

ROYAL GOVERNMENT OF CAMBODIA

MINISTRY OF LABOUR AND VOCATIONAL TRAINING

**Piloting the Post-Harvest Technology and
Skills Bridging Program for Rural Poor
(JFPR 9133-CAM)**

Supported by ADB/Japan Fund for Poverty Reduction

**FOURTH ~~PROJECT~~ QUARTERLY PROGRESS
REPORT**

(October-December 2009)

January 2010

ABBREVIATIONS

ADB	=	Asian Development Bank
CAMFEBA	=	Cambodian Federation of Employers and Business
CARDI	=	Associations
CARM	=	Cambodia Agriculture Research and Development Institute
CBO	=	Cambodia Resident Mission
CDS	=	Community-Based Organization
COBP	=	Community Development Specialist
CPM	=	Country Operations Business Plan
CRDB	=	Country Programming Mission
CSP	=	Cambodia Rural Development Bank
DGTJET	=	Country Strategy and Program
EA	=	Directorate General Technical Vocational Education and
ESDP	=	Training
ESP	=	Executing Agency
ESSP	=	Education Sector Development Program
GIM	=	Education Strategic Plan
ICS	=	Education Sector Support Program
ILO	=	Grant Implementation Manual
JFPR	=	Individual Consultant System
JICA	=	International Labor Organization
KOICA	=	Japan Fund for Poverty Reduction
KR	=	Japan International Cooperation Agency
MAFF	=	Korea International Cooperation Agency
M&E	=	Khmer Riel
MEF	=	Ministry of Agriculture, Forestry and Fishery
MFI	=	Monitoring and Evaluation
MIS	=	Ministry of Economy and Finance
MIME	=	Micro-Finance Institution
MoC	=	Management Information System
MoEYS	=	Ministry of Industry, Mines and Energy
MoLVT	=	Ministry of Commerce
NGO	=	Ministry of Education, Youth and Sport
NPIC	=	Ministry of Labor and Vocational Training
NQF	=	Non-Government Organization
NSDP	=	National Polytechnic Institute of Cambodia
NTVETDP	=	National Qualification Framework
NTB	=	National Strategic Development Plan
NTF	=	National Technical Vocational Education and Training
NTTI	=	Development Plan
OVOP	=	National Training Board
PHT	=	National Training Fund
PPTA	=	National Technical Training Institute
PTB	=	One Village, One Product
PTC	=	Post Harvest Technology
SB	=	Project Preparatory Technical Assistance
SEGF	=	Provincial Training Board
SME	=	Provincial Training Center
Sqm	=	Skills Bridging
TA	=	Self-Employment Generation Fund
TTC	=	Small and Medium Enterprise

TVET	=	Square meter
UNESCO	=	Technical Assistance
VSTP	=	Technical Training Center
WB	=	Technical Vocational Education and Training
		United Nations Education, Scientific and Cultural Organization
		Voucher Skills Training Program
		World Bank

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Ministry of Labor and Vocational Training
Piloting the Post-Harvest Technology and Skills Bridging Program for Rural Poor
ADB/JFPR 9133-CAM



A. Grant Basic Data

Grant Number	9133-CAM
Grant Title	Piloting the Post-Harvest Technology and Skills Bridging for Rural Poor Project
Receiver	Royal Government of Cambodia
Executing Agency	Ministry of Labor and Vocational Training
Estimated Project Cost	Total: \$2,320,000 (\$2,000,000 from ADB) (\$ 200,000 from RGC) (\$ 120,000 Other sources)
Project Financing Status	1. Received to date: \$200,000.00 (ADB \$200,000.00 – RGC \$ 0) 2. Spend to date: \$10,104.92 3. Direct Payment to Consultants: \$59,914
Date of Approval by ADB	20 April 2009
Date Signing of Letter of Agreement	2 July 2009
Date of Effectiveness	2 July 2009
Duration of the Grant	3 years
Grant closing Date	1 July 2012
Date of ADB Mission	First mission (November 11-16, 2009)
Grant Steering Committee Actions	First meeting (not yet)

~~Quarterly Report, 4th Quarter, 2009.~~
Report 2.

