

PROJECT REPORT 2014

QUARTER 1

United Nations Development Programme
Cambodia

ACES – Association of Councils Enhanced Services Project
01-01-2014– 31-03-2014

Quarter 1, 2014

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)

2014 QUARTER 1 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 first quarter of year 2014, the Project Team has tried hard to focus on the expansion of membership of the Provincial Association to include the Councils of Districts, Municipalities and Khans to the Provincial Associations and the establishment of the National League of District, Municipality, Khan, Commune and Sangkat (NLDMKCS) as recommended by Project Board’s statement on 12 March 2014.

As the result for this quarter, two management meetings and dissemination workshop organized in Siem Reap i.e. the National Task Force meeting, the meeting to discuss about the structure of single secretariat of both Associations (Regional and Local Associations) and the dissemination workshop to disseminate the approached papers, processes and the schedule for the expansion of 13 provinces the quarter 2, 2014.

The first draft of Practical Operational Management Manual (POMM) for the National League and both Associations (Regional and Local) submitted for reviews and comments by International consultant.

However, there will have some issues and challenges encountered during this quarter such as time-constrained for the expansion of 13 provinces, the election of the councils of Capital, Province,

District and Khan on 18 May 2014 and the late commitment of fund from European Union will divert the direction of the project.

The last but not least, training on the leadership, facilitation skills and Financial Management to PA leaders, secretaries and assistants conducted in Svay Rieng produced a fruitful result.

II. Implementation progress

PROGRESS TOWARDS PROJECT OUTPUTS:

Output 4.3: Local Government Associations are better able to advocate for their members and provide them services.			
Output Indicators	Baseline (Aug 2012)	Target (Q1, 2014)	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 25 March 2014 at Paradise Hotel in Siem Reap participated by 24 (3 females). - Dissemination workshop on the expansion of membership to include DMK to PACS organized at Paradise Hotel on 26 March 2014 in Siem Reap participated by 293 (22 females). - The meeting to discuss about the structure of Single Secretariat of Regional and Local Association organized at Paradise Hotel in Siem Reap on 27 March 2014 participated by 24 (3 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 Practical Operation Management Manual (POMM) submitted for NLCS and UNDP. -Project Board Meeting of ACES organized. -Independent Auditing Firm audited ACES project.	- The first drafted of POMM has been submitted for review and comment by International Consultant. - The Project Board Meeting (PBM) organized at the NCDD Secretariat to discuss about ACES top priorities for year 2014-15 presided over by H.E Sak Setha, Secretary of State of Mol and Head of NCDDS. - BDO (Cambodia) limited Auditing Firm conducted an audit to ACES project for fiscal year 2013 from 3-7 March 2014 at NLCS office. The management responses had already been submitted to auditor and 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	-Trainings conducted to leaders and secretaries of PADMKCS to capacitate them on leadership and facilitation skills.	- The training on leadership, facilitation skills and financial management conducted to PA leaders, secretaries and assistants at Khmer Red-Cross Hotel in Svay Rieng province on 10-13 February 2014 participated by 60 (20 females).
Number of inputs/proposals into NCDD sub-committee debates <u>Deliverable 7</u>	3 inputs / proposals into NCDD sub-committee debates have been addressed	-1 st Quarterly newsletters on evidence-based results and advocacy produced and disseminated.	- NLCS quarterly newsletter produced and disseminated to PACs and concerned stakeholders.
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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 (2014)	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>	<ul style="list-style-type: none"> - New national league of DMK/CS Provincial Associations established - Membership expansions carried out to include DMK in remaining 13 provinces. 	<ul style="list-style-type: none"> - Approach papers for the expansion of DMK finalized and approved through NTF meeting on 25 March 2014 at Paradise Hotel in Siem Reap participated by 24 (3 females). - Dissemination workshop on the expansion of membership to include DMK to PACS organized at Paradise Hotel on 26 March 2014 in Siem Reap participated by 293 (22 females). - The meeting to discuss about the structure of Single Secretariat of Regional and Local Association organized at Paradise Hotel in Siem Reap on 27 March 2014 participated by 24 (3 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>	<ul style="list-style-type: none"> - Systems and procedures for operation of Regional and Local Government Associations are developed. - National Single Secretariat Established. - Management meetings to direct ACES project organized. 	<ul style="list-style-type: none"> - The first drafted of POMM has been submitted for review and comment by International Consultant. - The Project Board Meeting (PBM) organized at the NCDD Secretariat to discuss about ACES top priorities for year 2014-15 presided over by H.E Sak Setha, Secretary of State of Mol and Head of NCDD. - BDO (Cambodia) limited Auditing Firm conducted an audit to ACES project for fiscal year 2013 from 3-7 March 2014 at NLCS office. The management responses had already been submitted to auditor and 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>	<ul style="list-style-type: none"> - Capacity building for national single secretariat in providing services to their members (Regional and Local Associations) - Membership fee rate is approved by the government and will be implemented in 2015. - Local Governance Best Practice Award program has been successfully completed. - Institutional strengthening initiative piloted in selected provinces (at least 2 provinces) 	<ul style="list-style-type: none"> - The training on leadership, facilitation skills and financial management conducted to PA leaders, secretaries and assistants at Khmer Red-Cross Hotel in Svay Rieng province on 10-13 February 2014 participated by 60 (20 females).
<p>4. Number of inputs/proposals into NCDD sub-committee debates.</p>	<p>4. 3 inputs/proposals into NCDD sub-committee debates have been</p>	<ul style="list-style-type: none"> - Functional Review of DMK councils operated. - Local Council research for evidence based best 	<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.

