

Project Administration Manual

Project Number: 44321-014
Grant Number: GXXXX
December 2021

Kingdom of Cambodia: Climate Resilient Rice
Commercialization Sector Development Program
(Additional Financing)

ABBREVIATIONS

ADB	– Asian Development Bank
COVID-19	– coronavirus disease
EARF	– environmental assessment and review framework
EMP	– environmental management plan
GAFSP	– Global Agriculture and Food Security Program
GAP	– gender action plan
GRM	– grievance redress mechanism
MAFF	– Ministry of Agriculture, Forestry and Fisheries
MEF	– Ministry of Economy and Finance
NIO	– national implementation office
PIO	– provincial implementation office
PMO	– program management office
PPMS	– project performance monitoring system
Rice-SDP	– Climate-Resilient Rice Commercialization Sector Development Program
SOE	– statement of expenditure
SPS	– safeguards policy statement
WICI	– weather indexed crop insurance

CONTENTS

I.	PROJECT DESCRIPTION	1
A.	Impact, Outcome, and Outputs	1
II.	IMPLEMENTATION PLANS	2
A.	Project Readiness Activities	2
B.	Overall Project Implementation Plan	3
III.	PROJECT MANAGEMENT ARRANGEMENTS	5
A.	Project Implementation Organizations: Roles and Responsibilities	5
B.	Key Persons Involved in Implementation	7
C.	Project Organization Structure	8
IV.	COSTS AND FINANCING	9
A.	Cost Estimates Preparation and Revisions	9
B.	Key Assumptions	9
C.	Detailed Cost Estimates by Expenditure Category	9
D.	Allocation and Withdrawal of Grant Proceeds	10
E.	Detailed Cost Estimates by Financier	10
F.	Detailed Cost Estimates by Outputs and/or Components	11
G.	Detailed Cost Estimates by Year	11
H.	Contract and Disbursement S-Curve	12
I.	Fund Flow Diagram	13
V.	FINANCIAL MANAGEMENT	14
A.	Financial Management Assessment	14
B.	Disbursement	15
C.	Accounting	16
D.	Auditing and Public Disclosure	16
VI.	PROCUREMENT AND CONSULTING SERVICES	17
A.	Advance Contracting	17
B.	Procurement of Goods, Works, and Consulting Services	17
C.	Procurement Plan	18
D.	Consultants' Terms of Reference	20
VII.	SAFEGUARDS	20
A.	Environment	21
B.	Involuntary Resettlement	21
C.	Indigenous People	22
VIII.	GENDER AND SOCIAL DIMENSIONS	23
IX.	PERFORMANCE MONITORING, EVALUATION, REPORTING, AND COMMUNICATION	26
A.	Project Design and Monitoring Framework	26
B.	Monitoring Framework for GAFSP	31
C.	Monitoring	33
D.	Evaluation	34
E.	Reporting	34
F.	Stakeholder Communication Strategy	35
X.	ANTICORRUPTION POLICY	36

XI.	ACCOUNTABILITY MECHANISM	36
XII.	RECORD OF CHANGES TO THE PROJECT ADMINISTRATION MANUAL	37

APPENDIXES

1. Terms of Reference for Individual Implementation Consultants
2. Terms of Reference for External Monitoring
3. Project COVID-19 Risk Screening for Safeguards Assessments

Project Administration Manual Purpose and Process

The project administration manual (PAM) describes the essential administrative and management requirements to implement the project on time, within budget, and in accordance with the policies and procedures of the government and the Asian Development Bank (ADB). The PAM should include references to all available templates and instructions either through linkages to relevant URLs or directly incorporated in the PAM.

The Ministry of Economy and Finance (MEF) as the executing agency and the Ministry of Agriculture, Forestry and Fisheries (MAFF) and provincial governor's offices of the three participating provinces as the implementing agencies are responsible for the implementation of ADB-financed projects, as agreed jointly between the borrower and ADB, and in accordance with the policies and procedures of the government and ADB. ADB staff is responsible for supporting implementation including compliance by MEF and MAFF of their obligations and responsibilities for project implementation in accordance with ADB's policies and procedures.

At grant negotiations, the borrower and ADB shall agree to the PAM and ensure consistency with the grant agreement. Such agreement shall be reflected in the minutes of the grant negotiations. In the event of any discrepancy or contradiction between the PAM and the grant agreement, the provisions of the grant agreement shall prevail.

After ADB Board approval of the project's report and recommendation of the President to the Board of Directors, changes in implementation arrangements are subject to agreement and approval pursuant to relevant government and ADB administrative procedures (including the Project Administration Instructions) and upon such approval, they will be subsequently incorporated in the PAM.

I. PROJECT DESCRIPTION

1. On 27 June 2013, the Asian Development Bank (ADB) approved the Climate Resilient Rice Commercialization Sector Development Program totaling \$87.43 million. The program comprised a \$24 million policy-based loan and a \$31 million project loan, both from ADB's concessional ordinary capital resources; a \$14.60 million grant provided by the Global Agriculture and Food Security Program (GAFSP); a \$5 million loan and a \$4.50 million grant provided by the Strategic Climate Fund; and a \$8.33 million of government counterpart contributions.¹ The Ministry of Economy and Finance (MEF) is the executing agency. The financial closing date is 30 September 2023.²

2. The original project performed well against the expected outputs, compliance with safeguards covenants, and management of risks. Delivery of expected outputs is rated *successful*. The project has met 17 of 23 output targets. Of the remaining 6 targets, 5 are on track and 1 will not be achieved.³ All gender action plan activities have been implemented, with 93% of the targets on track. It has completed procurement of all packages, except for the end line survey. As of 31 December 2021, for the project loan and grant components, the cumulative contracts awarded was \$49.41 million (89.68%) with a cumulative disbursement of \$42.58 million (77.28 %). Four of seven ongoing civil works have been completed, and the remaining three achieved 70% completion by 31 December 2021.

A. Impact, Outcome, and Outputs

3. There are no changes to the original project's impact and outcome statements. The additional financing activities will be included under the following outputs of the original project.

4. **Output 3: Climate-resilient rice value chain infrastructure developed.** The additional financing will improve production technology to respond to declining farm production and productivity resulting from interrupted logistics caused by COVID-19. It will help provide (i) farm machinery to two seed centers under the government agricultural stations in Ang Por (Battambang province) and Prey Kandieng (Prey Veng province);⁴ (ii) DSF for six agricultural cooperatives in proximity of these agricultural stations to maintain seed quality and extend storage life; and (iii) additional training and extension services to raise agricultural productivity, focusing on land leveling, soil nutrient management, paddy production, and post-harvest technology. All training and extension services will include COVID-19 health and safety measures.

5. **Output 4: Rice value chain support services enhanced to improve the quality of Cambodian rice.** The additional financing will increase household income to offset increase in agricultural input costs and labor costs. It will support (i) production of 1,800 tons of quality rice seeds through contract farming by government seed centers and agricultural cooperatives; (ii) provision of 22 rice seeders to 19 agricultural cooperatives and three government seed centers to promote direct seeding and uniform spacing and to offset labor shortage during planting seasons; and (iii) capacity building on (a) quality seed production for government seed centers and agricultural cooperatives; (b) seed inspection for seed inspectors; (c) raising awareness on

¹ ADB. 2013. [*Report and Recommendation of the President to the Board of Directors for the Proposed Loans and Administration of Grants and Loan to the Kingdom of Cambodia for the Climate Resilient Rice Commercialization Sector Development Program*](#). Manila.

² On 30 October 2021, ADB approved the extension of closing date from 30 September 2021 to 30 September 2023.

³ This refers to the 30% of administrative and technical positions in the executing and implementing agencies are female. The target cannot be achieved as there are less than 30% of female staff in these agencies.

⁴ The original project supported the establishment of modern seed processing and storage facilities at these centers.








regulations such as Cambodian Seed Policy, national seed standards, and seed certification scheme; (d) certified paddy production; and (e) agricultural inputs application for inputs suppliers, who in turn will provide extension services to farmers. The additional financing will also (i) sponsor seed business forums and market facilitation activities to strengthen market linkages by providing a platform for business matchmaking between agricultural cooperatives, millers, exporters, and financial institutions; and (ii) improve agricultural cooperatives' access to credits. All activities will be encouraging and targeting women farmers' participation.

6. **Output 5: Weather-indexed crop insurance piloted.** With the worsening of farmers' financial situation due to interrupted logistics and increasing farm production costs, farmers have become more vulnerable to climate shocks. Under this output, the additional financing will extend the WICI coverage for 20,000 hectares of rice producing areas, in addition to the 100,000 hectares covered under the original project.⁵

II. IMPLEMENTATION PLANS

A. Project Readiness Activities

Table 1: Indicative Project Readiness Activities

Indicative Activities	2021				2022		Responsible Agency
	Sep	Oct	Nov	Dec	Jan	Feb	
Advance contracting actions ^a							MEF/MAFF
Establish project implementation arrangements							MEF
ADB President's approval							ADB
Grant signing							ADB/MEF
Government legal opinion provided							MEF
Government budget inclusion							MEF
Grant effectiveness							ADB

ADB = Asian Development Bank; MAFF = Ministry of Agriculture, Forestry and Fisheries; MEF = Ministry of Economy and Finance.

^a The following will be done prior to project effectiveness: (i) extension of the original project's closing date from 30 September 2021 to 30 September 2023 (extension approved in October 2021); (ii) contract variations of existing project implementation consultants and initiate recruitment of new individual consultants; (iii) preparation and evaluation of bid documents and request for quotations for the goods packages (for agriculture and farm machinery and vehicles); and (iv) preparation of bid documents for the civil works packages.

Source: Asian Development Bank.

⁵ The WICI under the original project was launched in April 2021, and policies were sold until June 2021. About 675 farmers and 887 hectares have been covered. Lessons will be drawn in April 2022, after a one-year cycle.

No.	Activities	2021			2022				2023			
		Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3.1	Feasibility Study and Detailed Design of AC Warehouses and Drying Yards											
3.2	Preparation of Subprojects IEE & EMP											
3.3	Preparation of Subprojects DDR											
3.4	Preparation of Civil Works Bidding documents											
3.5	Contract award for Subprojects											
3.6	Construction of Subprojects											
3.7	Monitoring, Supervision and Reporting											
3.8	Operation of AC Warehouses and Drying Yards											
4	Procurement of Goods (Office Equipment and Vehicles)											
4.1	Study and Specifications											
4.2	Preparation of Goods Bidding documents											
4.3	Contract award for Supply of Goods											
4.4	Supply of Goods											
4.5	Monitoring, Supervision and Reporting											
5	Management and Implementation											
5.1	Reconfirmation of PMO, NIO and PIOs											
5.2	Open Advance Account for the Additional Financing											
5.3	Revise/Vary Project Consultants' Contracts											
5.4	Project Consultants Inputs											
5.5	Develop PPME											
5.6	Implementation of PPME											
5.7	Ensure GAP is fully implemented and monitored											
5.8	Submit Quarterly Reports											
5.9	Prepare and submit Project Completion Report											
5.10	Maintain and Operate PMO											
5.11	Maintain and Operate NIO and PIOs											
5.12	End Line Survey Entities											
6	ADB Review											
6.1	Inception											
6.2	Annual Review											
6.3	Mid-term Review											
6.4	Project Completion Review											
	Loans and Grants Closing											

(O): Original Output; — Scheduled activities; ▲ Milestones

AC = agricultural cooperatives; DDR = due diligence report; EMP = environmental management plan; GAP = gender action plan; IEE = initial environmental examination; NIO = national implementation office; PIO = provincial implementation office; PMO = program management office; PPME = project performance monitoring and evaluation; WICI = weather-indexed crop insurance.

Note: The implementation period for the additional financing is from February 2022 to March 2023 and closing is expected 6 months after the completion date of September 2023.

Source: Asian Development Bank.

III. PROJECT MANAGEMENT ARRANGEMENTS

A. Project Implementation Organizations: Roles and Responsibilities

Table 3: Project Implementation Organizations: Roles and Responsibilities for the Additional Financing

Project Implementation Organizations	Management Roles and Responsibilities
Executing agency <ul style="list-style-type: none"> Ministry of Economy and Finance Program Management Office 	<p>The MEF will be the executing agency and will be responsible for overall management and coordination of the Program.</p> <p>An existing PMO established under the original project will be responsible for, among others:</p> <ul style="list-style-type: none"> overall management and coordination of the original project and the additional financing; liaison with the Governor's offices in Battambang, Kampong Thom, and Prey Veng; establishment and management of advance account for the original project and the additional financing, submission of withdrawal applications to ADB, retention of supporting documents, and overseeing sub-accounts; provision of guidance and coordination to the implementing agencies; implementation of weather-indexed crop insurance schemes under the original project and the additional financing; implementation of the PPMS, including gender action plan; revision of terms of reference and time inputs of individual implementation consultants recruited under the original projects to assist implementation of the additional financing; renewal and extension of consultant contracts. preparation of annual forecast of contract awards and disbursements; recruitment of firm for annual audit of program accounts; compilation of reports from the NIOs and PIOs and preparation of program progress reports; ensure compliance of safeguards requirements; preparation and submission of progress and monitoring reports including annual audit report and financial statements and a program completion report (see section on reporting para. 63 and Table 13).
Project Steering Committees <ul style="list-style-type: none"> National Steering Committee 	<p>At national level, the CEFP will act as the steering committee. The CEFP is a permanent committee of the Government; it is chaired by the Minister of Economy and Finance. With respect to the Policy for Promotion of Paddy Production and Rice Export (the Rice Policy), the CEFP is responsible for monitoring, evaluation and coordination at policy level to ensure consistency and efficiency of the rice policy measures with other economic policies. The CEFP will:</p> <ul style="list-style-type: none"> ensure interagency cooperation at national level; review and advise on policy issues and implementation constraints; ensure integration with other donors and government related development activities; monitor implementation progress; approve annual work-plans and budgets;

Project Implementation Organizations	Management Roles and Responsibilities
<ul style="list-style-type: none"> Provincial Steering Committee 	<ul style="list-style-type: none"> set up a multi-departmental procurement committee for the Program; and provide overall guidance on implementation of the Program. <p>Three PSCs will be established in the participating provinces to be chaired by the Deputy Governor responsible for the agricultural sector in each province. The Deputy Chairperson will be the Head of the Provincial Administration Office. The Committee will meet bi-annually or as is needed to:</p> <ul style="list-style-type: none"> review implementation progress at provincial level; authorize allocation of funds for subprojects based on approved feasibility studies; approve provincial annual work-plans and budgets; and ensure adequate resource allocation and coordination between concerned provincial agencies.
Implementing agencies MAFFs – NIO Governor's Office (Battambang, Kampong, Prey Veng) - PIOs	<p>There will be four implementing agencies for the additional financing:</p> <ul style="list-style-type: none"> at the national level, the MAFF will be responsible to oversee the implementation of national initiatives pertaining to the agriculture sector and overseeing the activities of the Provincial Department of Agriculture, Forestry and Fisheries in implementation of agriculture extension and seed production and agriculture enhancement activities. The NIO was established in national level and will continue its service under this AF. at the provincial level, the Governor's Office in each project province will be responsible for coordination of agriculture extension and seed production and agriculture enhancement activities. The PIO was established in each province and will continue its service under the additional financing. NIO and PIOs will establish and manage subaccounts and retention of supporting documents.
ADB	<p>As the lead financier, ADB will continue to:</p> <ul style="list-style-type: none"> finance investment loan/grant from Asian Development Fund resources; monitor program implementation arrangements, disbursement, procurement, consultant selection, and reporting; monitor schedules of activities, including funds flow; review compliance with agreed procurement procedures; review compliance with loan covenants; ensure compliance of safeguard procedures and gender action plan implementation; analyze the outcome of the capacity building and training programs; monitor conformity with ADB anti-corruption policies; undertake a periodic review mission with the government.
GAFSP	<ul style="list-style-type: none"> Co-finance the original project and finance the additional financing by providing a grant; Monitor the progress of project implementation on a regular basis in coordination with ADB.

ADB = Asian Development Bank, CEFP = Committee for Economic and Financial Policies, GAFSP = Global Agriculture Food Security Program, MAFF = Ministry of Agriculture, Forestry and Fisheries, MEF = Ministry of Economy and Finance, NIO = national implementation office, PIO = project implementation office, PMO = project management office, PPMS = project performance management system, PSC = provincial steering committee.

Source: Asian Development Bank.

