ADB gender guidelines.
 - e. The GAP seeks to enhance the understanding and expertise of stakeholders on the systematic integration of gender considerations and the application of such understanding and expertise in the thematic areas under the CMEI project action.
 - f. The GAP aims to ensure the respect, promotion and consideration of gender equality and the empowerment of women in the implementation of the project action.
- 80- Women are increasingly seen as taking upon themselves more visible roles in community development, participating in all levels of community social affairs in central and local governments. This has been seen particularly in their participation in commune councils and in the community decision-making process. There is a need to ensure that the project is implemented in a systematic manner with a participatory approach experience gained during the project's implementation, they are now prepared and backed.

7. Risks, Opportunities, Barriers and key challenges

- 81- Given the urgency of the action, CMEI team prioritised the small scale mitigation action over the CMEI project deliverables as this support is meant to compliment the CMEI components. The assessment and the subsequent development of the proposed action took substantial amount of time of the CMEI team and this meant that the committed timeline on the approved budget has been prolonged. Moreover, the community too is getting restive about the delays which is bound to affect the other actions when implemented.
- 82- CMEI has identified **barriers to implementation** of adaptation measures. These include:
- Inadequate technical, financial, and institutional capacity of government agencies and of local communities for dealing with climate hazards, as well as limited coordination among the agencies and communities;
 - Limited integration of climate change issues into national policies and programs; and
 - Limited awareness of climate change issues.
 - Climate change may bring not only negative impacts but also new economic opportunities, but the lack of available information and measures to identify these opportunities hampers the country's ability to respond to a changing climate environment. Addressing the gaps identified below is central to placing Cambodia on the course of successful adaptation to climate change.
 - A better understanding of the local dimensions of vulnerability is essential for developing appropriate adaptation measures that will mitigate any adverse consequences. This requires detailed vulnerability assessments to be conducted in the most vulnerable communities.
 - Flood forecasting and communication systems are weak and should be improved in those areas that are heavily affected by floods. Feasibility studies for early warning systems are central to this goal, particularly at the province and community level.
 - There is a growing demand for detailed accounts of local adaptation to climate change to serve as a starting point for knowledge exchange on successful practices among vulnerable populations and to support rational policymaking in vulnerable areas.
 - Mainstreaming disaster risk management into planning and administration requires further research on appropriate mechanisms for mainstreaming at the administrative level, including studies on the differential effects of climate variability and change on disaster vulnerability, including shifting rainfall patterns.
 - Additional research is required to properly evaluate the impacts of a changing climate on crop yields under various management scenarios.
 - Accurate and reliable local forecasts of extreme climate events are non-existent. Villagers in downstream areas essentially rely on word of mouth from upstream areas to ready themselves for floods. Observation and forecasting systems need to be installed where appropriate.
 - Meteorological information for Cambodia is sparse, and a country-wide network of hydro meteorological stations needs to be established in order to quantify long-term changes in climate, including benchmarking future climate variability and change.
 - Comprehensive vulnerability maps identifying the locations of high vulnerability could support disaster planners in preparing communities for worse case impacts as well as help local communities take an active role in identifying appropriate response mechanisms.
 - The use of existing meteorological information is limited to specific agencies, and this information needs to be tailored to decision makers across a wider range of sectors, including water resources management.
 - ***The list of ID poor in some villages are different between the information from the Provincial Department of Planning;***

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- Mobilization of Vietnamese ID poor I and II from Kandal to Chong Kosh village;
 - The areas in Kandal and Chong Kosh villages in Kampong Chhnang province are not accessible by motorcycle because of flood and hence have proved to be very difficult for project activities implementation.
- 83- It is evident from the above challenges that a sustained commitment is needed at the field level. The project CMEI is aware of this and the field staff are being continually motivated and trained. These efforts have already been initiated and will lead to better coordination and planning ensuring more robust implementation.

8. Financials

84- The financial spending in the current quarter is as per the planned outputs in line with the implementation action plan. The budgetary changes and the overall financial situation has changed due to the approval of the Vo-01. The details of the changes are given below:

8.1 Reimbursable costs

85- The Reimbursable Costs are increased to cover the additional travel and subsistence costs, associated with these increases in person-months.

8.2 Contingencies

86- The project has not used the contingencies funds thus far. The available funds are US \$ 97,150. The project will use the bulk of the contingency budget .

8.3 Summary of Costs for Additional Works

Communication Products- Design, Publication and Dissemination <i>(compliment and further the information diffusion and awareness of the training actions)</i>		
1	Leaflets	\$ 418.00
2	Posters	\$ 1,800.00
3	Banners	\$ 450.00
4	Information Boards	\$ 3,000.00
5	Reports and Documents	\$ 1,900.00
	Sub Total	\$ 7,568.00

87- The Key changes in the contract given the approval of the Variation Order No. 1 are as follows:

- (a) The Total Remuneration Costs are increased by US\$ 83,282
- (b) The Total Reimbursable Costs are increased by US\$ 5,050
- (c) The Provisional Sum is increased by US\$ 7,568
- (d) The Contingency is decreased US\$95,900

8.4 Overall financial summary

Item	Original Contract Amount (US\$)	Contact Amount Variation Order No. 1 (US\$)	Variation (US\$)
	(a)	(b)	C = (b) – (a)
International Expert	221,760.00	221,760.00	-
National Expert	69,696.00	69,696.00	-
Support Staffs	246,672.00	329,954.00	83,282.00
Total Remuneration	538,128.00	621,410.00	83,282.00
Reimbursable expenses	154,600.00	159,650.00	5,050.00
Sub total	692,728.00	781,060.00	88,332.00
Provisional sum	40,000.00	47,568.00	7,568.00

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Workshop & Training	20,000.00	20,000.00	-
IEC - Information, Education and Communication	-	7,568.00	7,568.00
Equipment	20,000.00	20,000.00	-
Contingencies	97,150.00	1,250.00	(95,900.00)
Total Amount	829,878.00	829,878.00	-

88- Unless specifically amended herein, all Terms and Conditions of Contract remain unchanged.

9. Human Resources

9.1. Team management

89- The team has been working in the right spirits continually over the implementation phase. Team members are able to understand each other as they work with each other. The mutually beneficial team bonding has resulted in better convergence and assimilation of ideas, which is proving helpful for the project action. The program meetings have resulted in ensuring the continual training of the staff on key thematic areas. We have used the time available on working with the vulnerable groups and also covered the core aspects of the evolving situation. The key topics covered included: improvement methodology, the programme cycle, learning sessions, and monitoring progress. These participatory training sessions have been very useful. We have continued with the deliberations with the MPWT team on the need for an engineering focal in the team. The team leader of the project was on a contract break in the month of June-July 2019.

9.2. Approvals of Perdiem changes

90- The approved Perdiem allocations have helped the team to perform their duties more diligently and without any hindrance. The CMEI team is grateful to the PMU for the continual support and understanding in this regard.

9.3. Movement of PC in Kampong Chhnang

91- The PC for Kampong Chhnang, Ms. Sak Mom (Provincial Project Coordinator for Kampong Chhnang) had resigned from the project on 30 June 2019 as she found a better employment opportunity with a longer tenure. The team will approach the MPWT for an approval for replacement very soon.

9.4. Reallocation of Home based allowances

92- The team leader has continued to provide the overall leadership and management oversight to the CMEI project. The TL is responsible for managing the assigned team for delivery of the project results and performance of individual team members and report to designated PMU as well as the management of PADEK- WEDC. In order to ensure a healthy work –life balance for the incumbent, the home base time is increased two months within the existing contract. The total length of the contract remains the same.

93-

9.5. Additional Input from existing Members of Staff

94- The approved VO-01 has provided Additional Input from existing Members of Staff is as follows:

- a) **Climate Change Advisor (National):** The person-months for the role holder are increased by 1 person-months to aid to aid the full implementation of the enhanced project actions.

- b) **Environmental/ WASH Specialist (National):** The person-months for the role holder are increased by 5 person-months to aid to aid the full implementation of the enhanced project actions.
- c) **Provincial Project Coordinator x 2 (National):** The person-months for the role holders in both the provinces are increased by 6.5 person-months to aid to aid the full implementation of the enhanced project actions.
- d) **Community Mobiliser x 2 (National):** The person-months for the role holders in both the provinces are increased by 6.5 person-months to aid to aid the full implementation of the enhanced project actions.

9.6. New Staffing

95- In order to ensure initiate and complete the proposed small-scale sanitation grants action, the project needed new staffing arrangements at the field level. The VO has approved the appointment of the civil engineer for the field operations and this recruitment will be completed very soon. This new facility will be available to the CMEI team and augment the technical needs of the project. The detailed ToR of the engineer is annexed in the Vo-01 document. The need for the additional staff is to ensure continual and effective supervision and hand holding support for the project actions.

- a) **Civil Engineer x 1 (National):** the civil engineer will be based in Province (Pursat) and provide efficient and continual supervision and monitoring cover for the small-scale sanitation programming actions. The civil engineer will monitor the works of the contracted actions and report to the TL. The total man months needed for the role is 6.5 months.

9.8. List of CMEI team members and ToR

Table 3: List of CMEI Team and ToR

Name of the Position	ToR
Team Leader /Community Development Manager	<p>Over all accountable for the management of project including the project and operations management. Responsible for managing the assign team for delivery of the project results and performance of individual team members</p> <p>Report to designated PMU as well as WEDEC CEO or any other designated directors in due course. Manage seamless national level coordination and communication with the key stakeholders in MPWT and key PIU members in targeted provinces. Responsible for providing regular updates internally and externally as agreed in the project agreement with MPWT and ADB adhering the standards, format and procedures set by ministry and ADB</p> <p>Responsible for the project compliance in accordance of WEDC, PADEK internal compliance procedures and systems. Responsible for the project compliance in accordance of ADB and MPWT compliance procedures and systems</p> <p>Taking lead in setting out the strategy and project operation strategies, coordination and communication strategies. Taking lead and helping the provincial coordinators for project implementation and sub national level coordination with key stakeholders. Maintaining the good relations with in-country key stakeholders</p>
Climate Change Advisor	<p>Over all accountable for the management of project including the project and operations management. Responsible for managing the delivery of the project results and performance of individual team, members. Report to designated PMU and Manage seamless national level coordination and communication with the key stakeholders in MPWT and key PIU members in targeted province.</p>
Provincial Project Officer	<p>Field coordination working closely with field staff, partners' agencies and Government Departments. Organizing internal meetings, Leading reporting to donor, working with teams across both agencies to follow up on implementation, identifying gaps and challenges and working with teams to find a solution. Prepare the provincial work plan, implementation of work plan, Coordinate the implementation of the program, monitor field activities across the province and ensure respect of implementation deadline. Ensure consistency of interventions between the provinces and work with the CCA, WASH coordinators and MEAL coordinators to capture lessons learnt. Document the processes, lessons learned, best practices, case studies and other relevant information regularly</p> <p>Additional scope for solid waste consultations and assessment and ID Poor survey for networked sewer areas</p>
Community Mobiliser	<p>Day to Day field coordination and coordinate the implementation of the program, ensure consistency of interventions between the provinces and work with the CCA, WASH coordinators and MEAL coordinators to capture lessons learnt. Conduct ongoing evaluation of the actions taken and propose corrective measures if necessary.</p> <p>Additional scope for solid waste consultations and assessment and ID Poor survey for networked sewer areas</p>

Name of the Position	ToR
Provincial Project Officer	<p>This role provides coordination in the field for the lead agency working closely with field staff, partners' agencies and Government Departments. Organizing internal meetings, Leading reporting to donor, working with teams across both agencies to follow up on implementation, identifying gaps and challenges and working with teams to find a solution. Prepare the provincial work plan, implementation of work plan, Coordinate the implementation of the program, monitor field activities across the province and ensure respect of implementation deadline. Ensure consistency of interventions between the provinces and work with the CCA, WASH coordinators and MEAL coordinators to capture lessons learnt. Document the processes, lessons learned, best practices, case studies and other relevant information regularly</p> <p>Additional scope for solid waste consultations and assessment and ID Poor survey for networked sewer areas</p>
Community Mobiliser	<p>Day to Day field coordination and coordinate the implementation of the program, ensure consistency of interventions between the provinces and work with the CCA, WASH coordinators and MEAL coordinators to capture lessons learnt. Conduct ongoing evaluation of the actions taken and propose corrective measures if necessary.</p> <p>Additional scope for solid waste consultations and assessment and ID Poor survey for networked sewer areas</p>
Civil Engineer	<p>To assess the need for household sanitation needs, classify them into Water, Sanitation and Hygiene at household level and community level. Provide detailed process methodology for the construction of sanitation facilities in house (individual basis), schools and other key locations (community level) in villages selected by the CMEI. Provide needs in numbers (quantity) and potential benefits from the proposed actions. Provide technical designs, BoQ supported by market assessment for pricing actions. Prepare technical documentation including drawings, bills of quantities and technical specification work of latrine and well. Train HHs committee who are responsible for monitoring construction work on how to monitor and follow up quality of construction materials and process of construction work. To ensure effective and all-round women participation in project's activities/trainings.</p>
Environmental/WASH Engineer	<p>work to ensure that water, sanitation and hygiene (WASH) project are implemented effectively, professionally, and in accordance with the culture and practices of the local population and CMEI's Project, Conduct technical assessments of selected WASH infrastructure identified for construction and rehabilitation, Prepare technical intervention designs and BOQs as well as specifications, Assist the Team Leader in preparing contracts and supervising contracted works to ensure compliance with technical requirements and schedules, Monitor ongoing projects and prepare for handover of completed works to communities and local authorities, Responsible to monitor the daily latrines construction process and other infrastructures process including the preparation of contracts and insure the planned quantity of water is provides in the right way, Facilitate water-testing activities to ensure water quality improvements and sustainability over time</p>

10. Annexures

- Variance order 01
- Gender document shared by the gender focal of ADB
- IEC produced by the project
- JAG meeting minutes

End of Document

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Contract No. MPWT/PMU/IUEMTSP/QBS/004

Variation Order No. 1

COUNTRY

Kingdom of Cambodia

ADB LOAN AND GRANT NOS.

Grant: 0454-CAM (SCF)

CMEI: Community Mobilisation and Environmental Improvements Project

Contract No. MPWT/PMU/IUEMTSP/QBS/004 (Variation Order No. 1)

between

**The Ministry of Public Works and Transport (MPWT)
(The Client)**

and

**Partnership for Development in Kampuchea (PADEK) in association with
West East Development Cambodia Co., Ltd.(WEDC)
(The Consultant)**

for

**NGO Support for Community Mobilisation and Environmental Improvement
(Package IV)**

Dated: July 2019

Variation Order No. 1
Ref.: Contract No. MPWT/PMU/IUEMTSP/QBS/004

This Variation Order No. 1, dated July 2019 is to amend Contract No. MPWT/PMU/IUEMTSP/QBS/004 dated 17 Jan 2018 between The Ministry of Public Works and Transport (MPWT) (The Client) and Partnership for Development in Kampuchea (PADEK) in association with West East Development Cambodia Co., Ltd. (WEDC) (The Consultant) for Consultant's Services for NGO Support for Community Mobilisation and Environmental Improvement (Package IV) (The Project).

Whereas, Consultant has already been contracted by the Client (vide Contract No. MPWT/PMU/IUEMTSP/QBS/004 dated 17 Jan 2018-hereinafter called the "Original Contract") for providing Services of NGO Support for Community Mobilisation and Environmental Improvement (Package IV) for the Integrated Urban Environmental Management in the Tonle Sap Basin Project ADB Grant: 0454-CAM (SCF) (The Project), contract amount of US\$ 829,878 (total remuneration= US\$ 538,128 total reimbursable = US\$ 154,600 Provisional sum= US\$ 40,000 and contingency= US\$ 97,150).

WHEREAS, The CMEI project has been working with the most vulnerable communities in the project areas of the Tonle Sap Lake basin and the engagement has been fruitful. We have completed the bulk of committed actions in the implementation period.

WHEREAS, the inception phase of the current project had been completed and the Inception report approved by the Ministry. Since the month of July 2018, the CMEI team supported the MPWT in finalising the related actions for the small scale infrastructure programme.

The CMEI project was asked for a concept note on 12th July 2018 on the proposed actions regarding the Small Scale Infrastructure actions in the ADB interaction session. The assessment was carried out in the operational provinces of Pursat and Kampong Chhnang. The CMEI project submitted a detailed concept note to the MPWT and the ADB on 31st July 2018 for the implementation of the Small Scale Infrastructure grants work. A revised updated version was submitted on 16th August 2018. The ADB mission meeting held on 10th September in Phnom Penh agreed to take the Concept note be taken up for next stage action. The Consultant team thereafter devoted time and resources to mount a detailed assessment report covering the operational areas. The assessment report formed the basis for the proposed action. This entailed multiple coordination meetings at provincial and national level, needs assessment in the communities, identification and finalise of technical details of the support needs, design of needed support in appropriate manner including- design, costing and estimate of implementation timeline.

Given the urgency of the action, CMEI team prioritised the action over the CMEI project deliverables as this support is meant to compliment the CMEI components. The assessment and the subsequent development of the proposed action took substantial amount of time of the CMEI team and this meant that the committed timeline on the approved budget has been prolonged. This support action which has continued for over

8-9 months (still continuing) has meant that planned CMEI project have been slightly pushed ahead. While CMEI project team has been continually supporting the MPWT, the project is still awaiting a go ahead.

Given that substantial time and efforts have been put into the small scale investment project, additional funds are needed to continue the committed actions and ensure to deliver the committed outputs.

In the meantime, in the month of May 2019, the midterm review of the ADB was carried out. The deliberations of the MTR have been shared in the draft form and the suggestions are thus:

- During the MTR mission the option of increasing Pursat scope was investigated with a site visit, discussed with arguments for and against, contrasted with the other initial options circulated, and MEF and MPWT made the decision to retain the \$19m budget for investments in Kampong Chhnang.
- The DED for CW09 were prepared by the NGO Padek and submitted to ADB in on the 9th of December 2018. The difficult geographical situation of the marginalized villages meant that the infrastructure solutions were expensive and the target number of beneficiaries (5,200) could not be achieved with the budget (\$2.48m). In fact, only about 700 households could be served with the proposed solution. Moreover, the solution proposed was a permanent concrete structure on land that the beneficiaries often do not have title to, posing a problem for MPWT to construct as executing agency. ABD's comments on the DED were issued on 4 February 2019 but guidance for the NGO by ADB and MPWT is required, following the cancellation of the embankment subproject in Kampong Chhnang.
- The mission discussed various options for the communities targeted by package CW09, given the non-viability of the designs for most beneficiaries. It was agreed that densely settled informal communities with no land tenure will require a specific communal (i.e. shallow network) solution that does not build significant infrastructure on public land, nor grant de-facto ("soft") land tenure. The infrastructure should have a light footprint and be of a public nature which does not create private claims to land via individualized boundary boxes (for example). It was agreed with the Provincial Governor and Mayor of Pursat that houses with no land title on public land could "self-connect" to a public sewer access point, under guidance and support from the NGO, with the understanding that the solution on offer was "temporary".
- This approach is possible in the densely populated villages where a public sewer exists. All of the three (3) target villages in Kampong Chhnang are densely populated (and in flooded areas), while only one (1) out of the three (3) villages are densely populated in Pursat. The two (2) sparsely populated villages (in Pursat only) can use the existing solutions developed by the NGO because on-site solutions are lower cost and the beneficiaries have land tenure.
- Package CW09 currently has no land acquisition or resettlement issues as the investments were all on-site solutions (ignoring land tenure issues). However, if a

collective solution is implemented for any village then land will need to be acquired for the collective treatment system, and potentially also for networks where these cannot be placed in a public right of way. The updated DED for the package will identify land acquisition and safeguard planning requirements.

