

PROJECT REPORT 2013

QUARTER 3

United Nations Development Programme Cambodia

ACES – Association of Councils Enhanced Services Project

01-07-2013– 30-09-2013

Quarter 3, 2013

Project ID & Title: ACES/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 3 REPORT

I. Executive summary

ACES project – “Associations of Councils Enhanced Services” – is aimed at turning the National League of Communes and Sangkats (the League) into an effective representative of local voices for democratic development. The project builds on the previous EU-UNDP support project for Democratic and Decentralized Local Governance (DDLG, 2006-2011) which enabled the establishment and the development of the League, the only Local Government Association in Cambodia. As the sole representative of Local Council interests, the League is critical to the successful outcome of the country’s decentralization process participating in policy reform and project implementation.

The ACES project is aligned to the League’s 2nd strategic plan 2011-2015 and the Royal Government of Cambodia’s (RGC) decentralization policies, in particular the National Programme of Sub-National Democratic Development (NP-SNDD) 2010-2019 and its first Implementation Plan (IP3) 2011-2013.

The project substantially contributes to;

UNDAF” **Outcome 4:** *By 2015, national and sub-national institutions are more accountable and responsive to the needs and rights of all people living in Cambodia and leading to increased participation in democratic decision making”.*

UNDP’s CPAP outcome” **Outcome 4:** *By 2015, sub-national Administrations have capacity to take over increased functions”*

UNDP’s CPAP output” **Output 4.3:** *Local Government Associations are better able to advocate for their members and provide them services”*

In response to CPAP outcome and output above, during this third quarter of year 2013, the project team has tried hard to focus on the expansion strategies by finalizing the approach papers such as internal rules, regulations and statutes of DMK to be expanded to the association of DMKCS (Local Association). As the result, the dissemination workshop on the expansion organized and participated by National Task Force, National League leaders, Chairman of Provincial Councilors, Governors or Vice-governors, Directors of DMK Administration, Chairman of DMK councilors, Chairman of Provincial Associations and other stakeholders. After this workshop, DMK councilors are able to understand the perspective and the essence of local association and approach papers for registration. On the other hand, National Task Force approved the work plan for ACES team and NLCS staff to organize the congress to 11 provinces for these expansion for the next quarter.

Moreover, other activities were also considered as well such as the development of Code of Conduct for Regional and Local Associations, the development of Practical Operational Management Manual (POMM) for the National League and the consultancy for the development of Single Secretariat of Regional and Local Association to support for the management of new emerging associations and its secretariat.

However, the election of national assembly in July 2013 extremely impacted and delayed project activities especially related to the expansion of DMKs. The late of fund committed by EU dramatically shifted the direction of the project as well.

II. Implementation progress

PROGRESS TOWARDS PROJECT OUTPUTS:

Output Indicators	Baseline (Aug 2012)	Target (Q3, 2013)	Current status
District council members of expanded League of Councils or a separate association. <u>Deliverable 1</u>	District councils do not have a Local Government Association which represents them	-Organize NTF meeting to review and discuss on legal documents related to DMK expansion. -Organized consultation workshop on DMK expansion to local association.	- Approach papers for the expansion of DMK finalized and approved through NTF meeting on 29 August 2013 at Hotel Cambodiana participated by 25 (2 females). - Dissemination workshop on the expansion of membership to include DMK to PACS organized on 30 Sept to 1 Oct 2013 in Batambang participated by 255 (38 females).
Systems and procedures for operation of Local Government Associations. <u>Deliverable 2</u>	Insufficient systems and procedures for operation of Local Government Associations	-Drafted ToR and recruited the international consultant to develop Practical Operation Management Manual (POMM) for NLCS -Coaching PACS in implementing PACS's accounting system and its SOP. -Survey on existing M&E and follow-up.	- The drafted term of reference for POMM consultant has been finalized and advertised by UNDP. - Temporary financial management, accounting system and procurement procedures developed and tested. - Coaching to PACS leaders, secretaries and assistants on financial management, accounting system and proposal writing were conducted to Prey Veng and Ratanakiri provinces. - ToR for development of single secretariat crafted and finalized and advertised in the newspapers by UNDP.
Number of training courses designed and delivered to councils by Local Government Associations. <u>Deliverable 3-6</u>	No training courses have been delivered	-Financial sustainability initiated for both Associations. -PACS Operation Manual tested.	- The membership fees for both regional and local council associations were initiated through NTF meeting at Hotel Cambodiana. The membership fee options are subject to discussion with Mol and MEF (DMK around 5% to 7%, CS 3% to 5%). - Temporary financial management, accounting system and procurement procedures followed up and coached to PACS leaders, secretaries and assistants through short and long-distance coaching.
Number of inputs/proposals into NCDD sub-committee debates <u>Deliverable 7</u>	3 inputs / proposals into NCDD sub-committee debates have been addressed	-3th Quarterly newsletters on evidence-based results and advocacy produced and disseminated.	- NLCS quarterly newsletter produced and disseminated to PACs and concerned stakeholders.
Number of services designed and delivered to councils <u>Deliverable 8-13</u>	1 service has been designed and delivered to councils	-Recruitment of international consultant to develop Codes of conducts (Regional and local) councilors.	- Mr. Paul Martin, consultant for the development of Code of Conduct started his assignment on 1 August 2013. - On 28 August, consultative workshop of Code of Conduct organized in Hotel Cambodiana participated by 77 (13 females).
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- delivery exceeds plan	- delivery in line with plan	- delivery below plan	-