2. Project Summary

The Letter of Agreement was signed between the Government of Cambodia and the Bank on July 2, 2009. The Grant closing date is July 1, 2012.

Grant Objectives

The Project will help to reduce poverty among the rural poor in Cambodia by improving the post-harvest skills of agricultural producers and enhancing the knowledge and technical skills of youth to meet the demands of industry and entry requirements for certificate level TVET. The immediate objectives are to (i) increase the value added to agricultural produce through post-harvest (PH) skills development and training, and (ii) meet the needs of diversified enterprises through a technical vocational education and training (TVET) skills bridging program for youth. The Project will create new earning and income opportunities for poor agricultural producers in pilot communes both on and off-farm seasons, and create business opportunities and access to training and employment for out-of-school youth through improvements in their knowledge and skills that respond to the increasing demands of the labor market.

Project Components

Project components and their cost are shown in Table 1

Table 1: Project Components and Cost

Number	Component Description	Cost
Component A:	Pilot Testing of Post-Harvest Technology Skills Development Program	\$1,155,000 (excluding contingencies)
Component B:	Pilot Testing of the TVET Skills Bridging Program	\$360,000 (excluding contingencies)
Component C:	Capacity Building and Project Management and Monitoring	\$421,000 (excluding contingencies)

Executing Agency (EA)

The executing agency (EA) for the Project will be the Ministry of Labor and Vocational Training (MOLVT), which is responsible for formulating national technical vocational education and training (TVET) policies and strategies. MOLVT is also the EA for the ESDP II, and the proposed project preparatory technical assistance on strengthening TVET¹.

The Project will establish a steering committee, chaired by the secretary of state of MOLVT, will provide general policy guidance, oversee project management and implementation, facilitate coordination with concerned ministries and institutions including representatives from Ministry of Agriculture, Forestry and Fishery (MAFF), Ministry of Industry, Mines, and Energy (MIME), Ministry of Economy and Finance (MEF), One Village, One Product (OVOP), and the Cambodia Agriculture Research and Development Institute (CARDI), private sector, and TVET private skills providers.

Implementing Agencies (IAs)

The Directorate General Technical Vocational Education and Training (DGTJET) and its technical training centers (TTCs), nongovernment organizations (NGOs), and community-based organizations (CBOs) will be the implementing agencies (IAs).

¹ ADB. 2008. *Preparing the Strengthening Technical and Vocational Education and Training Project* (TA7116-CAM).

Financing Plan & Allocation of Grant Proceeds

— The total cost of the Project is approximately \$2,320,000 equivalent, including physical and price contingencies. The JFPR grant of \$2,000,000 equivalent will finance 86% of the total project cost. The remaining \$320,000, or 14%, will be provided through in-kind, cash and/or service contributions by the Government, together with aid agencies, NGOs, CBOs, and communities.² The executing agency (EA) finances the salaries of regular project staff, rental of office spaces, and taxes or duties. The allocation of grant proceeds is shown in the Table 2 below.

Table 2: Categories, Amounts, and Percentage of Expenditures

Category	Amount of Grant Allocated in \$	Percentage of Expenditures
1. Civil Works	165,000	8
2. Equipments, Goods and Consumable Supplies	182,000	9
3. Training, Workshops, and Seminars	65,000	3
4. Consulting Services	497,000	25
5. Project Management, Monitoring and Evaluation	121,000	6
6. Other Project Inputs to contracting Institutions (TTCs/NGOs/CBOs)	906,000	46
7. Contingencies	64,000	3

² MoLVT will use its self-employment generation fund (SEGF), created under the Basic Skills Project (Loan 1368-CAM), to support trained beneficiaries. In addition, microfinance institutions will be contracted by TTCs to provide small business and micro-credit management training to Project beneficiaries.