- The DED developed by the NGO can be implemented for two of the villages in Pursat only. The designs are not viable for any of the communities in Kampong Chhnang due to cost and land title, nor are they viable for one of the communities in Pursat (the village on the irrigation canal). As such, the packages for these sites will need to be redesigned as collective systems to be connected to the public sewer, where this is in proximity to the project site. This will be done in conjunction with the detailed public sewer design and the works can be procured under package CW-05 (for Pursat) and CW-10 for Kampong Chhang.
- In the absence of a public sewer or the feasibility of an on-site solution (due to land title, cost and flooding issues), the CW09 package will propose household water treatment, hygiene promotion, solid waste collection and community sanitation investments (e.g. school, temple or mosque-based on-site solutions, where land tenure, ownership and maintenance are secured). This option is expected to apply to one site in Kampong Chhnang, to the North of the new port.

With the above mentioned points of agreement from the recently concluded ADB MTR, We have to undertake additional related actions for which additional resources are needed. The first resource that the project wants to access is the approved contingency funds. This will enable the project to overcome the delays and ensure a timely and efficient start of the actions and pave the way for additional actions in the future.

To this need, the use of contingency funds is necessary.

The use of contingency funds will be primarily for the following needs:

- a) Additional time for the team to overcome the shortfall
- b) New staffing needs
- c) Funds for IEC and information leaflets to broad scale the learnings within the community

This was discussed with the ADB's Mid-Term Review Mission in May 2019. The ADB team agreed that the use of contingency funds in the budget would aid the consultant to deliver on the actions and suggested that the consultant will work with the MPWT on the revision of the contractual terms. Hence, the Variation order 01.

NOW THEREFORE, in response to the above suggestion from the ADB mission, the Consultant has prepared this Variation Order No. 1. The variation will cover the delivery of the committed actions through additional time for the approved human resources , revised time schedule of the existing human resources along with reimbursable expenses for the Team Leader and his team. The VO -01 will also provide for funds to produce information products for communications and information awareness needs to ensure broadcast and future scale up of actions.

Variation Order 1:

The need for enhanced time and related input costs for the team members is to ensure the smooth implementation of the ongoing action by the CMEI team. The major activities will be as follows:

- a) Mobilisation of the community for the proposed action
- b) Ensuring the continual support of the communities for the smooth implementation of the committed project CMEI actions and also the proposed engineering actions
- c) Start the plan of implementation for the Small Scale Sanitation Actions
- d) Expanding the scope of the small scale sanitation actions to include:
 - i. Solid waste management and;
 - ii. Areas outside the identified villages which fall within the area of the new network investments planned under other loan civil works packages
- e) Building a scope and space for future knowledge enhancement by training and capacity building of key stakeholders in the provinces and central level at Phnom Penh

The expanded scope for the activities d. i) and d. ii) listed above includes the following activities:

- d. i)
 - Identification of solid waste infrastructure needs for the 6 target populations and appropriate solutions through focus group discussions and on-ground observation of solid waste practices and behaviours.
 - Identification of the scope for community participation in materials recovery and recycling activities currently carrying by the informal sector and waste pickers
 - Identification of any informal recycling activities currently underway and option to improve the profitability of these businesses
 - Documented discussions with existing informal recyclers (waste pickers) and Sankat chiefs regarding the viability / acceptability of a community based recycling / solid waste collection initiative.
 - Identification of potential sites for communal waste collection point, recyclables sorting stations and small scale waste transfer stations
- d. ii)
 - Identification of all ID Poor households within the sanitation project area (i.e. areas where networked sewers will be constructed – shown in Figure 2 for Pursat and Attachment E for Kampong Chhnang) using a digital survey method and tool (e.g. KoBo Collect).
 - Localisation of the household using geo-referenced photos
 - Basis of classification as ID Poor (e.g. discussions / interviews with household representatives or assumption based on housing type / location / quality / materials etc).

As mentioned above, in order to ensure smooth implementation of the proposed actions,

the following additional inputs are required and requested:

A. Additional Input from existing Members of Staff

Climate Change Advisor (National): The person-months for the role holder are increased by 1 person-months to aid to aid the full implementation of the enhanced project actions.

Environmental/ WASH Specialist (National): The person-months for the role holder are increased by 5 person-months to aid to aid the full implementation of the enhanced project actions.

Provincial Project Coordinator x 2 (National): The person-months for the role holders in both the provinces are increased by 6.5 person-months to aid to aid the full implementation of the enhanced project actions.

Community Mobiliser x 2 (National): The person-months for the role holders in both the provinces are increased by 6.5 person-months to aid to aid the full implementation of the enhanced project actions.

B. New Staffing Needs

In order to ensure initiate and complete the proposed small-scale sanitation grants action, the project needs the following new staffing arrangements at the field level. The need for the additional staff is to ensure continual and effective supervision and hand holding support for the project actions.

Civil Engineer x 1 (National): the civil engineer will be based in Province (Pursat) and provide efficient and continual supervision and monitoring cover for the small-scale sanitation programming actions. The civil engineer will monitor the works of the contracted actions and report to the TL. The total man months needed for the role is 6.5 months.

C. Reimbursable costs

The Reimbursable Costs are increased to cover the additional travel and subsistence costs, associated with these increases in person-months.

D. Reallocation of Home based allowances

Team Leader (International)

The team leader has continued to provide the overall leadership and management oversight to the CMEI project. The TL is responsible for managing the assigned team for delivery of the project results and performance of individual team members and report to designated PMU as well as the management of PADEK-WEDC. In order to ensure a healthy work –life balance for the incumbent, the home base time is increased two months within the existing contract. The total length of the contract remains the same.

E. Additional Costs:

The project will design and print Information, Education and Communication (IEC) posters to supplement the training actions. The term “IEC” refers to a public health approach aiming at changing or reinforcing health-related behaviours in a target audience, concerning a specific problem and within a pre-defined period, through communication methods and principles.

The CMEI project has designed a public health and environmental improvement approach to aid the training and capacity building actions in the poor and vulnerable communities. The team has defined the “problem” and the IEC intervention will aim to address it. Thorough understanding of what people do, what prevents them from following the desired practices (“barriers”) and what facilitates them (“enabling factors”) is an essential information for this action. The CMEI project has spent considerable amount of time and effort before designing a communication intervention.

The approach will:

- have a clear objective (the specific behaviour to change or reinforce);
- target a specific audience (e.g., mothers of children below five years old, physically challenged, aged);
- address a set of “specific problems” (e.g., offering increased fluids and continuing feeding a child with diarrhoea, safe handling, open defecation eradication), rather than attempt to change many problems at the same time;
- Set a timeframe within which the results (“change in behaviour”) are expected to occur.
- The CMEI team will have a detailed plan, the implementation of which will be monitored closely according to pre-set indicators, and then properly evaluated.

The posters and documents designed will undergo an audience analysis with clear objectives, indicators and targets. This will be followed by a testing phase wherein the test product will be tested with a clear target audience. The results will aid the finalisation of the information product. Each finalised and launched information product will necessarily possess a defined distribution plan with follow-up; regular feedback through monitoring; and a formal evaluation.

The advantage of this public health and environmental improvement thinking in this way is to be outcome-oriented, use resources more efficiently and learn important lessons for the future from this experience.

The project has identified the following thematic to focus on for the design, printing and dissemination of information products

- a) Hand Washing norms
- b) Main routes of transmission from human defecation
- c) Prevention of main routes transmission from human defecation
- d) Safe Drinking water
- e) Ways of Diarrhoea prevention

The project will also use information boards placed at vantage places in the

operational villages, these boards will clearly mention the details of the services being provided within the community.

The project will continually provide key information updates to communities on the activity plans through banners, flyers, community meetings, one-on one meetings and the installation of noticeboards at all action sites highlighting key project information including timeline, objectives and budget.

Flyers with information about each of the sector programme plans will also be distributed within communities to ensure clarity of activity plans.

F. Contingencies

The project has not used the contingencies funds thus far. The available funds are US \$ 97,150. The project will use the bulk of the contingency budget .

Summary of Costs for Additional Works

Communication Products- Design, Publication and Dissemination <i>(compliment and further the information diffusion and awareness of the training actions)</i>		
1	Leaflets	\$ 418.00
2	Posters	\$ 1,800.00
3	Banners	\$ 450.00
4	Information Boards	\$ 3,000.00
5	Reports and Documents	\$ 1,900.00
	Sub Total	\$ 7,568.00

NOW, THEREFORE this Variation Order No. 1 amends the Contract as hereunder:

1. Change in scope of works in Contract No. MPWT/PMU/IUEMTSP/QBS/004 to include enhanced work on Climate Change Adaptation in the field
2. The Total Remuneration Costs are increased by US\$ 83,282
3. The Total Reimbursable Costs are increased by US\$ 5,050
4. The Provisional Sum is increased by US\$ 7,568
5. The Contingency is decreased US\$95,900
6. The amended Contract Price including Variation Order No. 01 of Contract No. MPWT/PMU/IUEMTSP/QBS/004 is unchanged broken down as follows:

Unless specifically amended herein, all Terms and Conditions of Contract remain unchanged.

Item	Original Contract Amount (US\$)	Contact Amount Variation Order No. 1 (US\$)	Variation (US\$)
	(a)	(b)	C = (b) – (a)
International Expert	221,760.00	221,760.00	-
National Expert	69,696.00	69,696.00	-
Support Staffs	246,672.00	329,954.00	83,282.00
Total Remuneration	538,128.00	621,410.00	83,282.00
Reimbursable expenses	154,600.00	159,650.00	5,050.00
Sub total	692,728.00	781,060.00	88,332.00
Provisional sum	40,000.00	47,568.00	7,568.00
Workshop & Training	20,000.00	20,000.00	-
IEC - Information, Education and Communication	-	7,568.00	7,568.00
Equipment	20,000.00	20,000.00	-
Contingencies	97,150.00	1,250.00	(95,900.00)
Total Amount	829,878.00	829,878.00	-

IN WITNESS WHEREOF, the parties hereto have caused an amendment to Variation Order No. 1 to be signed in their respective names as of the day and year above written.

FOR AND ON BEHALF OF
Ministry of Public Works and Transport
(THE CLIENT)

FOR AND ON BEHALF OF
Partnership for Development in Kampuchea (PADEK)
in association with
West East Development Cambodia Co., Ltd.(WEDC)
(THE CONSULTANT)

H.E VONG PISITH
Project Director, MPWT

Dr. Dipankar Chyau Patnaik
Project Coordinator, PADEK-WEDC

Figure 1: Operational Area Map



Province	Village
Pursat	Kbal Hong
Pursat	Toul Makak
Pursat	Kos
Kampong Chhnang	Samrong
Kampong Chhnang	Chong Kosh
Kampong Chhnang	Kandal

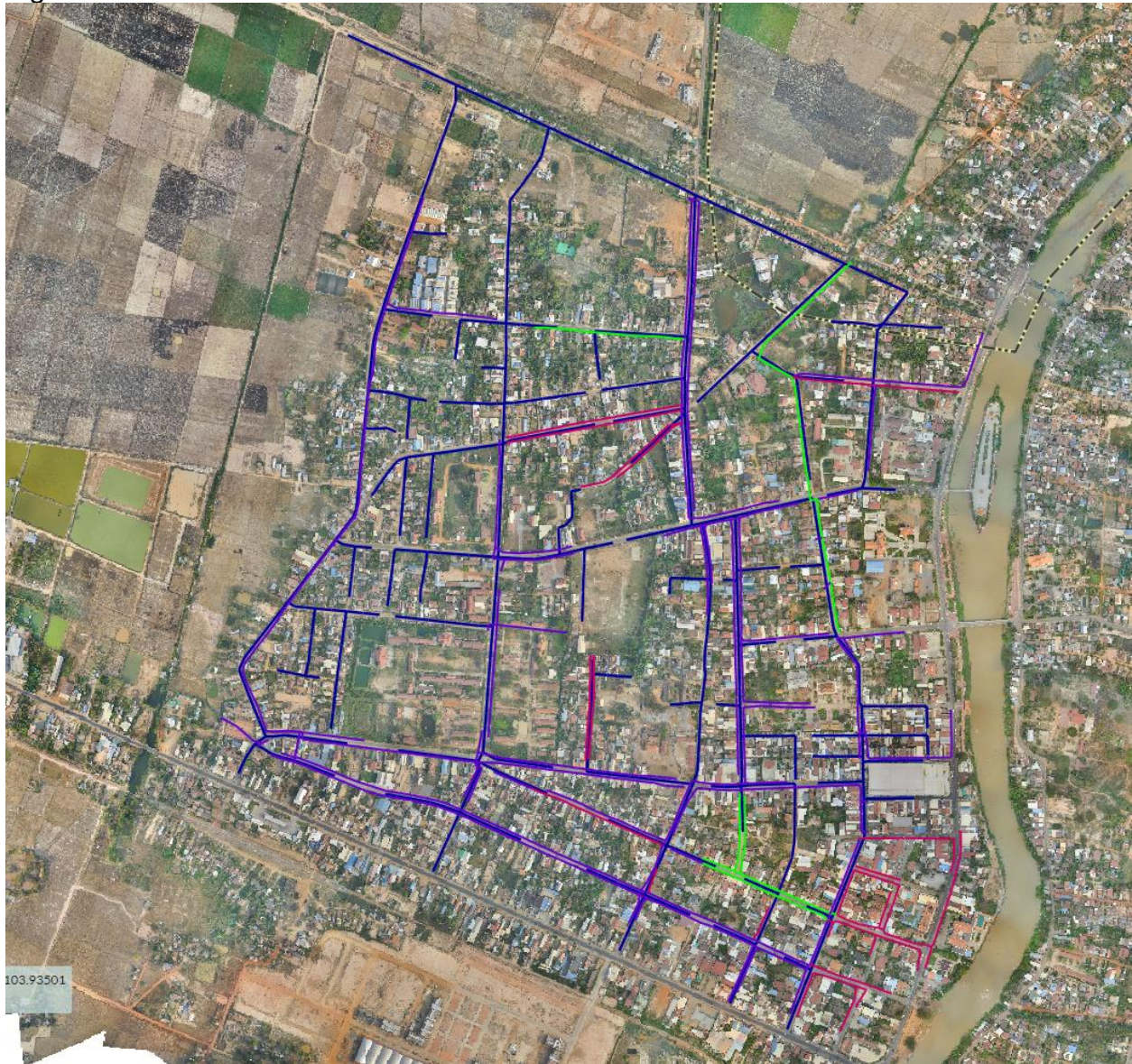
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Community Mobilization and Environmental Improvement CMEI

paidek WEST EAST DEVELOPMENT (CAMBODIA)

Partnership for Development in Kampuchea Consultancy and Development Partnership

Figure 2: Pursat Network Areas



ATTACHMENTS:

A. ATTACHMENT A: BUDGET SHEETS

1. APPENDIX A-1 ADDITIONAL COST AND INPUTS
2. APPENDIX A-2 STAFFING SCHEDULE
3. APPENDIX A-3 SUMMARY OF COSTS
4. APPENDIX A-4 CMEI BREAKDOWN OF REMUNERATION
5. APPENDIX A-5 CMEI BREAKDOWN OF REIMBURSABLE EXPENSES, PROVISIONAL SUMS, AND CONTINGENCY
6. APPENDIX A-6 COST OF THE IEC
7. APPENDIX A-7 - CONTRACT COST ESTIMATE
8. APPENDIX A-8 REMUNERATION
9. APPENDIX A-9 REIMBURSABLE EXPENSES, PROVISIONAL SUMS, AND CONTINGENCY

B. ATTACHMENT B: ToRs of TRAININGS FOR CAPACITY BUILDING OF VULNERABLE COMMUNITIES

1. TRAINING FOR CAR COMMITTEE
2. TRAINING ON CORE HUMANITARIAN STANDARD (CHS)
3. TRAINING ON MEAL- MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING TRAINING
4. TRAINING ON DISASTER RISK REDUCTION TRAINING
5. TRAINING ON ADCAP- AGE AND DISABILITY CAPACITY PROGRAMME
6. TRAINING ON DIGITAL DATA GATHERING- KOB0 COLLECT
7. TRAINING ON (GENDER EQUALITY AND SOCIAL INCLUSION (GESI))

C. ATTACHMENT C: SPECIFICATION OF IEC'S TO BE DESIGNED, PRODUCED AND DISSEMINATED

D. ATTACHMENT D: ToRs OF NEW STAFFING

E. KAMPONG CHHNANG SEWER NETWORK AREAS FOR ID POOR SURVEY

Attachment A

APPENDIX A-1 ADDITIONAL COST AND INPUTS

No	Name & Position	Input	Person Month Rate	Total Cost per Person
	National			
1	Ms. Sak Mom <i>Provincial Project Coordinator</i>	6.50	\$2,592.00	\$16,848.00
2	Mr.Kann Vuthy/Mr.Him Saroeurn <i>Provincial Project Coordinator</i>	6.50	\$2,592.00	\$16,848.00
3	Mr. Un Sokrit/ Mr. Meas Phally <i>Environmental/WASH Specialist</i>	5.00	\$2,592.00	\$12,960.00
4	Mr. Neou Sethea/Mr. Srei Kosal <i>Climate Change Advisor</i>	1.00	\$2,592.00	\$2,592.00
5	Ms. Sereymony Chin/ Nam Chamnab <i>Community Mobiliser</i>	6.50	\$1,368.00	\$8,892.00
6	Mr. Chandara Uy/ Mr. Kong Sedth <i>Community Mobiliser</i>	6.50	\$1,368.00	\$8,892.00
7	To be named <i>Civil Engineer</i>	6.50	\$2,500.00	\$16,250.00
Sub Total Increase (National)				\$83,282.00

No	Type of Expenses, Provisional Sums, and Contingencies	Quantity	Units	Unit Price	Total Price
1	Per diem Allowance (Existing National Staff)	65	Days	\$35.00	\$2,275.00
2	Per diem Allowance (Additional Staff)	45	Days	\$35.00	\$1,575.00
3	International Flights (Average Rate)	1	Round Trip	\$1,200.00	\$1,200.00
4	IEC- Information, Education and Communication	1	Lumpsum	\$7,568.00	\$7,568.00
Additional Reimbursable Expenses					\$12,618.00

(1) Remuneration	Rate (\$)	Minus or Plus	Total	Rationale
National Expert				
Support Staffs				
Climate Change Advisor	2,592.00	1	2,592.00	Over all accountable for the management of project including the project and operations management. Responsible for managing the delivery of the project results and performance of individual team members. Report to designated PMU and Manage seamless national level coordination and communication with the key stakeholders in MPWT and key PIU members in targeted province.
Provincial Project Officer	2,592.00	6.5	16,848.00	Field coordination working closely with field staff, partners' agencies and Government Departments. Organizing internal meetings, Leading reporting to donor, working with teams across both agencies to follow up on implementation, identifying gaps and challenges and working with teams to find a solution. Prepare the provincial work plan, implementation of work plan, Coordinate the implementation of the program, monitor field activities across the province and ensure respect of implementation deadline. Ensure consistency of interventions between the provinces and work with the CCA, WASH coordinators and MEAL coordinators to capture lessons learnt. Document the processes, lessons learned, best practices, case studies and other relevant information regularly Additional scope for solid waste consultations and assessment and ID Poor survey for networked sewer areas
Community Mobiliser	1,368.00	6.5	8,892.00	Day to Day field coordination and coordinate the implementation of the program, ensure consistency of interventions between the provinces and work with the CCA, WASH coordinators and MEAL coordinators to capture lessons learnt. Conduct ongoing evaluation of the actions taken and propose corrective measures if necessary. Additional scope for solid waste consultations and assessment and ID Poor survey for networked sewer areas
Provincial Project Officer	2,592.00	6.5	16,848.00	This role provides coordination in the field for the lead agency working closely with field staff, partners' agencies and Government Departments. Organizing internal meetings, Leading reporting to donor, working with teams across both agencies to follow up on implementation, identifying gaps and challenges and working with teams to find a solution. Prepare the provincial work plan, implementation of work plan, Coordinate the implementation of the program, monitor field activities across the province and ensure respect of implementation deadline. Ensure consistency of interventions between the provinces and work with

