

PROJECT REPORT 2014

QUARTER 2

United Nations Development Programme
Cambodia

ACES – Association of Councils Enhanced Services Project
01-04-2014– 30-06-2014

Quarter 2, 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 2 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 second quarter of year 2014, the Project Team has tried hard to focus on the expansion of membership of the Provincial Association (13 provinces) to include the Councils of Districts, Municipalities and Khans to the Provincial Associations and the establishment of the National League of Local Councils (NLC) as recommended by Project Board’s statement on 12 March 2014. On the other hand, POMM and Structure of Joint-Secretariat of Regional and Local Association drafted and reviewed.

As the result for this quarter, 13 provinces had successfully organized its provincial congresses to expand the membership to include the councils of Districts, Municipalities and Khans to its Provincial Associations (Local Association). The attendants for these congresses totaled 2497 (345 females).

The final draft of Practical Operational Management Manual (POMM) for the National League and both Associations (Regional and Local) submitted and accepted and translated into Khmer version and subject to final review by all relevant staff and leaders. The workshop will be organized to approve POMM in quarter 3 or 4, 2014.

The structure of joint-secretariat presented in the National Task Force Meeting held on 19-20 June 2014 in Siem Reap with participants around 30 (5 females) to get agreement prior to organizing the workshop to approve it officially in quarter 3 or 4, 2014.

However, there will have some issues and challenges encountered during this quarter such as staff resignation (Communication Officer), the election of the councils of Capital, Province, District and Khan on 18 May 2014 and the separation of Tbong Khmom from Kompong Cham province affected the time-frame and budget of work plan. However, due to the intervention of relevant stakeholders and the commitment of NLC and its staff (ACES team), these issues and challenges successfully solved.

The last but not least, the follow-up and backstop of Provincial Associations in implementing the accounting system to manage their membership fee and donors fund is crucial. Until now, approximately 50% of these associations can manage their funds and produced the financial report accuracy.

II. Implementation progress

DELIVERABLE01: 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.

National Task Force meeting (NTF) organized in Siem Reap (26-27 March 2014), in Phnom Penh (18-19 April 2014) and in Siem Reap again (19-20 June 2014) to finalize the statute and internal rule for expansion to include DMKs and the new National League of Local Councils (NLC) and set the deadline for organizing the congress to establish the National League of Local Councils (NLC). The meeting presided over by H.E Nam Tom, chief of NTF and chief of Provincial Councils, attended by all NTF members and concerned stakeholders i.e. NCDDS, MoI, UNDP/ACES and NLCS.

13 provinces had successfully organized its provincial congresses started from 10th- 26th April 2014 to expand the membership to include the councils of Districts, Municipalities and Khans to its Provincial Associations (Local Association) namely Kompot, Kep, Kompong Speu, Batambang, Stoeng Treng, Prey Veng, Banteay Meanchey, Kompong Som, Siem Reap, Svay Rieng, Koh Kong, Odor Meanchey and Mondulkiri. The attendants for these congresses totaled 2497 (345 females). However, Kompong Cham and Tbong Khmom need to be re-organized the congresses to separate into two Associations which will be held on 15 July 2014 by using their membership fees.

DELIVERABLE02: The League and its Provincial Associations have revised, improved and put into practice solid internal systems and procedures.

The final draft of Practical Operational Management Manual (POMM) for the National League and both Associations (Regional and Local) submitted, accepted and translated into Khmer version and subject to final review by all relevant staff and leaders. The workshop will be organized to approve POMM in quarter 3 or 4, 2014.

The structure of joint-secretariat presented in the National Task Force Meeting held on 19-20 June 2014 in Siem Reap with participants around 25 (5 females) to get agreement prior to organizing the workshop to approve it officially in quarter 3 or 4, 2014.

Long and short distant coaching on financial management and accounting system conducted to the secretaries and assistants of Provincial Associations. As the result, they can operate this system effectively to manage their membership fees and donors support fund.

DELIVERABLE07: The interests of Local Councils and citizens have been promoted employing constructive methods for advocacy of clearly defined needs and demands.

The National League’s Newsletter produces late this year due to the resignation of the Communication Officer in March 2014. The New Communication Officer was on board in 1st June 2014. The newsletter will produce its first semester by end of June 2014.

DELIVERABLE10: The members of the League have endorsed and implemented standards for public ethics in local government.

The Code of Conduct (CoC) for both Regional and Local Association finalized in August year 2013 after that both Regional and Local Associations drafted for their own Association with the assistance from ACES technical team. The Code of Conduct (CoC) for both Associations will disseminate officially in quarter 3 or 4, 2014.