PROGRESS TOWARD COUNTRY PROGRAMME (CPAP) OUTPUT:

Output 4.3: Local Government Associations are better able to advocate for their members and provide them services.			
Output Indicators	Baseline (Aug 2012)	Target (2015)	Current status
<p>1. District council members of expanded League of Councils or a separate association.</p> <p>Deliverable 1:</p>	<p>1. District councils do not have a Local Government Association which represents them.</p>	<p>1. District councils are members of expanded League of Councils or a separate association has been established.</p>	<ul style="list-style-type: none"> - The process and plan for membership expansion of local council associations drafted discussed and revised based on inputs from NTF leaders, NLCS 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. - NTF meeting organized on 29 August 2013 to finalize the approached papers and work plan for DMK expansion held in Cambodiana Hotel with total participants 25 (2 females). - 11 target capitals and provinces for the membership expansion of local council associations identified by 24 PACS leaders, NLCS 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 NLCS leaders, 18 PACS Leaders). - The dissemination workshop organized in Batambang province on 30 Sept 2013 to 01 Oct 2013 with participants 255 (38 Females).
<p>2. Systems and procedures for operation of Local Government Associations.</p> <p>Deliverable 2:</p>	<p>2. Insufficient systems and procedures for operation of Local Government Associations.</p>	<p>2. Systems and procedures for operation of Local Government Associations are developed.</p>	<ul style="list-style-type: none"> - Peachtree Accounting System was introduced to NLCS to manage ACES project funds. - The drafted term of reference for POMM consultant has been finalized and advertised by UNDP. - Temporary financial management, accounting system and procurement procedures for PACS developed and tested. - ToR of consultant for development of single secretariat crafted and advertised by UNDP.
<p>3. Number of training courses designed and delivered to councils by Local Government Associations.</p> <p>Deliverable 3-6:</p>	<p>3. No training courses have been delivered.</p>	<p>3. 6 training courses designed and delivered to councils by Local Government Associations.</p>	<ul style="list-style-type: none"> - Training on financial management, accounting and procurement conducted to PACS leaders, secretaries and assistants (11-14 March 2013 in Siem Reap with participants 79, 24 females). - Two day training course on concept regarding district forum, proposal development, account and procurement conducted for leaders, secretaries and assistants of PACS from 24 capital/provinces and NLC/S staffs

			<p>(21-22 May 2013 at Kampong Cham Province with totaled 64 participants (18 females).</p> <ul style="list-style-type: none"> - The membership fees for both regional council association and local council associations were initiated through NTF meeting at Hotel Cambodiana. The membership fee options are subject to discussion from Mol and MEF (DMK around 5% to 7%, CS 3% to 5%).
<p>4. Number of inputs/proposals into NCDD sub-committee debates.</p> <p>Deliverable 7:</p>	<p>4. 3 inputs/proposals into NCDD sub-committee debates have been addressed.</p>	<p>4. 13 inputs/proposals into NCDD sub-committee debates have been addressed.</p>	<ul style="list-style-type: none"> - 3688 copies of NLC/S quarterly newsletter published and disseminated to 24 PAC/S, ministries, NGOs and other stakeholders. - A requested letter to include representatives of capital and provinces into NCDD sub-committees has submitted to Deputy Prime Minister, Minister of Interior. - 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 for Regional association. - A staff in position of institutional strengthening officer recruited and placed in the position.
<p>5. Number of services designed and delivered to councils.</p> <p>Deliverable 8-13:</p>	<p>5. 1 service has been designed and delivered to councils.</p>	<p>5. 4 services are designed and delivered to councils.</p>	<ul style="list-style-type: none"> - Mr. Paul Martin, consultant for the development of Code of Conduct started his assignment on 1 August 2013. - On 28 August, consultative workshop of Code of Conduct organized in Hotel Cambodiana participated by 77 (13 females). -

PROGRESS TOWARD COUNTRY PROGRAMME (CPAP) OUTCOME:

Outcome 4: By 2015, sub-national Administrations have capacity to take over increased functions.			
Outcome Indicators	Baseline (Aug 2012)	Target (2015)	Current status
1. Number of key functions developed for Sub-national administrations by line ministries.	1. 0	1. Well-defined CS functions	-????
2. Citizen satisfaction on Sub-national Administration services.	2. 56 LG-citizen forums	2. 200 LG-citizen forums	-????

