

PROJECT REPORT 2013

QUARTER 2

United Nations Development Programme Cambodia

ACES – Association of Councils Enhanced Services Project 01-03-2013– 30-06-2013

Quarter 2, 2013

Project ID & Title: ACCESS/ID:00064631

Duration: 4 years

Total Budget: 4,990,398.00 USD

Implementing Partners/Responsible parties: National League of Communes and Sangkats (NLC/S)

Country Programme Outcome: Capacity development of sub-national administrations.

Association of Councils Enhanced Services Project (ACES)

2013 QUARTER 2 REPORT

1. Description

I. Executive summary

Progress (and alignment with National priorities):

3 year implementation program (IP3) and 10 year program of NCDD aimed to create local representatives through direct and indirect election of sub-national councils with anticipation of strengthening effective local service deliveries and development at localities. The political agenda committed to transfer applicable duty, function, personnel and finance to sub-national unified administrations, so, in the future sub-national councils can exercise their decision at their localities.

In alignment with national program (NCDD) and NLC/S five year strategy, a four year project (2012-2015) called Association of Councils Enhanced Services Project (ACES) was launched in June 2012 in order to capacitate sub-national administrations taking over increased functions with high expectation of local government associations are able better to advocate for their members and provide them services. To be achieved above outcomes and outputs of country program, there were specific outputs indicated in the second quarterly plan of year 2013 such as:

- Continued development of term of reference and recruitment of an international consultant for the development of League's Standard Operation Procedure (SOP) and Code of Conducts for local councils
- Continued reviewing/preparing "approach papers" for membership expansion of the league and PAC/Ss with inclusion of DMK councils
- Conduct training to 24 PAC/S governing bodies and secretaries.

During second quarter of year 2013, the project team has significantly achieved above setting outputs such as:

- The TOR for COC finalized and vacancy advertised/posted in UNDP web. Currently, the recruitment of the consultant is under process. Additionally, TOR -SOP's draft is discussing and revising, it is anticipated that the advertisement and recruitment will start in third quarter of 2013.
- A draft of process and plan for membership expansion of local council associations (associations of district, municipality, khan, commune and sangkat councils) has been discussing and revising by representatives of local councils (national task force-NTF) through a meeting of NTF leaders, organized in June 2013. 11 target capital and provinces identified for this membership expansion in year 2013.
- 64 trainees (18 females) included leaders and secretaries coming from 24 PAC/S and NLC/S received a training course on financial, accounting, procurement management, project proposal and district forum. This training organized from 21-22 May 2013 at Kampong Cham Province.

However, within the achievements, there are a few challenges are facing during implementation such as:

- The election of national assembly in 2013 and election of capital, provincial, district, municipality and khan councils in 2014 may slow down project momentum.
- Membership expansion of local council associations at 11 capital and provinces may timely consume, but this activity will fully implement after election of national assembly (August).

II. Implementation progress

PROGRESS TOWARDS PROJECT OUTPUTS:

Due to 2013 annual work plan has not yet finalized by project board. Therefore, the progress will report against second quarterly work plan as an agreement between UNDP and NLC/S.

INTENDED OUTPUT: Local Government Associations are better able to advocate for their members and provide them services.				
Output Indicators	Baseline (Aug 2012)	Target (Multi-year)	Q2 2013 Target	Current status
<p>District council members of expanded League of Councils or a separate association.</p> <p><u>Deliverable 1</u></p>	District councils do not have a Local Government Association which represents them	District councils are members of expanded League of Councils or a separate association has been established	11 DMK-CS associations established in consultation with NCDD/IP3.	<p>The process and plan for membership expansion of local council associations drafted discussed and revised based on inputs from NTF leaders, NLC/S management and others. NTF meeting organized from 11-12 June 2013 at Battambang Province with total 19 people's participants including 3 female (6 of NTF leaders, 1 NCDD, 12 IP3 and ACES team). This process included data analysis of diversified political-party councilors, geographies, genders, membership-fee initiative etc.</p> <p>11 target capital and provinces for the membership expansion of local council associations identified by 24 PAC/S leaders, NLC/S leaders and NTF leaders The meeting organized on 21 May 2013 at Kampong Cham Province with totally 23 people's participants including 2 females (2 of NLC/S leaders, 18 PAC/S Leaders).</p> <p>The structure of unified secretariat general for league of local council associations drafted and internally discussed.</p>
<p>Systems and procedures for operation of Local Government Associations.</p> <p><u>Deliverable 2</u></p>	Insufficient systems and procedures for operation of Local Government Associations	Systems and procedures for operation of Local Government Associations developed and used by association.	<ul style="list-style-type: none"> TOR for SOP consultancy developed and consultant recruited. Operational manual for PAC/S internally developed and tested 	<p>The drafted term of reference for SOP consultancy has internal been discussing and revising among NLC/S-UNDP staffs.</p> <p>Temporary finance management, accounting system and procurement procedures developed, tested and introduced second time to PAC/S leaders and secretaries.</p>
<p>Number of training courses designed and delivered to councils by Local Government Associations.</p> <p><u>Deliverable 3-6</u></p>	No training courses have been delivered	6 training courses designed and delivered to councils by Local Government	<ul style="list-style-type: none"> Organize a training course for PAC/S secretaries and leaders. 	Two day training course on concept regarding district forum, proposal development, account and procurement conducted for leaders, secretaries and assistants of secretaries came from 24