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 (Q2, 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	<ul style="list-style-type: none"> - Organize NTF meeting to review and discuss on legal documents related to League establishment. - Workshop to establish the National League of DMKCS organized. - 13 provincial congresses organized to include DMK into its provincial associations. 	<ul style="list-style-type: none"> - NTF meeting organized in Phnom Penh on 18-19 April 2014 at Senate compound with 48 participants (13 females) to review, discuss the statute and internal rule of National League of Local Council (NLC). - NTF meeting organized in Siem Reap on 19-20 June 2014 at Angkor Paradise Hotel with 25 participants (5 females) to review, discuss and finalize the statute and internal rule of National League of Local Council (NLC). - The provincial congresses for 13 provinces organized to include DMK to the Provincial Associations with total participants 2497 (345 females).
Systems and procedures for operation of Local Government Associations. <u>Deliverable 2</u>	Insufficient systems and procedures for operation of Local Government Associations	<ul style="list-style-type: none"> - Practical Operation Management Manual (POMM) finalized. - The structure of joint-secretariat finalized. 	<ul style="list-style-type: none"> - The final drafted POMM has been submitted and accepted by NL and translated into Khmer. This POMM has been under review from ACES Technical staff. - Organize meeting to present the audit’s findings to ACES staff and assigned tasks for them in response to this findings.
Number of training courses designed and delivered to councils by Local Government Associations. <u>Deliverable 3-6</u>	No training courses have been delivered	-	-
Number of inputs/proposals into NCDD sub-committee debates <u>Deliverable 7</u>	3 inputs / proposals into NCDD sub-committee debates have been addressed	- 2 st Quarterly newsletters on evidence-based results and advocacy produced and disseminated.	- 5450 copies of NLCS quarterly newsletter produced and disseminated to PACs and concerned stakeholders.
<u>Deliverable 8-</u> Number of services designed and delivered to councils.	# Services designed and delivered to councilors.	- Workshop on CoC organized to councilors.	-

-	- delivery exceeds plan	- delivery in line with plan	- delivery below plan
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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"> - Dissemination workshop on the expansion of membership to include DMK to PACS organized at Paradise Hotel on 25th March 2014 in Siem Reap participated by 293 (22 females). - Approach papers for the expansion of DMK finalized and approved through NTF meeting on 26th March 2014 at Paradise Hotel in Siem Reap participated by 24 (3 females). - The provincial congresses for 13 provinces organized from 10th-26th April 2014 to include DMK to the Provincial Associations with total participants 2497 (345 females). - NTF meeting organized in Phnom Penh on 18th-19th April 2014 at Senate compound with 48 participants (13 females) to review, discuss the statute and internal rule of National League of Local Council (NLC). - NTF meeting organized in Siem Reap on 19th-20th June 2014 at Angkor Paradise Hotel with 25 participants (5 females) to review, discuss and finalize the statute and internal rule of National League of Local Council (NLC). - The meeting to discuss about the structure of Single Secretariat of Regional and Local Association organized at Paradise Hotel in Siem Reap on 27th 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 on 12th March 2014 participated by 24 (4 females). - 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. - Organize meeting to present the audit's

			findings to ACES staff and assigned tasks for them in response to these findings. - The final drafted of POMM has been submitted and accepted by NL and translated into Khmer.
3. Number of training courses designed and delivered to councils by Local Government Associations. Deliverable 3-6:	3. No training courses have been delivered.	<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 10th-13th February 2014 participated by 60 (20 females). - Conducted long and short distant coaching to secretaries and assistants of Provincial Associations.
4. Number of inputs/proposals into NCDD sub-committee debates. Deliverable 7:	4. 3 inputs/proposals into NCDD sub-committee debates have been addressed.	<ul style="list-style-type: none"> - Functional Review of DMK councils operated. - Local Council research for evidence based best practice in advocacy has been conducted. - ProMob, ProCab and NatCab implemented in Expanded Provinces. 	<ul style="list-style-type: none"> - 5450 copies of NLC/S quarterly newsletter published and disseminated to 24 PAC/S, ministries, NGOs and other stakeholders. - The letter for expansion of 23 provinces and NLC congress approved by Mol on 17th Feb 2014.
5. Number of services designed and delivered to councils. Deliverable 8-13:	5. 1 service has been designed and delivered to councils.	<ul style="list-style-type: none"> - 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. 	<ul style="list-style-type: none"> - The training on the promotion of positive views of male in support of women's roles in politics to League's Women and Children Committee and M&E Office organize by PyD organization held on 25-26 February 2014.

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. This year 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. In year 2014, League's Women and Children Committee and M&E Officer had attended the training on the promotion of positive views of male in support of women's roles in politics held on 25-26 February 2014. With support from EU and UNDP, dissemination workshop will be conducted to all women councillors and the Women Committee to strengthen and disseminate the roles and responsibilities.

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.

In organizing the provincial congresses for the rest of 13 provinces, before that a reflection workshop organized in Kompong Som to reflect the 11 provinces expansion strategies in relation to Advance Mission Team (AMT), DSA and travel costs clarification, the threshold of budget per province and its flexibility and membership fee contribution to the congress. All these issues had already been clarified prior to the congresses. As the result, the congresses went smoothly as plan.

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: Expenditure by Activities (Atlas format) from April to June 2014 (Q2)

Activities	Quarter/Approved 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.	126,889.00	85,853.72	41,035.28	68
Deliverable 2: The League and its Provincial Associations have revised, improved and put into practice solid internal systems and procedures.	40,585.00	22,460.01	18,124.99	55
Deliverable 7: The interests of Local Councils and citizens have been promoted employing constructive methods for advocacy of clearly defined needs and demands.	2,000.00	1992.60	7.40	100
Deliverable 10: The members of the League have endorsed and implemented standards for public ethics in local government.	16,800.00	0	16,800.00	0
Total Budget for this Quarter:	186,274.00	110,306.33	75,967.67	59

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.	\$144,570.00	109,400.76	35,169.24	76
Deliverable 2: The League and its Provincial Associations have revised, improved and put into practice solid internal systems and procedures.	\$155,700.00	36,029.25	119,670.75	23
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.	\$3,090.00	3064.18	25.82	99
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.	\$3,091.20	3064.18	27.02	99
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.	\$76,748.80	1992.6	74,756.2	3
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.	\$16,800.00	0	16800.00	0
Total Project Budget:	\$400,000.00	153,550.97	246,449.03	38

The financial report in this table did not include the expenses incurred by UNDP CO.