Table 3: Activities during this reporting period and status of the activities

	Activity	Status
	Post-Harvest Technology	
1	Identify 44 Communes for PHT pilot	100% completed
2	Design PHT Institution 1 month training program, (curriculum, materials, handbook)	75% completed
3	Contract with training site	100% Completed
4	Complete equipment lists for NPIC to support 1 month training (9) and bidding documents	100% Completed
5	Complete Marketing Plan for 4 PHT sites	90% completed
6	Workshop to orient 4 PHT institutions.	100% completed
7	Complete baseline study of PHT trainees (Khmer)	100% completed
8	Complete civil works plan and bidding documents for 4 PHT sites	100% completed
9	Train TTCs in participatory Planning for Communes	70% completed
10	Identify entry standard in math, science, Khmer is DGTVET certificates	90% completed
11	Develop curriculum framework for TTCs	90% completed
12	Develop employability skills module	25% completed
13	Complete implementation arrangements for 3 SB models with TTCs	100% completed
14	Train TTC management in project admin requirements	90% completed
15	Develop tutor training package in Khmer	90% completed
16	Complete recruitment materials	75% completed
17	Complete Baseline Survey document for trainees	100% completed
18	Assist in recruiting first batch of trainees (350)	0% completed
	Capacity Development	
19	Improve capacity to complete quarterly reports	25% completed
20	Improve capacity in civil works administration	25% completed
21	Improve capacity in procurement	25% completed
22	Complete monitoring plan for Components A and B	100% completed
23	Support Project Steering Committee	25% Completed

Table 4: Consultant activity during reporting period— (-Till end of December 2009)

No.	Consultant Name	Work Days Available	Days Consumed	Days Remaining
	International			
1	T. Norton	183	45	138
2	A. Bamunuarachchi	132	48	84
3	R. Williams	122	41	81
	National			
4	Sopheap Tung	617	92&1/2	524&1/2
5	Huy Em	141	73	68
6	Sam Ol Chuy	88	35	53
7	Sovannka Ho	280	60	220
8	Socheath Tong	264	35	229

Table 5: Planned Training and Capacity Building Workshops and Seminars

No	Component	Target Group	Training Numbers	Total Training Days	Total Training Costs (est)	Preparation	Training Location	Training Dates
1	3.3.3	Stakeholders Inception	40 20@\$25	1= 20	500	250	NTTI	Q3 2009
2	3.3.3	Stakeholders Mid term	40 20@\$25	1=20	500	250	NTTI	Q4 (MT) 2010
3	3.3.3	Stakeholders Project report	50@\$25	2=100	1,000	250	Hotel	Q2 2012
4	1.3.1	TTC PHT Trainers (14 TTC/DGTVET Staff)	8 @ \$25 PD	8x20=160 days	4,000	\$ 1000	NPIC	Q2 2009
5	1.3.1	TTC PHT Trainers (14 TTC/DGTVET Staff)	8 @ \$25 PD	8x20=160 days	4,000	\$ 1200	NPIC	Q1 2010
6	1.3.1	Commune Assistants (1 from each Commune)	44 @\$4 PD	20= 440 days	3,520	\$ 500.	TTC	Q2 2010
7	1.3.1	Commune Assistants (1 from each Commune)	44 @\$4 PD	20=440	3,520	\$ 1500	TTC	Q4 2010
8	1.3.1	TTC Directors/DGTVET, PHT	10 @\$25 PD	5=50 days	1,250	0	NTTI	Q3 2009
9	2.3.1	TTC/NGO Bridge Managers, DGTVET	15 @ \$25PD	10=150 days	3,750	0	NTTI	Q1 2010
10	2.3.1	TTC/NGO Bridge Managers, DGTVET	15 @ \$25PD	5 days	1,875	0	NTTI	Q1 2011
11	2.3.1	Curriculum/Assessment Specialists	4 @\$25	6 x 30=180	18,000	\$1500	NTTI	Q1 2010
12	2.3.1	Tutor Trainer Training plus 2 NTTI (From TTCs)	6@\$25	6x10=60	9,000	\$2000	NTTI	Q1 2010
Total					50,915	9,450		

Project Management, Audit, and Poverty Impact Assessment

The focal person for this project has been identified in each of the participating institutions and Consultants and counterparts have met with the focal persons to begin training in project management. The baseline survey of the 44 communes involved in the PHT component has been completed and awaits implementation.