B. Key Persons Involved in Implementation

Table 4: Key Persons Involved in Implementation

Executing Agency

Ministry of Economy and Finance

H.E. ROS Seilava
Director, Program Management Office
Ministry of Economy and Finance
Royal Government of Cambodia
Street 92, Sangkat Wat Phnom, Khan Daun Penh, Phnom Penh, Cambodia
Tel.: +855 23 724 664 / Fax: +855 23 427 798
Email address: rseilava@yahoo.com

Asian Development Bank

Southeast Asia Department

Anthony Robert Gill
Officer-in-Charge
Cambodia Resident Mission
Southeast Asia Department
Asian Development Bank
No. 29, Suramarit Boulevard (St. 268) Sangkat Chaktomuk, Khan Daun Penh, Phnom Penh, Cambodia
Tel.: +855 23 973 200 / Fax: +855 23 215 807
Email address: agill@adb.org

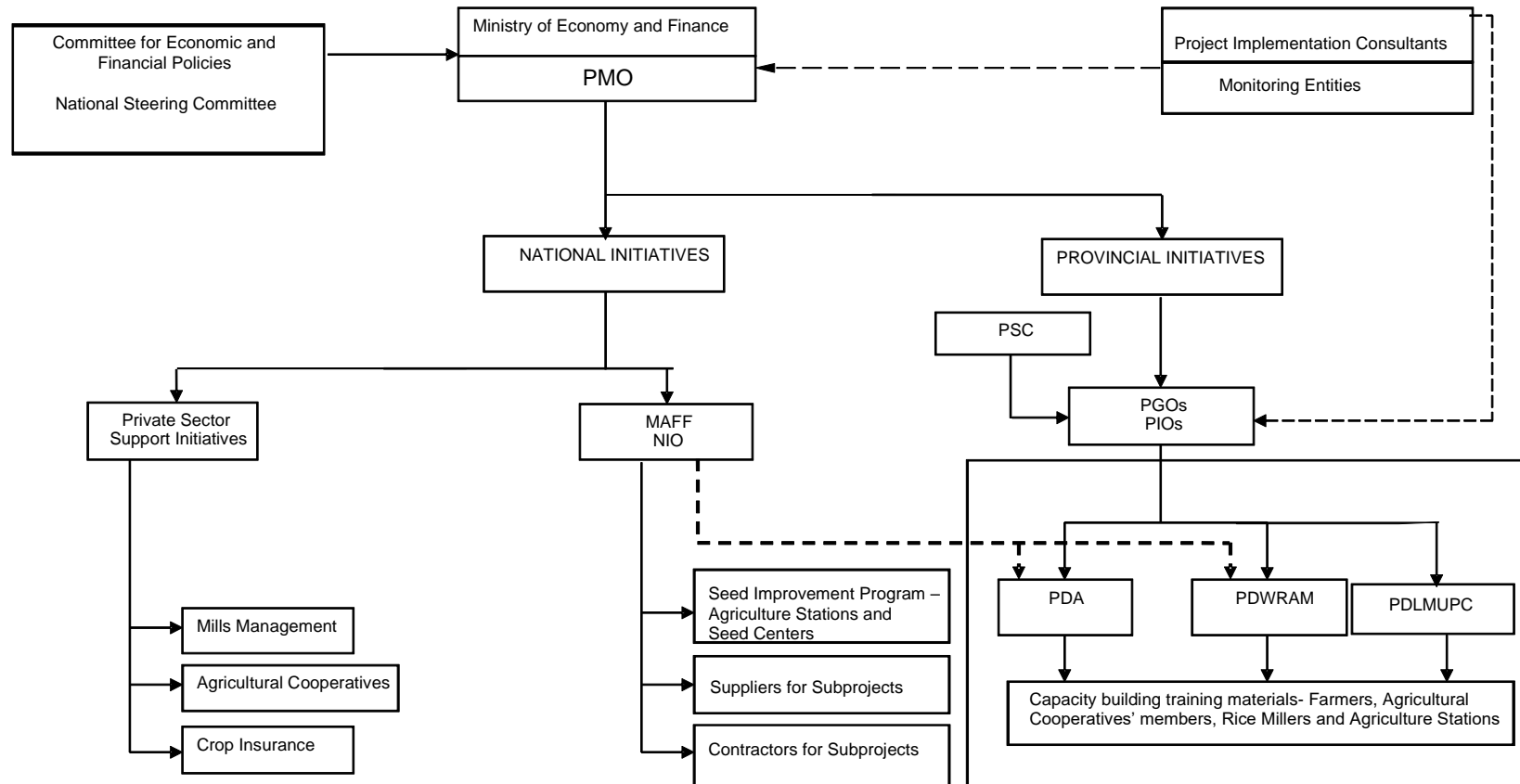
Team Leaders

Leonard Leung
Natural Resources and Agriculture Economist
Environment, Natural Resources and Agriculture Division
Southeast Asia Department
Asian Development Bank
6 ADB Avenue, Mandaluyong City 1550 Philippines
Tel.: +632 8683 1491
Email address: lleung@adb.org

Chanthou Hem
Senior Project Officer
Cambodia Resident Mission
Southeast Asia Department
Asian Development Bank
No. 29, Suramarit Boulevard (St. 268) Sangkat Chaktomuk, Khan Daun Penh, Phnom Penh, Cambodia
Tel.: +855 23 973 200 / Fax: +855 23 215 807
Email address: chem@adb.org

C. Project Organization Structure

Figure 1: Project Organization Structure



MAFF = Ministry of Agriculture, Forestry, and Fisheries
 NIO = National Implementation Office
 PDA = Provincial Department of Agriculture
 PDLMUPC = Provincial Department of Land Management, Urban Planning, and Construction

PDWRAM = Provincial Department of Water Resources and Meteorology
 PGO = Provincial Governor's Office
 PIO = Provincial Implementation Office
 PMO = Program Management Office
 PSC = Provincial Steering Committee

--- advisory/supporting function
 — reporting function

IV. COSTS AND FINANCING

7. The additional financing is estimated to cost \$3.92 million, including contingencies, of which \$3.80 million will be financed on a grant basis from GAFSP. The government will provide in-cash contributions to taxes and duties of \$0.12 million for (i) civil works, (ii) equipment, and (iii) project vehicles.

A. Cost Estimates Preparation and Revisions

8. The cost estimates were prepared by ADB consultants and staff using data from primary sources. Figures are based on unit cost and rates prevailing in Cambodia in May 2021. The detailed costing for civil works is based on detailed engineering design and priced bills of quantity, and the detailed costing for goods is based on original project consultant's market research. To improve the additional financing's procurement readiness, bidding documents for civil works and goods are prepared based on the detailed costs.

B. Key Assumptions

9. The following key assumptions underpin the cost estimates and financing plan:

- (i) Exchange rate: 4,080 KHR = \$1.00 (as of 31 May 2021).
- (ii) Price contingencies based on expected cumulative inflation over the implementation period are as follows:

Table 5: Escalation Rates for Price Contingency Calculation

Item	2021	2022	2023	2024	2025	Average
Foreign rate of price inflation	3.1%	3.0%	3.0%	3.0%	3.0%	3.0%
Domestic rate of price inflation	1.6%	1.7%	1.8%	1.8%	1.8%	1.8%

Source: Asian Development Bank.

C. Detailed Cost Estimates by Expenditure Category

Table 6: Detailed Cost Estimates by Expenditure Category

Item	(KHR million)			(\$ million)			Foreign Exchange %
	Foreign	Local	Total	Foreign	Local	Total	
A. Investment Costs^{a,b}							
Civil Works (Grain Handling)	394	1,577	1,971	0.10	0.39	0.48	20.0
Specialized Equipment (Farm Machinery)	2,273	0	2,273	0.56	0.00	0.56	100.0
Associated Initiatives	0	2,281	2,281	0.00	0.56	0.56	0.0
Contract Services (Certified Seed Production)	1,016	4,064	5,080	0.25	1.00	1.25	20.0
Crop Insurance	0	1,621	1,612	0.00	0.40	0.40	0.0
Vehicles and Office Equipment	404	0	404	0.10	0.00	0.10	100.0
Training and Studies	0	1,081	1,081	0.00	0.27	0.27	0.0
Subtotal (A)	4,087	10,614	14,700	1.00	2.60	3.60	27.8
B. Contingencies^c							
Physical	205	531	736	0.05	0.13	0.18	27.8
Price	155	402	556	0.04	0.10	0.14	27.8

Item	(KHR million)			(\$ million)			Foreign Exchange %
	Foreign	Local	Total	Foreign	Local	Total	
Subtotal (B)	359	933	1,292	0.09	0.23	0.32	27.8
Total Project Costs (A+B)	4,446	11,547	15,992	1.09	2.83	3.92	27.8

Note: Numbers may not sum precisely because of rounding.

^a Government will finance taxes and duties through in-cash contributions of \$0.12 million on (i) civil works (grain handling), (ii) specialized equipment (farm machinery), and (iii) vehicle and office equipment.

^b In mid-2021 prices as of May 2021.

^c Price contingencies computed at 3.1% for 2021 and 3.0% thereafter for local currency costs; 1.6% in 2021, 1.7% in 2022, and 1.8% thereafter. Conversion between currencies assumes purchasing power parity.

Source: Asian Development Bank.

D. Allocation and Withdrawal of Grant Proceeds

Table 7: Allocation of GAFSP Grant Proceeds

Number	Expenditure Category	Grant Proceeds (\$)	Percentage and basis for withdrawal from the loan account
1	Civil Works (Grain Handling), Specialized Equipment (Farm Machinery), Vehicle and Office Equipment	1,221,000	100% of total expenditure claimed*
2	Associated Initiatives, Contract Services (Certified Seed Production), Crop insurance, Training and Studies	2,579,000	100% of total expenditure claimed
	Total	3,800,000	

GAFSP = Global Agriculture and Food Security Program.

* Exclusive of taxes and duties imposed within the territory of the borrower.

Source: Asian Development Bank.

E. Detailed Cost Estimates by Financier

Table 8: Detailed Cost Estimates by Financier
(\$ million)

Expenditure Category	GAFSP		RGC		Total	As % of Total Cost	Taxes and duties	
	Amount	% of Cost	Amount	% of Cost			GAFSP	RGC
Investment Costs^{a,b,c}								
Civil Works (Grain Handling)	0.54	92.3	0.04	7.7	0.59	15.3	0.00	0.04
Specialized Equipment (Farm Machinery)	0.61	92.2	0.05	7.8	0.66	16.7	0.00	0.05
Associated Initiatives	0.59	100.0	0.00	0.0	0.59	14.8	0.05	0.00
Contract Services (Certified Seed Production)	1.29	100.0	0.00	0.0	1.29	33.0	0.00	0.00
Crop Insurance	0.41	100.0	0.00	0.0	0.41	10.5	0.00	0.00
Vehicles and Office Equipment	0.08	74.3	0.03	25.7	0.10	2.6	0.00	0.03
Training and Studies	0.28	100.0	0.00	0.0	0.28	7.0	0.00	0.00
Total Project Costs	3.80	96.9	0.12	3.1	3.92	100.0	0.05	0.12

GAFSP = Global Agriculture and Food Security Program, RGC = Royal Government of Cambodia.

Note: Numbers may not sum precisely because of rounding.

^a Includes taxes and duties of \$170,000. ADB-administered cofinancing will finance taxes and duties of \$50,000. Such amount does not represent an excessive share of the project cost. The government will finance taxes and duties of \$120,000 through in-cash contribution.

^b In mid-2021 prices as of May 2021.

^c Price contingencies computed at 3.1% for 2021 and 3.0% thereafter for local currency costs; 1.6% in 2021, 1.7% in 2022, and 1.8% thereafter. Conversion between currencies assumes purchasing power parity.

Source: Asian Development Bank.

F. Detailed Cost Estimates by Outputs and/or Components

Table 9: Detailed Cost Estimates by Outputs
(\$ million)

(\$ million)

Item	Output 3. Climate resilient rice value chain infrastructure developed		Output 4. Rice value chain support services enhanced to improve quality of Cambodian rice		Output 5. Weather-Indexed Crop Insurance (WICI) piloted		Output 6. Effective Project Management		Total cost
	Amount	% of	Amount	% of	Amount	% of	Amount	% of	
		Cost		Cost		Cost		Cost	Cost
Investment Costs ^{a,b,c}									
Civil Works (Grain Handling)	0.60	100.0	0.00	0.0	0.00	0.0	0.00	0.0	0.60
Specialized Equipment (Farm Machinery)	0.66	100.0	0.00	0.0	0.00	0.0	0.00	0.0	0.66
Associated Initiatives	0.29	50.0	0.29	50.0	0.00	0.0	0.00	0.0	0.58
Contract Services (Certified Seed Production)	0.00	0.0	1.29	100.0	0.00	0.0	0.00	0.0	1.29
Crop Insurance	0.00	0.0	0.00	0.0	0.41	100.0	0.00	0.0	0.41
Vehicles and Office Equipment	0.00	0.0	0.00	0.0	0.00	0.0	0.10	100.0	0.10
Training and Studies	0.00	0.0	0.28	100.0	0.00	0.0	0.00	0.0	0.28
Total Investment Costs	1.55	39.5	1.86	47.5	0.41	10.5	0.10	2.6	3.92

Note: Numbers may not sum precisely because of rounding.

^a Government will finance taxes and duties through in-cash contributions of \$0.12 million on (i) civil works (grain handling), (ii) specialized equipment (farm machinery), and (iii) vehicle and office equipment.

^b In mid-2021 prices as of May 2021.

^c Price contingencies computed at 3.1% for 2021 and 3.0% thereafter for local currency costs; 1.6% in 2021, 1.7% in 2022, and 1.8% thereafter. Conversion between currencies assumes purchasing power parity.

Source: Asian Development Bank.

G. Detailed Cost Estimates by Year

Table 10: Detailed Cost Estimates by Year
(\$ million)

	2022	2023	Total
Investment Costs^{a,b,c}			
Civil Works (Grain Handling)	0.39	0.20	0.59
Specialized Equipment (Farm Machinery)	0.43	0.22	0.66
Associated Initiatives	0.39	0.20	0.59
Contract Services (Certified Seed Production)	0.86	0.44	1.29
Crop Insurance	0.27	0.14	0.41
Vehicles and Office Equipment	0.07	0.03	0.10
Training and Studies	0.19	0.09	0.28
Total Project Costs	2.60	1.32	3.92

Note: Numbers may not sum precisely because of rounding.

^a Government will finance taxes and duties through in-cash contributions of \$0.12 million on (i) civil works (grain handling), (ii) specialized equipment (farm machinery), and (iii) vehicle and office equipment.

^b In mid-2021 prices as of May 2021.

^c Price contingencies computed at 3.1% for 2021 and 3.0% thereafter for local currency costs; 1.6% in 2021, 1.7% in 2022, and 1.8% thereafter. Conversion between currencies assumes purchasing power parity.

Source: Asian Development Bank.

H. Contract and Disbursement S-Curve

Figure 2: Contract Award and Disbursement S-Curve

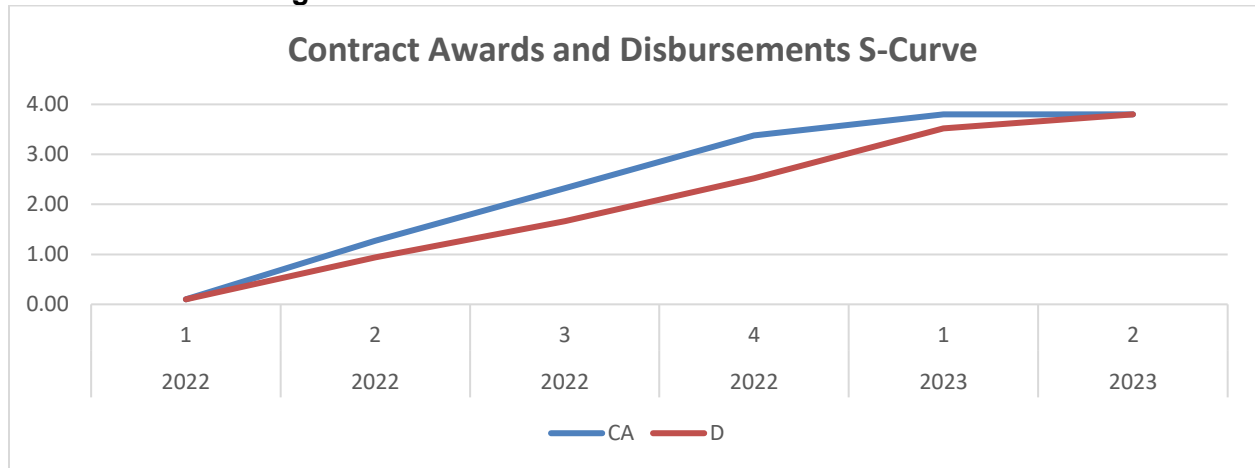


Table 11: Contract Award and Disbursement Projections
(\$ million)

Year	Contract Awards					Disbursements				
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total
2022	0.10	1.17	1.05	1.06	3.38	0.10	0.84	0.72	0.86	2.52
2023	0.42	0.00	0.00	0.00	0.42	1.00	0.28	0.00	0.00	1.28
	Total Contract Awards				3.80	Total Disbursements				3.80

V. FINANCIAL MANAGEMENT

A. Financial Management Assessment

11. The financial management assessment was conducted during the processing of the original project and updated during the processing of the additional financing in April 2021 in accordance with ADB's Technical Guidance Note on Financial Management Assessment.⁶ The financial management assessment considered the capacity of the steering committee, chaired by the MEF as the executing agency, along with the national implementation office (NIO) within the Ministry of Agriculture, Forestry and Fisheries (MAFF) and provincial implementation offices (PIOs) under the three provincial governor's offices as implementing agencies of the additional financing, through updating the understanding and risks associated with the existing arrangements applicable to the additional financing. The arrangements related to funds flow, staffing, accounting and financial reporting systems, financial information systems, internal controls, internal and external auditing were examined through close discussion with the executing and implementing agency staff and review of documents related to original project's implementation and external audit reports.

12. The risks on the original project were **low** after mitigation measures taken during implementation to address four key risk areas: (i) public financial management, (ii) procurement, (iii) anticorruption, and (iv) implementation of subproject investments.

13. Based on the updated information and assessment, the overall pre-mitigation financial management risk of the additional financing is low. The key financial management risks identified are (i) potentially inconsistent application of financial management policies, (ii) unrealistic project budgeting, and (iii) availability of operations and maintenance funding to ensure sustainability of project outputs. The use of advance fund or Statement of Expenditures (SOE) procedures is already being used by the MEF- program management office (PMO) in the original project thus demonstrating its capacity to administer such procedures. The executive and implementing agencies have agreed to implement an action plan as key measures to address the deficiencies. The financial management action plan is provided in Table 12.⁷ A clause on operations and maintenance commitment was included in the legal agreement for further monitoring.