(1) Remuneration	Rate (\$)	Minus or Plus	Total	Rationale
				<p>the CCA, WASH coordinators and MEAL coordinators to capture lessons learnt. Document the processes, lessons learned, best practices, case studies and other relevant information regularly</p> <p>Additional scope for solid waste consultations and assessment and ID Poor survey for networked sewer areas</p>
Community Mobiliser	1,368.00	6.5	8,892.00	<p>Day to Day field coordination and coordinate the implementation of the program, ensure consistency of interventions between the provinces and work with the CCA, WASH coordinators and MEAL coordinators to capture lessons learnt. Conduct ongoing evaluation of the actions taken and propose corrective measures if necessary.</p> <p>Additional scope for solid waste consultations and assessment and ID Poor survey for networked sewer areas</p>
Civil Engineer	2,500.00	6.5	16,250.00	<p>To assess the need for household sanitation needs, classify them into Water, Sanitation and Hygiene at household level and community level. Provide detailed process methodology for the construction of sanitation facilities in house (individual basis), schools and other key locations (community level) in villages selected by the CMEI. Provide needs in numbers (quantity) and potential benefits from the proposed actions. Provide technical designs, BoQ supported by market assessment for pricing actions. Prepare technical documentation including drawings, bills of quantities and technical specification work of latrine and well. Train HHs committee who are responsible for monitoring construction work on how to monitor and follow up quality of construction materials and process of construction work. To ensure effective and all-round women participation in project's activities/trainings.</p>

(1) Remuneration	Rate (\$)	Minus or Pluss	Total	Rationale
Environmental/WASH Engineer	2,592.00	5	12,960.00	work to ensure that water, sanitation and hygiene (WASH) project are implemented effectively, professionally, and in accordance with the culture and practices of the local population and CMEI's Project, Conduct technical assessments of selected WASH infrastructure identified for construction and rehabilitation, Prepare technical intervention designs and BOQs as well as specifications, Assist the Team Leader in preparing contracts and supervising contracted works to ensure compliance with technical requirements and schedules, Monitor ongoing projects and prepare for handover of completed works to communities and local authorities, Responsible to monitor the daily latrines construction process and other infrastructures process including the preparation of contracts and insure the planned quantity of water is provides in the right way, Facilitate water-testing activities to ensure water quality improvements and sustainability over time
Sub total III			83,282.00	

APPENDIX A-2 STAFFING SCHEDULE

Month and Year	Project Month																														Original Contract			Original Contract		Original Contract		Vo.1				
	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Home	Field	Total	Used	Remain	Used	Remain	Total	Home	Field	Total	
International																																										
Dr. Dipankar Chyau Patnaik	(Home)	1	1																													2.00		22.00	1.99	0.01			8.38	2.01		8.38
Team Leader	(Field)			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1										20.00				11.63	8.37			6.37		
National																																										
Mr Eang SreyNeang	(Home)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1										22.00		22.00	10.94	11.06			11.06	11.06		11.06	
Administration Officer	(Field)																															-										
Botum KEP	(Home)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	30.00		30.00	2.33	27.67			27.67	27.67		27.67	
Office assistant	(Field)																															-										
Ms Sak Mom	(Home)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1										15.00		15.00	14.17	0.83			7.33	7.33		7.33	
Provincial Project Officer	(Field)																																					0.83	0.83		0.83	
Mr Him Sareoun	(Home)			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1										15.00		15.00	14.33	0.67			7.17	7.17		7.17	
Provincial Project Officer	(Field)																															-						0.67	0.67		0.67	
Sam Ath KUNG/TBC	(Home)	1	1	1	1	1																									15.00		15.00	1.13	13.87			13.87	13.87		13.87	
Hygiene and Gender promotion Specialist	(Field)																															-						13.87	13.87		13.87	
Mr Meas Phally	(Home)					1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15.00		15.00	11.09	3.91			8.91	8.91		8.91	
Environmental WASH Engineer	(Field)																															-						3.91	3.91		3.91	
Mr Srei Kosal	(Home)				0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.3333	0.3333	0.3333	0.3333	0.3333	0.3333	0.3333	0.3333	0.3333	0.3333	0.3333	0.3333	0.3333	0.3333	0.3333	0.3333	6.00		6.00	5.31	0.69			1.69	1.69		1.69	
Climate Change Advisor	(Field)																															-						0.69	0.69		0.69	
Mr Nam Channab	(Home)			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1										15.00		15.00	14.00	1.00			7.50	7.50		7.50	
Community Mobiliser	(Field)																															-						1.00	1.00		1.00	
Mr Kong Sedth	(Home)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1										15.00		15.00	14.00	1.00			7.50	7.50		7.50	
Community Mobiliser	(Field)																															-						1.00	1.00		1.00	
To be Named	(Home)																															-										
Civil Engineer	(Field)																															-										

APPENDIX A-3 SUMMARY OF COSTS

	US DOLLAR (\$)	
A. REMUNERATION [From Appendix D-2]		
<i>Subtotal Key Experts (International)</i>	221,760.00	
<i>Subtotal Key Experts (National)</i>	399,650.00	
Total Remuneration		621,410.00
B. REIMBURSABLE EXPENSES [From Appendix D-3]		
<i>Subtotal Reimbursable Expenses</i>	159,650.00	
Total Reimbursable Expenses		159,650.00
C. PROVISIONAL SUMS		
<i>Training Workshops/Meetings (Phnom Penh, Pursat & Kampong Chhannng)</i>	20,000.00	
<i>IEC- Information, Education and Communication</i>	7,568.00	
<i>Equipment</i>	20,000.00	
Total Provisional Sums		47,568.00
D. CONTINGENCY	1,250.00	1,250.00
TOTAL FOREIGN CURRENCIES (A+B+C+D)		829,878.00

APPENDIX A-4 CMEI BREAKDOWN OF REMUNERATION

No.	Expert / Position	ORIGINAL CONTRACT RATE (US\$ Per Month)	CONTRACT VO NO. 01			
			Inputs (Person- Months)		Total Inputs	Total Amount (US\$)
			Home	Field		
(A) KEY EXPERTS (INTERNATIONAL)						
K-1	Dr. Dipankar Chyau Patnaik <i>Team Leader</i>	10,080	4.00	18.00	22.00	221,760
(A) TOTAL KEY EXPERTS (INTERNATIONAL)			4.00	18.00	-	221,760.00
(B) KEY EXPERTS (NATIONAL)						
K-1	Ms. Eang Sreyneang <i>Administration Officer</i>	3,168	-		22.00	69,696.00
K-2	Ms. Botum Kep <i>Office Assistant</i>	1,152	-		30.00	34,560.00
K-3	Ms. Sak Mom <i>Provincial Project Officer</i>	2,592	6.50		21.50	55,728.00
K-4	Mr.Kann Vuthy/Mr.Him Saroeurn <i>Provincial Project Officer</i>	2,592	6.50		21.50	55,728.00
K-5	Ms.Sam Ath Kung <i>Hygien and Gender Promotion Specialist</i>	2,592	-		15.00	38,880.00
K-6	Mr. Un Sokrit/ Mr. Meas Phally <i>Environmental/WASH Specialist</i>	2,592	5.00		20.00	51,840.00
K-7	Mr. Neou Sethea/Mr. Srei Kosal <i>Climate Change Advisor</i>	2,592	1.00		7.00	18,144.00
K-8	Ms. Sereymony Chin/ Nam Chamnab <i>Community Mobiliser</i>	1,368	6.50		21.50	29,412.00
K-9	Mr. Chandara Uy/ Mr. Kong Sedth <i>Community Mobiliser</i>	1,368	6.50		21.50	29,412.00
K-10	To be named <i>Civil Engineer</i>	2,500	6.50		6.50	16,250.00
K-11	To be named <i>New Community Mobiliser</i>	1,368			-	-
K-12	To be named <i>New Community Mobiliser</i>	1,368			-	-
(B) TOTAL KEY EXPERTS (NATIONAL)			38.50	-	186.50	399,650.00
TOTAL REMUNERATION (A+B)			42.50	18.00		621,410.00

**APPENDIX A-5 CMEI BREAKDOWN OF REIMBURSABLE
EXPENSES, PROVISIONAL SUMS, AND CONTINGENCY**

No.	Item Description	ORIGINAL CONTRACT RATE (US\$)	UNIT	REVISED CONTRACT INCLUDING VO NO. 01	
				Quantity	Total Amount (US\$)
REIMBURSABLE EXPENSES, PROVISIONAL SUMS AND CONTINGENCY					
(1) REIMBURSABLE EXPENSES					
1	Per diem allowance (International)	90	Days	540	48,600
2	Per diem allowance (National)	35	Days	310	10,850
3	International Flights (Average Rate)	1,200	Round Trip	10	12,000.00
4	In/Out airport transportation (Miscellaneous Air Travel)	300	Round Trip	9	2,700
5	Land Transport and Vehicle Hire	1,520	Month	30	45,600
6	Communications (Fixed Monthly)	400	Month	30	12,000
7	Reports	130	Lump Sum	30	3,900
8	Office Operation Cost	800	month	30	24,000
(1) TOTAL REIMBURSABLE EXPENSES					159,650.00
(2) PROVISIONAL SUMS					
	Training and Workshops				20,000
	IEC- Information, Education and Communication				7,568
	Equipment				20,000
(2) TOTAL PROVISIONAL SUMS					47,568.00
(3) CONTINGENCY					
					1,250.00
TOAL REIMBURSABLE EXPENSES, PROVISIONAL SUMS AND CONTINGENCY (1+2+3)					207,218.00

APPENDIX A-6 COST OF THE IEC

No	Description	Timeframe	Type	Physical Unit	Rate	Unit	Amount (US\$)
1	Leaflets	Continual	Design and Local Printing	836	0.50	Leaflets	418.00
2	Posters	Continual	Design and Local Printing	1,200	1.50	Posters	1,800.00
3	Banners	Continual	Design and Local Printing	6	75.00	Banners	450.00
4	Information Boards	Continual	Design, Print, Erect	6	500.00	Information Boards	3,000.00
5	Reports and Documents	Continual	Design and Local Printing	4	475.00	Reports	1,900.00
	Sub Total						7,568.00

APPENDIX A-7 - CONTRACT COST ESTIMATE

COST COMPONENT	ORIGINAL CONTRACT		REVISED CONTRACT INCLUDING VO NO.01		VARIATION NO. 01	
	(1)		(2)		(3) = (2) - (1)	
	Sub-Totals (US\$)	Total (US\$)	Sub-Totals (US\$)	Total (US\$)	Sub-Totals (US\$)	Total (US\$)
A. REMUNERATION						
Subtotal Key Expert (International)	221,760.00		221,760.00		-	
Subtotal Key Expert (National)	69,696.00		69,696.00		-	
Subtotal Technical Support Staff	246,672.00		329,954.00		83,282.00	
A. Total Remuneration		538,128.00		621,410.00		83,282.00
B. REIMBURSABLE EXPENSES						
Subtotal Reimbursable Expenses	154,600.00		159,650.00		5,050.00	
B. Total Reimbursable Expenses		154,600.00		159,650.00		5,050.00
C. PROVISIONAL SUMS						
Training and Workshops	20,000.00		20,000.00		-	
IEC-Information, Education and Communication	-		7,568.00		7,568.00	
Equipment	20,000.00		20,000.00		-	
C. Total Provisional Sums		40,000.00		47,568.00		7,568.00
D. CONTINGENCY	97,150.00	97,150.00	-	1,250.00		(95,900.00)
TOTAL (A+B+C+D)		829,878.00		829,878.00		-

APPENDIX A-8 REMUNERATION

No.	Expert / Position	ORIGINAL CONTRACT RATE (US\$ Per Month)	ORIGINAL CONTRACT				CONTRACT VO NO. 01				VARIATION			
			(1)				(2)				(3) = (2) - (1)			
			Inputs		Total	Total Amount	Inputs		Total	Total Amount	Inputs		Total	Total Amount
			Home	Field	Inputs	(US\$)	Home	Field	Inputs	(US\$)	Home	Field	Inputs	(US\$)
(A) KEY EXPERTS (INTERNATIONAL)														
K-1	Dr. Dipankar Chyau Patnaik <i>Team Leader</i>	10,080	2.00	20.00	22.00	221,760	4.00	18.00	-	221,760	2.00	(2.00)	0.00	0.00
(A) TOTAL KEY EXPERTS (INTERNATIONAL)			2.00	20.00	22.00	221,760.00	4.00	18.00	-	221,760.00	2.00	(2.00)	0.00	0.00
(B) KEY EXPERTS (NATIONAL)														
K-1	Ms. Eang Sreyneang <i>Administration Officer</i>	3,168	22.00	-	22.00	69,696	-	-	22.00	69,696.00	-	-	-	-
K-2	Ms. Botum Kep <i>Office Assistant</i>	1,152	30.00	-	30.00	34,560	-	-	30.00	34,560.00	-	-	-	-
K-3	Ms. Sak Mom <i>Provincial Project Officer</i>	2,592	15.00	-	15.00	38,880	6.50	-	21.50	55,728.00	6.50	-	6.50	16,848.00
K-4	Mr. Kann Vuthy/Mr. Him Saroeurn <i>Provincial Project Officer</i>	2,592	15.00	-	15.00	38,880	6.50	-	21.50	55,728.00	6.50	-	6.50	16,848.00
K-5	Ms. Sam Ath Kung <i>Hygien and Gender Promotion Specialist</i>	2,592	15.00	-	15.00	38,880	-	-	15.00	38,880.00	-	-	-	-
K-6	Mr. Un Sokrit/ Mr. Meas Phally <i>Environmental/WASH Specialist</i>	2,592	15.00	-	15.00	38,880	5.00	-	20.00	51,840.00	5.00	-	5.00	12,960.00
K-7	Mr. Neou Sethea/Mr. Srei Kosal <i>Climate Change Advisor</i>	2,592	6.00	-	6.00	15,552	1.00	-	7.00	18,144.00	1.00	-	1.00	2,592.00
K-8	Ms. Sereymony Chin/ Nam Chamnab <i>Community Mobiliser</i>	1,368	15.00	-	15.00	20,520	6.50	-	21.50	29,412.00	6.50	-	6.50	8,892.00
K-9	Mr. Chandara Uy/ Mr. Kong Sedth <i>Community Mobiliser</i>	1,368	15.00	-	15.00	20,520	6.50	-	21.50	29,412.00	6.50	-	6.50	8,892.00
K-10	To be named <i>Civil Engineer</i>	2,500	-	-	-	-	6.50	-	6.50	16,250.00	6.50	-	6.50	16,250.00
K-11	To be named <i>New Community Mobiliser</i>	1,368	-	-	-	-	-	-	-	-	-	-	-	-
K-12	To be named <i>New Community Mobiliser</i>	1,368	-	-	-	-	-	-	-	-	-	-	-	-
(B) TOTAL KEY EXPERTS (NATIONAL)			170.00	-	170.00	316,368.00	38.50	-	186.50	399,650.00	38.50	-	38.50	83,282.00
TOTAL REMUNERATION (A+B)			172.00	20.00	192.00	538,128.00	42.50	18.00	-	621,410.00	40.50	(2.00)	38.50	83,282.00

APPENDIX A-9 REIMBURSABLE EXPENSES, PROVISIONAL SUMS, AND CONTINGENCY

No.	Item Description	ORIGINAL CONTRACT RATE (US\$)	UNIT	ORINAL CONTRAC		REVISED CONTRACT INCLUDING VO NO. 01		VARIATION NO. 01	
				(1)		(2)		(3) = (2) - (1)	
				Quantity	Total Amount (US\$)	Quantity	Total Amount (US\$)	Quantity	Total Amount (US\$)
REIMBURSABLE EXPENSES, PROVISIONAL SUMS AND CONTINGENCY									
(1) REIMBURSABLE EXPENSES									
1	Per diem allowance (International)	90	Days	540	48,600	540	48,600	-	-
2	Per diem allowance (National)	35	Days	200	7,000	310	10,850	110	3,850
3	International Flights (Average Rate)	1,200	Round Trip	9	10,800	10	12,000.00	1	1,200.00
4	In/Out airport transportation (Miscellaneous Air Travel)	300	Round Trip	9	2,700	9	2,700	-	-
5	Land Transport and Vehicle Hire	1,520	Month	30	45,600	30	45,600	-	-
6	Communications(Fixed Monthly)	400	Month	30	12,000	30	12,000	-	-
7	Reports	130	Lump Sum	30	3,900	30	3,900	-	-
8	Office Operation Cost	800	month	30	24,000	30	24,000	-	-
(1) TOTAL REIMBURSABLE EXPENSES					154,600.00		159,650.00		5,050.00
(2) PROVISIONAL SUMS									
	Training and Workshops				20,000		20,000		-
	IEC- Information, Education and Communication				-		7,568		7,568.00
	Equipments				20,000		20,000		-
(2) TOTAL PROVISIONAL SUMS					40,000.00		47,568.00		7,568.00
(3) CONTINGENCY									
					97,150.00		1,250.00		(95,900.00)
TOAL REIMBURSABLE EXPENSES, PROVISIONAL SUMS AND CONTINGENCY (1+2+3)					291,750.00		207,218.00		(83,282.00)

Kingdom of Cambodia

CMEI: Community Mobilisation and Environmental Improvements Project

Contract No. MPWT/PMU/IUEMTSP/QBS/004

**NGO Support for Community Mobilisation and
Environmental Improvement (Package IV)**

for the

Integrated Urban Environmental Management in the Tonle Sap Basin Project

ADB Grant: 0454-CAM (SCF)

Attachment B

ToRs of Trainings for Capacity Building of Vulnerable communities

Trainings for Capacity Building of Vulnerable communities - ToRs

**Project: Community Mobilization and Environmental improvements (CMEI)
Implemented by PADEK in association with West East Development in Cambodia (WEDC)**

Funded by Ministry of Public Works and Transport and Asian Development Bank (ADB).

Venue: Six target villages in Pursat and Kampong Chhnang Provinces

Contents

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4. Training on Disaster Risk Reduction Training	40
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6. Training on Digital Data Gathering- KoBo Collect	50
7. Training on (Gender Equality and Social Inclusion (GESI))	54

1. Training for CAR Committee

Project: Community Mobilization and Environmental improvements (CMEI)

Implemented by PADEK in association with West East Development in Cambodia (WEDC)

Funded by Ministry of Public Works and Transport and Asian Development Bank (ADB).