The individual Learning Profile (ILP) baseline document for participants in the Skills Bridging component is completed and is ready for administration. Impact studies using the input of these 2 Baseline studies will be completed to ~~determines~~determine poverty impact.

Status of Grant Utilization

The statement of sources and uses of funds of JFPR till the end of the reporting period (31 December 2009) can be summarized as follows:-

Table 6-: Sources of Funds for JFPR till 31 December 2009

DESCRIPTION	2009 4 th Qtr	TOTAL TILL 31 DEC 2009
Source of ADB Funds (USD)		
First Advance In I/A - W/A Appl B0001	200,000.00	200,000.00
TOTAL SOURCES OFFUNDS	200,000.00	200,000.00
Uses of Funds TVET (USD)		
Civil Work	-	-
Equipment and Supplies	1,886.72	1,886.72
Training Workshop and Seminars	2,782.50	2,782.50
Consulting Services		-
Project Management Monitoring and Evaluation	5,435.70	5,435.70
Other Project Inputs		-
TOTAL USES OF FUNDS	10,104.92	10,104.92
Cash in hand/Funds Available		
Cash in Bank	183,876.00	183,876.00
Cash in hand (Petty Cash)	480.08	480.08
TOTAL CASH IN HAND/FUNDS AVAILABLE	184,356.08	184,356.08
TOTAL CASH IN HAND/FUNDS AVAILABLE AND USES OF FUNDS	194,461.00	194,461.00

3.—Procurement

3. Recruitment of Consultants

The three International Consultants have been recruited and fielded for their deployments during this quarter. Of the planned 5 national consultants, three have been recruited and are working in the Project. A proposed deployment schedule has been completed and is shown in figure. Progress is being made in recruiting the final 2 National Consultants.

1. Post-harvest Technology and Food Processing

Civil Works

Three food labs will be constructed, one each on the campus of Kampot Institute of Polytechnics, Battambang Institute of Technology and Siem Reap Provincial Training Center. Renovation of space to create a food lab is required at NPIC. All site plans, construction drawings have been completed as well as the cost estimates for the three food labs. After receiving No Objection to start the bidding process, the invitation for bid was advertised in local newspapers in English and in Khmer. The selling of bidding documents will last for one month and the bid opening is scheduled on 29 January 2010. The project is expected to award the contracts to the lowest responsive bidders and start the construction by mid February 2010. The Bill of Quantity (BOQ) and the detailed cost estimate has begun and bidding process through National shopping will start soon after receiving No objection from ADB CARM. During this quarter, all sites were visited by the Civil Engineer, a basic site plan was completed, a basic design for the proposed structures was completed with cost estimates. The plan has been presented to the Institutions and accepted.

The TVET I Grant (ADB Grant 178-CAM) proposed extensive construction on these three sites and it would be most useful if the food labs could be integrated into these plans without delaying the construction of the labs to coincide with the implementation of the Grant. The design and location of the 3 new Labs ensures that they will not interfere with the proposed construction under TVET1.

A decision was made to locate the Battambang food lab at BIT rather than PIB because of space issues at PIB and because the program fit is better with current programming at BIT. These changes will not affect civil or other project costs and will improve operations of the pilots.

An assessment has been completed to identify the most appropriate facilities at NPIC to be converted for shared use between catering/hospitality and a food processing lab. A second assessment has begun to develop a plan to use a science lab for both chemistry (existing) and food quality and hygiene testing and this will be completed early in the quarter.

Arrangements with TTCs

Workshops and individual visits by consultants to the TTCs have contributed to a growing understanding of the training and administrative requirements of this component. KIT, PIB/BIT, and Siem Reap were part of the ESDP II-VSTP project and thus understand the processes well. They are also very experienced in Community participative Planning. NPIC has not been involved in these processes before but there proximity to Phnom Penh has made regular familiarization and on-on-one training an easy matter.