Table 12: Time-bound Financial Management Action Plan

Risk	Mitigation Action	Responsibility	Timeframe
FMM: Inconsistent application of FM policies	Update the Supplementary FMM to cover Additional Financing activities	PMO, NIO, and PIOs	Before AF effectiveness
Budgeting: Unrealistic project budgeting	Preparation of annual realistic budget in sufficient details to allow meaningful monitoring of performance	PMO, NIO, and PIOs	Annually

AF = additional financing, FM = financial management, FMM = financial management manual, NIO = national implementation office, PIO = provincial implementation office, PMO = program management office.

⁶ ADB. 2015. *Financial Management Technical Guidance Note*. Manila.

⁷ Progress status of the actions in the financial management action plan are required to be updated during review missions and submitted to ADB semi-annually.

B. Disbursement

1. Disbursement Arrangements for ADB-administered Cofinancier Funds

14. The grant proceeds for the additional financing will be disbursed in accordance with ADB's *Loan Disbursement Handbook* (2017, as amended from time to time),⁸ and detailed arrangements agreed upon between the government and ADB. Project staff are encouraged to take a refresher of this training, including disbursement training courses offered by ADB and its Cambodia Resident Mission to help ensure efficient disbursement and fiduciary control. The additional financing will follow the disbursement arrangements and procedures already in place for the original project.⁹ The MEF-PMO will be responsible for (i) collecting and retaining supporting documents, and (ii) preparing and sending withdrawal applications to ADB.

15. **Advance fund procedure.** A separate advance account should be established and maintained by the MEF-PMO for the additional financing grant. The currency of the advance account is the US dollar. The advance account is to be used exclusively for the additional financing grant funds share of eligible expenditures. The MEF-PMO who administers the advance account is accountable and responsible for proper use of advances to the advance account including advances to any sub-accounts. Four sub-accounts will be opened, and each will be managed by the NIO and three PIOs to pay for eligible expenses. The maximum amount to be deposited into each sub-accounts will be equivalent to 6 months estimated expenditures. The NIO and PIOs will prepare liquidation and replenishment requests for their sub-accounts. These will be submitted to the PMO which will consolidate the requests before sending them to MEF-PMO. PMO will ensure that all sub-accounts will be audited as part of the regular annual audits of program accounts

16. The total outstanding advance to the advance account should not exceed the estimate of ADB's share of expenditures to be paid through the advance account for the forthcoming 6 months. The MEF-PMO may request for initial and additional advances to the advance account based on an Estimate of Expenditure Sheet¹⁰ setting out the estimated expenditures to be financed through the account for the forthcoming 6 months. Supporting documents should be submitted to ADB or retained by the MEF-PMO in accordance with ADB's *Loan Disbursement Handbook* (2017, as amended from time to time) when liquidating or replenishing the advance account.

17. **Statement of expenditure procedure.** The SOE procedure may be used for reimbursement of eligible expenditures or liquidation of advances to the advance account for the additional financing. The capacity of the MEF-PMO is determined adequate and no ceiling on the use of SOE procedure will be established. Supporting documents and records for the expenditures claimed under the SOE should be maintained and made readily available for review by ADB's disbursement and review missions, upon ADB's request for submission of supporting documents on a sampling basis, and for independent audit.

18. Before the submission of the first withdrawal application for the additional financing, the MEF-PMO should submit to ADB sufficient evidence of the authority of the person(s) who will sign the withdrawal applications on behalf of the government, together with the authenticated

⁸ ADB. 2017. [Loan Disbursement Handbook](#). Manila.

⁹ ADB. 2013. [Project Administration Manual: Climate-Resilient Rice Commercialization Sector Development Program](#). Manila.

¹⁰ Estimate of expenditure sheet is available in Appendix 8A of ADB's [Loan Disbursement Handbook](#) (2017, as amended from time to time).

specimen signatures of each authorized person. The minimum value per withdrawal application is stipulated in the ADB *Loan Disbursement Handbook* (2017, as amended from time to time). Individual payments below such amount should be paid (i) by the executing agency (MEF-PMO) and/or implementing agencies (MAFF-NIO and PIOs) and subsequently claimed to ADB through reimbursement, or (ii) through the advance fund procedure, unless otherwise accepted by ADB. The borrower should ensure sufficient category and contract balances before requesting disbursements. Use of ADB's Client Portal for Disbursements¹¹ system is encouraged for submission of withdrawal applications to ADB.

C. Accounting

19. The PMO, NIO, and PIOs will maintain separate books and records by funding source, including in-kind contributions, for all expenditures incurred on the project following the government's financial regulations and will prepare project financial statements in accordance with cash-basis Cambodia Public Sector Accounting Standards following the government's accounting laws and regulations which are consistent with international accounting principles and practices.

D. Auditing and Public Disclosure

20. The MEF-PMO will cause the detailed project financial statements, which are inclusive of all eligible expenditures from the original project and additional financing, to be audited in accordance with Cambodian International Standards on Auditing by an independent auditor acceptable to ADB. The audited project financial statements together with the auditor's opinion will be presented in English to ADB within 6 months from the fiscal year end.

21. The audit report for the project financial statements will include a management letter and auditor's opinions, which cover (i) whether the project financial statements present an accurate and fair view or are presented fairly, in all material respects, in accordance with the applicable financial reporting standards; and (ii) whether the proceeds of the grant was used only for the purpose(s) of the project.

22. Compliance with financial reporting and auditing requirements will be monitored by review missions and during normal program supervision, and followed up regularly with all concerned, including the external auditor.

23. The government, MEF-PMO, MAFF-NIO, and PIOs, have been made aware of ADB's approach to delayed submission, and the requirements for satisfactory and acceptable quality of the audited project financial statements.¹² ADB reserves the right to require a change in the

¹¹ ADB. 2016. [Guide to the Client Portal for Disbursements](#). Manila. The Client Portal for Disbursements facilitates online submission of withdrawal application to ADB, resulting in faster disbursement. The forms to be completed by the Borrower are available online.

¹² ADB's approach and procedures regarding delayed submission of audited project financial statements:

- (i) When audited project financial statements are not received by the due date, ADB will write to the executing agency advising that (a) the audit documents are overdue; and (b) if they are not received within the next 6 months, requests for new contract awards and disbursement such as new replenishment of advance accounts, processing of new reimbursement, and issuance of new commitment letters will not be processed.
- (ii) When audited project financial statements are not received within 6 months after the due date, ADB will withhold processing of requests for new contract awards and disbursement such as new replenishment of advance accounts, processing of new reimbursement, and issuance of new commitment letters. ADB will (a) inform the

auditor (in a manner consistent with the constitution of the borrower), or for additional support to be provided to the auditor, if the audits required are not conducted in a manner satisfactory to ADB, or if the audits are substantially delayed. ADB reserves the right to verify the project's financial accounts to confirm that the share of ADB's financing is used in accordance with ADB's policies and procedures.

24. Public disclosure of the audited project financial statements, including the auditor's opinion on the project financial statements, will be guided by ADB's *Access to Information Policy* (2018).¹³ After the review, ADB will disclose the audited project financial statements and the opinion of the auditors on the project financial statements on the ADB's website no later than 14 days of ADB's confirmation of their acceptability. The management letter and additional auditor's opinions will not be disclosed.

VI. PROCUREMENT AND CONSULTING SERVICES

A. Advance Contracting

25. All advance contracting will be undertaken in conformity with ADB *Procurement Guidelines* 2015.¹⁴ The issuance of invitations to bid under advance contracting will be subject to ADB prior approval. The borrower, MEF-PMO and MAFF-NIO have been advised that approval of advance contracting does not commit ADB to finance the project.

26. The project will proceed to procure under advance contracting the following packages: (i) agricultural machinery, (ii) farm machinery for seed processing and storage facilities, and (iii) project vehicles.

B. Procurement of Goods, Works, and Consulting Services

27. All procurement of goods and works will be undertaken in accordance with ADB's *Procurement Guidelines* 2015. To assist implementation of the additional financing, eighteen existing individual implementation consultants (two international and sixteen national) under the original project will be retained, and two new individual national consultants will be recruited under the original project. Contract extension of the existing consultants and recruitment of new ones will follow ADB's *Guidelines on the Use of Consultants by Asian Development Bank and Its Borrowers* 2013.¹⁵ All these consultants will be financed under the original project. The Standard Operating Procedures for All Externally Financed Projects/Programs in Cambodia (May 2012, as amended from time to time) will be followed.

28. The procurement of goods will use national competitive bidding and shopping while the procurement of works will use national competitive bidding. The original project will provide consultants for the implementation of the additional financing. MEF-PMO and MAFF-NIO have reviewed and revised the terms of reference and additional time inputs of different specialists to match the need of the additional financing activities. As the original project will finance all

executing agency of ADB's actions; and (b) advise that the loan may be suspended if the audit documents are not received within the next 6 months.

(iii) When audited project financial statements are not received within 12 months after the due date, ADB may suspend the loan.

¹³ ADB. 2018. [Access to Information Policy](#). Manila.

¹⁴ ADB. 2015. [Procurement Guidelines](#). Manila.

¹⁵ ADB. 2013. [Guidelines on the Use of Consultants by Asian Development Bank and Its Borrowers](#). Manila.

consulting services, the additional financing will not finance any new consultancy service packages.

29. An 18-month procurement plan indicating threshold and review procedures for goods and works contract packages is in the following section.

C. Procurement Plan

Basic Data

Project Name: Climate-Resilient Rice Commercialization Sector Development Program (Additional Financing)	
Project Number: 44321-014	Approval Number: GXXXX
Country: Cambodia	Executing Agency: Ministry of Economy and Finance
Project Procurement Classification: B	Implementing Agencies: Ministry of Agriculture, Forestry and Fisheries; Provincial Governor's Office, Battambang province; Provincial Governor's Office, Kampong Thom province; Provincial Governor's Office, Prey Veng province
Procurement Risk: Low	
Project Financing Amount: GAFSP: US\$3,800,000 Government: US\$120,000 (in-cash) Total: US\$3,920,000	Project Closing Date: 30 September 2023
Date of First Procurement Plan: [date of ADB approval of the additional financing grant]	Date of this Procurement Plan: 27 October 2021

1. Methods, Thresholds, Review and 18-Month Procurement Plan

a. Procurement and Consulting Methods and Thresholds

30. The following process thresholds shall apply to procurement of goods and works.

Procurement of Goods and Works		
Method	Threshold	Comments
National Competitive Bidding for Goods	Between US\$ 100,000 and US\$ 1,000,000	Prior review. ADB should be satisfied that the prices are reasonable.
Shopping for Goods	Below US\$ 100,000	Post review. ADB should be satisfied that the prices are reasonable.
National Competitive Bidding for Works	Between US\$ 100,000 and US\$ 3,000,000	Post review. ADB should be satisfied that the prices are reasonable.

b. Goods and Works Contracts

31. The following table lists goods and works contracts for which the procurement activity is expected to commence within the next 18 months.

Package Number	General Description	Estimated Value	Procurement Method	Review (Prior/ Post)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
AF-CW01	Agricultural cooperatives' seed warehouses and drying yard	486,000	National Competitive Bidding	Post	1S1E	Q1/2022	Prequalification of Bidders: N Domestic Preference Applicable:

Package Number	General Description	Estimated Value	Procurement Method	Review (Prior/ Post)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
							<p>N</p> <p>Advance contracting: N</p> <p>Bidding Document: Works from Government SOPs for externally financed project</p> <p>To be procured by MAFF-NIO</p>
AF-GD01	<p>Agricultural machinery</p> <p>Lot 1: 22 E-Li seeders for 19 agricultural cooperatives and 3 agricultural stations</p> <p>Lot 2: Cleaning and grading machine for Balang Agricultural Station</p>	<p>88,000</p> <p>33,000</p> <p>55,000</p>	Shopping	Post		Q1/2022	<p>Domestic Preference Applicable: N</p> <p>Advance contracting: Y</p> <p>Bidding Document: Works - Government SOPs for externally financed project.</p> <p>To be procured by MAFF-NIO</p>
AF-GD02	Farm machinery for seed processing and storage facilities	472,000	National Competitive Bidding	Post	1S1E	Q1/2022	<p>Prequalification of Bidders: N</p> <p>Domestic Preference Applicable: N</p> <p>Advance contracting: Y</p> <p>Bidding Document: Goods - Government SOPs for externally financed</p>

Package Number	General Description	Estimated Value	Procurement Method	Review (Prior/ Post)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
							project. To be procured by MAFF-NIO
AF-GD03	Project vehicles (two)	100,000	Shopping	Post		Q1/2022	Prequalification of Bidders: N Domestic Preference Applicable: N Advance contracting: Y Bidding Document: Goods - Government SOPs for externally financed project. To be procured by MEF-PMO

D. Consultants' Terms of Reference

32. The additional financing will make use of the individual implementation consultants already recruited for the original project (paras. 27 to 28). MEF-PMO and MAFF-NIO have reviewed and revised the terms of reference and additional time inputs of different specialists to match the need of the additional financing activities. There will be (i) an extension for the eighteen existing individual implementation consultants (two international and sixteen national),¹⁶ and (ii) recruitment of two new individual national consultants. The terms of reference for all current consultants whose contracts will be extended, including the terms of reference for the new consultants, are in Appendix 1. The MEF-PMO and MAFF-NIO are responsible for updating the procurement plan, preparing necessary contract variations, and recruitment documents of consultants for ADB's no-objection.

VII. SAFEGUARDS

33. **Institutional arrangement.** The additional financing will retain the existing institutional arrangements of the original project. The Committee for Economic and Financial Policies, chaired by the MEF, will be the steering committee. MEF will continue as the executing agency, and its PMO will continue to manage the project. MAFF-NIO and PIOs under the three provincial

¹⁶ Of these, seventeen consultants' contracts (two international and fifteen national) have already been extended and varied as of November 2021. Only the national gender specialist will be replaced in addition to the two new experts to be recruited.

governor's offices are the implementing agencies. MEF-PMO will be responsible for safeguards requirements and management, with support from individual implementation consultants.

A. Environment

34. An environmental assessment and review framework (EARF) was conducted for policy and project interventions during preparation of the original project in September 2012. Policy interventions focus on improving agricultural practices (chemicals and fertilizer application), land-use zoning (to avoid environmentally sensitive areas), watershed protection, and water management in irrigation systems, all of which are likely to have major positive impacts and significantly contribute to improved environment. The EARF was updated in April 2021 to cover the additional works (warehouses for six agricultural cooperatives) under the additional financing. The updated EARF was disclosed on ADB's website on 6 August 2021.¹⁷

35. Rapid environmental assessment was conducted for the six agricultural cooperatives warehouses and drying yards to screen the potential environmental impacts of the subprojects that may occur during the subproject design, construction, and operation phases. The environmental study was undertaken through field investigations and screening of potential impacts, both negative and positive. The potential environmental impacts that are expected to occur due to the project activities during pre-construction, construction, and operation phases are noted and their mitigation measures established. Based on the results of rapid environmental assessment checklist and the ADB's classification system to reflect the significance of a project's potential environmental impacts, the six subprojects are classified as category C. Overall, the additional financing grant is categorized C for Environment.

36. An environmental code of conduct was prepared which identifies potential impacts and prescribes necessary mitigation measures and monitoring requirements for the construction of the proposed six agricultural cooperatives. The environmental code of conduct will be referred to and attached to all minor works contracts.

B. Involuntary Resettlement

37. The additional financing grant is categorized C for involuntary resettlement impacts. The additional financing will involve the construction of six agricultural cooperatives warehouses, but these facilities will not involve any involuntary land acquisition as they will be built on the land owned by the agricultural cooperatives and will be located within the agricultural cooperatives' compounds. An external monitor will be recruited using the original project's fund to validate land ownership of agricultural cooperatives. This is to ensure compliance with ADB's *Safeguard Policy Statement* (ADB SPS, 2009).¹⁸

38. The additional financing will exclude any activities that will cause involuntary land acquisition or voluntary land donation. Temporary or permanent impacts on businesses are expected to be minimal or nonexistent. If the impact is unavoidable, mitigation measures will be established, a resettlement plan will be prepared and submitted to ADB for review and clearance.

¹⁷ ADB. 2013. [Report and Recommendation of the President to the Board of Directors: Proposed Loans and Administration of Grants and Loan to the Kingdom of Cambodia for the Climate-Resilient Rice Commercialization Sector Development Program](#). Environmental Assessment and Review Framework (accessible from the list of linked documents in Appendix 2 of the Additional Financing Report). Manila.

¹⁸ ADB. 2009. [Safeguard Policy Statement](#). Manila.

39. **Grievance Redress Mechanism.** The additional financing will use the same grievance redress mechanism (GRM) that were established in each project province under the original project. The GRM is in compliance with ADB's SPS (2009) requirement to prevent and address community concerns and assist the project to maximize environmental and social benefits. The GRM will be accessible to all community members, including vulnerable groups such as women and youth. Multiple points of entry, including face-to-face meetings (if needed and with application of COVID-19 health protocol), written complaints, telephone conversations, e-mail, or plausibly social media platforms, will be available. The additional financing will prepare adequate means and mechanism to raise awareness about the GRM to the affected communities. The status of GRM implementation will be included in the semiannual safeguard monitoring report.

40. **External monitoring organization.** Following the requirement of ADB SPS (2009), the PMO will recruit an external monitor to validate land ownership of agricultural cooperatives. No land purchases are envisaged under the additional financing. The external monitor's reports on land ownership validation will be prepared and submitted to PMO and ADB for review. The external monitor report may include recommendations or proposed corrective actions if policy gaps are identified in land ownership. Contract cannot be awarded, nor can construction commence, without ADB clearance on external monitor reports and Corrective Action Plan implementation (if any). The external monitor can be a qualified lawyer or an independent consultant, with recognized experience on project evaluation and good professional reputation in Cambodia. The terms of reference of the external monitor is attached in Appendix 2.

