

PROJECT REPORT 2015

QUARTER 1

United Nations Development Programme Cambodia

ACES – Association of Councils Enhanced Services Project

01-01-2015– 31-03-2015

Quarter 1, 2015

Project ID & Title: ACES/ID:00064631

Duration: 4 years

Total Budget: 4,990,398.00 USD

Implementing Partners/Responsible parties: National League of Local Council(NLC)

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

Association of Councils Enhanced Services Project (ACES)

2015 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 2015, the Project Team focused more on the finalization of Practical Operation Management Manual (POMM, the structure of joint secretariat of both Associations, the Code of Conduct (CoC) of Local Association and the training conducts to leaders, secretaries and assistants of 6 Provincial Associations.

As the result of this quarter, ExCom meeting of both Associations organized to discuss and approve the structure of joint-secretariat. During this meeting, the key principles of Practical Operational Management Manual (POMM) for the joint secretariat of both Associations discussed and the Local Association’s Code of Conduct (CoC) approved.

The training of project management and the Management and Operation Manual (MOM) conducted on 10th-13th March 2015 at Preah Sihanouk Province attended by PAs leaders, secretaries and assistants. The training is part of capacity development to 6 Provincial Associations to capacitate so that they are able to manage their membership fee and ACES grant budget in year 2015.

Last but not least, an annual audits conducted to ACES project by the BDO Co, LTD. The findings and recommendations presented to IP and the management responses prepared and submitted to UNDP CO.

II. Implementation progress

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

Two separate meetings organized to discuss the structure of joint-secretariat by both association's leaders and these meetings were facilitated by H.E Dy Sokphan, chair of MoI support team on January and March 2015 prior to ExCom meeting to be held on 5 March 2015 in Siem Reap.

The Practical Operational Management Manual (POMM) for joint secretariat of both Associations reviewed and the key principles discussed by technical staff in order to get approval from the ExCom members of both Associations during ExCom meeting to be held in Siem Reap province.

ExCom meeting of both associations (NACPC &NLC) organized on 05 March 2015 in Siem Reap province participated by ExCom members of both Associations with total attendants 110 (female 19). During this meeting, ExCom members of both Associations have discussed and approved the long-term structure of joint secretariat that consisted of 11 core staffs and the short-term vision consisted of 6 core staffs. For these six core staffs, both Associations is going to recruit base on the current availability of fund. It can be less than 6 core staffs at the first year. On the other hand, both Associations had also established the recruitment penal consisted of 7 members i.e. 3 members from each Association and 1 from MoI.

Key principle of POMM presented and discussed during this meeting. As it is more technical that needs to be carefully considered by the leaders, the meeting decided to assign Mr. Sam Nissay and Mr. Seth Sayon to come up with short presentation with options. Another meeting will be organized to discuss them with the leaders of both associations before getting approval from next ExCom meeting.

Code of Conduct (CoC) for Local Association has been presented during the meeting and finally, this Code of Conduct approved by the ExCom's members.

Annual audits conducted to ACES project by the BDO Co, LTD, started audits on 19-20 February 2015. The findings and recommendations of audits has been presented at the technical staff Meeting at NLC office. The management responses from IP has been submitted to UNDP CO.

Deliverable 3: The members of the governing bodies of the League and its 25 Provincial Associations have the analytical capacities to proactively develop policies, to communicate their opinions, and to supervise the activities of their respective secretariats

Four-day training on project management, leadership and Management Operation Manual (MOM) conducted to leaders, secretaries and assistants to 6 Provincial Association from 10th-13th March 2015 at Preah Sihanouk Province. The result of evaluation from attendants have shown that the training was fruitful. The attendants were consent with the topics and suggested to have more especially to conduct on MOM to internal auditors (7) so that these auditors are able to perform their duty. The total participants were 37 (11 females).

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

The first quarterly of NLC newsletter produced by end of March 2015. xxxx copies of newsletters and disseminated to all associations and stakeholders.