Venue: Six target villages in Pursat and Kampong Chhnang Provinces

<p>1. Background</p> <p>The agencies Partnership for Development in Kampuchea (PADEK) in association with West East Development in Cambodia (WEDC) have been awarded the project output: Community Mobilization and Environmental improvements (CMEI) under the project titled “Integrated Urban Environmental Management in Tonle Sap Basin” This is part of a larger mandate to help develop the Tonle Sap basin.</p>
<p>2. Project brief</p> <p>The Community Mobilization and Environmental Improvements (CMEI) output will translate Project principles into community action. This includes supporting for community planning and prioritization, and provision of community-driven climate-resilient urban environmental infrastructure. The involvement of local communities, including poor, vulnerable and ethnic Cham and Vietnamese, in planning, decision-making and supervision of the works will encourage local solutions and greater accountability of the services delivered. It will help to create ownership and provide benefits to those often marginalized and vulnerable.</p>
<p>3. Project Outputs and Outcomes</p> <p>The project aims to address the climate change and environmental needs of the urban poor and vulnerable, including ethnic Cham and Vietnamese in Kampong Chhnang and Pursat, making the project more inclusive by extending benefits from large infrastructure investments.</p> <p>It includes improved household sanitation for ID Poor 1 and 2 in the current municipality areas; disaster risk mitigation, climate change, Sanitation/hygiene awareness, and action; and community small-scale infrastructure improvements in pre-identified poor and vulnerable areas in each municipality. Small-scale infrastructure improvements will be prioritized by the communities and will be financed by the project, national government, and community. The output will help to extend the project benefits to the poor and vulnerable groups.</p>
<p>4. Training Purpose</p> <p>6 villages in CMEI’s target are living in vulnerable areas prone to disasters including drought, flood, pest & animal diseases outbreak, and strong winds.</p> <ul style="list-style-type: none"> • Present Status: At commune level, there is CCMD1, but it does not function well and they have not had any mechanisms to prepare for coping with drought, strong wind, and livestock diseases outbreak. Not only DRR and CCA but also other community development work, the it does not function well too. <p>A component of CMEI project is focused on building capacity of local authority and community members to lead development works to cope with the effects of climate change and action taken through using their gained knowledge such as; leadership and management and knowledge,...etc.</p>
<p>5. CAR Training Objectives</p> <p>The core objectives of the actions of CMEI are addressed to have greater understanding around vulnerability, especially CAR on risk mitigation, climate change adaptation, hazards, especially leadership and management, and provide others relevant knowledge directly to improve quality of working in the target villages.</p> <p>The main objective of training the CAR Committee as follows:</p>

¹ CCMD: Commune Committee for Disaster Management

<ul style="list-style-type: none"> - To improve the CAR capacity on leadership and management in order to they will be able use their gained knowledge to lead their village development work and capable to transfer the knowledge to other community members beside the target project villages. <p>It will also be serve and contribute to benchmark for measuring the impacts of planning and current implementation activities of the CMEI project in target villages.</p>
<p>6. Expected Outputs from Participants</p> <ul style="list-style-type: none"> - The CAR committees well understand of Leadership and Management and apply. - Target villagers and local authority leaders clear understand on basic concepts and the basic term of leadership and management. - Target local authorities in cooperation with villagers are able to develop safe village development plan and implementing more effectively. The action and implementation plans with clear time frame are available and in places for each village.
<p>7. Topics</p> <p>The training topics will be delivered to CAR committee are listed below:</p> <p>1-The Manager</p> <ul style="list-style-type: none"> - The definition of manager - The management style - Why study management? - Work of Managers <ul style="list-style-type: none"> o The Institution Management o The Work/employment/labor management o The Human management o The production and operation management <p>2-The leadership</p> <ul style="list-style-type: none"> - The definitions of leaders - The General Characteristics of leaders - The nature of leaders (strength and weakness) - The difference between Managers and Leaders - The tenfold qualifications of the leaders
<p>8. Methodology</p> <p>Participatory training methodologies will be used to facilitate the training to encourage participants to participate actively in the training course both theories and practice. Those methods include;</p> <ul style="list-style-type: none"> • Introduction by using flip chart, hand out documents • Translation and explanation • Definition explanation • Ask questions • Discussion • Brief presentation • Brainstorming • Pre-and post-assessment • Feed-backs
<p>9. Scope of training</p> <p>The Need Assessment on CAR committee will last for half day per village and will facilitate for 7 participants /meeting/village, including women at least 3 /CAR committee. The</p>

following are 7 expected participants from the relevant key stakeholders which will be invited to participate in the need assessment per village as follow;

1-Table A: Number of participants in one village

No	Description	# of participant	# of women	Remark
1	Village leader	1	1	
2	Father	1	0	
3	Adolescent	1	1	
4	Mother	1	1	
5	Fisherman	1	0	
6	Farmer	1	0	
7	Older	1	0	
	Total one village	7	3	

Table B: Number of participant in six villages

No	Description	# of participant	# of women	Others
1	Village leader	6	6	
2	Father	6	0	
3	Adolescent	6	6	
4	Mother	6	6	
5	Fisherman	6	0	
6	Farmer	6	0	
7	Older	6	0	
	Total six villages	42	18	

10. Expectations for nominated trainees

- Should possess a keen interest in community works
- Should be able to provide at least 2 hours per week to project CMEI
- Should support project CMEI on a volunteer basis
- Should be respected persons in the villagers
- Should have time enough in training course for CA
- They are able to read and write Khmer language

11. Facilitator and Resource Persons

- 4 facilitators from CMEI staff (2 in Pursat and 2 in K.Chnnang)
- 1 resource person from CMEI staff, the Climate Change Advisor.

Responsibility of the Resource Person in brief

- Develops curriculums and schedule for CAR Need Assessment in CMEI's target villages
- Delivers direct and indirect trainings for CAR depend on CAR Need Assessment to at least 42 participants in cooperation with PCs and CMs
- Monitors the training process to ensure the capacity of participants improved.
- Contributes to preparation of work plans and budgets, monitoring and reporting

- Undertakes and manages research, analysis and syntheses activities, and identifies proposals and options to enhance support to programme team in adaptation and mitigation.
- Leads research on the identification of new and emerging climate change adaptation and mitigation issues
- Undertakes policy development; reviews the assessments of climate change issues and trends, preparation of evaluations or research activities and studies,
- Contributes to the development of strategic policy position papers on matters of climate change adaptation and mitigation.
- Undertakes the generation of knowledge and learning on climate change, environment and development issues.

12. Venue and Date

The DRR Trainings courses will be conducted in 6 target villages for local authority and community members based on CMEI's work plan. This work plan have already informed for all CMEI's staff by Team Leader. The duration of the training will be for two days.

13. Contact Person

- Mr. SREI Kosal, Climate Change Advisor, Mail: srei.kosal@gmail.com, Phone: 012 324 751/086 580 188

14. Tentative Training Topics and Schedule

The tentative Topics and schedule for CAR Need Assessment in the six target villages as below table:

No	Topics	Methodologies	Materials	Facilitators
Day 1:				
8:00-8:15	Opening remark	Delivers speech to participants		CC
8:20-8:35	Introduce	Self- introduce by all participants		PC/CM
8:35-8:45	Expectation of training	Deliver speech to participants Explanation	-Flip-chart -Marker	Srei Kosal
8:45-9:00	Ground Rules	Facilitation Participants	-Flip-chart -Marker	Srei Kosal
9:00-9:10	Purpose of training	Deliver speech Presentation	-Flip-chart -Marker	Srei Kosal
9:00-9:30	Pre-test	Explanation Participants participate	Questionnaire	Srei Kosal
9:30-10:30	1-The Manager Definitions Management style	Brainstorming Definitions & Theory presentation Explanation	-Flip-chart -Marker -Handout	Srei Kosal
10:30-10:45	Snack /Tea break			
10:45-11:30	The Manager (continues) Why study management? Manager's works	Brainstorming Theory presentation Participation Explanation	-Flip-chart -Marker -Handout	Srei Kosal
11:30-1:00	Lunch break			
1:00-1:15	Ice-breaker	Facilitation Participation		PC/CM
1:15-2:15	2-The Leadership Definitions General Characteristics of leaders	Brainstorming Definitions Theory Presentation Explanation	-Flip-chart -Marker -Handout	Srei Kosal

		The nature of leaders				
2:15	2:30	-Snack/Tea break				
2:30	3:30	The leadership (cont) The nature of leaders The difference between Managers and Leaders	Brainstorming Definitions Theory Presentation Explanation	-Handout -Flip-chart -Marker	Srei Kosal	
			Day 2:			
8:00	8:15	Review sessions in day 1	Brainstorming Participants review	-Flip-chart -Marker	PC/CM	
8:20	10:15	The tenfold qualifications of the leaders	Brainstorming Definitions Theory Presentation Explanation	-Handout -Flip-chart -Marker		
10:15	10:30	Snack/Tea break				
10:30	11:00	The tenfold qualifications of the leaders (continues)	Brainstorming Definitions Theory Presentation Explanation	-Handout -Flip-chart -Marker		
11:30	1:00	Lunch break				
1:00	1:15	Ice-breaker	Facilitation Participation of participants	-Handout -Flip-chart -Marker	PC/CM	
1:15	1:15	Ice-breaker	Facilitation Participation of participants		PC/CM	
1:15	1:45	Post test	Explanation Participants participate	Questionnaire	Srei Kosal and PC/CM	
1:45	2:15	Comparison of participants' expectation	Explanation Participants participate	Assessment Template	Srei Kosal and PC/CM	
2:15	2:30	Course ending assessment	Explanation Participants participate	Assessment Template	Srei Kosal and PC/CM	
2:30	3:15	Snack/Tea break				
3:15	3:30	Others	- Facilitation - Questions	Flip-chart Marker	Srei Kosal and PC	
3:30	3:45	Closing remark	Delivers speech to participants		CC/representative	

2. Training on Core Humanitarian Standard (CHS)

Project: Community Mobilization and Environmental improvements (CMEI)
Implemented by PADEK in association with West East Development in Cambodia (WEDC)
Funded by Ministry of Public Works and Transport and Asian Development Bank (ADB)

Target Participants: National Humanitarian Professionals from NGOs/INGO and government offices in Cambodia covering key sectors including WASH, Health, Shelter, Protection, DRR and Climate Change.

1. Background

The agencies Partnership for Development in Kampuchea (PADEK) in association with West East Development in Cambodia (WEDC) have been awarded the project output: Community Mobilization and Environmental improvements (CMEI) under the project titled “Integrated Urban Environmental Management in Tonle Sap Basin” This is part of a larger mandate to help develop the Tonle Sap basin.

2. Project brief

The Community Mobilization and Environmental Improvements (CMEI) output will translate Project principles into community action. This includes support for community planning and prioritization, and provision of community-driven climate-resilient urban environmental infrastructure. The involvement of local communities, including poor, vulnerable and ethnic Cham and Vietnamese, in planning, decision-making and supervision of the works will encourage local solutions and greater accountability of the services delivered. It will help to create ownership and provide benefits to those often marginalized and vulnerable.

3. Project Outputs and Outcomes

The project aims to address the climate change and environmental needs of the urban poor and vulnerable, including ethnic Cham and Vietnamese in Kampong Chhnang and Pursat, making the project more inclusive by extending benefits from large infrastructure investments.

It includes improved household sanitation for ID Poor 1 and 2 in the current municipality areas; climate change, Sanitation/hygiene awareness, and action; and community small-scale infrastructure improvements in pre-identified poor and vulnerable areas in each municipality. Small-scale infrastructure improvements will be prioritized by the communities and will be financed by the project, national government, and community. The output will help extend project benefits to the poor and vulnerable groups.

4. Background:

- The Core Humanitarian Standard on Quality and Accountability (CHS) sets out Nine Commitments that organisations and individuals involved in humanitarian response can use to improve the quality and effectiveness of the assistance they provide.
- It facilitates greater accountability to communities and people affected by crisis: knowing what humanitarian organisations have committed to will enable them to hold those organisations to account.
- The CHS describes the essential elements of principled, accountable and high-quality humanitarian action. Humanitarian organisations may use it as a voluntary code with which to align their own internal procedures.
- The Core Humanitarian Standard have taken on greater prominence in recent years as a framework for supporting development actors, INGOs’ efforts to meet high standards of performance and behaviour.
- It can also be used as a basis for verification of performance.

5. Training Objectives:

- The course is aimed at individuals from humanitarian agencies and Govt. departments with experience in disaster response, prevention, mitigation and/or preparedness.
- Ideal candidates will have specific responsibilities or interests linked to inclusion, at least a basic working knowledge of Sphere and are willing to facilitate trainings on their gained knowledge.
- The CMEI project aims to improve humanitarian actors' understanding of the needs and capacities of older people and people with disabilities by developing resources, strengthening capacity and collecting evidence on organisational change towards more inclusive practices.
- In this case, the participants in Cambodia would benefit from further training and follow up mentoring support to hone their knowledge and skills in areas such as the CHS, Safeguarding, Protection, Complaints and Feedback Mechanisms, and Prevention of Sexual Exploitation and Abuse.
- The objective is to prepare the participants for any challenges that might arise both internally within their organizations, but also externally with their partners, projects, and programs.

6. Methodology

- The training will be interactive and participatory, and focus on the practical application of the topics covered.
- Various learning methods will be used to cater to different learning styles of participants.
- Courses will include presentations, discussions, case studies, practical activities, role plays and other exercises to promote a lively and positive learning environment.
- The participants will be presented with a course completion certificate at the end of the workshop, provided they have attended all the training days and that they have completed any required pre-workshop assignments.

7. Participants

- Participants will represent NGOs/INGO and government offices in Cambodia. Proposed number of participants is between 20 – 24 pax.
- The participants will represent the various sectors including WASH, Health, Shelter, Protection, DRR and Climate Change.

8. Date and Venue

- The training programme is expected to be conducted October / November 2019 for a period of 2 days.
- Proposed training location will be in Phnom Penh, Cambodia. The three-day training would require all participants to be fully present.

9. Tentative Training Schedule

- The course will be based on scenarios and cover the history of the CHS, its structure and scope, the Nine Commitments, the principles underpinning it, links between the CHS and other standards, the responsibilities that the CHS places on humanitarian workers and organisations, and how individuals and organisations can apply the CHS.

Day 01	
Time	Topic
09:00-09:10	Briefing of the Workshop (logistic details)
09:15-09:25	Welcome and Introduction
09:25-09:35	Setting expectation, Ground rules, and other requirements
09:35-10:00	Global Humanitarian Overview
10:00-10:30	Introduction: Quality and accountability initiatives
10:30-10:45	<i>Tea-Break</i>
10:45-11:15	Introducing CHS- Structure and familiarity with CHS handbook
11:15-12:15	Commitment-1 : Appropriateness and Relevance
12:15-13:15	Commitment-2 : Effectiveness, timeliness
13:15-14:15	<i>Lunch-Break</i>
14:15-15:15	Commitment-3: Strengthening local capacity
15:15-15:30	<i>Tea-Break</i>
15:30-16:30	Commitment-4: Communication and participation
16:30-17:00	Question & Answer
Day 02	
Time	Topic
09:00-09:15	Refresh-Day-1 learning
09:15-10:15	Commitment-5: Complaint mechanism
10:15-11:15	Commitment-6: Coordination and Complementarity assistance
11:15-11:30	<i>Tea-Break</i>
11:30-12:30	Commitment-7 : Learning, improvement
12:30-13:30	<i>Lunch-Break</i>
13:30-14:30	Commitment-8: People management
14:30-15:30	Commitment-9- Resource management
15:30-15:45	<i>Tea-Break</i>
15:45-16:45	Action Plan
16:45-17:15	Interactive session with participants
17:15 -17:30	Closure

10. Training team

- The training team will consist of a team of one/ two trainers, which can include a Lead Trainer and a Co-Trainer, to deliver the training course.
- Both trainers would be certified and experienced humanitarian professionals who have widespread experience on CHS in humanitarian contexts with additional exposure of work in private, public and commercial sectors too.

11. Contact person

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3. Training on MEAL- Monitoring, Evaluation, Accountability and Learning Training

Project: Community Mobilization and Environmental improvements (CMEI)
Implemented by PADEK in association with West East Development in Cambodia (WEDC)
Funded by Ministry of Public Works and Transport and Asian Development Bank (ADB).

Target Participants: National Humanitarian Professionals from NGOs/INGO and government offices in Cambodia covering key sectors including WASH, Health, Shelter, Protection, DRR and Climate Change.

1. Background

The agencies Partnership for Development in Kampuchea (PADEK) in association with West East Development in Cambodia (WEDC) have been awarded the project output: Community Mobilization and Environmental improvements (CMEI) under the project titled “Integrated Urban Environmental Management in Tonle Sap Basin”. This is part of a larger mandate to help develop the Tonle Sap basin.

2. Project brief

The Community Mobilization and Environmental Improvements (CMEI) output will translate Project principles into community action. This includes support for community planning and prioritization, and provision of community-driven climate-resilient urban environmental infrastructure. The involvement of local communities, including poor, vulnerable and ethnic Cham and Vietnamese, in planning, decision-making and supervision of the works will encourage local solutions and greater accountability of the services delivered. It will help to create ownership and provide benefits to those often marginalized and vulnerable.

3. Project Outputs and Outcomes

The project aims to address the climate change and environmental needs of the urban poor and vulnerable, including ethnic Cham and Vietnamese in Kampong Chhnang and Pursat, making the project more inclusive by extending benefits from large infrastructure investments.

It includes improved household sanitation for ID Poor 1 and 2 in the current municipality areas; climate change, Sanitation/hygiene awareness, and action; and community small-scale infrastructure improvements in pre-identified poor and vulnerable areas in each municipality. Small-scale infrastructure improvements will be prioritized by the communities and will be financed by the project, national government, and community. The output will help extend project benefits to the poor and vulnerable groups.

4. Background:

M&E is vital across the project cycle (design, planning, implementation, evaluation and dissemination). An effective M&E system is one which provides timely and reliable information for learning to support implementation of project activities in an accurate manner through evidence based reporting reported by the community among the other stakeholders that we work for. Based on evidence gathered, program staffs are able to make informed

decisions to guide the improvement of program performance aimed at addressing emerging issues from community based on their needs.

M&E provides opportunities to beneficiaries to provide input into the perception of our work with open and constructive criticisms and their feedback based on their experiences and to determine whether or not the programs implemented by us are carried out as agreed and in compliance with established standards and procedures.

Furthermore, M&E contributes to organizational learning and knowledge sharing within the organization and with external stakeholders including donor communities. It plays pivotal role across the project cycle especially in supporting organizations to assess the impact of activities by highlighting accomplishments, achievements and spaces for improvements in the intervention. It facilitates performance tracking and gaps identification that is used in turn in resource mobilization.

CMEI project in its interactions with the departmental staff, aid agencies have realised a credible need for development of monitoring and evaluation training and education.

Based on this, project CMEI intends to provide a training for its field based program and partner staff and other humanitarian partners and govt. department officials on effective Monitoring and Evaluation approaches.

The training will support CMEI to improve its practices in M&E and adopt recommendations and suggestions that will come out from the M&E activities. The training will support on how M&E can be mainstreamed within ongoing CMEI project in Cambodia with efficacy and effectiveness.

- The CMEI project will engage the humanitarian partners in the country, key departmental staff who play an important part in the project implementation.
- CMEI strongly believes that national and local organizations cannot be sustainable till the time they develop their internal systems some of the key aspects which we have looked at as part of the ODA approach are Leadership, Financial Management, Project Management, Human Resources, External Relationship and sustainability and Administration.
- As a result, the CMEI project intends to have strong system of project performance planning which includes MEAL plans, Monitoring and Evaluation resources within organisation and effective system for implementation of monitoring and evaluation plans.

5. Training Objectives:

The course is aimed at individuals from humanitarian agencies and Govt. departments with experience in disaster response, prevention, mitigation and/or preparedness. Ideal candidates will have specific responsibilities or interests linked to monitoring, evaluation accountability and learning [MEAL] and basis knowledge of Microsoft office tools, humanitarian principles and are willing to facilitate trainings on their gained knowledge.

The Objectives of the Trainings are:

- To provide information on importance of having strong monitoring and evaluation strategy at organization level
- To provide training on different tools on critical components of project performance management which addresses concerns on identifying gaps as well as evidencing success stories

- To provide various templates for development of monitoring and evaluation plans of the organization which is linked with strategic plan of the organization
- To provide comments on developed monitoring and evaluation plans of the participants through hands on training and finalization of monitoring and evaluation strategy.

By the end of the training, the results will look like:

- Enhancement of project performance strategy understanding of the participants
- Clear understanding on M & E tools and importance of having M & E strategy within organization/ departments
- Enhanced capacity on development of M & E plans at mid-management level

By the end of the training, the participants will possess:

- understanding of Monitoring and Evaluation and its relationship with project cycle
- knowledge of the methods and tools in project monitoring including for WaSH projects
- approaches and tools in participatory monitoring and evaluation
- knowledge of preparing M&E plans/framework

6. Methodology

- The trainings will be primarily facilitated using the principle of honoring the learner and learners' style with an emphasis on learner participation. The training will emphasize on active learning through the use of a range of training methods like exercises, demonstrations and simulations. A course book for the participants would be shared and utilized throughout the training.
- The training will employ interactive approaches, however it is strongly recommended that the training is not viewed as a one-off event. Preparatory and post training phase is equally important to see meaningful and genuine changes in the individuals and organisation. Preparatory and follow up support may be internally managed by the organisation. If required, consultant could offer support and guidance during the preparatory and follow up phase.
- This will be prepared by training team and inputs will be sought from Project CMEI, MPWT towards completing and finalizing the same. The trainers will draw on both theoretical and practical knowledge in order to make the experience and learning applicable to the realities of humanitarian practices. The participants will be encouraged to apply their personal and professional experiences for enhanced learning and sharing of knowledge.
- The training material to be used will be in developed in English, and the training team from the identified international consultant will deliver the training in English, while a local person will be arranged by Project CMEI, MPWT to do the translation into Khmer for the participants.