41. **Budget requirements.** Sufficient budget for external monitor recruitment, GRM and environmental management plan (EMP) implementation for the additional financing will be financed by the original project. PMO should ensure funding availability in a timely manner.

42. **Project disclosure and consultation.** With reference to the Risk Screening and Assessment for Projects Under Preparation (Appendix 3) and in compliance with ADB SPS (2009) and the Guidance Note on Safeguards Compliance during the COVID-19 Pandemic, the project conducted public consultation with the project communities using alternative means available, through a combination of (i) distribution of project leaflets in local language; (ii) social media platforms; (iii) local newspaper and radio; and (iv) virtual consultations with limited participants and with application of COVID-19 health protocols. The exact consultation tools to be used during project implementation, as well as the consultation procedures and findings, will be documented in the safeguard monitoring report.

43. **Prohibited investment activities.** Pursuant to ADB's SPS (2009), ADB funds may not be applied to the activities described on the ADB Prohibited Investment Activities List set forth at Appendix 5 of the ADB SPS (2009).

C. Indigenous People

44. The original project is categorized as C for indigenous people impacts. The six civil works subprojects are located in (i) Bansay Treng commune of Thmar Kaul district, (ii) Prey Kpos commune of Bovel district in Battambang province, (iii) Trea commune of Stoung district, (iv) Trapaing Reussey commune of Kampong Svay district in Kampong Thom province, (v) Lvea commune of Preah Sdach district, and (vi) Ampil Krao commune of Sithor Kandal district in Prey Veng province. Commune database information and socioeconomic survey indicate there are no indigenous people living within the subproject areas. Local authorities and residents confirmed this finding. Therefore, these six subprojects will not cause any impact on indigenous people.

VIII. GENDER AND SOCIAL DIMENSIONS

45. The additional financing is categorized as Effective Gender Mainstreaming, as is the original project. The additional financing will continue to address women farmers' access to resources, essential extension services and decision-making.

46. Cambodian women play an important role in agriculture. The MAFF's Gender Mainstreaming Policy and Strategic framework in Agriculture (2016–2020)¹⁹ set out policies with the aim of improving the circumstances of women in rural areas, as well as promoting more women to engage in the sector. However, women continue to face obstacles in access to land, extension services, financial services, markets, technology and leadership and decision-making positions. At the community level, the original project has provided capacity building on different topics such as agricultural extension skills, communications, and marketing to both male and female agricultural cooperatives members. However, the capacity of some female agricultural cooperatives members remains low due to their lack of education, lack of access to essential information about training opportunities, lack of time due to their household obligations, and low self-esteem.

47. The additional financing will support the following activities to continue the original project's gender mainstreaming approaches, which are still in progress:²⁰ (i) training to agricultural cooperatives members in business plan development, report writing, general concepts of financial management, gender-based violence awareness raising, and access to finance (target 50% women); (ii) ensuring 50% participation of female agricultural cooperatives members in paddy market facilitation activities and rice seed business forum; (iii) ensuring 50% of WICI policy holders are women and (iv) ensuring 50% of participants in raising agricultural productivity training are female farmers and community members.

48. For the additional financing, two gender-specific targets are incorporated into the design and monitoring framework targets (Outputs 3e, Output 5c). Three new targets/activities are included in the revised GAP, which is presented below.

Gender Action Plan

Rice-SDP's Outputs	Actions and Targets	Responsible Agencies
A Conducive Legal and Regulatory Environment Established to Facilitate Climate Resilient Rice Commercialization	Original Project: <ul style="list-style-type: none"> • Ensure gender analyses and quantitative and qualitative data inform the development of all policies. • Ensure inclusion of gender expertise in each technical working group for policy development to address the needs of women farmers. • MLMUPC and CLP will issue the Land Policy "White Paper", including a chapter on Land and Gender Policy, integrating gender issues in land administration, management and distribution. Gender issues will be subsequently mainstreamed into the Agricultural Land 	MEF, MAFF, MLMUPC, CLP, MOWA, Women beneficiaries

¹⁹ MAFF. 2006. [Gender Mainstreaming Policy and Strategy in Agriculture](#). Phnom Penh.

²⁰ Refer to Rice-SDP's Gender Action Plan for a complete overview of gender activities and targets.

Rice-SDP's Outputs	Actions and Targets	Responsible Agencies
	<p>Policy and the Law on Management and Use of Agricultural Land.</p> <ul style="list-style-type: none"> • The Guideline for Establishing Agricultural Land-use Zones will incorporate measures for involving women in planning and decision making. • All above laws and legal documents will be adequately disseminated amongst male and female farmers. 	
Agricultural Land Use Zoning Improved	<p>Original Project:</p> <ul style="list-style-type: none"> • Ensure the participation of women and women heads of households, in the collection of data and information relating to land-use zoning through use of women farmer focal group discussion meetings. In particular, 90 groups of farmers consulted (with at least 40% female representation) during the preparation of commune land use plans by 2015. 	MLMUPC and its provincial departments, MAFF and its provincial departments, and PIOs
Climate Resilient Rice Value Chain Infrastructure Developed	<p>Original Project:</p> <ul style="list-style-type: none"> • Women will comprise 50% of the community membership of construction sub-committees. • Separate women farmers' meetings will be held to discuss women's needs related to location, alignment and access to irrigation infrastructure. • Final designs on infrastructure investments will be signed off by construction sub-committees and the commune councils before submission to the government for approval. Further changes to the design must again be approved by the construction sub-committee. • In labor-based civil works, 40% of unskilled laborers will be women. Women will receive equal pay for equal work. Child labor will not be employed. These conditions are to be included in all construction contracts. • Employment opportunities targeted at men and women will be communicated to communities. • Target of at least 30% employment of women as unskilled laborers in rice drying and warehousing facilities. • Target 50% women's employment as administrative staff in rice drying and storage facilities. • Target 50% women employed in seed production facilities as unskilled and semi-skilled laborers, e.g., seed and seed-bed preparation, weeding and seed grading and sorting, packaging, etc. • Occupational safety measures and training provided to all workers. • FWUCs will accept membership registrations from husband and wife - 50% target for each. • Target at least 30% women in management positions in FWUCs. Women will be provided training on leadership and management and will be remunerated for their roles. 	MOWRAM and its provincial departments, MAFF and its provincial department, MEF-PMO, private sector mills, seed facility operators via policy influence, and PIOs

Rice-SDP's Outputs	Actions and Targets	Responsible Agencies
	<ul style="list-style-type: none"> FWUC advisory committee will be established to monitor FWUC activities will comprise 50% women. Affected members dissatisfied with FWUC resolutions of disputes, have the right to appeal to the FWUC advisory committee. Water provision where feasible, will include both irrigation and non-irrigation water needs of households. <p>AF:</p> <ul style="list-style-type: none"> At least 40 percent of AC committee members, 50 percent of whom are female, are trained in business plan development, report writing, general concepts of financial management, GBV awareness. 	
Rice Value Chain Support Services Enhanced to Improve Quality of Cambodian Rice	<p>Original Project:</p> <ul style="list-style-type: none"> Target at least 30% women in management positions in farmer cooperatives. Women will be provided training on leadership and management. Farmers' cooperatives will accept membership registrations from husband and wife. Membership targets are 50% for male and female. Women will comprise 50% of participants in all project supported training in extension and water management. Agricultural extension training materials and revision of "technology implementation procedures" will include specific training needs identified by women farmers on enhancing productivity, diversification of produce (including knowledge related to crops other than rice which require less water supply to increase crop returns for women farmers on marginal land), animal husbandry and safety procedures and new income generating activities. Some 50% of farmers in pilot on-farm trials and demonstrations will be women. Extension training schedules will ensure that location and timing of delivery are convenient for women. Training materials will be designed to meet the needs of female and male farmers, including illiterate farmers. Some 25% of agricultural extension workers trained shall be women (proportionate to actual numbers of female extension workers). Mass media extension materials to be gender sensitive and designed to motivate smallholder women farmers to access certified seed, new production technologies, including land leveling, drying and storage facilities, pilot insurance scheme and potential new markets. Some 50% of farmers under the pilot insurance scheme will be women and 10% of these to be female headed households. Address lack of access to credit by women and poor 	MAFF and its provincial departments, and PIOs

Rice-SDP's Outputs	Actions and Targets	Responsible Agencies
	<p>farmers through (i) enhancing knowledge on requirements of MFIs and banks; and (ii) innovative financial products to ease "traditional" collateral requirements.</p> <p>AF:</p> <ul style="list-style-type: none"> At least 40% of AC committee members, 50% of whom are female, receive training on access to finance. Of the AC committee members that participate in paddy market facilitation activities and seed business forum, 50% are women. 	
Weather-indexed Crop Insurance (WICI) Piloted	<ul style="list-style-type: none"> Some 50% of farmers under the pilot insurance scheme will be women 	MEF-PMO, PIOs
Efficient Program Management and Implementation	<ul style="list-style-type: none"> One international and one national gender and community development specialist recruited to support the PMO and PIOs. Ensure sex-disaggregated performance monitoring system is established and operational. PMO, NIOs, and PIOs staff shall be provided gender training and roles and responsibility training on implementing the GAP. About 30% of administrative and technical positions shall be filled by women by Q3 2013 in PMO, NIOs, and PIOs. Ensure participatory evaluations are conducted with male and female farmer groups at mid-term and end of the project reviews. 	MEF-PMO, NIOs, PIOs

AC = agricultural cooperatives, AF = additional financing, CLP = Council for Land Policy, FWUC = Farmer's Water User Committee, GAP = Gender Action Plan, MAFF = Ministry of Agriculture, Forestry and Fisheries, MEF = Ministry of Economy and Finance, MFI = microfinance institution, MLMUPC = Ministry of Land Management, Urban Planning and Construction, MOWA = Ministry of Women's Affairs, MOWRAM = Ministry of Water Resources and Meteorology, NIO = National Implementation Office, PIO = Provincial Implementation Office, PMO = Program Management Office, Q = quarter, Rice-SDP = Climate Resilient Rice Commercialization Sector Development Program, WICI = Weather-indexed Crop Insurance.

IX. PERFORMANCE MONITORING, EVALUATION, REPORTING, AND COMMUNICATION

A. Project Design and Monitoring Framework

Impact the Project is Aligned with			
Increased net incomes of stakeholders along the rice value chain is aligned with MAFF Instruction No. 152 (measures to boost agricultural production for upcoming rainy season 2020 to ensure food reserve to respond to the risk of COVID-19 outbreak). ^a			
Results Chain	Performance Indicators (Original Project and AF Combined)	Data Sources and Reporting Mechanisms	Risks and Critical Assumptions
Impact Increased net incomes of stakeholders	By 2025 a. Average farming household incomes increased from \$400 in 2010 to \$700 by 2020 (achieved)	National Institute of Statistics' Yearbook	Risk: COVID-19's disruption on logistics

Results Chain	Performance Indicators (Original Project and AF Combined)	Data Sources and Reporting Mechanisms	Risks and Critical Assumptions
along the rice value chain (unchanged)	<p>b. Revenue of rice exporters increased from \$100 million in 2012 to \$600 million in 2020 (on-track)</p> <p>c. Net profit of rice exporters increased from \$30 million in 2012 to \$180 million by 2020 (on-track)</p>	Ministry of Commerce annual trade statistics	and supply chains persist, suppressing trade and rice production
Outcome Enhanced production of quality rice in Cambodia while preserving the natural resource base (unchanged)	<p>By 2025</p> <p>a. Paddy production increased from 8.0 million tons in 2012 to 9.5 million tons by 2018 (achieved)</p> <p>b. Milled rice exports increased from 200,000 tons in 2011 to 0.70 million tons in 2023 (on-track)</p>	<p>MAFF annual crop production statistics</p> <p>Ministry of Commerce annual trade statistics</p>	Risk: COVID-19's disruption on logistics and supply chains persist, suppressing trade and rice production.
<p>Outputs</p> <p>1. Conducive legal and regulatory environment established to facilitate climate-resilient rice commercialization (unchanged)</p> <p>2. Agricultural land-use zoning improved (unchanged)</p> <p>3. Climate-resilient rice value chain infrastructure developed (unchanged)</p>	<p>By 2023</p> <p>1a. Policy and regulatory framework for local seed production are in place (achieved)</p> <p>1b. Guidelines for establishing agricultural land use zones are completed (achieved)</p> <p>1c. Legislation on sustainable management and use of agricultural land are operational (achieved)</p> <p>1d. Regulatory systems for farmers' organizations and contract farming are functional (achieved)</p> <p>1e. Milled rice standards and trade facilitation measures in place (on-track)</p> <p>2a. 90 rice growing communes in target provinces complete AEAs and incorporate into CLUPs by 2021 (achieved)</p> <p>2b. 90 groups of farmers consulted (with at least 40% female representation) during the preparation of CLUPs by 2021 (achieved)</p> <p>3ai. 18,586 hectares (ha) of command area served by climate-resilient rehabilitated irrigation structures by 2021 (achieved)</p> <p>3aii. 40% unskilled laborers employed in the rehabilitation are women (achieved)</p>	<p>Tranche compliance reports prepared by the executing agency</p> <p>Progress reports produced quarterly by the executing agency</p> <p>Progress reports produced quarterly by the executing agency</p>	

Results Chain	Performance Indicators (Original Project and AF Combined)	Data Sources and Reporting Mechanisms	Risks and Critical Assumptions
<p>4. Rice value chain support services enhanced to improve quality of Cambodian rice (unchanged)</p>	<p>3aiii. 50% of construction subcommittee members are women (achieved)</p> <p>3aiv. One FWUC established in each irrigation scheme, with women occupying 30% of the management positions (achieved)</p> <p>3b. Two seed-drying and storage facilities constructed by 2021 with a combined storage capacity of 6,400 tons (30% unskilled laborers and 50% administrative staff are women) (on-track)</p> <p>3c. Capacity for drying paddy in target provinces extended by 2,000 tons per day and capacity for paddy storage in target provinces extended by 40,000 tons by 2021 (on-track)</p> <p>AF:</p> <p><u>3d. Six rice seed DSF (including storage warehouses and drying yards) constructed (2021 baseline: 0)</u></p> <p><u>3e. 500 days of training to raise agricultural productivity provided to 22,000 farmers and community members^b (at least 50% of participants are women) (2021 baseline: 0)</u></p> <p>4a. 2,400 tons of fragrant rice seed produced per annum in target provinces by 2021 (achieved)</p> <p>4b. 70% of farmers (disaggregated by sex) in target provinces using commercial seed every 2 years by 2021 (2012 baseline: 10%) (achieved)</p> <p>4c. 30% of farmers (disaggregated by sex) have leveled their paddy fields by 2021 (2012 baseline: 5%); (achieved)</p> <p>4d. 50% of farmers in target provinces (disaggregated by sex) obtain technical advice through trained input suppliers by 2021 (2012 baseline: 10%) (achieved)</p> <p>4e. 10 rice millers in target provinces use independent financial management advisory services by 2021 (2012 baseline: 0) (achieved)</p> <p>AF</p>	<p>Progress reports produced quarterly by the executing agency</p>	<p>Risk: Low turnout due to COVID-19 restrictions on group gatherings</p> <p>Assumption:</p>

Results Chain	Performance Indicators (Original Project and AF Combined)	Data Sources and Reporting Mechanisms	Risks and Critical Assumptions
5. Weather-indexed crop insurance piloted (unchanged)	<p>4f. <u>At least 1,800 tons of quality rice seeds produced and made accessible to farmers (2021 baseline: 0) (OP 5.1.1)</u></p> <p>4g. <u>19 agricultural cooperatives equipped with better pre- and post-harvest technologies (2021 baseline: 0 agricultural cooperatives equipped) (OP 5.3.2)</u></p> <p>4h. <u>Market facilitation activities conducted for 35 agricultural cooperatives^c (2021 baseline: 0 market facilitation activities conducted)</u></p> <p>5a. 100,000 ha of rice producing areas covered by WICI by 2023 (50% of the policy holders are women (2012 baseline: 0) (on-track)</p> <p>5b. 15 agricultural cooperatives, 2 insurance companies, 1 local financial institution, and 1 local agribusiness entity participating in the pilot tests in three provinces by 2023 (2012 baseline: 0) (achieved)</p> <p>AF:</p> <p>5c. <u>At least 20,000 ha of rice producing areas covered by WICI (at least 50% of the policy holders are women) (2021 baseline: 0 ha covered by WICI) (OP 2.5.3, OP 3.2.3)</u></p>	<p>Feasibility study report</p> <p>Design of WICI and evaluation report</p> <p>Quarterly reports by the insurance firm</p>	<p>The agreed seed procurement price is attractive to agricultural stations and selected ACs; the retail seed sale prices is affordable to ordinary rice farmers</p> <p>Risk: Low turnout due to COVID-19 restrictions on group gatherings</p> <p>Assumptions: The WICI product recommended in the design stage is affordable to farmers and meets their needs.</p> <p>Partnering insurer and insurance distributors identified during design stage remain interested in offering and selling WICI product</p>
6. Efficient program management and implementation (unchanged)	<p>6a. Rice-SDP performance monitoring system, disaggregated by sex, designed and operational within 6 months of effectiveness. (achieved)</p> <p>6b. Baseline surveys completed within 12 months of loans and grants effectiveness and end-line impact evaluation undertaken 6 months before Rice-SDP completion date. (on-track)</p> <p>6c. For PMO, NIOs and PIOs, 30% of administrative and technical positions are filled by women by Q3 2013; progress of gender actions included as part of Rice-SDP progress reports. (on-track)</p>	<p>6a – 6c Progress reports produced quarterly by the executing agency</p> <p>Baseline and end-line impact evaluation by the executing agency</p> <p>Progress reports produced quarterly by the executing agency</p>	<p>Assumption: Existing government staff and individual implementation consultants under the original project will be retained to implement the additional financing</p> <p>Risk: Project implementations delay due to COVID-19 restrictions on field visits, in-person meetings with government staff and stakeholders, group gatherings, and procurement process</p>