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, 2015)	Current status
Systems and procedures for operation of Local Government Associations. Deliverable 2	Insufficient systems and procedures for operation of Local Government Associations	<ul style="list-style-type: none"> - Workshop or meetings to approve the structure of single secretariat of both Associations, key principles of POMM and CoC of Local Association. - Annual audits of ACES project conducted. 	<ul style="list-style-type: none"> - Key principle of POMM has been reviewed and commented by ACES Technical staff on 06 January 2015. - Annual audits conducted to ACES project by the BDO Co, LTD, started audits on 19-20 February 2015, finding of audits has presented at the technical staff. - Management responds from IP has been submitted to UNDP CO on 16th March 2015. - Two meeting conducted to discuss on structure of joint-secretariat by leaders of both associations help on January and March 2015 with total 6 participants. - One-day ExCom meeting of both associations to discussion and approve the structure of Joint secretariat, key principles of POMM and CoC of Local Association attended 110 (19 females).
1. Number of training courses designed and delivered to councils by Local Government Associations. Deliverable 3-6:	2. No training courses have been delivered.	- Training conducted to leaders, secretaries and assistants of 6 Pas.	<ul style="list-style-type: none"> - The training on project cycle management, leadership and Management Operation Manual (MOM) conducted to 6 PAs leaders, secretaries and assistants at New Bach Hotel in Preah Sihanouk Province on 10th-13th March 2015 participated by 37 (11 females). - Conducted long and short distant coaching to secretaries and assistants of 6 Provincial Associations on development of AWPB for ACES project from Jan-Mar 2015.
Number of inputs/proposals into NCDD sub-committee debates Deliverable 7	3 inputs / proposals into NCDD sub-committee debates have been addressed	- 1 st Quarterly newsletters on evidence-based results and advocacy produced and disseminated.	- xxxx copies of NLCS quarterly newsletter produced and disseminated to PA and concerned stakeholders.
-	-	-	-
- delivery exceeds plan	- delivery in line with plan	- delivery below plan	-

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	1. 0	1. Well-defined CS functions	<ul style="list-style-type: none"> - CS package function submitted to NCCDS. - Key challenges of capital and provincial councils identified, these will be used for input's discussion in

ministries.			NCDD-sub-subcommittee events.
2. Citizen satisfaction on Sub-national Administration services.	2. 56 LG-citizen forums	2. 200 LG-citizen forums	-75 forums organized (up to date)

Capacity Development:

In year 2015, ACES project focused more on service delivery and capacity development to both Associations through trainings, workshop, meetings, exposure visit and coaching. During this first quarter 2015, training on project cycle management, leadership and Management Operation Manual (MOM) for 6 PAs leaders, secretaries and assistants conducted in Preah Sihanouk on 10th-13th March 2015. Throughout the sessions, participants were reflected and aware of their leadership roles and in response to the needs of their members and citizens at their localities.

Lessons learnt:

III. Project implementation challenges:

Project risks and actions:

#	Risks	Proposed Action
1	ACES project amendment is a must	- It is the last year of ACES project and until now ACES achieved below expectation due to many outside factors such as the late funding from EU, the low commitment from management and political involvement. In order to achieve as plan, ACES project must be extended at least 2 more years and the director and manager of this project must consider carefully.
2		-

Key project issues and actions:

#	Issues	Proposed Action
1	Recruitment of ACES staff	- In case ACES project was extended, recruitment of ACES staff must be carefully considered i.e. a separated fully-fledged team or using secretariat core staffs. To have a separated fully-fledged team, ACES will have a powerful team to accomplish its deliverables and if to use secretariat's core staffs, ACES means trying to build this secretariat to become strong so as to support both Associations in a long-term vision and it is a sustainable way.
2	Transparency and competition of recruitment for joint secretariat.	- Transparency and competition of core-staff recruitment for joint secretariat will not only satisfy by/accountable to both associations, but will also promote effectiveness of working productivities and services deliveries for both associations as well.

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:

Tabel2: Expenditure by Activities (Atlas format) from January to March 2015 (Q1)

Activities	Approved Budget	Quarter/Year Expenditure	Balance	Delivery %
Deliverable 2: The League and its Provincial Associations have revised, improved and put into practice solid internal systems and procedures.	25,505.00	17,670.98	7,834.02	69.28
Deliverable 3: The members of the governing bodies of the League and its 25 Provincial Associations have the analytical capacities to proactively develop policies, to communicate their opinions, and to supervise the activities of their respective secretariats	6,620.00	6,578.22	41.78	99.36
Deliverable 7: The interests of Local Councils and citizens have been promoted employing constructive methods for advocacy of clearly defined needs and demands.	1,000.00		1,000	
Deliverable 10: The members of the League have endorsed and implemented standards for public ethics in local government.	2,200.00		2,200	
Total Budget for this Quarter:	35,325.00	24,249.20	11,075.80	68.64