7. Participants

- Participants will represent NGOs/INGO and government offices in Cambodia. Proposed number of participant is between 20 – 24 pax. The participants will represent the various sectors including WASH, Health, Shelter, Protection, DRR and Climate Change.

8. Date and Venue

- The training programme is expected to be conducted October /November 2019 for a period of 2 days.
- Proposed training location will be in Phnom Penh, Cambodia. The three-day training would require all participants to be fully present.

9. Roles and Responsibility

Tasks	Responsibilities	
	Training team	Project CMEI, MPWT
Training Dates	<ul style="list-style-type: none"> Finalize dates for training delivery, in consultation with Project CMEI, MPWT. 	<ul style="list-style-type: none"> Finalise the dates for training delivery, in consultation with Training team.
Participant Nominations and Number		<ul style="list-style-type: none"> Nominate/select participants for the training courses and share the list with Training team. Ensure that training courses do not have more than 25 participants for maintaining training quality and effective learning.
Training Content, Methodology and Delivery	<ul style="list-style-type: none"> Finalise indicative course schedule in consultation with Project CMEI, MPWT and agree on methodology. Deliver the training courses in partnership with Project CMEI, MPWT in Phnom Penh, Cambodia. 	<ul style="list-style-type: none"> Assist and inform Training team about content finalization for the training courses
Participants' Admin and Logistics		<ul style="list-style-type: none"> Organize, coordinate and ensure participants' administration and logistics in Phnom Penh, Cambodia.
Training Admin and Logistics	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Organize the training venue for the training, and the training material required as per the list shared by Training team.
Training Learning Material	<ul style="list-style-type: none"> Provide each participant with 1 USB drive consisting of the reference material and PPTs used during the training. 	<ul style="list-style-type: none"> Print and provide every participant with 1 copy of the final schedule of the training and other hands out required.
Training Team Travel and Logistics	<ul style="list-style-type: none"> Ensure presence of a qualified training team to deliver the courses and organise their international and national travel. 	<ul style="list-style-type: none"> Organize boarding and lodging of training team at the training venue or a nearby location in Phnom Penh, Cambodia.
Participant Certificates	<ul style="list-style-type: none"> Provide the template for the training participation certificate. 	<ul style="list-style-type: none"> Issue 'Certificates of Participation' with the signatures of both the Project CMEI, MPWT Authority and the Training team Course Director, to all participants.
Training Reporting and Payment	<ul style="list-style-type: none"> Undertake training evaluation and submit a consolidated training report incorporating the evaluation and feedback to Project CMEI, MPWT. 	<ul style="list-style-type: none"> Reimburse the training agency for costs incurred for the preparation, delivery and reporting of the agreed training courses as per the agreed budget and contract timeline.

10. Tentative Training Schedule

The training (tentative) agenda is provided below- this will be fine-tuned in close coordination with the consultant

SN	Session	Objective of session	Time allocation	Methodology	Material required
DAY 1					
1	Introduction and objective	Familiarization among participants	1hr		
2	Understanding Monitoring & Evaluation	Participants can defined different between monitoring and evaluation	1.5 hr.	Group exercise	Meta card, marker
3	Understanding the M&E system	Get an overview of different M&E systems	1.5 hr	Group exercises,	Projector, news

				cases, presentation	prints, marker
4	Different tools of M&E and tools being used by organization	Clarification about the tools adopted by organization and discuss the information collection mechanism using the tool	2hr	Lecture and discussion	LCD, CMEI brief
5	Importance/essentials of M&E	Understanding on Data Collection/Capture/ Data Quality Checks/effective report writing	1hr	Group work	Meta card

DAY 2

6	Recap of day 1		0.5hr	presentation	
	Accountability	Define the accountability (how and for whom)	1.5 hr	Group work and lecture	News print and markers
7	Learning and good practices	Define evidences required for project, writing cases stories and knowledge management	2.5 hr	Practice	Sample cases from project
8	Revisiting the M&E strategy/framework of organization and developing M&E plan by each partner	Finalizing the M&E plan of CHF/ Members participants in Cambodia	2 hr	Discussion and group work	LCD

11. Training team

The training team will consist of a local consultant to deliver the training course. The consultant has to be an experienced humanitarian professional with strong M&E skills who have widespread experience on Sphere Standards in humanitarian contexts with additional exposure of work in private, public and commercial sectors too.

12. Contact person

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4. Training on Disaster Risk Reduction Training

Project: Community Mobilization and Environmental improvements (CMEI)
Implemented by PADEK in association with West East Development in Cambodia (WEDC)
Funded by Ministry of Public Works and Transport and Asian Development Bank (ADB).
Venue: Six target villages in Pursat and Kampong Chhnang Provinces

1. Background

The agencies Partnership for Development in Kampuchea (PADEK) in association with West East Development in Cambodia (WEDC) have been awarded the project output: Community Mobilization and Environmental improvements (CMEI) under the project titled “Integrated Urban Environmental Management in Tonle Sap Basin” This is part of a larger mandate to help develop the Tonle Sap basin.

2. Project brief

The Community Mobilization and Environmental Improvements (CMEI) output will translate Project principles into community action. This includes support for community planning and prioritization, and provision of community-driven climate-resilient urban environmental infrastructure. The involvement of local communities, including poor, vulnerable and ethnic Cham and Vietnamese, in planning, decision-making and supervision of the works will encourage local solutions and greater accountability of the services delivered. It will help to create ownership and provide benefits to those often marginalized and vulnerable.

3. Project Outputs and Outcomes

The project aims to address the climate change and environmental needs of the urban poor and vulnerable, including ethnic Cham and Vietnamese in Kampong Chhnang and Pursat, making the project more inclusive by extending benefits from large infrastructure investments.

It includes improved household sanitation for ID Poor 1 and 2 in the current municipality areas; climate change, Sanitation/hygiene awareness, and action; and community small-scale infrastructure improvements in pre-identified poor and vulnerable areas in each municipality. Small-scale infrastructure improvements will be prioritized by the communities and will be financed by the project, national government, and community. The output will help extend project benefits to the poor and vulnerable groups.

4. Disaster Risk Reduction (DRR) Purpose

6 villages in CMEI target faced are living in prone area such as drought, flood, pest animal diseases outbreak, and strong wind. At commune level there is CCDM but it does not well function and they have not had any mechanisms to prepare for drought, strong wind, and livestock diseases outbreak. A component of CMEI project is focused on building capacity of local authority and community members to cope with the effects of climate change and action taken in target communities.

The capacity building on DRR to local authorities and suffering community members will be conducted to empower poor people to know and analyze their problems and suggest their own solutions. The DRR is carried out in communities to have awareness and capacity on DRR

Its main purpose is to:

- To reduce the suffering of poor and disaster prone households through providing capacity/awareness on DRR
- To improve the resilience, economic wellbeing of disaster affected households by restoring livelihood through awareness dissemination/ understanding of DRR and build capacity initiatives in community.
- To build and strengthen capacity of local authority on Disaster Risk Reduction
- Community members will be able use their knowledge to mitigate the effect of disasters.
- Local authorities (CCDM) are capable to transfer the knowledge to other community members beside the target project villages.

5. DRR Objectives

The core objectives of the actions of CMEI are addressed to have greater understanding around vulnerability, risk mitigation to provide direction of working in the target villages. After completing of the DRR Training course, the participants are able to;

- Explain about the concept of DRR frame work.
- Discuss the basic concepts and terms used and approaches to disaster risk management and explain the approaches to village resilience to disaster through DRR preparedness plan and mitigation
- Identify disaster risk management and vulnerability of community in the vulnerable villages
- Identify hazards and level of impacts by using knowledge gained
- Develop safe village action plan and implementation about the Disaster mitigation and response action, coping with drought and flood

6. Expected Outputs from Participants

- Target villagers well understand of DRR frame work and apply.
- Target villagers and local authority leaders clear understand on basic concepts and the basic term of DRR.
- Target villagers well understand on how to cope with hazards and risk reduction.
- Target local authority (CCDM/VDMG well understands on how to cope with and apply in community.
- Target local authorities in cooperation with villagers are able to develop safe village plan and implementing more effectively.
- The mechanism for drought and flood monitoring and following up are available and in places for each village
- The action and implementation plans with clear time frame are available and in places for each village

7. Topics

The training topics will be delivered to local authorities and relevant community members are listed below:

- Basic Concept on DRR
- Disaster Management Cycle
- Disaster Risk Assessment
- Emergency Preparedness and Respond Plan (EPRP) in brief

8. Methodology

Participatory training methodologies will be used to facilitate the training to encourage participants to participate actively in the training course both theories and practice. Those methods include;

- Introduction by using flip chart, hand out documents
- Translation and explanation
- Definition explanation
- Ask questions
- Discussion
- Brief presentation
- Brainstorming
- Pre-and post-assessment
- Feed-backs

9. Scope of training

The training on DRR will last for one day per village and will be trained to 24 participants /course/village, including women 50%/course/village. The following are 24 expected participants from the target villages and relevant key stakeholders will be invited to participate in the training per village in Pursat and K.Chhnang as the follow table;

1-Table A: Number of participants in one village.

No	Description	# of participant	# of women	Remark
1	Women member	2	2	
2	Minority member	2	1	1 Muslim and 1 Vietnamese
3	Parents	2	1	
4	Adolescent	2	2	
5	School children	2	1	
6	Fisherman	2	0	
7	Farmer	2	2	
8	Commune Council	2	1	
9	Potential villager	1	0	
10	Businessman	1	1	
11	Transporter	1	0	
12	Health supporter	1	1	
13	Policeman	1	0	
14	Village chef	1	0	
15	School director	1	0	
16	Disable people	1	0	
17	Elder	1	0	
	Total one village	24	12 = 50%	

Table B: Total number of participant in six villages

No	Description	# of participant	# of women	Others
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1	Women member	12	12	
2	Minority member	12	6	
3	Parents	12	6	
4	Adolescent	12	12	
5	School children	12	6	
6	Fisherman	12	0	
7	Farmer	12	12	
8	Commune Council	12	6	
9	Potential villager	6	0	
10	Businessman	6	6	
11	Transporter	6	0	
12	Health supporter	6	6	
13	Policeman	6	0	
14	Village chef	6	0	
15	School director	6	0	
16	Disable people	6	0	
17	Elder	6	0	
	Total six villages	144	72 = 50%	

10. Expectations for nominated trainees

- Should possess a keen interest in DRR
- Should be able to provide at least 2 hours per week to project CMEI
- Should support project CMEI on a volunteer basis and
- Please ensure a minimum of 50% women representation

11. Facilitator and Resource Persons

- 2 facilitators from CMEI staff (2 in Pursat and 2 in K.Chnnang)
- 1 resource person from CMEI staff, the Climate Change Advisor.

Responsibility of the Resource Person in brief

- Develops curriculum and schedule for training Disaster Risk Reduction and Climate Change Adaptation (DRR/CCA) in CMEI's target villages
- Delivers direct and indirect training on DRR/CCA to 144 participants in cooperation with PCs and CMs
- Monitors the training process to ensure the capacity of participants improved.
- Contributes to preparation of work plans and budgets, monitoring and reporting
- Undertakes and manages research, analysis and syntheses activities, and identifies proposals and options to enhance support to programme team in adaptation and mitigation.
- Leads research on the identification of new and emerging climate change adaptation and mitigation issues

- Undertakes policy development; reviews the assessments of climate change issues and trends, preparation of evaluations or research activities and studies,
- Contributes to the development of strategic policy position papers on matters of climate change adaptation and mitigation.
- Undertakes the generation of knowledge and learning on climate change, environment and development issues.

12. Venue and Date

The DRR Trainings courses will be conducted in 6 target villages for local authority and community members based on CMEI's work plan. This work plan have already informed for all CMEI's staff by Team Leader

13. Tentative Training Topics and Schedule

The tentative training Topics and schedule for DRR in the six target villages for community members and local authority as below table:

No	Topics	Methodologies	Materials	Facilitators
7:30-8:00	Register	All participants participate	List of participant	Kong Seth Chamnab
8:00-8:15	Opening remark	Deliver speech to participants		CC
8:15-8:30	Introduce	Self- introduce by all participants		Saroeun Sak Mom
8:30-9:00	Purpose of DRR training	- Deliver speech to participants - Explain	-Flip-chart -Marker	-Srei Kosal
9:00-10:00	- Basic Concept on DRR	- Explain - Brainstorm - Ask questions - Discussion	-Flip-chart -Marker -Handout	-Srei Kosal
10:00-10:15: Snack				
10:15-11:30	- Disaster Management Cycle - Risk Assessment and Hazard Vulnerability	- Explain - Brainstorm - Ask questions	-Flip-chart -Marker -Handout	-Srei Kosal
11:1:30 Lunch Time				
1:30-3:00	Risk Assessment and Vulnerability Capacity	- Explain - Brainstorm - Ask questions	-Flip-chart -Marker -Handout	-Srei Kosal

3:00-3:30	- Emergency Preparedness Respond Plan(EPRP)	- Ask questions - Brainstorm - Explain	-Flip-chart -Marker -Handout	-Srei Kosal
3:30-3:45 Snack				
3:45-4:30	- Emergency Preparedness Respond Plan(EPRP) - Closing remark	- Deliver speech to participants		CC

14. Contact Person

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5. Training on ADCAP- Age and Disability Capacity Programme

Project: Community Mobilization and Environmental improvements (CMEI)
Implemented by PADEK in association with West East Development in Cambodia (WEDC)
Funded by Ministry of Public Works and Transport and Asian Development Bank (ADB)

Target Participants: National Humanitarian Professionals from NGOs/INGO and government offices in Cambodia covering key sectors including WASH, Health, Shelter, Protection, DRR and Climate Change.

1. Background

The agencies Partnership for Development in Kampuchea (PADEK) in association with West East Development in Cambodia (WEDC) have been awarded the project output: Community Mobilization and Environmental improvements (CMEI) under the project titled “Integrated Urban Environmental Management in Tonle Sap Basin” This is part of a larger mandate to help develop the Tonle Sap basin.

2. Project brief

The Community Mobilization and Environmental Improvements (CMEI) output will translate Project principles into community action. This includes support for community planning and prioritization, and provision of community-driven climate-resilient urban environmental infrastructure. The involvement of local communities, including poor, vulnerable and ethnic Cham and Vietnamese, in planning, decision-making and supervision of the works will encourage local solutions and greater accountability of the services delivered. It will help to create ownership and provide benefits to those often marginalized and vulnerable.

3. Project Outputs and Outcomes

The project aims to address the climate change and environmental needs of the urban poor and vulnerable, including ethnic Cham and Vietnamese in Kampong Chhnang and Pursat, making the project more inclusive by extending benefits from large infrastructure investments.

It includes improved household sanitation for ID Poor 1 and 2 in the current municipality areas; climate change, Sanitation/hygiene awareness, and action; and community small-scale infrastructure improvements in pre-identified poor and vulnerable areas in each municipality. Small-scale infrastructure improvements will be prioritized by the communities and will be financed by the project, national government, and community. The output will help extend project benefits to the poor and vulnerable groups.

4. 3-day Training on ADCAP- background:

The Age and Disability Capacity Programme (ADCAP) is designed to ensure older people and people with disabilities are included during emergency responses, both accessing assistance and participating in the decision-making processes that affect them.

This course is designed to bring together key skills to mainstream inclusion into organisations and the wider humanitarian sector. The course builds capacity through building training skills on Sphere and increasing current knowledge on Gender, Age and Disability and supports understanding of ADCAP Minimum Standards for Age and Disability Inclusion in Humanitarian Action. The Core Humanitarian Standard (CHS) is an integral part of the training.

Why is ADCAP needed?:

- Humanitarian principles require that assistance and protection are provided based on need and without discrimination. No one should be excluded during an emergency response, either deliberately or inadvertently. Yet many humanitarian organisations do not fulfil this commitment.
- There may be many barriers to access and participation. Misconceptions of disability or older age can fuel negative attitudes and discrimination, which may encourage some to think that older people and people with disabilities are not a priority for help. Equally, over-protection may cause people to be kept at home for their safety or because their disability or age is considered to be a source of shame.
- Physical barriers, such as difficult terrain or lack of facilities for people with disabilities, prevent access to services, while information on humanitarian services is often only provided in one format or language. This can exclude many people.
- Even laws, policies and procedures can result in intended or unintended discrimination against certain groups, particularly if they lead to older people or people with disabilities being excluded from any areas of life, such as employment, political participation or social services.

How does ADCAP work?

- At the heart of ADCAP is the Humanitarian inclusion standards for older people and people with disabilities. This document brings together nine key inclusion standards, from learning and resource management, to identification and resilience, alongside seven sector-specific standards, which include nutrition, shelter and education. Each standard comes with key actions, guidance, tools and resources, and case studies illustrating how older people and people with disabilities have been included in humanitarian responses.
- Using these standards will help you to successfully identify and reach those most at risk during a humanitarian crisis.

5. Training Objectives:

- The course is aimed at individuals from humanitarian agencies and Govt. departments with experience in disaster response, prevention, mitigation and/or preparedness.
- Ideal candidates will have specific responsibilities or interests linked to inclusion, at least a basic working knowledge of Sphere and are willing to facilitate trainings on their gained knowledge.
- The CMEI project aims to improve humanitarian actors' understanding of the needs and capacities of older people and people with disabilities by developing resources, strengthening capacity and collecting evidence on organisational change towards more inclusive practices.

By the end of the course you will be able to:

- Explore the links between the Humanitarian Charter and humanitarian action
- Explore how to apply the Sphere Handbook, Core Humanitarian Standard (CHS) and Minimum Standard in Age and Disability Inclusion as a tool for disaster response
- Describe the structure and content of the Sphere Handbook
- Demonstrate sound understanding of adult learning methodologies.
- Demonstrate a range of inclusive participatory training methods and techniques.
- Demonstrate the ability to adjust training tools, techniques and content when needed to meet the needs and gaps of participants.

- Navigate the Minimum Standards for Age and Disability Inclusion and Sphere and explain how they complement each other.
- Recognize prejudice and cultural, attitudinal and environmental barriers that people with disabilities, older people and different genders experience.
- Identify key areas where priorities for persons with disabilities and older people can be integrated into humanitarian response and how “most vulnerable” people should participate in humanitarian action.
- Recognize the difference between the medical and the social model of disability.

6. Methodology

- The trainings will be primarily facilitated using the principle of honoring the learner and learners' style with an emphasis on learner participation. The training will emphasize on active learning through the use of a range of training methods like exercises, demonstrations and simulations. A course book for the participants would be shared and utilized throughout the training.
- The training will employ interactive approaches, however it is strongly recommended that the training is not viewed as a one-off event. Preparatory and post training phase is equally important to see meaningful and genuine changes in the individuals and organisation. Preparatory and follow up support may be internally managed by the organisation. If required, consultant could offer support and guidance during the preparatory and follow up phase.
- This will be prepared by training team and inputs will be sought from Project CMEI, MPWT towards completing and finalizing the same. The trainers will draw on both theoretical and practical knowledge in order to make the experience and learning applicable to the realities of humanitarian practices. The participants will be encouraged to apply their personal and professional experiences for enhanced learning and sharing of knowledge.
- The training material to be used will be in developed in English, and the training team from the identified international consultant will deliver the training in English, while a local person will be arranged by Project CMEI, MPWT to do the translation into Khmer for the participants. It is important that during the training each participant must have a copy of the ADCAP Handbook, for their learning.

7. Participants

- Participants will represent NGOs/INGO and government offices in Cambodia. Proposed number of participant is between 20 – 24 max. The participants will represent the various sectors including WASH, Health, Shelter, Protection, DRR and Climate Change.

8. Date and Venue

- The training programme is expected to be conducted August/ September 2019 for a period of 3 days.
- Proposed training location will be in Phnom Penh, Cambodia. The three-day training would require all participants to be fully present.