<p>Key Activities with Milestones</p> <p>1. Conducive legal and regulatory environment established to facilitate climate-resilient rice commercialization</p> <p>1.1 Establish policy working groups by Q4 2013 (unchanged). (completed)</p> <p>1.2 Produce compliance report for second tranche by Q1 2022 (unchanged). (ongoing)</p> <p>2. Agricultural land-use zoning improved</p> <p>2.1 Undertake commune AEAs by Q2 2021 (unchanged). (completed)</p> <p>2.2 Incorporate the AEAs into CLUPs by Q2 2021 (unchanged). (completed)</p> <p>2.3 Develop three provincial rice ecosystem maps by Q2 2021 (unchanged). (completed)</p> <p>3. Climate-resilient rice value chain infrastructure developed</p> <p>3.1 Recruit national consultants for subproject feasibility studies by Q2 2021 (unchanged). (completed)</p> <p>3.2 Rehabilitate identified irrigation schemes by Q2 2021 (unchanged). (completed)</p> <p>3.3 Establish paddy drying and storage facilities by Q3 2021Q4 2022 (changed). (ongoing)</p> <p>3.4 Establish seed drying and storage facilities by Q3 2021Q1 2022 (changed). (ongoing)</p> <p>3.5 Implement subproject-associated initiatives by Q4 2018Q4 2022 (changed). (ongoing)</p> <p>4. Rice value chain support services enhanced to improve quality of Cambodian rice</p> <p>4.1 Increase availability of quality rice seed (changed). (ongoing)</p> <p>4.1.1 Develop a national seed certification scheme by Q3 2017 (unchanged). (completed)</p> <p>4.1.2 Produce foundation and certified seed by Q4 2017Q4 2022 (changed). (ongoing)</p> <p>4.2 Expand and develop technical extension services (unchanged). (completed)</p> <p>4.2.1 Revise the six “technology information procedures” on rice production by Q2 2021 (unchanged). (completed)</p> <p>4.2.2 Develop extension services material by Q2 2021 (unchanged). (completed)</p> <p>4.3 Enhance business management capacities (unchanged). (ongoing)</p> <p>4.3.1 Study the adoption of bulk handling by Q4 2017 (unchanged). (completed)</p> <p>4.3.2 Provide technical assistance to rice mill by Q3 2021 (unchanged). (ongoing)</p> <p>4.3.3 Organize study tours and training for millers by Q4 2019 (unchanged). (completed)</p> <p>4.4 Improve access to and reduce cost of finance (changed). (ongoing)</p> <p>4.4.1 Develop capacities of financial institutions by Q4 2016Q4 2022 (changed). (ongoing)</p> <p>5. WICI piloted</p> <p>5.1 Engage consultants for feasibility study by Q3 2017 (unchanged). (completed)</p> <p>5.2 Determine feasibility of WICI in Cambodia by Q2 2018 (unchanged). (completed)</p> <p>5.3 Upgrade automatic weather stations by Q3 2021 (unchanged). (completed)</p> <p>5.4 Complete pilot WICI activities in selected areas by Q2 2015Q1 2023 (changed). (ongoing)</p>	
<p>Project Management Activities</p> <p>Project management and implementation</p> <p>Appoint and mobilize PICs by Q4 2014 (unchanged). (completed)</p> <p>Design and operate Rice-SDP’s gender disaggregated program performance monitoring system by Q2 2018 (unchanged). (completed)</p> <p><u>Extend existing project implementation consultants’ contract by Q1 2022</u></p> <p><u>Recruit two additional consultants by Q1 2022</u></p> <p><u>Recruit an external monitor by Q1 2022</u></p>	
<p>Inputs</p> <p>1. ADF Policy Loan: \$24.00 million</p> <p>2. ADF Loan: \$31.00 million</p> <p>3. GAFSP Grant: \$14.60 18.40 million (\$3.80 million additional)</p> <p>4. ADB SCF Loan: \$5.00 million</p> <p>5. ADB SCF Grant: \$4.50 million</p> <p>6. Government: \$8.33 8.55 million (\$0.12 additional)</p>	

ADB = Asian Development Bank; ADF = Asian Development Fund; AEA = agro-ecosystems analysis; AF = additional financing; CLUP = commune land-use plan; COVID-19 = coronavirus disease; DSF = drying and storage facilities; FWUC = farmer water user community; GAFSP = Global Agriculture and Food Security Program; ha = hectare; MAFF = Ministry of Agriculture, Forestry and Fisheries; MLMUPC = Ministry of Land Management, Urban Planning and Construction; NIO = national implementation office; OP = operational priority; PIC = program implementation consultant; PIO = provincial implementation office; PMO = program management office; Q = quarter; Rice-SDP = Climate-Resilient

Rice Commercialization Sector Development Program; SCF = Strategic Climate Fund; WICI = weather-indexed crop insurance.

^a Ministry of Agriculture, Forestry and Fisheries. 2020. Instruction on Emergency Response Measures of Development Programs and Projects During COVID-19 Pandemic. *MAFF Instruction No. 152*. Phnom Penh.

^b All training, and extension activities include COVID-19 health and safety measures.

^c Market facilitation activities include rice seed business forums and Sustainable Rice Platform, Cambodia Chapter.

Contribution to Strategy 2030 Operational Priorities:

In addition to the OP indicators tagged in the design and monitoring framework, this operation will contribute results for OP 2.3.1 (women's participation in decision making and leadership enhanced).

Note: Expected values and methodological details for all OP indicators to which this operation will contribute results are detailed in Contribution to Strategy 2030 Operational Priorities (accessible from the list of linked documents in Appendix 2).

Source: Asian Development Bank.

B. Monitoring Framework for GAFSP

GAFSP Results Area	Indicators in Cambodia's GAFSP	Rice-SDP Indicators (with Reference to the GAFSP M&E Plan)
Component 1: Raising Agricultural Productivity		
An increasingly productive and diversified agricultural system that is capable of assuring food security.	40,000 beneficiary farmers (20,000 are women farmers) and 400 farmer organizations are benefited by extension, technology transfer, improved production trainings and sets of low-input and improved technical packages.	<ul style="list-style-type: none"> Six technical information procedures for lowland rice production upgraded by 2021 20,000 11,500 days of training to raise agricultural productivity including 500 days of training on (1) land levelling; (2) soil nutrient management; (3) sustainable rice production; and (4) Certified Paddy Production provided to extension agents, agro-dealers, farmers, community members etc. (disaggregated by sex). All training and extension activities included COVID-19 health and safety measures. (Modified) 30 subproject contracts providing extension services executed between Rice-SDP and participating provincial department of agriculture by 2021, covering an estimated 30,000 households An increment of 30,000 hectares of paddy land on which modern production technology has been adopted by 2021 19 ACs equipped with better pre- and post-harvest technologies. (Added). An estimated 1,800 tons of quality rice seeds is produced and sold to Farmers/ACs at an affordable price. (Added). At least 30,000 households will adopt water saving technology by land levelling promoted by Rice-SDP by 2021
Pro-poor and pro-women community groups, particularly of food-insecure households, who are empowered to actively develop their potentials, opportunities and minimize risks and	Community projects are implemented using participatory planning techniques.	<ul style="list-style-type: none"> Paddy area with improved/rehabilitated irrigation and drainage services will be 23,000 18,586 ha by 2021 Number of water users provided with new/improved/rehabilitated irrigation and drainage services (disaggregated by sex) estimated to be 23,000 50,000 by 2021 Number of operational water user associations estimated to be 23 9 by 2021 within the subproject areas.

GAFSP Results Area	Indicators in Cambodia's GAFSP	Rice-SDP Indicators (with Reference to the GAFSP M&E Plan)
represent their own interests in political and administrative environment.		
Farmers have secure tenure to their land.	Land titles for rural land use are provided to project beneficiaries, including indigenous communities.	<ul style="list-style-type: none"> 90 communes will have completed commune land use plans based on the agro-ecosystem analyses performed in these communes by 2021^a
Component 2: Linking Farmers to Markets		
Reduce transfer and transaction costs.	Traditional value chain partnerships strengthened for four commodities in 10 provinces over 3 years.	<ul style="list-style-type: none"> 30,000 <u>26,000</u> farming households become members of production association and water user community members (30% are women) by 2021 Market facilitation activities are conducted for 35 ACs. (Added).
Other value addition.	Distribution of post-harvest storage systems to project villages by end of year 4.	<ul style="list-style-type: none"> Volume of paddy under improved post-harvest management increased by 30,000 tons (in terms of storage capacity) by 2021 Paddy drying capacity increased by 2,000 tons per day by 2021 in participating provinces 6 public-private <u>paddy</u> and seed processing facilities (grading, drying and storage) installed by 2021 50,000 client days of training on better post-harvest procedures provided (50% of participants being women)
Component 3: Reducing Risk and Vulnerability		
Community self-reliance for food security and nutrition and health.	40,000 households (20,000 women-headed households) are trained in home gardening techniques by year 4.	<ul style="list-style-type: none"> A weather-indexed crop insurance scheme introduced to improve weather-related risks by 2021 (co-financed by PPCR) 400,000 <u>120,000</u> ha of rice producing areas covered by a WICI scheme directed towards vulnerable groups (co-financed by PPCR) (modified)
Component 4: Improving Non-farm Rural Livelihoods		
Promoting non-farm rural entrepreneurship.	<p>4,000 self-help groups are organized and functioning by end year 4.</p> <p>Basic administration training conducted within 6-months of self-help group formation.</p> <p>1,000 micro-businesses (women headed) and 1,000 small-scale agro-processing are developed and functioning at a basic level by year 3.</p>	<ul style="list-style-type: none"> Number of people trained: 10 rice millers trained through advisory services by 2021; 400,000 <u>80,000</u> FWUC members trained in group management and irrigation scheme operations and maintenance by 2021; 100 staff of financial institutions in participating provinces receive training on the needs of farmers wishing to diversify their livelihood sources by 2021; 1,000 farmers trained in requirements of financial institutions to assist in gaining access to credit by 2021 (with 30% women participants)

GAFSP Results Area	Indicators in Cambodia's GAFSP	Rice-SDP Indicators (with Reference to the GAFSP M&E Plan)
	<p>Community micro-projects are implemented by year 4.</p> <p>Set of vocational training packages are developed by end year 2.</p> <p>4,000 (2,000 are women) are trained in new and/or additional vocational skills by year 4.</p>	
Component 5: Technical assistance, institution building, capacity development		
Policies, Plans and regulatory framework of MAFF are fully established, maintained and coordinated.	MAFF have implemented and enforced policies, plans, regulations for which they are responsible under this program.	<ul style="list-style-type: none"> • Five legal and regulatory frameworks will be in place by 2021 to promote rice commercialization • 300 participants in M&E workshops, training events, seminars, conferences etc. (disaggregated by sex and affiliation)
Gender is mainstreamed in MAFF.	The gender unit in MAFF is functioning and fully funded to continue implementation of gender mainstreaming policies.	<ul style="list-style-type: none"> • Gender targets are mainstreamed into each of the component outputs under Rice-SDP
Policies and information on aspects of food security related to agriculture and water management.	Food security concepts are integrated into development programs and policy.	<ul style="list-style-type: none"> • Food security aspects of the Rice Policy are fully accommodated under Rice-SDP by 2021

AC = agricultural cooperatives; COVID-19 = coronavirus disease; GAFSP = Global Agriculture and Food Security Program; MAFF = Ministry of Agriculture Fisheries and Forestry; M&E = monitoring and evaluation; Rice-SDP = Climate Resilient Rice Commercialization Sector Development Program.

^a Rice-SDP is not involved in land titling due to its political complexity. However, CLUPs established with assistance from Rice-SDP will facilitate the Government's work in land titling.

Source: Asian Development Bank.

C. Monitoring

49. **Project performance monitoring.** The additional financing will continue to use the project performance monitoring system (PPMS) that was developed under the original project to record technical performance, assess project achievements, and measure the social, economic, financial and institutional impacts. The PMO is responsible for (i) operating and updating the PPMS with assistance from the implementation consultants using information provided by the implementing agencies, and (ii) reporting quarterly to ADB. Progress monitoring, safeguards monitoring, and benefit monitoring and evaluation is being carried out regularly during program implementation. Post-evaluation will be carried out three years after program completion. A baseline survey covering both target and control groups, and periodic surveys have been carried out by collecting data which is disaggregated by income group, gender, and other criteria as appropriate. The executing agency is maintaining a program-specific webpage, in English and Khmer, on its official

website,²¹ for wider dissemination of procurement- and distribution-related information, and to provide a feedback mechanism.

50. **Compliance monitoring.** A number of assurances are included in the original project's financing agreements to ensure smooth implementation. These are the covenants specified in the loans and grants agreements.²² ADB is monitoring compliance with the original project's covenants throughout implementation through regular review missions, quarterly progress reports submitted by the PMO, and review of project accounts and procurement procedures.

51. **Safeguards, gender, and social monitoring.** The PMO will prepare and submit (i) semiannual safeguards monitoring reports; (ii) quarterly reports (include GAP) discussing progress achieved, implementation issues, and solutions; and (iii) a completion report covering physical achievements, results of program activities, and a preliminary assessment of achieved benefits. The PMO, NIO, and PIOs, with assistance from the implementation consultants, are responsible for implementation of the due diligence report, EMP, and GAP in their respective provinces. The safeguards and gender implementation consultants have been assisting in the preparation and update of the due diligence report, EMP, and GAP, and will continue to support the PMO, NIO, and PIOs in the monitoring of their implementation. In addition, the PMO will recruit an external monitor to validate land ownership of the six agricultural cooperatives that will be provided with warehouses.²³

D. Evaluation

52. ADB will conduct regular (at least twice per year) review missions throughout implementation to review and assess implementation performance and achievement of project outcomes and objectives, examine financial progress, and identify issues and constraints affecting the additional financing and work out time-bound action plans for their resolution.

53. Apart from regular review missions, a comprehensive mid-term review mission will be jointly undertaken by the government and ADB within 12 months of effectiveness to identify implementation problems and to revise the project administration manual and other arrangements as necessary to resolve problems identified. These reviews will include a comprehensive evaluation of program implementation arrangements, detailed evaluation of the scope and implementation process and progress of subprojects, feedback from the PPMS, performance of consultants, capacity building progress, and pilot testing of WICI.

54. Within 6 months of physical completion, MEF will submit a project completion report covering both the original project and the additional financing to ADB. In turn, the ADB will conduct a program completion review mission to carry out a preliminary assessment of the success of the program to achieve its physical, and socioeconomic developmental objectives, as well as to review compliance with ADB requirements and project covenants.

E. Reporting

55. MEF-PMO will provide ADB with (i) quarterly progress reports in a format consistent with ADB's PPMS; (ii) consolidated annual reports including (a) progress achieved by output as

²¹ [Climate Resilient Rice Commercialization Sector Development Program](#).

²² ADB. [Cambodia: Climate Resilient Rice Commercialization Sector Development Program](#).

²³ ADB. 2012. [Handbook on Poverty and Social Analysis: A Working Document](#). Manila; ADB. 2012. [Strengthening Participation for Development Results: An Asian Development Bank Guide to Participation](#). Manila; and ADB. 2008. [CSO Sourcebook: A Staff Guide to Cooperation with Civil Society Organizations](#). Manila.

measured through the indicator's performance targets, (b) key implementation issues and solutions, (c) updated procurement plan, (d) status of compliance with the gender action plan and covenants in the grant agreement, (e) status of the financial management action plan (footnote 8), and (f) updated implementation plan for the next 12 months; and (iii) a project completion report within 6 months of physical completion of the project. To ensure that projects will continue to be both viable and sustainable, project accounts and the executing agency audited financial statement together with the associated auditor's report, should be adequately reviewed and reported. GAFSP also requires a semi-annual report to be submitted to them by ADB with data to be taken from the progress reports. The table below summarizes these project reporting requirements.

Table 13: Project Reporting Requirements

Report Type	Frequency	Responsible Agency	Submission Period
Quarterly project progress report	Every quarter	MEF-PMO	30 April, 31 July, 30 October, and 31 January of each year starting from project effectiveness
Annual project progress report	Every year	MEF-PMO	31 January of each year
Annual audited project financial statements	Every year	MEF-PMO	Six months after the end of Cambodia's fiscal year and disclosed on the ADB and project websites
Semi-annual safeguards monitoring reports	Every six months	MEF-PMO	15 January and 15 July of each year starting from project effectiveness and disclosed on the ADB and project websites
Semi-annual GAFSP project progress report	Every six months	MEF-PMO and ADB	January and July of each year
Project completion report	Six months after project physical completion	MEF-PMO	30 September 2023

ADB = Asian Development Bank, GAFSP = Global Agriculture and Food Security Program, MEF-PMO = Ministry of Economy and Finance program management office.

F. Stakeholder Communication Strategy

56. Consultations with stakeholders took place during the original project's design. During implementation, consultations have continued to provide community groups the opportunity to voice their views on subproject design and operation. The additional financing will continue to hold community consultation meetings at the community level. The meetings will be carried out by the MEF-PMO, MAFF-NIO, and PIOs and the implementation consultants, with the participation of commune, district, and provincial officials. It will include the participation of representatives from the local government, civil societies, and nongovernment organizations. The communities will be briefed on all aspects of the subproject including safeguard issues of environment and resettlement. Women will be particularly encouraged to actively participate in the consultation meetings and voice their opinions and views about the subproject design and implementation arrangements.