Deliverable 7:	addressed.	practice in advocacy has been conducted. - ProMob, ProCab and NatCab implemented in Expanded Provinces.	-
5. Number of services designed and delivered to councils. Deliverable 8-13:	5. 1 service has been designed and delivered to councils.	- Strategy for accessible information Developed. - Code of Conduct for Regional and Local Councils implemented. - NLCS and NCCDS cooperated on capacity development for sub-national councillors.	-

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	- CS package function submitted to NCCDS.
2. Citizen satisfaction on Sub-national Administration services.	2. 56 LG-citizen forums	2. 200 LG-citizen forums	-75 forums organized (2013)

Capacity Development:

In year 2014, Capacity Development to NLCS and PACS remains the project's outstanding attention through conducting trainings, workshop, meetings, exposure visit and coaching. During this quarter 2014, training on leadership, facilitation skills and financial management for PACS leaders, secretaries and assistants conducted in Svay Rieng on 10-13 February 2014. During these sessions, most participants are reflected and aware of their leadership in response to the needs of their members and citizens at their localities.

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 the provinces this year as it was cost-effective and expeditious.

III. Project implementation challenges:

Project risks and actions:

#	Risks	Proposed Action
1	The 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	The expanded approach was changed by NLCS councils as reversing of original planning--first league's forming before PACS's expansion at 14 remaining provinces.	- Project Board should organize a meeting to come up with the agreement soon.
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.

IV. Financial Status and Utilization:

Table2: Year-to-date Expenditure by Activities (Atlas format) from January to March 2014

Activities	Quarter/Appr oved Budget	Quarter/Year 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.	\$2,110.00	23,547.04	-21,437.04	1116%
Deliverable 2: The League and its Provincial Associations have revised, improved and put into practice solid internal systems and procedures.	\$31,645.68	13,569.24	18,076.44	42.87%
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.	\$6,537.90	3,064.18	3,473.72	46.86%
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.	\$6,310.00	3,064.18	3,245.82	48.56%
Deliverable 7: The interests of Local Councils and citizens have been promoted employing constructive methods for advocacy of clearly defined needs and demands.	\$1,000	0.00	1,000.00	0.00%
Total Budget for this Quarter:	\$47,603.58	43,244.64	4,368.94	90.84%

Table 3: Cumulative expenditure by Activity (in Atlas format) from January to December 2014

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.	\$205,046.15	23,547.04	181,499.11	11.48%
Deliverable 2: The League and its Provincial Associations have revised, improved and put into practice solid internal systems and procedures.	\$467,683.85	13,569.24	454,114.61	2.90%
Deliverable 3: The members of the governing bodies of the League and	\$61,068.52	3,064.18	58,004.34	5%

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.				
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.	\$8,141.11	3,064.18	5,076.93	37.63%
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.	\$100,000.00		100,000.00	0%
Deliverable 7: The interests of Local Councils and citizens have been promoted employing constructive methods for advocacy of clearly defined needs and demands.	\$604,822.02		604,822.02	0%
Deliverable 8: Local Councils have improved access to information from Government and non-government sources.	\$51,000.00		51,000.00	0%
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.	\$20,000.00		20,000.00	0%
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.	\$1,500.00		1,500.00	0%
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.	\$10,000.00		10,000.00	0%
Deliverable 13: Women participation in the League, the Provincial Associations and Local Councils has been enhanced.	\$36,000.00		36,000.00	0%
Administrative Recovery Cost (7% of direct eligible costs)	109,568.31		109,568.31	0%
Total Project Budget:	\$1,674,829.96	43,244.64	1,631,585.32	2.58%
The financial report in this table did not include the expenses incurred by UNDP CO.				

Annexes:

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