9. Roles and Responsibility

Tasks	Responsibilities Training team	Project CMEI, MPWT
Training Dates	<ul style="list-style-type: none"> Finalize dates for training delivery, in consultation with Project CMEI, MPWT. 	<ul style="list-style-type: none"> Finalize the dates for training delivery, in consultation with Training team.
Participant Nominations and Number		<ul style="list-style-type: none"> Nominate/select participants for the training courses and share the list with Training team. Ensure that training courses do not have more than 25 participants for maintaining training quality and effective learning.
Training Content, Methodology and Delivery	<ul style="list-style-type: none"> Finalize indicative course schedule in consultation with Project CMEI, MPWT and agree on methodology. Deliver the training courses in partnership with Project CMEI, MPWT in Phnom Penh, Cambodia. 	<ul style="list-style-type: none"> Assist and inform Training team about content finalization for the training courses
Participants' Admin and Logistics		<ul style="list-style-type: none"> Organize, coordinate and ensure participants' administration and logistics in Phnom Penh, Cambodia.
Training Admin and Logistics	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Organize the training venue for the training, and the training material required as per the list shared by Training team.
Training Learning Material	<ul style="list-style-type: none"> Provide each participant with 1 USB drive consisting of the reference material and PPTs used during the training. 	<ul style="list-style-type: none"> Print and provide every participant with 1 copy of the final schedule of the training and other hands out required. Arrange 1 ADCAP Handbook per participant (2018 version)
Training Team Travel and Logistics	<ul style="list-style-type: none"> Ensure presence of a qualified training team to deliver the courses and organise their international and national travel. 	<ul style="list-style-type: none"> Organize boarding and lodging of training team at the training venue or a nearby location in Phnom Penh, Cambodia.
Participant Certificates	<ul style="list-style-type: none"> Provide the template for the training participation certificate. 	<ul style="list-style-type: none"> Issue 'Certificates of Participation' with the signatures of both the Project CMEI, MPWT Authority and the Training team Course Director, to all participants.
Training Reporting and Payment	<ul style="list-style-type: none"> Undertake training evaluation and submit a consolidated training report incorporating the evaluation and feedback to Project CMEI, MPWT. 	<ul style="list-style-type: none"> Reimburse the training agency for costs incurred for the preparation, delivery and reporting of the agreed training courses as per the agreed budget and contract timeline.

10. Training team

The training team will consist of a team of two trainers, which would include a Lead Trainer and a Co-Trainer, to deliver the training course. Both trainers would be certified and experienced humanitarian professionals who have widespread experience on ADCAP, Sphere Standards in humanitarian contexts with additional exposure of work in private, public and commercial sectors too.

11. Contact person

Mr. MEAS Phally, WASH Specialist/PO

Mail: measphally@gmail.com

Phone: 092633375

6. Training on Digital Data Gathering- KoBo Collect

Project: Community Mobilization and Environmental improvements (CMEI)
Implemented by PADEK in association with West East Development in Cambodia (WEDC)
Funded by Ministry of Public Works and Transport and Asian Development Bank (ADB)
Target Participants: National Humanitarian Professionals from NGOs/INGO and government offices in Cambodia covering key sectors including WASH, Health, Shelter, Protection, DRR and Climate Change.

1. Background

The agencies Partnership for Development in Kampuchea (PADEK) in association with West East Development in Cambodia (WEDC) have been awarded the project output: Community Mobilization and Environmental improvements (CMEI) under the project titled “Integrated Urban Environmental Management in Tonle Sap Basin” This is part of a larger mandate to help develop the Tonle Sap basin.

2. Project brief

The Community Mobilization and Environmental Improvements (CMEI) output will translate Project principles into community action. This includes support for community planning and prioritization, and provision of community-driven climate-resilient urban environmental infrastructure. The involvement of local communities, including poor, vulnerable and ethnic Cham and Vietnamese, in planning, decision-making and supervision of the works will encourage local solutions and greater accountability of the services delivered. It will help to create ownership and provide benefits to those often marginalized and vulnerable.

3. Project Outputs and Outcomes

The project aims to address the climate change and environmental needs of the urban poor and vulnerable, including ethnic Cham and Vietnamese in Kampong Chhnang and Pursat, making the project more inclusive by extending benefits from large infrastructure investments.

It includes improved household sanitation for ID Poor 1 and 2 in the current municipality areas; climate change, Sanitation/hygiene awareness, and action; and community small-scale infrastructure improvements in pre-identified poor and vulnerable areas in each municipality. Small-scale infrastructure improvements will be prioritized by the communities and will be financed by the project, national government, and community. The output will help extend project benefits to the poor and vulnerable groups.

4. Background:

- CMEI project has taken a lead in developing capacities for using technology based KoBocollect application, which can accessed through smart phones in the field.
- The application is a digital format tool and linked to UN OCHA web portal for real time data collection and analysis. It provides a complete solution for real time information collection from the field and analysis. This is a big step towards achieving the objective of quality and timely assessment report.
- In order to achieve the desired result in desired time and with desired quality, it is important that a trained pool of people is available in each state so that they can be rapidly mobilised for assessment exercise.
- CMEI project intends to work with the humanitarian community and the Royal Govt. of Cambodia to develop a pool of trained resources in most vulnerable provinces, with necessary knowledge and skills for using the hardware, software and the entire

process of data collection and report writing for Rapid Needs assessment and multi sector thematic assessments.

5. Training Objectives:

- (a) To develop a pool of trained human resources in different vulnerable provinces of Cambodia who could be immediately available for post disaster Joint Rapid Need Assessment Exercise and come out with Joint Rapid Need Assessment Reports within 4 days of the disaster

The course objectives for the KoBo Training of Trainers Course are:

- To deliver the skills and knowledge required in a Training of Trainers format, to enhance a participant's ability to operate and educate others about using KoBo Toolbox for designing forms, collecting and analysing information
- Develop a Form based on existing Needs Assessment Documents
- Form builder tool in KoBo Toolbox
- Show the different tools for visualisation of received KoBo data
- The use of Tableau public or similar tool
- Operational Management Tool Excel for KoBo
- Demonstrate the Dashboard
- Demonstrate the use of other application(s) similar to KoBo

At the completion of the training course, the participants are expected to teach the content of this course within their teams and departments :

- Are familiar with KoBo
- Upload Forms to a KoBo account
- Design, collect and analyze data with KoBo Toolbox
- Use other tools like Tableau and Excel
- Access resources and apply JRNA process and exercise at Province and field level.
- Collect field level data using software and hardware and support in report writing process.

6. Methodology

- The training will be interactive and participatory, and focus on the practical application of the topics covered.
- Various learning methods will be used to cater to different learning styles of participants.
- The training course will be conducted using the following methodologies:
 - Theoretical input
 - The use of examples from recent/or relevant case studies of disaster responses
 - Practical work (collecting data)
- Courses will include presentations, discussions, case studies, practical activities, role-plays and other exercises to promote a lively and positive learning environment.
- The participants will presented with a course completion certificate at the end of the workshop, provided they have attended all the training days and that they have completed any required pre-workshop assignments.

7. Participants

- The course is aimed at individuals from humanitarian agencies and Govt. departments with experience in disaster response, prevention, mitigation and/or preparedness.
- Participants will represent NGOs/INGO and government offices in Cambodia. Proposed number of participant is between 20 – 24 pax.
- Ideal candidates will have specific responsibilities on information management and database administration and are willing to facilitate trainings on their gained knowledge.

8. Date and Venue

- The training programme is expected to be conducted October / November 2019 for a period of 2 days in Phnom Penh and 1 day each in the two provinces.
- The training would require all participants to be fully present.

9. Tentative Training Schedule

- The course will provide the participants with useful skills in the KoBo Toolbox. All the training elements will be considered with interactive and practical training sessions. The training will focus on the functions of the KoBo Toolbox and how KoBo can be utilized during a deployment.

Day 01

Time	Time	Session Name	Notes
Day 01			
09:00 - 09:30	30 min	Registration of Participants, Welcome and introductions, Course Admin, Group Photo	Welcome, Review facilities (exits, toilets, smoking areas, wi-fi access code), emergency procedures
09:30 - 10:00	30 min	Examples of Project using Digital Data Gathering	
10:00 - 10:15	15 min	BREAK	
10:15 -11:15	1 hour	Setting up Android Mobiles KoBo Toolbox introduction	Android user need to install KoBoCollect https://play.google.com/store/apps/details?id=org.koboc.collect.android
11:15 -11:45	30 min	Basic Virtual Forms Review	Internet access required for participants
11:45 - 12:45	1 hour	KoBo Toolbox Level 1 Operator Android/ Apple	Flipcharts/dry erase boards & pens
12:45 - 14:00	1:15	LUNCH	
13:30 – 14:00	30 min	The use of KoBo (Picture & Video Documentation)	Account details during the Training
14:30 - 15:30	1 hour	Data Collecting with Kobo & ASIGN Pro in the field	Team Factsheet (Class room) Worksite Triage Form (Outside training)
15:45 - 16:00	15 min	BREAK	
16:00 - 17:00	1 hour	KoBo Toolbox Level 2 Management	Use completed OMT & Triage forms from last session, print assignment briefing packages
Day 02			
08:30 - 09:00	30 min	Review day One	
08:30 - 10:00	1 hour 30 min	Analysis Part 1	Fact Sheet Summaries, Completed
10:00 - 10:15	15 min	BREAK	
10:15 - 12:15	2 hour	Analysis Part 2 & tasking planning	Use of the KoBo Management Tool (Excel) Use of Tableau for Data Analyses
12:30 - 13:30	1 hour	LUNCH	
13:30 - 14:30	1 hour	KoBo Dashboard	
14:30 - 16:00	1 hour 30 min	Planning a KoBo Training	

16:00 - 16:15	15 min	BREAK	
16:15 - 17:00	45 min	Day 2 review	Review, Parking Lot Questions comments;

10. Training team

- The training team will consist of one member training team to deliver the training course.
- The trainer would be a certified and experienced humanitarian professionals who have widespread experience on Information technology and management of digital data gathering solutions in humanitarian contexts with additional exposure of work in private, public and commercial sectors too.

11. Contact person

Mr. MEAS Phally, WASH Specialist/PO Mail: measphally@ymail.com
Phone: 092 633375

7. Training on (Gender Equality and Social Inclusion (GESI))

Project: Community Mobilization and Environmental improvements (CMEI)
Implemented by PADEK in association with West East Development in Cambodia (WEDC)
Funded by Ministry of Public Works and Transport and Asian Development Bank (ADB)

Target Participants: National Humanitarian Professionals from NGOs/INGO and government offices in Cambodia covering key sectors including WASH, Health, Shelter, Protection, DRR and Climate Change.

1. Background

The agencies Partnership for Development in Kampuchea (PADEK) in association with West East Development in Cambodia (WEDC) have been awarded the project output: Community Mobilization and Environmental improvements (CMEI) under the project titled “Integrated Urban Environmental Management in Tonle Sap Basin” This is part of a larger mandate to help develop the Tonle Sap basin.

2. Project brief

The Community Mobilization and Environmental Improvements (CMEI) output will translate Project principles into community action. This includes support for community planning and prioritization, and provision of community-driven climate-resilient urban environmental infrastructure. The involvement of local communities, including poor, vulnerable and ethnic Cham and Vietnamese, in planning, decision-making and supervision of the works will encourage local solutions and greater accountability of the services delivered. It will help to create ownership and provide benefits to those often marginalized and vulnerable.

3. Project Outputs and Outcomes

The project aims to address the climate change and environmental needs of the urban poor and vulnerable, including ethnic Cham and Vietnamese in Kampong Chhnang and Pursat, making the project more inclusive by extending benefits from large infrastructure investments.

It includes improved household sanitation for ID Poor 1 and 2 in the current municipality areas; climate change, Sanitation/hygiene awareness, and action; and community small-scale infrastructure improvements in pre-identified poor and vulnerable areas in each municipality. Small-scale infrastructure improvements will be prioritized by the communities and will be financed by the project, national government, and community. The output will help extend project benefits to the poor and vulnerable groups.

4. Background:

- The aim of the training is to enhance knowledge and skills of the participants on the area of gender equality and social inclusion.
- Objectives of the training improve awareness on gender equality and social inclusion; and enhance capacity to effectively implement and monitor gender equality and social inclusion in project.

5. Training Objectives:

- The training will follow social learning approach including various methods such as interactive presentation and discussion.
- This training is targeted for the staff (GESI focal person, GESI consultant, official working in Planning and Monitoring Unit, technical officer and safeguard officer) of executing and implementing agencies from project coordination offices and project implementation units.

6. Methodology

Project: Community Mobilization and Environmental Improvements (CMEI)
Integrated Urban Environmental Management in the Tonle Sap Basin, Cambodia
Implemented by PADEK in partnership with WEDC

- The trainings will be primarily facilitated using the principle of honoring the learner and learners' style with an emphasis on learner participation. The training will emphasize on active learning through the use of a range of training methods like exercises, demonstrations and simulations. A course book for the participants would be shared and utilized throughout the training.
- The training will employ interactive approaches; however, it is strongly recommended that the training is not viewed as a one-off event. Preparatory and post training phase is equally important to see meaningful and genuine changes in the individuals and organisation. Preparatory and follow up support may be internally managed by the organisation. If required, consultant could offer support and guidance during the preparatory and follow up phase.
- This will be prepared by training team and inputs will be sought from Project CMEI, MPWT towards completing and finalizing the same. The trainers will draw on both theoretical and practical knowledge in order to make the experience and learning applicable to the realities of humanitarian practices. The participants will be encouraged to apply their personal and professional experiences for enhanced learning and sharing of knowledge.
- The training material to be used will be in developed in English, and the training team from the identified international consultant will deliver the training in English, while a local person will be arranged by Project CMEI, MPWT to do the translation into Khmer for the participants. It is important that during the training.

7. Participants

- Participants will represent NGOs/INGO and government offices in Cambodia.
- They will be specifically gender/social development specialists; gender focal persons; and GESI unit staffs
- Proposed number of participant is between 20 – 24 pax. The participants will represent the various sectors including WASH, Health, Shelter, Protection, DRR and Climate Change.

8. Date and Venue

- The training programme is expected to be conducted August/ September 2019 for a period of 2 days.
- Proposed training location will be in Phnom Penh, Cambodia. The three-day training would require all participants to be fully present.

9. Tentative Training Schedule

- Gender Equality and Social Inclusion (GESI) will cover:
- GESI in policy, institution and program Mainstreaming
- GESI in monitoring and reporting
- ADB's GESI policies and requirements
- International and national GESI commitments, policies and mechanisms
- GESI responsive roles and responsibilities

10. Training team

The training team will consist of a team of two trainers, which would include a Lead Trainer and a Co-Trainer, to deliver the training course. Both trainers would be certified and experienced humanitarian professionals who have widespread experience on ADCAP, Sphere Standards in humanitarian contexts with additional exposure of work in private, public and commercial sectors.

11. Contact person

Mr. MEAS Phally, WASH Specialist/PO
Mail: measphally@gmail.com Phone: 092 633375

Kingdom of Cambodia

CMEI: Community Mobilisation and Environmental Improvements Project

Contract No. MPWT/PMU/IUEMTSP/QBS/004

**NGO Support for Community Mobilisation and
Environmental Improvement (Package IV)**

for the

Integrated Urban Environmental Management in the Tonle Sap Basin Project

ADB Grant: 0454-CAM (SCF)

Attachment C

**Specification of IEC's to be designed, produced
and disseminated**

Information Education and Communication Materials (IEC)

**Communication Products- Design, Publication and Dissemination
(compliment and further the information diffusion and awareness of
the training actions)**

1. Master Budget

N o	Descripti on	Timeframe	Type	Physi cal Unit	Rate	Unit	Amount(U S\$)
1	Leaflets	Continual	Design and Local Printing	836	0.50	Leaflets	418.00
2	Posters	Continual	Design and Local Printing	1,200	1.50	Posters	1,800.00
3	Banners	Continual	Design and Local Printing	6	75.00	Banners	450.00
4	Informati on Boards	Continual	Design, Print, Erect	6	500.0 0	Information Boards	3,000.00
5	Reports and Documen ts	Continual	Design and Local Printing	4	475.0 0	Reports	1,900.00
	Sub Total						7,568.00

2. Proposed Locations

Province	Commune	Village
Pursat	Pursat	Kbal Hong
Pursat	Roleab	Toul Makak
Pursat	Lo Lork Sar	Kos
Kampong Chhnang	Phsar Chh nang	Samrong
Kampong Chhnang	Phsar Chh nang	Chong Kosh
Kampong Chhnang	Phsar Chh nang	Kandal

A. Leaflets							
a) Specifications							
<ul style="list-style-type: none"> - Size: A4 - Color: Full color one side (4/0) - Paper: Art glossy 150gms - Finishing: Normal cut 							
b) Pictures for Illustration							
c) Proposed Budget							
The proposed budget is 418\$							
No.	Description	Timeframe	Type	Physical Units	Rate	Unit	Amount (US\$)
1	Leaflets	Continual	Design and Local Printing	836	0.50	Leaflets	418
d) Proposed Location							
S.No	Village	Sangkat	Province				
1	Kbal Hong	Pursat	Pursat				
2	Toul Makak	Roleab	Pursat				
3	Kos	Lo Lork Sar	Pursat				
4	Samrong	Phsar Chh nang	Kampong Chhnang				
5	Chong Kosh	Phsar Chh nang	Kampong Chhnang				
6	Kandal	Phsar Chh nang	Kampong Chhnang				

B. Posters

- a) Specifications**
- Size: 42cm X 59.70cm
 - Color: Full color one side (4/0)
 - Paper: Art glossy 100gms
 - Finishing: Normal cut, glossy laminate one side



c) Proposed Budget

The proposed budget is 1,800\$

No.	Description	Timeframe	Type	Physical Units	Rate	Unit	Amount (US\$)
1	Posters	Continual	Design and Local Printing	1,200	1.50	Posters	1,800

d) Proposed Location

S.No	Village	Sangkat	Province
1	Kbal Hong	Pursat	Pursat
2	Toul Makak	Roleab	Pursat
3	Kos	Lo Lork Sar	Pursat
4	Samrong	Phsar Chh nang	Kampong Chhnang
5	Chong Kosh	Phsar Chh nang	Kampong Chhnang
6	Kandal	Phsar Chh nang	Kampong Chhnang

C. Banners

a) Specifications

- Size: 1m X 8m

b) Pictures for Illustration



c) Proposed Budget

The proposed budget is 450\$

No.	Description	Timeframe	Type	Physical Units	Rate	Unit	Amount (US\$)
1	Banners	Continual	Design and Local Printing	6	75.00	Banners	450

d) Proposed Location

S.No	Village	Sangkat	Province
1	Kbal Hong	Pursat	Pursat
2	Toul Makak	Roleab	Pursat
3	Kos	Lo Lork Sar	Pursat
4	Samrong	Phsar Chh nang	Kampong Chhnang
5	Chong Kosh	Phsar Chh nang	Kampong Chhnang
6	Kandal	Phsar Chh nang	Kampong Chhnang

D. Information Boards

a) Specifications	
<ul style="list-style-type: none"> - Height: 250 cm - Width: 60 cm - Length: 115 cm 	<ul style="list-style-type: none"> - Display space: 100x100 cm - Weight: about 43 kg



c) Proposed Budget

The proposed budget is 3000\$

No.	Description	Timeframe	Type	Physical Units	Rate	Unit	Amount (US\$)
1	Information Boards	Continual	Design, Print, Erect	6	500.00	Information Boards	3,000.00