57. The agricultural cooperatives will be informed of the operations and maintenance needs of the warehouse subprojects and their expected responsibility on operations and maintenance. They will be encouraged to provide ideas and feedback to the design team and raise their concerns regarding potential negative impacts of the subproject design on the environment and the welfare of the community. The process of consultation is expected to build awareness of the

subprojects needs by the agricultural cooperatives and hence foster better sustainability of the investment.

1. Community Participation

58. It is anticipated that the community will be mobilized in different ways during subproject design, implementation, and operation. Since the subprojects will be built on the private land owned by agricultural cooperatives, community participation in the selection of the site and alignment is very much integrated into the subproject design, implementation, and operation.

59. During the construction phase, an opportunity for active participation, and for many poor households to benefit from the subprojects, is in providing wage labor. Use of local labor is encouraged in the bidding documents which will request the contractors to investigate this option whenever possible. Women and men will be employed on the basis of “equal pay for equal work”. No child shall be employed by any contractor or government agency for this additional financing.

2. Community Awareness

60. Information about the additional financing and the subprojects in particular, including the objectives, potential environmental impact, implementation arrangements, gender issues and grievance redress mechanism will be provided to beneficiaries. MEF-PMO, MAFF-NIO, and PIOs will design a community awareness program for each subproject and will make this information available to the commune in Khmer language.

61. Awareness programs will take advantage of existing social development systems such as commune/village meetings and announcements on commune speaker systems but may also include different and more innovative approaches. The community will be fully informed of issues such as their right to participate in the civil works subprojects and to be compensated for any loss of property including productive land and/or assets, as well as gender equity and other relevant policies. Subproject involving resettlement impact will be excluded. No involuntary resettlement from the project will be involved.

X. ANTICORRUPTION POLICY

62. ADB reserves the right to investigate, directly or through its agents, any violations of the Anticorruption Policy relating to the project.²⁴ All contracts financed by ADB shall include provisions specifying the right of ADB to audit and examine the records and accounts of the executing agency and all project contractors, suppliers, consultants, and other service providers. Individuals and/or entities on ADB’s anticorruption debarment list are ineligible to participate in ADB-financed activity and may not be awarded any contracts under the project.²⁵

63. To support these efforts, relevant provisions are included in the grant agreement and the bidding documents for the project.

XI. ACCOUNTABILITY MECHANISM

64. People who are, or may in the future be, adversely affected by the project may submit complaints to ADB’s Accountability Mechanism. The Accountability Mechanism provides an

²⁴ ADB. 1998. [Anticorruption Policy](#). Manila

²⁵ [ADB Office of Anticorruption and Integrity](#).

independent forum and process whereby people adversely affected by ADB-assisted projects can voice, and seek a resolution of their problems, as well as report alleged violations of ADB's operational policies and procedures. Before submitting a complaint to the Accountability Mechanism, affected people should make an effort in good faith to solve their problems by working with the concerned ADB operations department. Only after doing that, and if they are still dissatisfied, should they approach the Accountability Mechanism.²⁶

XII. RECORD OF CHANGES TO THE PROJECT ADMINISTRATION MANUAL

68. All revisions and/or updates during the course of implementation will be retained in this section to provide a chronological history of changes to implemented arrangements recorded in the project administration manual, including revisions to contract awards and disbursement S-curves.

²⁶ ADB. 2012. [Accountability Mechanism Policy 2012](#). Manila.

APPENDIX 1: TERMS OF REFERENCE FOR INDIVIDUAL IMPLEMENTATION CONSULTANTS

1. This appendix contains two sets of terms of reference. The first set, containing eighteen positions (two international and sixteen national) covers the existing individual implementation consultants whose contracts will be extended to 30 September 2023.²⁷ The second set, containing two national positions covers new consultants to be recruited. All these consultants will be financed by the original project.

I. EXISTING CONSULTANTS FOR CONTRACT EXTENSION

A. Seed Certification Specialist (15 person-months, national)

1. Objective and Purpose of the Assignment

2. Within the scope of their terms of reference, the National Seed Certification Specialist will produce the following outputs: (i) assist the three Agricultural Stations in Battambang, Kampong Thom and Prey Veng to implement the established operational manuals or guidelines for running the seed centers and seed production program, (ii) report on improvement of agricultural cooperatives (AC)'s quality seed production under the certification scheme, (iii) training manuals for seed production, (iv) contribute to quarterly progress reports and other reports required by MAFF-NIO for submission to PMO, and (v) A final/end of assignment report.

2. Scope of Work

3. The National Seed Certification Specialist will assist and facilitate the provision of technical support services to MAFF/NIO to ensure development of effective rice seed certification systems and establishment of effective mechanisms for producing quality registered and certified rice seeds to supply as per the needs of the rice farmers who are the direct beneficiaries of the Rice-SDP as well as other public and private sector stakeholders. They will report to MAFF/NIO Program Director through MAFF/NIO Program Coordinator and coordinate with the international Program Implementation Advisor.

3. Detailed Tasks and/or Expected Outputs

- (i) Support MAFF-NIO in Seed Centers operations,
- (ii) Provide technical supports in production of registered and certified seed to ensure the quality of rice to the standard,
- (iii) Provide technical supports to GDA staffs (DCS's staff) on rice field inspection, harvesting, processing, packaging, seed lot numbering and storage,
- (iv) Provide technical trainings on rice seed quality inspection and certification scheme to rice seed producer groups,
- (v) Provide technical trainings on seed quality testing and seed certification scheme to other stakeholders,
- (vi) Assist in conducting awareness raising workshop on seed law and regulations to rice seed producers and traders,
- (vii) Assist in providing refresher trainings on rice seed testing and use of laboratory

²⁷ Of these, seventeen consultants' contracts (two international and fifteen national) have already been extended and varied as of November 2021. Only the national gender specialist will be replaced in addition to the two new experts to be recruited.

- equipment, and
- (viii) Carry out other relevant tasks assigned by the MAFF-NIO Project Director/ MAFF-NIO Project Coordinator/ international Program Implementation Advisor.

4. Minimum Qualification Requirements

- (i) Master's degree in agriculture or agricultural crop science with post-graduate training/qualifications in seed production.
- (ii) At least five years' experience in the development of seed certification systems and the capacity building of institutions charged with the responsibility for certification.
- (iii) Good communication and facilitation skills, problem solving capability and ability to meet deadlines.
- (iv) Good English report writing skills are required.

B. GIS Specialist/Agricultural Land Use Zoning Specialist (8 person-months, national)

1. Objective and Purpose of the Assignment

4. Within the scope of their terms of reference, the National GIS Specialist/Agricultural Land Use Zoning Specialist will produce the following outputs: (i) produce Land Suitability Map for Agricultural Crops, (ii) contribute to quarterly progress reports and other reports required by MAFF-NIO for submission to PMO; (iii) in consultation with the international Program Implementation Advisor, produce Periodic reports as required from time to time, and (iv) final/end of assignment report.

2. Scope of Work

5. The National GIS Specialist/Agricultural Land Use Zoning Specialist will provide technical support to MAFF-NIO to ensure effective implementation of activities relating to agricultural land use zoning, land use maps and more specifically the preparation of Crop Zoning Maps (Land Suitability Map for Agricultural Crops) for the three target provinces. They will report to MAFF-NIO Project Director through MAFF-NIO Project Coordinator and coordinate with the international Program Implementation Advisor.

3. Detailed Tasks and/or Expected Outputs

- (i) Establish digital soil suitability map of agricultural crops,
- (ii) Produce current land use, current rice ecosystem and soil maps in 90 target communes,
- (iii) Apply geospatial techniques such as GIS, GPS and satellite imageries applicable to the context of the project as well as to indicate the current location of paddy field for rice seed production, warehouses and rice seed drying yard etc.,
- (iv) Develop existing digital datasets of soil suitability map for specific crop applying in the SMART Phone,
- (v) Provide training course on the Usage of Existing Digital Datasets within SMART Phone Application to technical and relevant staff,
- (vi) Assist the project in conducting Launching workshop on crop mapping, rice ecosystem and soil classification for rice production maps and consultation workshop on crop zoning,
- (vii) Support the PMO GIS/Database specialist in designing appropriate reporting formats and ensure all information collected under the maps preparation are well documented, stored, managed and shared among stakeholders, and

- (viii) Carry out other tasks assigned by MAFF-NIO Project Director/ MAFF-NIO Project Coordinator/ international Program Implementation Advisor.

4. Minimum Qualification Requirements

- (i) Bachelor's Degree in an agricultural science with specialization in soil science and ecosystems analysis,
- (ii) At least five years' experience in GIS application for agricultural land use analysis, geographical indications, crop zoning and agricultural production based on Agro-Ecosystem Analysis and socio-economic information,
- (iii) Good communication and facilitation skills, problem solving capability and ability to meet deadlines, and
- (iv) Good English report writing skills are required.

C. Monitoring and Evaluation (M&E) Specialist (16 person-months, national)

1. Objective and Purpose of the Assignment

6. Within the scope of their terms of reference, the National M&E Specialist will produce the following outputs: (i) a monitoring framework for precise indicators for MAFF-NIO, (ii) reports as required from time to time, and (iii) a Final Report for MAFF/NIO.

2. Scope of Work

7. The National M&E Specialist will deliver training and mentoring to the assigned staff within the MAFF-NIO team to ensure that the collection and analysis of monitoring data is done effectively. They will report to the Project Director/Project Coordinator and work under the overall supervision of the MAFF-NIO Component Leader.

3. Detailed Tasks and/or Expected Outputs

- (i) Visit the target provinces to monitor and evaluate implementation of project activities and report to management team for improvement, if any,
- (ii) Identify issues in preparation of project planning, seed production and construction of seed centers and operation and propose remedial measures,
- (iii) Identify the gap between plan and actual achievement and provide solution,
- (iv) Develop data collection forms and introduce them to project implementation agency at provincial and district levels,
- (v) Collect, review, and manage data to ensure that all data are of high quality and updated,
- (vi) Prepare monthly, quarterly progress and completion reports and *ad hoc* reports including MAFF-NIO internal meeting and monthly coordination meeting with PMO,
- (vii) Assist M&E and MAFF-NIO's technical officers in preparing concept notes and organizing trainings,
- (viii) Follow up and prepare reports on the status of project activities implemented in the fields,
- (ix) Work closely with MAFF-NIO's technical officers to monitor and accelerate the activity implementation and ensure that works are done in accordance with annual work plan and budget on time,
- (x) Conduct surveys in the target provinces and prepare the survey reports,
- (xi) Follow up the status of implementations of contract agreements awarded by MAFF-NIO, and

- (xii) Carry out other tasks assigned by MAFF-NIO Project Director/ MAFF-NIO Project Coordinator/ international Program Implementation Advisor.

4. Minimum Qualification Requirements

8. The National M & E Specialist will have a post-graduate degree in agriculture, rural development, economics or a related field from recognized institutions and demonstrates, based on past performance, at least five years of relevant professional experience, preferably in development partner's projects in the areas of M & E. Experience as M & E Specialist of a project funded by the ADB is desirable and they should have received M & E training and with excellent computer skills particularly on the use of MS Office. They must have a strong commitment in knowledge transfer and on jobs training to the project staff in related field, strong communication skills, good interpersonal skills and teamwork experience and good report writing and spoken skills in English and Khmer.

D. Agriculture cum Post-Harvest Specialist/Component Leader (15 person-months, national)

1. Objective and Purpose of the Assignment

9. Within the scope of their terms of reference, the National Agriculture cum Post-Harvest Specialist (Component Leader) will produce the following outputs: (i) contribute to prepare regular quarterly progress reports and other reports required by MAFF-NIO for submission to PMO; (ii) in consultation with the international Program Implementation Advisor, produce Periodic reports as required from time to time, and (iii) Final/end of assignment report.

2. Scope of Work

10. The National Agriculture Component Leader cum Post-Harvest Specialist will assist and support all activities that are under the responsibility of MAFF/NIO including support for improved rice seed production systems, introduction of enhanced rice production practices, and the introduction of improved post-harvest technologies. They will report to MAFF/NIO Program Director through MAFF/NIO Program Coordinator and coordinate with the international Program Implementation Advisor.

3. Detailed Tasks and/or Expected Outputs

- (i) Support MAFF-NIO in coordinating with both private and public sector stakeholders that participate in the seed production and processing activities under the Rice-SDP,
- (ii) Coordinate and provide guidance and support to MAFF-NIO team to ensure smooth and timely implementation of all MAFF/NIO activities in accordance with the Annual Work Plans,
- (iii) Ensure that an effective and manageable Logical Framework Matrix (LFM) and M&E system are maintained and implemented which enables the production of accurate progress reports of the MAFF-NIO activities,
- (iv) Assist M&E Specialist in the consolidation of MAFF-NIO quarterly progress reports for submission to the Program Management Office (PMO),
- (v) Coordinate the provision of technical guidance to the assigned Program staff from the Provincial Department of Agriculture, Forestry and Fisheries (PD AFF) in each target province for the effective implementation of field activities supporting land leveling, Post-harvest techniques, strengthening of Agricultural Cooperatives, enhancement of

- (vi) extension delivery systems and market facilitation, and Undertake other duties and responsibilities that may be assigned from time to time by MAFF-NIO Project Coordinator and the International Program Implementation Advisor.

4. Minimum Qualification Requirements

- (i) Bachelor's Degree in agricultural crop science or agricultural engineering with post-harvest technologies or any other relevant field,
- (ii) At least 10 years of professional work experience in agriculture and post-harvest technology and documented experience of managing similar projects involving rice post-harvest technologies,
- (iii) Experience of evaluation/review of agricultural development projects,
- (iv) Good communication and facilitation skills, problem solving capability and ability to meet deadlines, and
- (v) Good English report writing skills are required.

E. Financial Management Specialist for MAFF-NIO (16 person-months, national)

1. Objective and Purpose of the Assignment

11. The National Financial Management Specialist will support MAFF-NIO with daily operations of all activities relating to the financial management. Within the scope of their terms of reference, the specialist will produce the following outputs: (i) Monthly reports, (ii) Quarterly progress reports and other reports required by MAFF-NIO for submission to PMO, (iii) Annual reports, and (iv) A final/end of assignment report.

2. Scope of Work

12. The National Financial Management Specialist will assume responsibility for the financial management and support all financial management activities under the responsibility of MAFF-NIO including the accounting and cash management. They will report to MAFF-NIO Project Director through the MAFF-NIO Project Coordinator.

3. Detailed Tasks and/or Expected Outputs

- (i) Ensure compliance to sub-account reporting requirements to enable overall financial reporting on a monthly basis to the Government and project financiers,
- (ii) Monitor the allocation of expenditure to the appropriate accounts in accordance with the respective loan and grant agreements to ensure accuracy and accountability,
- (iii) Reconcile the various project accounts on a monthly basis and report findings to the Program Management Office (PMO),
- (iv) Prepare withdrawal applications and submit to PMO for review and further processing,
- (v) Prepare annual budget estimates of expenditure for MAFF-NIO activities,
- (vi) Ensure the timely submission of requests for direct payments of contractors and replenishment of advance accounts to PMO to ensure the smooth operations of the Project,
- (vii) Prepare quarterly and annual financial reports of all financing accounts,
- (viii) Coordinate with PMO and PIOs for financial management related activities,
- (ix) Carry out other duties necessary to enable NIO to conduct efficient monitoring and reporting of financial matters linked to the Rice-SDP, and
- (x) Carry out other tasks assigned by MAFF-NIO Project Director/ MAFF-NIO Project

Coordinator/ international Program Implementation Advisor.

4. Minimum Qualification Requirements

- (i) At least a Masters degree in Accounting, Public Finance, Business Administration or equivalent degree, (ACCA is preferable);
- (ii) At least have a minimum of 7 years professional experience in accounting, public and finance under ADB or World Bank financed project. They must be familiar with Government and ADB or WB procedures, documents and requirements, specifically the Financial Management Manual;
- (iii) Have ability to work individually and provide training as per requirement;
- (iv) Computer literacy and thorough knowledge of computer-based accounting systems and programs;
- (v) Experience with ADB or WB accounting requirements is mandatory;
- (vi) Excellent English spoken and written skills and good report writing skill.

F. Procurement Specialist for MAFF-NIO (11 person-months, national)

1. Objective and Purpose of the Assignment

13. The National Procurement Specialist will support MAFF-NIO with daily operations of all activities relating to the procurement under MAFF-NIO. Within the scope of their terms of reference, the specialist will produce the following outputs: (i) Monthly reports, (ii) Quarterly progress reports and other reports required by MAFF-NIO for submission to PMO, (iii) Annual reports, and (iv) A final/end of assignment report.

2. Scope of Work

14. The MAFF requires the services of a qualified and experienced National Procurement Specialist to assume responsibility for the procurement of all office furniture and equipment, vehicles, civil works and goods contracts for the implementation of the Rice-SDP.

3. Detailed Tasks and/or Expected Outputs

- (i) Prepare bidding documents for procurement of goods and works following NCB and shopping procedures based on the threshold indicated in the procurement plan,
- (ii) Assist in the issuance and opening of bids for procurement of goods and works,
- (iii) Assist in the evaluation of bids, the preparation of contracts and negotiations with contractors and suppliers,
- (iv) Train and build capacity of staff of NIOs in procurement of goods, works in accordance with the procedures of RGC and ADB,
- (v) Assist in preparations of contract documents as well as tracking the implementations of individual consultants' contracts,
- (vi) Maintain a database of procurement activities to ensure the timely delivery of items procured by the project in accordance with ADB and RGC procedures, Coordinate with PMO and PIOs for procurement related activities,
- (vii) Carry out other duties necessary to enable the NIO to conduct efficient procurement activities, and
- (viii) Carry out other tasks assigned by MAFF-NIO Project Director/ MAFF-NIO Project Coordinator/ international Program Implementation Advisor.