		Associations		<p>capital/provinces and NLC/S staffs came from NLC/S. This training course conducted from 21-22 May 2013 at Kampong Cham Province with totaled 64 participants (18 females).</p> <p>Additionally, distance coaching via (e-mail and phone) on financial management and proposal development was regularly trained for PAC/S secretaries.</p> <p>The membership fees for both regional council association and local council associations were initiated.</p>
<p>Number of inputs/proposals into NCDD sub-committee debates</p> <p><u>Deliverable 7</u></p>	<p>3 inputs / proposals into NCDD sub-committee debates have been addressed</p>	<p>13 inputs/ proposals into NCDD sub-committee debates have been addressed</p>	<ul style="list-style-type: none"> NLC/S quarterly newsletter produced and disseminated to PACs and concerned stakeholders 	<p>3688 copies of NLC/S first quarterly newsletter published and disseminated to 24 PAC/S, ministries, NGOs and other stakeholders.</p> <p>A requested letter to include representatives of capital and provinces into NCDD sub-committees has submitted to Deputy Prime Minister, Minister of Interior.</p> <p>A requested letter to ask for 0.3% of capital/provincial admin fund submitted to Ministry of Interior and Ministry of Economy and finance in April 2013.</p> <p>A staff in position of institutional strengthening officer recruited and placed in his position.</p>
<p>Number of services designed and delivered to councils</p> <p><u>Deliverable 8-13</u></p>	<p>1 service has been designed and delivered to councils</p>	<p>4 services are designed and delivered to councils</p>	<ul style="list-style-type: none"> TOR for COC consultancy developed and consultant recruited. NLC/S leaders attended NCDD/IP3 events. 	<p>The COC vacancy advertised and recruitment is under process.</p>
<p>ACES project has achieved the setting outputs as stipulated in work plan of second quarter, 2013.</p>				
<p>delivery <i>exceeds</i> plan</p>	<p>x delivery <i>in line with</i> plan</p>			<p>delivery <i>below</i> plan</p>

III. Project implementation challenges:

Project risks and actions:

#	Risks	Proposed Action
1	The election of national assembly in 2013 and election of capital, provincial, district, municipality and khan councils in 2014 may slow down project momentum.	NLC/S and PAC/S should delegate responsibilities and tasks to secretariats and project staffs.

Key project issues and actions:

#	Issues	Proposed Action
1	Unavailable time (all concerning parties) for a project board meeting.	Continued setting-time for a meeting between UNDP and NLC/S, then, fix time and date for ACES project board meeting.
2	International Governance Advisor is hired late due to lack of additional donor funding.	- Intensify efforts to identify additional donors, - Start recruitment process of International Governance Advisor as soon as possible
3	The delay in staff recruitment.	- Recruitment of 12 provincial back stoppers is highly required. - Recruitment of other positions stipulated in ACES project document is delayed.

Donor Visibility:

Under current UNDP financial support, all ACES activities have been posting UNDP logo on backdrop and acknowledgement made. Representatives of UNDP CO invited as honor guests and participants in all activities.

With strong expectation and hope receiving financial support from EU for ACES, the logo of EC also showed up.

Annexes:

Annex 1: Financial report, April 1 to June 30, 2013

Annex 2: Inventory list of training or workshop under ACES project