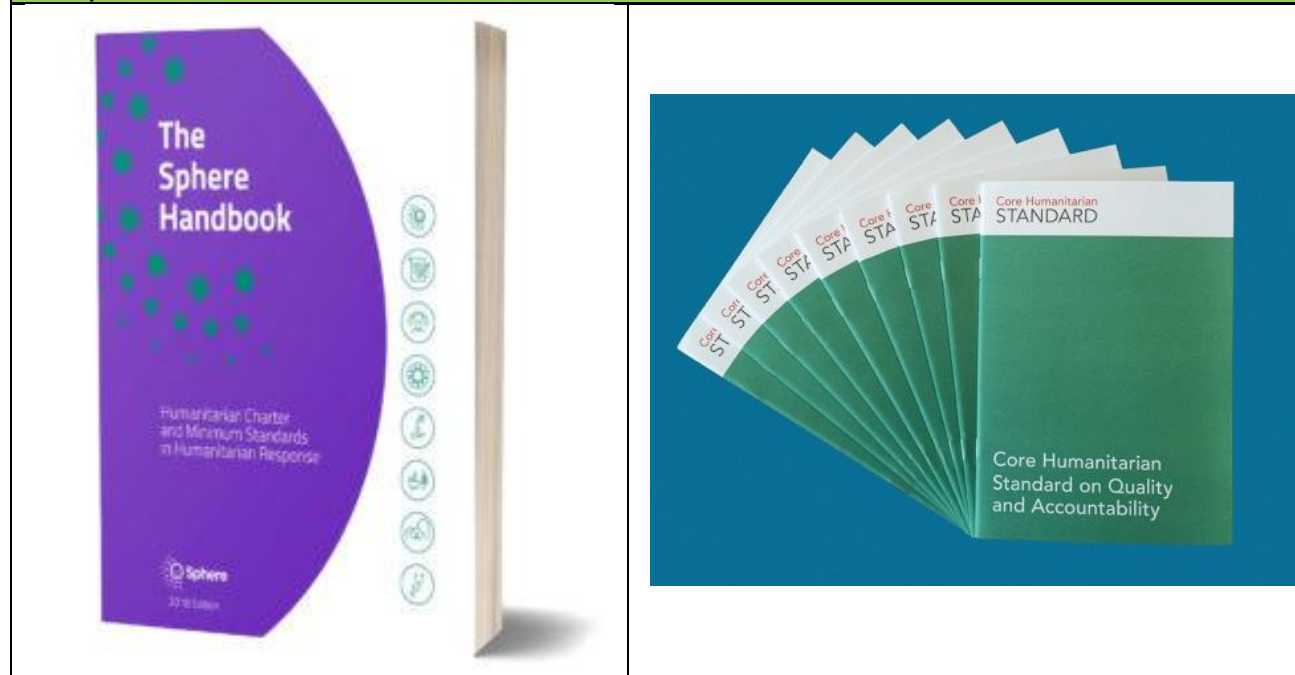
d) Proposed Location

S.No	Village	Sangkat	Province
1	Kbal Hong	Pursat	Pursat
2	Toul Makak	Roleab	Pursat
3	Kos	Lo Lork Sar	Pursat
4	Samrong	Phsar Chh nang	Kampong Chhnang
5	Chong Kosh	Phsar Chh nang	Kampong Chhnang
6	Kandal	Phsar Chh nang	Kampong Chhnang

E. Reports and Documents

- a) Specifications**
- Project Ending reports
 - Community mobilisation report
 - Hygiene management booklet
 - Gender reports

b) Pictures for Illustration



c) Proposed Budget

The proposed budget is 1900\$

No.	Description	Timeframe	Type	Physical Units	Rate	Unit	Amount (US\$)
1	Reports and Documents	Continual	Design and Local Printing	4	475.00	Reports	1,900

d) Proposed Location

S.No	Village	Sangkat	Province
1	Kbal Hong	Pursat	Pursat
2	Toul Makak	Roleab	Pursat
3	Kos	Lo Lork Sar	Pursat
4	Samrong	Phsar Chh nang	Kampong Chhnang
5	Chong Kosh	Phsar Chh nang	Kampong Chhnang
6	Kandal	Phsar Chh nang	Kampong Chhnang

Kingdom of Cambodia

CMEI: Community Mobilisation and Environmental Improvements Project

Contract No. MPWT/PMU/IUEMTSP/QBS/004

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for the

Integrated Urban Environmental Management in the Tonle Sap Basin Project

ADB Grant: 0454-CAM (SCF)

Attachment D

ToRs of New Staffing

WASH Engineer

Job Title: WASH Engineer (Water, Sanitation and Hygiene (WASH) Sector)

Location: Kampong Chhnang and Pursat

Report to: Team Leader

Purpose of position

The **WASH Engineer** will work to ensure that water, sanitation and hygiene (WASH) project are implemented effectively, professionally, and in accordance with the culture and practices of the local population and CMEI's Project.

Key responsibilities

- Coordinate and work with local government institutions, nongovernmental organizations, community based organizations and local communities in order to ensure the smooth execution of water and sanitation infrastructure activities.
- Participate in baseline assessments of community WASH infrastructure, including at schools, health facilities and private/public water points.
- Conduct technical assessments of selected WASH infrastructure identified for construction and rehabilitation.
- Prepare technical intervention designs and BOQs as well as specifications.
- Assist the Team Leader in preparing contracts and supervising contracted works to ensure compliance with technical requirements and schedules.
- Monitor ongoing projects and prepare for handover of completed works to communities and local authorities.
- Responsible to monitor the daily latrines construction process and other infrastructures process including the preparation of contracts and insure the planned quantity of water is provides in the right way.
- Facilitate water-testing activities to ensure water quality improvements and sustainability over time.
- Coordinate and follow up the water treatment at all levels and at water sources in particular.
- Liaise with community infrastructure management committees in areas where WASH infrastructure is being constructed and rehabilitated to help ensure local ownership and assist in developing sustainable mechanisms for operations and maintenance.
- Ensure accordance with CMEI's standards and local gender related sensitivities.
- Assist in the solid waste infrastructure discussions.
- Assist in surveying activities within planned network areas, particularly in the identification of current sanitation infrastructure for the surveyed houses and feasibility / cost estimate of connecting to network (and completing latrine superstructure if required).
- Perform other duties as required.

Community Mobilizers

Job Title: **Community mobilizers** (4 Position)

Reports to: Provincial Coordinators

Location: **Kampong Chhnang and Pursat**

Purpose of the position:

Effectively and efficiently facilitate Implementation of CMEI's Project interventions at the project level to ensure that communities and schools are empowered for sustainable development and they contribute to villagers and students wellbeing outcome as per CMEI's standards.

Key Responsibilities:

- Participate in planning and budgeting, preparation of work plans, implementation of planned activities and monitoring/ reporting of progress.
- Facilitate and monitor the implementation of planned activities and community level engagements.
- Mobilize and facilitate the engagements of stakeholders during planning and development meetings, workshops and seminars.
- Identify local level partners, support and facilitate the partnership in the implementation of planned activities.
- Facilitate stakeholders and partners in supervision and monitoring of programmatic activities.
- Support the collection and documentation of impact and success stories on monthly, quarterly, semiannual and annually.
- Maintain and update CMEI's Database Excel Sheet on a monthly basis.
- Documentation of evidence based impact stories.
- Support development of integrated monitoring plan in assigned area with area stakeholders.
- Organize reflection meetings at the local level to assess progress in CMEI's implementation.
- Facilitate communities to identify barriers to effective CMEI's intervention and propose community solution.
- Identify, train community volunteers/monitor, partners and train on WASH and DRR/CCA activities.
- Provide support to PC about CMEI's Project activities.
- Facilitate networking relationships and participation with wide stakeholders such as government, organization leaders and other key partners at local level such as NGOs, CBOs and other groups.
- Foster partnership with local institutions/local authorities in WASH and DRR/CCA activities.
- Assist in the solid waste focus groups discussions and community consultations.
- Assist in surveying activities and identification of ID poor households within planned network areas
- Perform other duties as required.

Kingdom of Cambodia

CMEI: Community Mobilisation and Environmental Improvements Project

Contract No. MPWT/PMU/IUEMTSP/QBS/004

**NGO Support for Community Mobilisation and
Environmental Improvement (Package IV)**

for the

Integrated Urban Environmental Management in the Tonle Sap Basin Project

ADB Grant: 0454-CAM (SCF)

Attachment E

Kampong Chhnang Sewer Network Masterplan

GENDER ACTION PLAN (GAP) MONITORING TABLE

Date of Update: 02 Aug 2019

Project Title: Integrated Urban Environmental Management in the Tonle Sap Basin

Country: Cambodia

Project No.: CAM 42285

Type of Project (Loan/Grant/TA): Loan 0454

Approval and Timeline: 10 November 2015–30 April 2023

Gender Category: Effective Gender Mainstreaming

Mission Leader:

Project Impact: Increased economic activities and environmental protection in towns in the Tonle Sap Basin

Project Outcome: Improved urban services and enhanced climate change resilience in Kampong Chhnang and Pursat municipalities

<p style="text-align: center;">Gender Action Plan (GAP Activities, Indicators and Targets, Timeframe and Responsibility)</p>	<p style="text-align: center;">Progress to date (as of 31st July 2019) (This should include information on period of actual implementation, sex-disaggregated quantitative updates (e.g. number of participating women, women beneficiaries of services, etc.), and qualitative information. However, some would be on going - so explain what has happened so far towards meeting the target.</p>	<p style="text-align: center;">Issues and Challenges (Please include reasons why an activity was not fully implemented, or if targets fall short, or reasons for delay, etc., and provide recommendations on ways to address issues and challenges)</p>
Output 1: Kampong Chhnang Urban Environmental Improvement		
<p>Meaningfully consultation with women on detailed designs to ensure their needs and preferences are incorporated, and to include woman and child safety measures (e.g., embankment railing, solar lampposts, emergency help buttons, and awareness on personal night safety).</p> <p>Action 1:</p>		
<p>Incorporate menstrual hygiene management features in communities for improved solid waste management (e.g., bins in separate public toilet stalls).</p> <p>Action 2:</p>		
<p>Equal pay for men and women for work of equal type.</p> <p>Action 3:</p>		
<p>Safe working conditions for men and women construction workers (e.g., separate toilet facilities for men and women).</p> <p>Action 4:</p>		

Households irrespective of income, ethnicity or sex of household head receives equal compensation and payment for any land acquisition or resettlement losses. Action 5:		
PIU and NGO to work closely with PDOWA and WCCCs on ensuring women's participation in project activities in Kampong Chhnang Action 6:		
Output 2: Pursat Urban Environmental Improvements		
Meaningfully consultation with women on detailed designs to ensure their needs and preferences are incorporated, and to include woman and child safety measures (e.g., sidewalks and drainage covers). Action 7:		
Incorporate menstrual hygiene management features in communities for improved solid waste management (e.g., bins in public toilet stalls). Action 8:		
Equal pay for men and women for work of equal type Action 9:		
Safe working conditions for men and women construction workers (e.g., separate toilet facilities for men and women) Action 10:		
Households irrespective of income, ethnicity or sex of household head receives equal compensation and		

<p>payment for any land acquisition or resettlement losses.</p> <p>Action 11:</p>		
<p>PIU and NGO to work closely with PDOWA and WCCCs on ensuring women's participation in project activities in Pursat.</p> <p>Action 12:</p>		
<p>Output 3: Community Mobilization and Environmental Improvement (CMEI)</p>		
<p>Sanitation grants to IDPoor 1 and 2, including female-headed households if categorized as IDPoor 1 or IDPoor 2.</p> <p>Action 13:</p>	<ul style="list-style-type: none"> The selection of IDPoor 1 and 2 for providing the toilet constructions has already included the female-headed households for sanitation grants project. 	
<p>Meaningfully consultations with women in Kampong Chhnang and Pursat on priority small scale infrastructure improvements (e.g., gender-specific requirements for public infrastructure, such as separate latrines for women with trash bins, if appropriate).</p> <p>Action 14:</p>	<ul style="list-style-type: none"> The process of design for CMEI Project and the toilet constructions design for both provinces in Kampong Chhnang and Pursat were consulted with women and prioritized to the women needs, accessibility and privacy as well as use. The current design is of individual household type. The public infrastructure will be designed will to meet the MRD minimum standard for the toilets. These public infra actions will cover the needs of separate units for women and men along with the provisions of trash bins inside the toilets for managing the women menstrual hygiene management needs as well as needs, accessibility and privacy. 	<ul style="list-style-type: none"> This action is yet to be approved under the small scale sanitation grants. Once approved, these committed actions will implemented. This is subject to the agreement with the provincial authorities and stakeholder groups on O&M Most of the ground work is complete
<p>At least 40% of participants in CMEI activities and training are women</p> <p>Target 1:</p>	<ul style="list-style-type: none"> The Project has conducted trainings topics of Health and Hygiene Promotion, Hazard Vulnerability Capacity Assessment/ participatory vulnerability capacity assessment, Disaster Risk Reduction and Climate Change Adaptation. 	

	<ul style="list-style-type: none"> • A total of 350 vulnerable community members have been trained. • Of the participants, 61% were women (215), 13% were elders (45), 8% were students (27) and 7% were specially abled (7 physically challenged). • The process of design and implementation for CMEI Project is ensuring active women's participation in the target communities and schools in close collaboration and coordination with PIU and PDOWA, WCCCs as well as NGOs who implement WASH activities in the operational Geography. 	
<p>Hygiene IEC campaigns covers topics that are important for women (e.g., at least 30% of hygiene campaigns focus on menstrual hygiene and solid waste management).</p> <p>Target 2:</p>	<ul style="list-style-type: none"> • The CMEI Project will cover this need in the Hygiene IEC campaigns covers topics ensuring women specific needs. • This action will prioritize, at least 50% of menstrual hygiene and solid waste management topics along with the training actions. 	<ul style="list-style-type: none"> • This action is yet to be approved under the small-scale sanitation grants. • Once approved, these committed actions will implemented. • Most of the ground work is complete
<p>Capacity development and IEC materials will be gender-sensitive.</p> <p>Action 15:</p>	<ul style="list-style-type: none"> • The IEC designed as been consulted with the WASH group in Cambodia and we are in close consultation with the Gender team of the ADB to make the IEC ever more gender sensitive. • This is a continual action. 	
<p>Output 4: Strengthened Sector Coordination and Operation</p>		
<p>Women's sanitation issues are incorporated in updated building code applications for six provincial towns around Tonle Sap (e.g., space in public bathrooms and separate toilets).</p> <p>Action 16:</p>		

<p>Women's climate change needs and issues are incorporated in the proposed climate change adaption regulations for urban environmental improvements.</p> <p>Action 17:</p>		
<p>At least 1 sector coordination meeting, chaired by MPWT, will include a discussion related to women's needs in integrated urban environmental management over project implementation.</p> <p>Target 3:</p>		
<p>Tonle Sap Urban Areas Development Framework and individual urban development strategies for Kampong Chhnang and Pursat are explained to women's groups.</p> <p>Action 18:</p>		
<p>Semi-autonomous urban service units in Kampong Chhnang and Pursat municipality are established and become operational (at least 20% of staff in each unit are women).</p> <p>Target 4:</p>		
Output 5: Strengthened Capacity for Project Implementation, and Operations and Maintenance		
<p>At least 1 member of the Project Steering Committee is a woman.</p> <p>Target 5:</p>		
<p>At least 30% of PMU and 30% of staff in both PIUs are women (2014 Baseline: PMU=1 woman; PIUs have not been established).</p> <p>Target 6:</p>		

<p>Project management and implementation consultants include an international social development /resettlement specialist (6 person-months) and a national gender specialist (6 person-months).</p> <p>Target 7:</p>		
<p>Gender sensitivity and mainstreaming training is administered to all project staff (PSC, PMU, PIUs, and PCC).</p> <p>Target 8:</p>		
<p>A resettlement/social development officer is appointed in the PMU</p> <p>Action 19:</p>		
<p>The NGO appoints at least 30% women as part of their team for each town in Kampong Chhnang and Pursat.</p> <p>Target 9:</p>		
<p>A government community coordinator is appointed in Pursat PIU and two government community coordinators are in Kampong Chhnang PIU.</p> <p>Target 10:</p>		
<p>A representative from the PDOWA is appointed to the provincial coordination committee in Pursat and Kampong Chhnang.</p> <p>Target 11:</p>		
<p>Project performance monitoring system includes sex-disaggregated data.</p> <p>Action 20:</p>		

<p>The annual project performance monitoring and evaluation reports will include progress against these indicators.</p> <p>Action 21:</p>		
<p>Progress reports (e.g., quarterly, safeguards, annual project performance monitoring and evaluation, and PPCR reports) include information on gender activities. The GAP monitoring table is updated and attached to the project progress report (twice a year).</p> <p>Action 22:</p>		
<p>GAP performance included in mid-term and final project reviews.</p> <p>Action 23:</p>		
<p>At least 20% of technical training participants are qualified women.</p> <p>Target 12:</p>	<p>40% women were actively participated in the Health and Hygiene Promotion trainings and they can continue to spread their knowledge from the trainings to other villagers and schools students.</p>	

Comments/ Remarks:

Accomplished by : _____

Date Accomplished: _____

របៀបលាង សម្អាតដៃ

- ✓ មុនពេលចាប់កាន់
ចំណីអាហារ
- ✓ ក្រោយពេលបន្ទោបង្ហូរ



១ ដាក់សាប៊ូឱ្យចេញពុះហើយដុស
ឱ្យសព្វដោយពេល ២០វិនាទី



២ ដុសដៃស្តាំលើដៃឆ្វេង
ហើយដុសដៃឆ្វេងលើដៃស្តាំវិញ



៣ ដុសបាតដៃទាំងសងខាងជាមួយគ្នា
ដោយដាក់ប្រាមដៃឆ្លាស់គ្នា



៤ ដុសផ្នែកខាងក្រោយប្រាមដៃ
ទៅនឹងបាតដៃម្ខាងទៀត



៥ ដុសមេដៃទាំងសងខាង
បង្វិលចុះឡើង



៦ ដុសបាតដៃខាងឆ្វេងនិងខាងស្តាំរួចហើយ
ដុសបាតដៃខាងស្តាំនិងខាងឆ្វេងវិញ



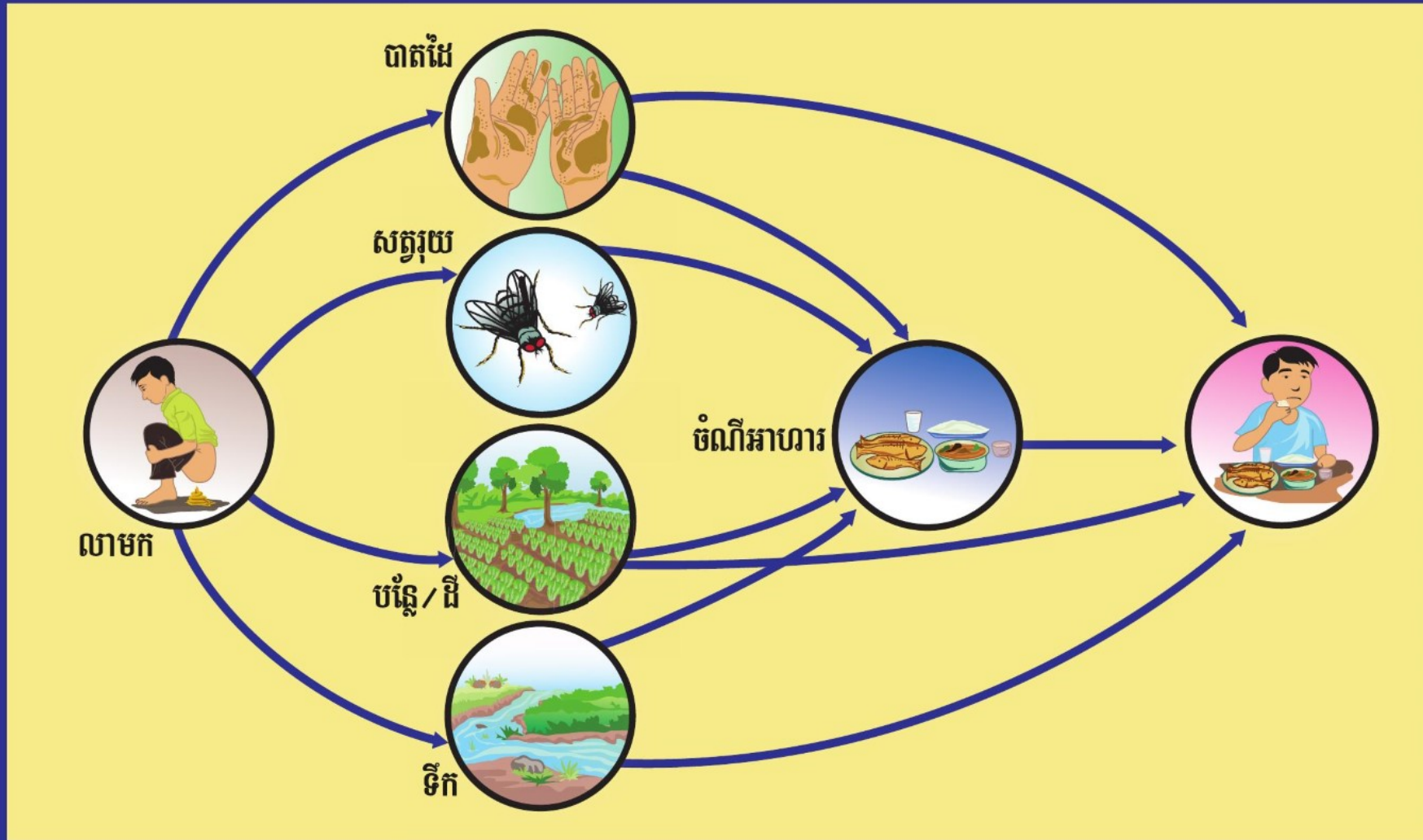
៧ លាងជម្រះសាប៊ូនិងទឹកបង្ហូរ



លាស់ដៃឱ្យស្អាតដោយ
មិនបាច់ប្រើកន្សែងថ្នក

សន្សំសំចៃទឹក ដោយមិនត្រូវបើកទឹកឱ្យហូរចោលនៅពេលកំពុងដុសសម្អាតដៃនឹងសាប៊ូ

ផ្លូវចម្លងរោគសំខាន់ៗពីលាមកមកមនុស្ស



ADB

គម្រោងសហគមន៍ និងការកែលម្អបរិស្ថាន
Community Mobilization and Environmental Improvement **CMEI**