Capacity Development:

Since the inception of ACES project in year 2012, capacity development strategies were considered and designed by Provincial Institutional Development Specialist and ACES team. The workshop was organized in Kompong Cham to define the capacity development needs. Finally, the capacity development plan was approved by Executive Committee of the association (ExCom). In year 2013 and based on the top priorities, two trainings on financial management, accounting system, procurement procedures and proposal writing were conducted to PACS leaders, secretaries and

assistants held in Siem Reap (11-14 March 2013) and Kompong Cham (21-22 May 2013). Long and short distance Coaching was continually applied to PACS leaders, secretaries and assistants. At the meantime, there are approximately 50% of PACS secretaries and assistants are able to implement the financial management, accounting system and procurement procedures to manage their membership fee and donor funds. Two provinces i.e. Ratanakiri and Prey Veng are under proposal writing to raise funds from other donors to support their activities.

Gender:

The national league of Communes and Sangkats (NLCS), at the National Task Force meeting on 29 August 2013, encouraged the participation of women in politics by enshrining and enforcing the statutes of Local and Regional associations to promote the women for their participation in all activities conducted by NLCS and Associations.

Lessons learnt:

The methodologies for the expansion of membership of PACS to include District, Municipality and Khan (DMK) conducted to 11 provinces in year 2013 will continue for the rest of provinces next year as it was cost-effective and expeditious.

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.	- NLCS and PACS 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 NLCS, 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.
4	The national assembly election held on 28 July 2013 was slow down project activities.	- Speed up the activities in Sept 2013 and the next quarter to achieve planned deliverables.

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.

IV. Financial Status and Utilization:

Table2: Year-to-date Expenditure by Activities (Atlas format) from July to September 2013

Activities	Quarter/Appr oved Budget	Quarter/Year Expenditure	Balance	Delivery %
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Deliverable 1: The consultation processes required for the expansion of the League's membership with District, Municipal and Khan Councils have been designed, endorsed by the RGC, and implemented.	\$25,463.19	906.33	24556.86	3.6%
Deliverable 2: The League and its Provincial Associations have revised, improved and put into practice solid internal systems and procedures.	\$14,800.37	9978.48	804.52	67.42%
Deliverable 7: The interests of Local Councils and citizens have been promoted employing constructive methods for advocacy of clearly defined needs and demands.	\$6,200	3800.00	2400.00	61.29%
Deliverable 10: The members of the League have endorsed and implemented standards for public ethics in local government.		4788.27	-4788.27	0%
Total Budget for this Quarter:	\$46,463.56	19473.08	26990.48	41.91%

Table 3: Cumulative expenditure by Activity (in Atlas format) from January to December 2013

Activities	Total Project Budget	Cumulative Expenditure	Balance	Delivery %
Deliverable 1: The consultation processes required for the expansion of the League's membership with District, Municipal and Khan Councils have been designed, endorsed by the RGC, and implemented.	\$149,492	2,495.83	146,996.17	2%
Deliverable 2: The League and its Provincial Associations have revised, improved and put into practice solid internal systems and procedures.	\$122,786	50,315.09	72,470.91	41%
Deliverable 3: The members of the governing bodies of the League and its 24 Provincial Associations have the analytical capacities to proactively develop policies, to communicate their opinions, and to supervise the activities of their respective secretariats.	\$8,342	8,332.31	9.69	100%
Deliverable 4: The support staff of the League and the 24 Provincial Associations has the technical skills to comply with the internal systems and procedures.	\$12,152	17,294.95	(5,142.95)	142%
Deliverable 5: The League's financial sustainability strategy is implemented including the revision of membership fees, the spread of donor dependency, and research on service charges.				
Deliverable 6: The capacities of Local Councils have been developed by mutual learning, stimulating the communication and exchange of information among Cambodian Councilors, and between Cambodian Councilors and other Councilors from the developing world.				
Deliverable 7: The interests of Local Councils and citizens have been promoted employing constructive methods for advocacy of clearly defined needs and demands.	\$91,528	61,333.92	30,194.08	67%
Deliverable 8: Local Councils have improved access to information from Government and non-government sources.				
Deliverable 9: Local Council civic engagement policies and processes have been enhanced by transparent governance mechanisms and proactive communication.				
Deliverable 10: The members of the League have endorsed and implemented standards for public ethics in local government.	\$15,626	15,046.27	579.73	96%
Deliverable 11: The League and its Provincial Associations have reinforced their partnerships with RGC, civil society and donor agencies in order to promote Local Council and citizen interests.	\$74	74.00	0	100%
Deliverable 12: The Local Councils are operating efficiently, effectively and transparently utilizing the League's operational and advisory support services with a specific eye on the accomplishment of the CMDGs.				
Deliverable 13: Women participation in the League, the Provincial Associations and Local Councils has been enhanced.				
Total Project Budget:	\$400,000	154,892.37	245,107.63	39%
The financial report in this table included the expenses incurred by UNDP CO.				

Annexes:

Annex 1: Inventory list of training or workshop under ACES project