4. Minimum Qualification Requirement

- (i) At least a masters degree in Business Administration, Commerce, Law, Engineering, or other relevant field;
- (ii) At least 7 years of relevant experience in carrying out public procurement of goods, works and consultant services,
- (iii) Have demonstrated professional experience in International Financial Institution financed projects in the areas of procurement management. Experience of procurement with WB/ADB financed projects and knowledge of WB/ADB's Procurement and Consultant Guidelines is a requirement,
- (iv) Familiarity with the Royal Government of Cambodia's Standard Procurement Manual and Bidding Documents for Externally financed Projects will be an advantage,
- (v) Have demonstrated ability to work with government agencies and have good communication skill,
- (vi) Have ability to work independently and provide trainings to other staff where needed,
- (vii) Comprehensive computer skills or IT, especially in Microsoft Office,
- (viii) Have good interpersonal skill and characteristics, and
- (ix) Fluency in written and spoken English and Khmer and good report writing skill.

G. Public Private Partnership (PPP) Specialist (16 person-months, national)

1. Objective and Purpose of the Assignment

15. The National PPP Specialist will produce the following outputs in consultation with the international Program Implementation Advisor: (i) coordinate with Insurance Companies and PIOs for implementation of WICI pilot scheme; (ii) produce due diligence report (DDR) for AC warehouses and drying yards, (iii) semiannual social safeguard monitoring report for paddy drying and storage (PDS) facilities and seed processing and storage facilities and AC warehouses and drying yards, (iv) produce Periodic reports as required from time to time, and (v) a safeguards implementation and compliance report.

2. Scope of Work

16. The PMO requires the service of a qualified and experienced national PPP Specialist to assist and support the PMO in coordinating with MAFF for monitoring the operation of seed processing and storage facilities, coordinating with rice millers and PIOs for implementation of PDS facilities, coordinating with Insurance Companies and PIOs for implementation of WICI pilot scheme, and producing necessary social safeguards documents. They will report to the Program Director/Program Manager and work under the overall supervision of the international Program Implementation Advisor.

3. Detailed Tasks and/or Expected Outputs

- (i) Facilitate integration of the commercial rice value chain at all stages with a focus on developing markets among agricultural cooperatives (ACs) and linking farmers to millers and ACs engaged in rice seed production.
- (ii) Coordinate with MAFF to ensure smooth operation of seed processing and storage facilities.
- (iii) Coordinate with Insurance Companies and PIOs for implementation of WICI pilot scheme.
- (iv) Assist and support MAFF-NIO in preparing due diligence report (DDR) for AC warehouses and drying yards.

- (v) Assist and support PMO and MAFF-NIO in preparing six-monthly safeguard monitoring report.
- (vi) Undertake other duties and responsibilities that may be assigned from time to time by the PMO Program Director/ Program Manager/ international Program Implementation Advisor.

4. Minimum Qualification Requirements

17. The incumbent should hold a Masters' Degree in NRM, economics, business and/or related fields or a university degree with specialization in agribusiness development and finance. The candidate should have at least five (5) years of professional experience in development and support for agri-business-based investments and/or hands-on experience in preparing social safeguard documents. Proven strong analytical capabilities, particularly in business plan preparation and assessment is preferred. Candidate should be fluent in English and have strong writing and spoken skills in both Khmer and English languages.

H. National Program M&E Specialist (16 person-months, national)

1. Objective and Purpose of the Assignment

18. Within the scope of their terms of reference, the national Program Monitoring and Evaluation Specialist will produce the following outputs: (i) in consultation with the international Program Implementation Advisor and international M & E specialist, produce Periodic reports as required from time to time, and (ii) a Final/end of assignment report.

2. Scope of Work

19. The PMO requires the service of a qualified and experienced national Program Monitoring and Evaluation Specialist to assist and support the PMO, NIOs and PIOs to ensure that there is a sound understanding of the monitoring and evaluation procedures that are used for measuring the progress of the Program implementation. They will work closely with the international Monitoring and Evaluation Specialist and collaborate with the national MIS/Database Specialist under the PMO to update the PPMS. An important element of the work will be to continue delivering training and mentoring to the assigned staff within the NIO and PIO teams to ensure that the collection and analysis of monitoring data is done effectively. They will report to the Program Director/ Program Manager and work under the overall supervision of the international Program Implementation Advisor.

3. Detailed Tasks and/or Expected Outputs

- (i) Assist in the preparation of the activity monitoring frameworks based upon the Annual Work Plan and Budget for each output and the identification of appropriate indicators to enable measurement of the progress of implementation during the year.
- (ii) Provide adequate training and refresher courses where required to achieve a good understanding of the data recording requirements by the assigned staff of the NIO and PIOs.
- (iii) Ensure that the collection of relevant monitoring data is performed efficiently and in a timely manner by the assigned staff within the NIO and PIOs and entered in the on-line database.
- (iv) Conduct field visits to the sites of sub-projects and other field activities to validate the monitoring data that has been collected especially in cases where aberrations are

- detected.
- (v) Under the guidance of the International Program Implementation Advisor, carry out the midterm field studies, and help in producing assessment reports.
 - (vi) Assist in the preparation of the quarterly and annual progress reports that are prepared by the PMO by collation of the data in the activity and results monitoring frameworks, which has been submitted by NIO and PIOs.
 - (vii) Review and assist in updating of the PPMS by the NIO and PIOs to ensure that it is current and is aligned with the actual progress in the field.
 - (viii) Provide refresher training on M&E/PPMS as necessary.
 - (ix) Support the PMO in coordinating with the end-line survey firm and reviewing their outputs for finalization of the assessment report.
 - (x) Perform other duties as may be assigned from time to time by the PMO Program Director/Program Manager/ international Program Implementation Advisor.

4. Minimum Qualification Requirements

20. The incumbent should hold a Master's degree in agriculture, social science, or related discipline with post-graduate training in monitoring and evaluation. The candidate should have at least 7 years of experience working with monitoring and evaluation systems preferably in agriculture/rural development related projects. Experience with delivery of training for capacity building skill development in monitoring and evaluation procedures and sound understanding of the ADS design and monitoring framework structure are required. Excellent communication and facilitation skills and good English report writing skills are essential.

I. Procurement Specialist for PMO (12 person-months, national)

1. Objective and Purpose of the Assignment

21. The PMO National Procurement Specialist will support in daily operations of all activities relating to the procurement under PMO, NIO and PIOs. Within the scope of their terms of reference, the specialist will produce the following outputs: (i) Quarterly progress reports and other reports as required by PMO, and (ii) A final/end of assignment report.

2. Scope of Work

22. The PMO requires the services of a qualified and experienced National Procurement Specialist to assume responsibility for the procurement of all office furniture and equipment, vehicles and other contract services for the implementation of the Rice-SDP. They will report to the PMO Program Director/Program Manager and work under the overall supervision of the international Program Implementation Advisor.

3. Detailed Tasks and/or Expected Outputs

- (i) With the support of the Project Implementation Consultants, the Procurement Specialist will review and update the Procurement Plan included in the Program Administration Manual on an annual basis;
- (ii) Assist in preparation of efficient packaging for the procurement of goods and works;
- (iii) Prepare bidding documents for procurement of goods and works following NCB and shopping procedures based on the threshold indicated in the procurement plan;
- (iv) Assist in the issuance and opening of bids for procurement of goods and works;
- (v) Assist in the evaluation of bids, the preparation of contracts and negotiations with

- contractors and suppliers;
- (vi) Assist in the preparation of invitation for EOs for recruitment of consulting services packages;
- (vii) Assist in the preparation of shortlist, Request for Proposals and evaluation of proposals for consulting services following QCBS, QBS or CQS procedures based on threshold outlined in the Procurement Plan;
- (viii) Assist in the preparation of contract and negotiations with consulting firms;
- (ix) Train and build capacity of staff of NIO, and PIOs in procurement of goods, works and consulting services in accordance with the procedures of the Government and ADB;
- (x) Maintain a database of procurement activities to ensure the timely delivery of items and services procured and recruited by the project in accordance with ADB and RGC procedures; and
- (xi) Coordinate with NIO and PIOs for procurement related activities and others as required.

4. Minimum Qualification Requirements

23. The successful candidate will have tertiary qualifications from a recognized institution or the equivalent and will have a minimum of 10 years' experience in procurement for internationally financed development projects. The successful candidate will be familiar with national laws on procurement and those of ADB using various procurement methods as specified in the Program Administration Manual and will be able to demonstrate experience in procurement management and reporting arrangements to ensure timely delivery of the required items and consulting services.

J. Provincial Implementation Support Specialists (three positions for 16 person-months each, or 48 person-months in total, national)

1. Objective and Purpose of the Assignment

24. To support the relevant tasks of the PIOs at Battambang, Kampong Thom and Prey Veng, there is a need to recruit the Provincial Implementation Support Specialists (three positions) to guide the field activities in these target provinces.

2. Scope of Work

25. The PMO requires the services of qualified and experienced Implementation Support Specialists (ISS) each in Battambang, Kampong Thom and Prey Veng to assist and support the PMO and respective PIOs in monitoring, supervision and implementation of project activities in these project target provinces particularly relating to activities that are under the responsibility of the PIO including strengthening of agriculture cooperatives (ACs), support for agricultural extension and promotion of marketing support activities. The ISS will have primary responsibility for the collection of all monitoring data and the compilation of PIO quarterly progress reports for submission to the PMO. The duty stations for each position will be the PIO in each target province. The specialist will report to the PIO Program Director/Program Manager and work under the overall supervision of the international Program Implementation Advisor.

3. Detailed Tasks and/or Expected Outputs

- (i) Assist the PIO Program Manager in managing the day-to-day implementation of activities.
- (ii) Assist in preparing provincial annual work plans and in facilitation of planning workshops for all involved stakeholders.

- (iii) Conduct regular field visits to the sites of all sub-projects to monitor implementation progress and provide regular updates to the PIO Program Manager.
- (iv) Assist in organizing regular monthly coordination meetings for the PIO Program Manager and prepare updated progress reports for presentation during the meetings.
- (v) Assist the PIO Program Manager in reporting on the implementation progress of activities under the PIO.
- (vi) Assist the PIO Financial Assistants in the preparation of the financial reports on a quarterly basis for submission to the PMO for consolidation.
- (vii) Provide guidance to the PIO Program Manager and Finance Assistants in the preparation of Statements of Expenditure for submission to the PMO and monitor the progress of the replenishment requests.
- (viii) Assist the PMO in conducting surveys for the evaluation/ assessment of the project activities.
- (ix) Ensure that all monitoring data is collected at the end of each quarter and updated into the PPMS systems and for submission to the PMO for incorporation into the quarterly progress reports.
- (x) Undertake other duties and responsibilities that may be assigned from time to time by the PIO Program Director/ PIO Program Manager/ international Program Implementation Advisor.

4. Minimum Qualification Requirements

26. The incumbent should hold Masters' Degree in agriculture, economics, rural infrastructure or rural sociology. The incumbent should have at least 7 years of professional work experience in internationally financed agriculture and rural development projects with at least two projects where a substantial degree of responsibilities involved implementation and coordination. Demonstrated responsibility in managing development projects, decision making and the ability to work in a leadership role; and familiarity with government planning procedures and experiencing of interfacing with local government institutions at sub-national level are required. Excellent communication and facilitation skills and good English report writing skills are essential.

K. Financial Management Specialist for PMO (18 person-months, national)

1. Objective and Purpose of the Assignment

27. The PMO National Financial Management Specialist will support PMO with daily operations of all activities relating to the financial management. Within the scope of their terms of reference, the specialist will produce the following outputs: (i) Monthly reports, (ii) Quarterly progress reports and other reports required by MEF/PMO, (iii) Annual reports, and (iv) A final/end of assignment report.

2. Scope of Work

28. The PMO requires the service of a qualified and experienced Financial Management Specialist/Accountant to assume responsibility for the financial management of the Rice-SDP and its AF. The PMO Financial Management Specialist is required to coordinate with the Finance Specialist/Officer of four implementing agencies to reconcile the various project accounts on a monthly basis and report findings to the Program Management Office (PMO) and ADB. They need to share knowledge on international best practices on financial management with the NIO and PIOs. They will report to the PMO Program Director/Program Manager and work under the overall supervision of the international Program Implementation Advisor.

3. Detailed Tasks and/or Expected Outputs

- (i) Continue or update the established chart of accounts for the overall project/program to enable aggregated and separate reporting for six financing sources using international standard accepting software;
- (ii) Continue or update the established financial management procedures for the main imprest (advance) account and subsidiary sub-accounts opened in the three national implementing agencies (NIO) and three provincial implementation units within the governors' offices (PIOs);
- (iii) Continue or update the sub-account reporting requirements to enable overall financial reporting on a monthly basis to the Government and project financiers;
- (iv) Supervise the allocation of expenditure to the appropriate accounts in accordance with the respective loan and grant agreements to ensure accuracy and accountability;
- (v) Reconcile the various project accounts on a monthly basis and report findings to the Project Management Office (PMO) and ADB;
- (vi) Supervise the preparation of withdrawal applications for review by MEF for submission to the various financing sources administered by ADB;
- (vii) Prepare annual budget estimates of expenditure for the overall project incorporating estimates obtained from the NIO and PIOs;
- (viii) Ensure timely submission of requests for direct payments of contractors and replenishment of advance accounts to ADB to ensure the smooth operations of the Project;
- (ix) Prepare quarterly and annual financial reports of all project accounts and the project/program as a whole; and
- (x) Coordinate with NIO and PIOs for financial related activities and others as required.

4. Minimum Qualification Requirements

- (i) At least a Masters degree in Accounting, Public Finance, Business Administration or equivalent degree, (ACCA is preferable);
- (ii) At least have a minimum of 10 years professional experience in accounting, financial management, public and finance under ADB or World Bank financed project. They must be familiar with Government and ADB or WB procedures, documents and requirements, specifically the Financial Management Manual;
- (iii) Have ability to work individually and provide training as per requirement;
- (iv) Computer literacy and thorough knowledge of computer-based accounting systems and programs;
- (v) Experience with ADB or WB accounting requirements is mandatory;
- (vi) Excellent English spoken and written skills and good report writing skill.

L. Gender Specialist (16 person-months, national)

1. Objective and Purpose of the Assignment

29. Within the scope of their terms of reference, the national Gender Specialist will produce the following outputs: (i) Quarterly GAP progress reports, (ii) Periodic reports as required from time to time, and (iii) Gender Completion Report.

2. Scope of Work

30. The PMO requires the service of a qualified and experienced Gender Specialist to assist and support the PMO, NIO and PIOs in the implementation of project activities particularly relating to gender mainstreaming. They will report to the Program Director/Program Manager and work under the overall supervision of the international Program Implementation Advisor.

3. Detailed Tasks and/or Expected Outputs

- (i) Regularly review the Rice-SDP Gender Action Plan and contribute to the updating and revision considering any changes in the situation, the current ADB gender policies and guidelines, and following international best practices.
- (ii) Ensure that gender concerns relating to each aspect of the Program are mainstreamed and raise awareness of the need for gender to be addressed by all Program stakeholders.
- (iii) Provide regular coaching and monitoring through at least bi-monthly sessions with all Gender Focal Points, to review their work progress and future work plans, identify deficiencies and provide technical guidance to improve performance, and discuss chosen topics of interest relating to gender concerns.
- (iv) Work closely with the M&E specialists to ensure necessary gender indicators are included in the detailed M&E plan/PPMS.
- (v) Monitor implementation progress of all Program activities and ensure that gender related sex-disaggregated data is collected, analyze the progress towards achieving the gender targets under each Output, and provide recommendations for modifications in the implementation approach to improve the achievement on gender.
- (vi) Complete timely quarterly updating of the Gender Action Plan in consultation with the Gender Focal Points in PMO, NIO and PIOs and consolidate the information into a quarterly report on gender progress documenting issues and lessons learned.
- (vii) Participate in the participatory planning workshops for the Annual Work Plan and Budget preparation and ensure that gender issues and concerns are raised and addressed in the planning process.
- (viii) Compile case studies on gender relating to the field activities supported under the Program for publication through the Rice-SDP website.
- (ix) Produce Gender Completion Report for Rice-SDP including the additional financing.
- (x) Undertake other duties and responsibilities that may be assigned from time to time by the PMO Program Director/ Program Manager/ international Program Implementation Advisor.

4. Minimum Qualification Requirements

- (i) Master's degree in relevant social science discipline with postgraduate study or equivalent experience in gender mainstreaming in agriculture and/or rural development.
- (ii) At least five years of experience in planning and implementing gender promotion and/or social development programs in rural areas and involvement with other ADB funded projects an advantage.
- (iii) Experience of conducting gender analysis in the agriculture/rural development sector.
- (iv) Familiarity with ADB Gender and Development policies and related procedures and familiarity in using ADB's tool kit on gender indicators.
- (v) Excellent communication and facilitation skills are required.
- (vi) Good English report writing skills are essential.

M. Environment and Climate Change Specialist (16 person-months, national)

1. Objective and Purpose of the Assignment

31. The National Environment and Climate Change Specialist will produce the following outputs in consultation with the international Program Implementation Advisor: (i) capacity building of the selected rice mill managers and operational staff on environmental management incorporating best practices, (ii) produce initial environmental examination (IEE) report(s) including environmental management plan(s) (EMP) for AC warehouses and drying yards, (iii) semiannual environmental safeguard monitoring report for PDS facilities, seed processing and storage facilities and AC warehouses and drying yards, (iv) produce Periodic reports as required from time to time, and (v) an environmental safeguards implementation and compliance report.