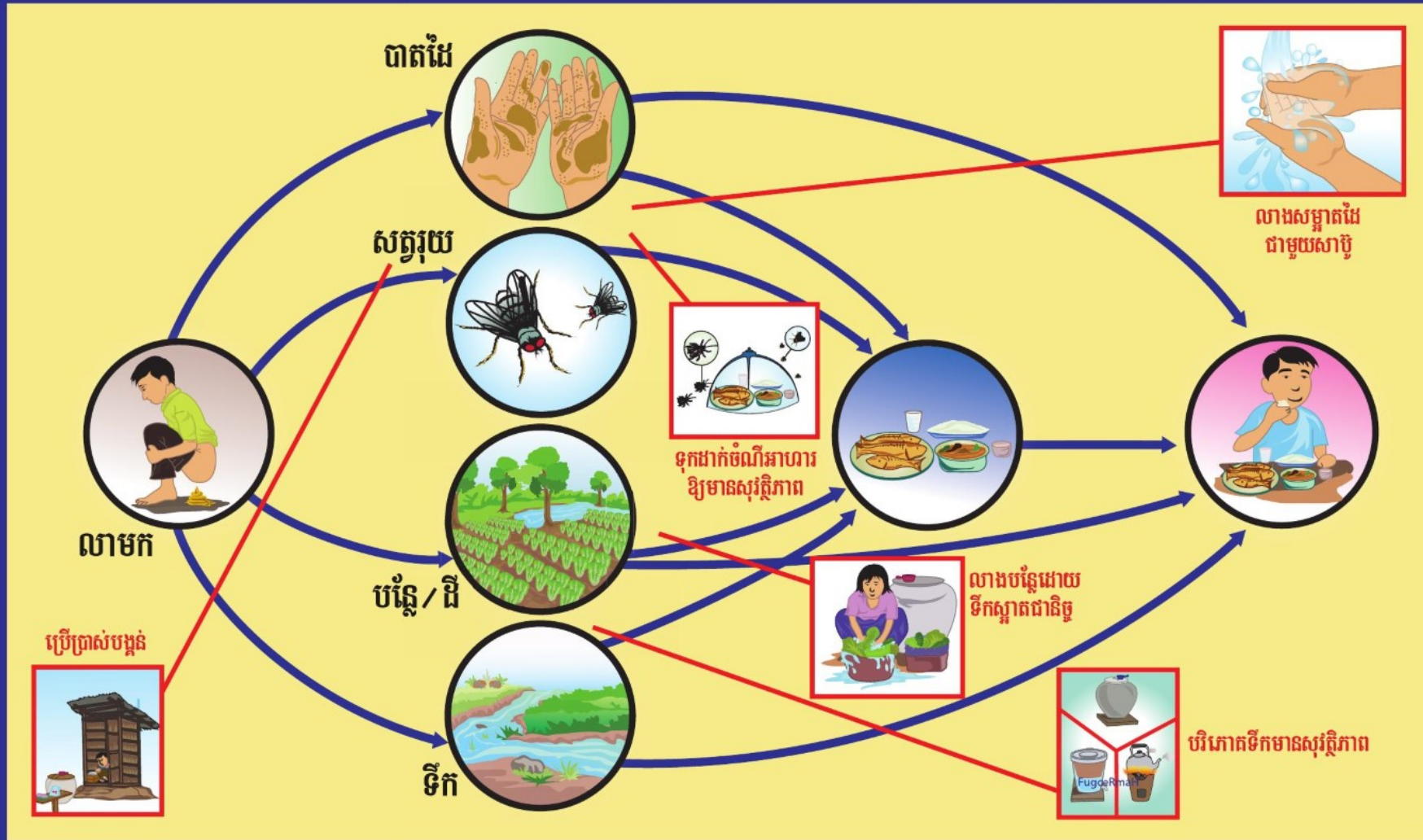


in association with **WEST EAST DEVELOPMENT (CAMBODIA)**
Consultancy and Development Partnership



DFID Department for International Development

វិធីទប់ស្កាត់ផ្លូវចម្លងរោគសំខាន់ៗពីលាមកមកមនុស្ស



ADB

គម្រោងសហគមន៍ និងការកែលម្អបរិស្ថាន
Community Mobilization and Environmental Improvement CMEI



in association with
WEST BALT DEVELOPMENT (CAMBODIA)
Consultancy and Development Partnership



DFID Department for International Development

ដើម្បីបង្ការជំងឺរាក ផឹកទឹកដែលមានសុវត្ថិភាព!

១. ធ្វើទឹកសម្រាប់ផឹកឱ្យមានសុវត្ថិភាព



ដាំទឹកឱ្យពុះ



ប្រើប្រាស់ធុនចម្រោះទឹក



ច្រកទឹកឱ្យពេញដប់ (ដប់គីឡូឡូ) យ៉ាងតិច២លីត្រ៖
- ហាលរយៈពេល៦ម៉ោង (មេឃមានថ្ងៃ)
- ហាលរយៈពេល២ថ្ងៃ (មេឃគ្មានថ្ងៃ)

២. រក្សាទឹកផឹកឱ្យមានសុវត្ថិភាព



ទុកដាក់ទឹកសម្រាប់ផឹក ក្នុងធុនជី ដែលមានគម្រប

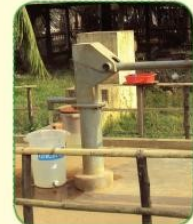


ទុកដាក់ទឹកសម្រាប់ផឹក ក្នុងកំស្បែក ដែលមានគម្រប



ទុកដាក់ទឹកសម្រាប់ផឹកក្នុង ដបតូច ដែលមានគម្រប

៣. ការពារប្រភពទឹក



អណ្តូងស្នប់មានកម្រាលសាប និងរបង



អណ្តូងល្អមានកម្រាលសាប គម្រប និងស្នប់



ពាងត្រងទឹកភ្លៀងមានគម្រប និងប្រព័ន្ធត្រងទឹកត្រឹមត្រូវ



ពាងត្រងទឹកភ្លៀងមានគម្រប និងប្រព័ន្ធត្រងទឹកត្រឹមត្រូវ

ជំងឺរាកធ្ងន់ធ្ងរអាចបណ្តាលឱ្យស្លាប់បាន ជាពិសេសកុមារ!



វិធីប្រើក្លរីនសម្រាប់សម្លាប់មេរោគក្នុងទឹកជីក



ថ្នាំក្លរីនប្រភេទគ្រាប់មួយបន្ទះមាន ១០ គ្រាប់



ថ្នាំក្លរីនពីគ្រាប់លាយទឹក ២០លីត្រ



ពេលហែកកុំឱ្យថ្នាំជ្រុះ ឬបែកខ្ចាត់ខ្ចាយ



ដាក់ថ្នាំរួចត្រូវរក្សាទុករយៈពេល ៣០នាទី

សម្គាល់៖ - ប្រសិនបើទឹកល្អក់ ស្មុំទុកឱ្យរង ឬប្រោះទឹកនោះជាមុនសិន
 - ទឹកដែលបានដាក់ថ្នាំក្លរីនហើយ អាចរក្សាទុកបានតែ៥-៧ថ្ងៃប៉ុណ្ណោះសម្រាប់ផឹក
 - ថ្នាំគ្រាប់ក្លរីនមិនអាចលេបបានទេ។
 ថ្នាំគ្រាប់ក្លរីនងាយស្រួលប្រើ ស្អាត មានសុវត្ថិភាព គ្មានពណ៌ គ្មានក្លិន

វិធីបង្ការជំងឺរាក!

អនុវត្តទាំងអស់គ្នាដើម្បីបង្ការជំងឺរាក



ដាំទឹក



ចម្រោះ

ទឹកហាលរ៉ៃថ្ម



លាងដៃក្រោយពេលបន្ទោបង់

លាងដៃមុនពេលបរិភោគ

១. ផឹកទឹកមានសុវត្ថិភាព

២. លាងដៃជាមួយសាប៊ូជានិច្ច



៣. អនាម័យចំណីអាហារ

៤. បន្ទោបង់ក្នុងបង្គន់ជានិច្ច

ជំងឺរាកធ្ងន់ធ្ងរអាចបណ្តាលឱ្យស្លាប់បាន ជាពិសេសកុមារ!



គម្រោងបង្កើន ស្ថានភាពសហគមន៍
Community Mobilization and
Environmental Improvement CMEI



**JOINT ACTION GROUP (JAG)
Meeting Minutes**

Chairpersons: Mith Somountha (AAC) and Tep Sokha (PIN)

Key Topic: General Coordination and Sharing

Date: 14 Aug 2019 at 2:00-4:30PM

Venue: PIN big meeting room

Minute Taker: Mith Somountha (AAC)

Participants:

- 1- Meas Phally (PADEK)
- 2- Chum Sivuthin (Save the Children)
- 3- Mith Somountha (AAC)
- 4- Tep Sokha (PIN)
- 5- Chea Kimthan (WVI)
- 6- Ravi I-brahim (WHO)
- 7- Helene Lykke Strobecch (DCA)
- 8- Yan Yuvatey (PIN)
- 9- Khairul Hafiz (Muslim Aid)

Item	Topic	Notes	Facilitator/ Speaker
1	Short welcome by PIN & introduction to all participants. Review of Minutes and action points from previous meeting.	Short welcome by Lukáš Laube, Country Director of People in Need Cambodia. Review action points from previous meeting:	Mith Somountha (AAC)

		NAP-DRR: Only meeting with JAG members at UNDP office- on 11 July 2019. Based on the plan, it supposes to launch in Sept. Somountha will contact UNDP and NCDM to get the status of NAP.	
2	Update from each member (What have achieved, since 30 May 2019) 3 max mins each organization.	<p>PIN:</p> <ul style="list-style-type: none"> • Conducted refresher training on how to use EWS 1294 to 5 NCDM staff. • Supported NCDM, PCDM to send out warning messages (15 times for 5 provinces about 10000 phone received EWS 1294). • PIN signed contract with UNDP to expand EWS in 4 provinces, and improve 4 safe sites. These project is now under implementation. 2 safe sites are ready to use, 1 is going to finish by this week. • Funded by Czech MFA, PIN also expand EWS to Mondulkiri and Ratanakiri. By the end of this year, 21 provinces have EWS (remaining Takeo, Kandal, Kampong Spue and PP). • PIN also plan to do assessment all safe sites in Cambodia. • Regional workshop on EWS sharing will be conducted in Nov/Dec 2019. <p>Kimthan (WV): What are lesson learnt from project implementation?</p> <p>Sokha (PIN): Registration is still limited (less than 10% of the total population per province). Sensors are easy to damage. Some sensors have been broken (somebody destroyed). Thus, it requires frequent monitoring to check the device process. It is important to have meetings with authorities to understand and help to protect- need to keep repairing.</p> <p>ActionAid:</p> <p>SDC funded project: Disaster Resilience and Water Management</p> <ul style="list-style-type: none"> • Planned to install 20 ground water stations and 4 rainfall and groundwater level monitoring stations in 4 provinces, Kratie, Stung Treng, Preah Vihear and OddarMean Cheay. • We received all sensors/stations from suppliers. Now, we are testing the devices here at AAC to see their performance and to find out what additional accessories required for the installation at field. We need some 	TEP Sokha (PIN)

		<p>times for testing and to find appropriate accessories for the installation at all GWLM wells. Field installation will be started from Sept 2019.</p> <ul style="list-style-type: none"> • 4 sub-national level workshops were conducted in above four provinces to collect data and discuss with relevant sub-national stakeholders to develop key recommendations on watershed strategies. <p>DFAT funded project: Gender Responsive Alternative to Climate Change</p> <ul style="list-style-type: none"> • 2 project completion workshops were conducted in Kampot and Pursat province. • A project completion workshop was conducted in Phnom Penh. • Supported NCDM to organize a National Multi-Sectoral Workshop on Promoting Women, Peace and Security AND Gender Mainstreaming in DRR/CCA. <p>UNDP funded project:</p> <ul style="list-style-type: none"> • Project launching was held in SreAmbel district, KohKong province in July. • CBDRR training was conducted to sub-national level disaster management committee in early Aug. • Disaster management structure of 11 villages, 4 communes and SreAmbel district are being reviewed with support from PCDM. • Women champions in SreAmbel are being selecting. <p>Muslim Aid:</p> <ul style="list-style-type: none"> • Due to the drought, Muslim Aid distributed dried food and safe water to 2,188 families in 8 provinces. • Implement livelihood programme in Kampong Chhnang province. The programme directly benefits to 160 families. One family received 2 cows: Can help to continue their livelihoods. 110 cows are pregnant now, most bull sold out to get money. One bull cost about 400USD. 	
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		<ul style="list-style-type: none"> • DFAT programme have been implementing in 9 provinces to improve small scale farmers' livelihoods. Cassava and rice farmers and vegetable planters have received trainings on how to make business and the linkage to the market, how to keep diary of their production, and how to bargain with middleman etc. 41 staff across 9 provinces under this project. <p>Save the Children:</p> <ul style="list-style-type: none"> • Support PoE Koh Kong to develop the EPRP in Education Sector on 24 July 2019. • Support target schools in Pursat, Kampong Chhnang and Kampong Cham to update their school EPRPs. • Conduct simulation, and support school to integrate school mitigation activities into CIP. • Implement the identified school mitigation activities along the schools. • Engaged into CSS report tools of ASSI discussion with Plan, WV, ChildFund, CRF. • Launch Systems Approach to Transformative Economic Empowerment and Resilience (STEER) project on Resilient Livelihood in Koh Kong on 31 July 2019. New Zealand govt funded project. The project is planned to conduct the value chain assessment next month. Crop selected but need to revise after the value chain assessment. <p>DCA:</p> <ul style="list-style-type: none"> • 2nd phase of information hub on drought monitoring project is being implementing in 3 provinces including kampong, Pursat and Battambang. • Signed contract with Khmer developer to improve Famer App. Hope to get more funding both DCA own fund and UNDP. • On the process of requesting NCDM to have a join contingency plan. • Developed own EPRP for DCA and partners. • Going to have two trainings on 1- DRAT training to AC, and 2- drought management training to partners. 	
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		<ul style="list-style-type: none"> • Has applied for HRF co-chair lead. • Plan to contributed 3K for ADDM event. <p>WHO:</p> <ul style="list-style-type: none"> • Monthly meetings lead by SoS, response plan. • Health Emergency programme: support MoH to respond to health emergency by training to doctors and nurses cover 12 provinces, and drug supply. • Raising awareness and technical support on malaria and dengue programme. • Preparedness: identify areas and support MoH to be ready for flood preparedness and other disaster on health sector. • Provision of 10,000 Dengue RDTs. • Provision of 30,000 transfusion sets and IV catheters. • Provision of 25,000 L infusion fluids (G5% and Ringer lactate). <p>WorldVision:</p> <ul style="list-style-type: none"> • Capacity building on Disaster Management Law, Cycle, guideline to subnational DM in Kampong Thom province. • Conducted EPRP development workshop in stung district, KPT province. • Capacity building to WV staff and sub-national DM on simulation exercise. • WV safe school FW visit to Takeo province, what challenges and what areas to be improved. • 4 EPRP launched and printed to share with local government staff. • Develop Disaster Preparedness plan at targeted schools. • Join with JAG education WG to support MoYES on EPRP launching. 	
3	Update on JAG Education and JAG Livelihoods WG	<p>JAG education:</p> <ul style="list-style-type: none"> • Disseminate the 5 years master plan of MoEYS to PoE and their DM staff in Siem Reap in July 2019 in Siem Reap. 	Vuthin and Helene

		<ul style="list-style-type: none"> Launch EPRP of MoEYS and follow with simulation exercise aimed to test understanding of the utilization of the plan. <p>JAG Livelihoods:</p> <ul style="list-style-type: none"> Slow progress on our Livelihood & DRR subgroup. Our group is engaging with NAP-DRR 2019-23. WG plans for group meeting soon later. 	
4	Capacity Building of Vulnerable Communities in Pursat and Kg Chhnang provinces.	<p>Plan to conduct 6 trainings:</p> <ol style="list-style-type: none"> Digital data gathering Training in Gender Environment and Social Inclusion Training on CHS Training on MEAL Training on Humanitarian Preparedness and DRR Training on ADCAP (Age and Disability Capacity Programme) <p>Targeted participants: Focal person from LNNOs.</p> <p>The project needs a consultant team to conduct those above training. PADEK requested JAG members to share further to their networks.</p> <p>Sokha (PIN) will seek TOR for this particular assignment, and share with JAG members.</p>	Meas Phally (Padek associate with WEDC)
5	Sharing project of "Women Leadership in DRR/CC"	<p>Somountha (AAC) presented achievements of Gender Responsive Alternative to Climate Change project. Below are key highlights:</p> <ul style="list-style-type: none"> The project selected 25 women champions in DRR/CC. They were continually provided a wide range of capacity building and coaching. Key trainings were provided to women including community-based disaster risk reduction, hazard vulnerability capacity assessment (HVCA), women's leadership in DRR/CC, concepts on gender, women's empowerment in leadership, feminism and advocacy, women-led water management and climate change advocacy, Commune Investment Plan and Commune Development Plan (CDP/CIP) development process. 	Mith Somountha (AAC)

		<ul style="list-style-type: none"> - Women champions were provided opportunity to have exchange learning visit locally and internationally. - 12 village HVCAs, and 4 Commune/Sangkat DRR plans were developed. - WCoD was finally produced both Khmer and English. It was then shared at both sub-national and national level. - 35 community awareness raisings led by women champions on drought and flood readiness, storm prevention, early warning system registration, waste management, hygiene, healthcare visits, and climate change adaptation were conducted by women in Pursat and Kampot. - Supported small-scale mitigation including 29 culverts, 2 wing walls and gates in two communes of Krakor district which benefited 775 households and one water filter to Svay Artt primary school benefited to 300 students. 	
6	<p>AOB</p> <p>-Synergy of JAG-HRF?</p> <p>-Response plan?</p>	<p>Synergy of JAG and HRF was thrown to the floor just for food of thought. This will be discussed further in the HRF and the coming JAG meeting.</p> <p>Response plan: to be discussed in the coming HRF meeting.</p>	Tep Sokha (PIN)
7	Next meeting	10 Oct 2019 (2:00PM- 4:00PM), venue TBC	