2. Scope of Work

32. The PMO requires the service of a qualified and experienced National Environment and Climate Change Specialist to assist and support PMO, NIO and PIOs in capacity building of the staff and private sector partners on environmental management, preparing IEE report(s) including EMPs for AC warehouses and drying yards, and semiannual environmental safeguard monitoring report for PDS facilities, seed processing and storage facilities and AC warehouses and drying yards. They will report to the Program Director/Program Manager and work under the overall supervision of the international Program Implementation Advisor.

3. Detailed Tasks and/or Expected Outputs

- (i) Assist PMO and MAFF-NIO in preparation of the environmental impact assessments of each AC warehouses and drying yards before and after their construction.
- (ii) Assist the PMO and MAFF-NIO with the internal review of the IEEs and associated environmental management plans prepared for subprojects and their implementation during the construction stage.
- (iii) Assist and support PMO and MAFF-NIO in preparing six-monthly environmental safeguard monitoring report.
- (iv) Train relevant staff of the PMO, NIO and PIOs on environmental procedures and requirements for subproject implementation and in the preparation and implementation of training activities with regard to the environmental and climate change aspects of the Program.
- (v) Develop relevant information packages and knowledge products for dissemination and web-posting.
- (vi) Undertake other duties and responsibilities that may be assigned from time to time by the PMO Program Director/ Program Manager/ international Program Implementation Advisor.

4. Minimum Qualification Requirements

- (i) Masters' Degree in environmental science or natural resource management and post-graduate training in the science of climate change.
- (ii) At least 7 years of experience working in the field of environmental management including climate change adaptation particularly concerning irrigation design and rehabilitation.
- (iii) Wide experience in the field of environmental monitoring and familiarity with environmental legal instruments.
- (iv) Excellent oral and written communication skills in English.

N. MIS/Database Specialist (7 person-months, national)

1. Objective and Purpose of the Assignment

33. The National MIS/Database Specialist will support in all activities relating to the ICT under PMO, NIO and PIOs. Within the scope of their terms of reference, the specialist will produce the following outputs: (i) Quarterly progress reports and other reports as required by PMO, and (ii) A final/end of assignment report.

2. Scope of Work

34. The PMO requires the service of a qualified and experienced MIS/Database Specialist for the maintenance of all on-line database systems to enable the collection of all relevant data to measure the progress of program implementation, and to generate the required summaries for incorporation into the progress reports. An important element of the work will be training to develop the skills of the monitoring staff of the NIO and PIOs to ensure that data entry can be performed effectively. The MIS/Database Specialist will work closely with the Extension Officer based at MAFF/NIO and Monitoring and Evaluation Specialists based at PMO. They will report to the Program Director/Program Manager and work under the overall supervision of the international Program Implementation Advisor.

3. Detailed Tasks and/or Expected Outputs

- (i) Continue providing technical backstopping to the Farming Systems Management Information System (FSMIS) maintained at MAFF Department of Agriculture Extension, to provide an integrated web-based database that allows the capture, storage, management, and sharing of all data from Commune Agro-Ecosystems Analysis (CAEA) and the Commune Land Use Planning (CLUP) for all target communes.
- (ii) Liaise with Land Use Planning/GIS/Extension officers/specialists for the design of appropriate reporting formats, data entry and exchange procedures, and ensure all information collected by CLUP/CAEA is well documented, stored, managed and shared among stakeholders.
- (iii) Conduct full training for all concerned staff at national and provincial level on the use of the FSMIS on-line database, maintenance, data entry and operation.
- (iv) In cooperation with the Monitoring and Evaluation Specialists develop database systems for capturing all relevant monitoring data required for regular updating of the PPMS and develop and deliver training to the concerned Program staff at national and provincial level on the data entry and use of the system.
- (v) Assist in preparation and web-posting of progress reports, information packages and knowledge products including climate change adaptation options and experience, and other reporting as required and provide on-going training to assigned staff in PMO, NIO and PIOs on uploading of relevant reports and information to the website.
- (vi) Perform other duties as may be assigned from time to time by the PMO Program Director/Program Manager/ international Program Implementation Advisor.

4. Minimum Qualification Requirements

- (i) Bachelor's degree or equivalent in computer science, management information systems or related database development and management skills. Candidates with master's degree or equivalent in computer science, management information systems or related database development and management skills will be given preference.

- (ii) At least 7 years of experience working with management information systems including web-based database development, maintenance and operation for development partner's funded projects.
- (iii) Previous experience with the MIS or FSMIS database development would be an added advantage.
- (iv) Demonstrated ability to provide training for capacity building and skill training on use of MIS/database concepts and methodologies, including raising awareness on data management and dissemination across different agencies.
- (v) Excellent communication and facilitation skills are required and Good English report writing skills are essential.

O. Monitoring and Evaluation Specialist (7 person-months, international)

1. Objective and Purpose of the Assignment

35. The specialist will (i) produce an updated and detailed M&E and PPMS, and training manuals/ modules; (ii) contribute to quarterly progress reports; and (iii) submit a final/end of assignment report.

2. Scope of Work

36. The PMO requires the service of a qualified and experienced international Monitoring and Evaluation Specialist to assist and support the PMO, MAFF NIO and PIOs on the monitoring and evaluation procedures, development and adoption of an effective and functional Project Performance Monitoring System (PPMS) that is compliant with ADB Design and Monitoring Framework, the Global Agriculture and Food Security Program (GAFSP) and the Strategic Climate Fund (SCF) monitoring requirements, and enables the production of timely and accurate progress reports. An important element of the work will be to assist in the development of training materials that can be used to strengthen the capacity for monitoring, evaluation and reporting within the NIO and PIO teams. They will work in cooperation with a national Program Monitoring and Evaluation Specialist as well as a national MIS/ Database Specialist both of whom will be recruited by the PMO. They will report to the Program Director/Program Manager and work under the overall supervision of the international Program Implementation Advisor.

3. Detailed Tasks and/or Expected Outputs

- (i) Review the existing PPMS that is in use, and revise and update as needed to ensure that it satisfies the needs of the Design and Monitoring Framework, GAFSP and SCF reporting requirements.
- (ii) At the start of each year, prepare activity monitoring frameworks based upon the Annual Work Plans for each output and identify appropriate indicators to enable measurement of the progress of implementation during the year.
- (iii) Review the results monitoring frameworks that have been developed for each funding source and the indicators that have been adopted to ensure that they will generate the requisite data to enable the preparation of acceptable progress reports.
- (iv) Assist in the design of training programs to develop the capacity of NIO and PIO teams for collection and data entry of monitoring and evaluation data through an on-line database that has been developed.
- (v) Work with the MIS/Database specialist to update/develop an appropriate M&E on the project website.

- (vi) Review the formats for the quarterly and annual progress reports to incorporate amendments that are made to the PPMS.
- (vii) Support the PMO in coordinating with the end-line survey firm and reviewing their outputs for finalization of the assessment report.
- (viii) Undertake other duties and responsibilities that may be assigned from time to time by the PMO Program Director/ Program Manager/ international Program Implementation Advisor.

4. Minimum Qualification Requirements

37. The incumbent should hold a Masters' Degree in agricultural economics, social science, or related discipline and post-graduate training in the monitoring and evaluation. The candidate should have at least 10 years of experience working in the design and implementation of monitoring and evaluation systems for agricultural development projects, preferably with some experience of ADB and/or GAFSP funded projects. The candidate should have experience in the development and delivery of capacity building skills training in monitoring and evaluation procedures. The candidate should have excellent oral and written communication skills in English. Past work experience in Cambodia/GMS region would be an advantage.

P. Program Implementation Advisor (12 person-months, international)

1. Objective and Purpose of the Assignment

38. The International Program Implementation Advisor will:
- (i) Organize and oversee the technical aspect of quality seed production, land use zoning, pilot crop insurance, etc. with the Ministry of Agriculture, Forestry and Fisheries (MAFF) and facilitate MAFF's agriculture extension and training program;
 - (ii) Coordinate with other consultants recruited by PMO and NIO to ensure that they provide timely technical guidance regarding project implementation.
 - (iii) Organize and oversee subproject associated activities design and implementation including ACs warehouses and drying yards;
 - (iv) Develop and implement a strategy to improve component integration and synergy;
 - (v) Develop knowledge products, organize thematic workshops and facilitate discussion on agriculture commercialization/food security to share the Rice-SDP experiences with key policy makers, planners and program developers and contribute to policy development; and
 - (vi) Design and assess the overall project impact by defining the assessment scope, developing a ToR, and assist the Program Director/Program Manager in procurement of goods, works and services.

2. Scope of Work

39. The International Program Implementation Advisor will be responsible for the implementation of the program. He/ She will provide technical advisory and overall program management support to the Program Management Office (PMO) and implementing agencies (NIO/PIOs) in all aspects of program management including procurement, finance, administration, information technology and coordination with the team members, consultants, and service providers/civil societies. The consultant will support the Program Manager and report to the Program Director of the Ministry of Economy and Finance (MEF).

3. Detailed Tasks and/or Expected Outputs

a. Implementation supervision, monitoring and coordination

- (i) Overall coordination with MAFF to meet compliance of policy conditions;
- (ii) Prepare an annual work plan and budget according to the project implementation schedule;
- (iii) Support the PMO/EA in the overall coordination with the ADB, GAFSP and SCF;
- (iv) Support the PMO/EA and MAFF for the implementation/operation of paddy and seed drying and storage facilities and pilot testing of weather-indexed crop insurance;
- (v) Overall coordination with MAFF and relevant stakeholders for the implementation of MAFF related activities particularly quality seed production, land use zoning, etc.;
- (vi) Overall coordination with the PIOs for subproject associated activities implementation;
- (vii) Assist the PMO/EA in attending to all social and environmental safeguards associated with subproject implementation;
- (viii) Project planning, and budgeting;
- (ix) Supervise the work of the individual consultants and be responsible for the deliverables;
- (x) Explore any beneficial linkages the program support could have with other ADB or any other donor-financed activities in the project area to help agriculture commercialization or the vulnerable segments of the population, including women and children;
- (xi) Coordinate with other donors to avoid duplication and foster synergy;
- (xii) Organize and conduct capacity building/ training/ dissemination workshops and tripartite meetings;
- (xiii) review and finalize all the documents submitted by the individual consultants;
- (xiv) support the PMO/EA to review and finalize end-line impact assessment to be conducted by the consulting firm; and
- (xv) Support the PMO/EA to prepare and submit the program completion report (PCR).

b. Financial Management

- (i) Oversee the overall financial activities;
- (ii) Guide the financial specialist to monitor expenditure against agreed budgets and report on budget management, ensuring project expenditure remains within approved work-plans; and
- (iii) Coordinate with ADB to ensure that the financial reporting and audits are acceptable to ADB.

c. Procurement

- (i) Oversee the overall procurement activities;
- (ii) Support PMO/EA in obtaining approval at various stages of procurement process from ADB; and
- (iii) Guide the procurement specialist to ensure timely and appropriate procurement of relevant works, goods and/or services.

d. Reporting

- (i) Prepare consolidated Quarterly Reports including the progress of gender action plan (GAP) implementation, and other progress reports as and when requested;
- (ii) Update detailed Program Implementation schedule by program activity and physical program progress matrix;
- (iii) Guide the MIS/Database specialists and M&E specialist on the development of the detailed program monitoring and evaluation system to collect and assess data; and
- (iv) Prepare the Program Completion Report (PCR) and document the lessons learnt.

4. Minimum Qualification Requirements

40. Incumbent should hold at least a Master Degree in agronomy or related fields and have 10 years of relevant experience. The candidate should have project management experiences for investment projects and 10 years or more of working experience in implementing projects of multinational development banks, preferably ADB and preferably in Cambodia. Familiarity and/or successful implementation of projects financed through Global Agriculture and Food Security Program (GAFSP) for poverty reduction and sustainable development is a requirement. Familiarity with the particular circumstances of different agro-ecological zones in Cambodia will be viewed favorably.

II. NEW CONSULTANTS FOR RECRUITMENT

A. Civil Engineers (two positions for 16 person-months each, or 32 person-months total, national)

1. Objective and Purpose of the Assignment

41. To support the relevant tasks of MAFF-NIO and PMO in the project target provinces of Battambang, Kampong Thom and Prey Veng, there is a need to recruit the Civil Engineers (two positions) to guide the construction activities in these target provinces. The consultant(s) will (i) produce contract management tools and templates for further use by MAFF-NIO and PMO, (ii) prepare short monthly and quarterly work plans, (iii) contribute to periodic progress reports, (iv) prepare short briefing notes for contractual and technical issues that arise on the project with practical recommendations for the Program Director/Program Manager, and (v) other relevant reports as requested by the project management.

2. Scope of Work

42. The Civil Engineer(s) will be responsible for professional assistance in handling overall aspects of civil works design and construction activities within the scope of the Project. The Civil Engineer(s) will work closely with MAFF-NIO and PMO officials/consultants to coordinate all project activities. They will have primary responsibility for design and construction of civil works subprojects and collection of data for monitoring and quarterly report writing. The duty stations for each position will be PMO. The Civil Engineer(s) will report to the Program Director/Program Manager and work under the overall supervision of the international Program Implementation Advisor.

3. Detailed Tasks and/or Expected Outputs

- (i) Provide detailed engineering design of civil works under MAFF-NIO and PMO.
- (ii) Coordinate with all stakeholders to develop detailed time bound implementation schedules.
- (iii) Assist MAFF-NIO and PMO to comply with the relevant policies and guidelines of the Royal Government of Cambodia and ADB.
- (iv) Review and recommend the detailed designs, cost estimates and coordinate with other specialist for EMP, GAP, and other contract documentations as necessary.
- (v) Assist MAFF-NIO and PMO staff and management in the management of civil works contracts and in the supervision of construction and subsequent commissioning of works.
- (vi) Assist in arranging for smooth handover of the project facilities to the agencies responsible for operation and maintenance including advice and assistance on the preparation of all documentation necessary (i.e. as-built drawings) to close out contracts,

- (vii) Monitor and review proper and timely submission of regular progress reports to ADB, particularly the progress against target indicators,
- (viii) Initiate actions in the event of any adverse, oblique and / or other variances against the original plan,
- (ix) Assist and review in ensuring all environmental impact mitigation measures are fully implemented, ensure associated reporting is completed, and minimize adverse environmental impacts during construction,
- (x) Provide site management guidance to MAFF-NIO staff and management, Agricultural Cooperatives (ACs) and PIOs in relation to the construction,
- (xi) Assist in project planning, scheduling, and reporting of the sub-project activities,
- (xii) Assist the procurement officer in updating the procurement plan from time to time (as necessary),
- (xiii) Provide overall support for selection of contractors and suppliers, contract management, and quality control and inspection,
- (xiv) Coordinate with Environmental Specialist and Gender Specialist and ensure implementation of gender and social development measures, covering GAP and community participation plan,
- (xv) Assist in maintaining records, correspondence, and diaries; and provide the Client/ Employer with complete records and reports within the area of responsibility,
- (xvi) Ensure efficient provision of on-the-job training to MAFF-NIO and PIOs staff and ACs in all relevant aspects of the efficient management and implementation of the project procedures, and
- (xvii) Undertake other duties and responsibilities that may be assigned from time to time by the PMO Program Director/ Program Manager/ international Program Implementation Advisor.

4. Minimum Qualification Requirements

- (i) At least a Bachelor's degree preferably post-graduate in Engineering or in other related fields,
- (ii) At least 8 (eight) years of relevant professional experience with at least 5 (five) years of work experience on public sector projects in the relevant professional areas,
- (iii) Working experience in project management of the Government programs at national and sub-national levels; and/or experience with the RGC Implementing Agencies/ Ministries in a professional support capacity, especially in constructions of agricultural storage building, will be an advantage,
- (iv) Familiarity with the Royal Government guidelines, regulations and procedures relevant to the area of their responsibility.
- (v) Fluent English language skills, and ability to maintain work communication with both international and Cambodian staff, are preferable.
- (vi) Demonstrated advanced computer skills related to the spreadsheets and project planning tools are required.

APPENDIX 2: TERMS OF REFERENCE FOR EXTERNAL MONITORING

1. The additional financing of Rice-SDP envisages to construct six warehouses and drying yards for selected ACs on the land owned by the ACs. No land acquisition or involuntary resettlement is envisaged under the additional financing. However, the external monitor will validate the land ownership of the ACs to ensure the past dealings were made under “Willing Seller and Will Buyer” approach. The external monitor will document the process with the aim of ensuring that the relevant community have been meaningfully consulted, had a bargaining power/“power of choice” and were not coerced. The detailed tasks for the external monitor in this respect are defined below:

- (i) Documenting the land acquisition process aims to assure that the relevant community and authorities where the agricultural cooperative (AC) is located are meaningfully consulted with public participation and they have the power of choice without coercion;
- (ii) Verifying and documenting that the land acquisition for the project purchased by the AC is free from any dispute on ownership or any other encumbrances;
- (iii) Compiling and validating relevant land purchase documents from AC and relevant stakeholders for past purchases; and
- (iv) Assuring the due diligence of the land purchase base on “willing seller and willing buyer” principles.

APPENDIX 3: PROJECT COVID-19 RISK SCREENING FOR SAFEGUARDS ASSESSMENTS

Risk screening questions	Yes	No	Not sure	Remarks
1. Will project preparation be affected by the travel restrictions and inability of experts/consultants to visit the project site because of the pandemic?				
2. Is the project likely to face challenges in achieving meaningful consultation because of the pandemic? Example: Project consultants are unable to travel to the project site and meet with affected people.				
3. Is the project likely to face challenges in preparing safeguards assessments because of the pandemic? Example: Collection of environmental baseline data is not possible as consultants are unable to travel and conduct field studies.				