Curriculum

Post-Harvest Technology and Agricultural Marketing has now been completed for the training of trainers course to run in the next quarter. This same base curriculum will be used for all other training in this component and so the bulk of the preparatory work is now done.

Imprest Accounts

MEF will allow only one imprest account per province so the Battambang account will be managed by PIB with BIT submitting invoices. MEF does not permit imprest accounts in allowed in Phnom Penh and so NPIC will invoice the PCU directly.

Table 7: 44 Communes Selected For Piloting (Battambang, Kampot, Siem Reap and NPIC in Phnom Penh)

No.	Name of Districts	Name of Communes	Distance (Km)
1. Polytechnic Institute of Battambang Province (PIB)			
1	Sangkae	Anlong Vil	3
2	Bavel	Bavel	52
3	Banan	Chheu Teal	15
4	Moung	Moung	46
5	Sangkae	O Dambang Muoy	5
6	Sangkae	O Dambang Py	6
7	Thmar Kol	Otaky	12
8	Ek Phnum	Peam Ek	8
9	Ek Phnum	Prek Khpob	12
10	Ek Phnum	Samrong Knong	9
11	Thmar Kol	Ta Meum	29
12	Sangkae	Voat Ta Muem	9
6 Districts		12 Communes	

No.	Name of Districts	Name of Communes	Distance(Km)
2. Kampot Institute of Polytechnic (KIP)			
1	Kampot Town	Andoung Khmer	3
2	Chhouk	Boeng Nimol	35
3	Kampong Trach	Boeng Sala Khang Tboundg	50
4	Chhouk	Chhouk	42
5	Angkor Chey	Dambok Khpos	72
6	Kampong Trach	Damnak Kantuot Khang Cheung	48
7	Kampong Trach	Kampong Trach Khang Lech	38
8	Tek Chhou	Kandaul	14
9	Tek Chhou	Koun Satv	8
10	Angkor Chey	Phnum Kong	71
11	Tek Chhou	Prey Thnang	15
12	Chhouk	Satv Pong	52
13	Tek Chhou	Thmey	8
14	Chhouk	Tramaeng	47
15	Banteay Meas	Tuk Meas Khang Lech	54
6 Districts		15 Communes	
3. Siem Reap Provincial Training Center (SPTC)			
1	Siem Reap	Chreav	15
2	Soutrnikum	Damdek	35
3	Soutrnikum	Kampong Khleang	47
4	Prasat Bakong	Kandek	8
5	Prasat Bakong	Kantreang	18
6	Soutrnikum	Khar Pou	26
7	Puok	Khnat	14
8	Soutrnikum	Kien Sangae	37
9	Siem Reap	Krabeiriel	15
10	Prasat Bakong	Mean Chey	25
11	Soutrnikum	Samraong	40
12	Chikreng	Sangvoeuy	45
5 Districts		12 Communes	
4. National Polytechnic Institute of Cambodia (NPIC)			
1	Kien Svay	Kampong Svay	45
2	Mukh Kampul	Kaoh Dach	42
3	Kien Svay	Phum Thum	55
4	S'ang	Preaek Koy	56
5	S'ang	Svay Rolum	41
3 Districts		5 Communes	
Total: 20 Districts		44 Communes	

2. Skills Bridging

There are no civil works and minimal procurement required in this component.

Entry requirements to TVET certificate programs have been identified and will be reviewed among stakeholders January 4-6, 2010, with final input on January 21, 2010 before conducting Skills Bridging.

Arrangements with TTCs

The three pilot TTCs have been visited in the last month to review SB tutor recruitment and training procedures, learning materials provision, financial management and various operation issues. Each of the three models is different and so the arrangements vary slightly in each.

MEF allows each Province to have only one imprest account per Ministry and in Battambang, this has already been allocated to PIB. Thus BIT will submit invoices to PIB for payment from that imprest account. However the SB program will be delivered in Battambang by Don Bosco, an NGO with substantial experience in delivering skills bridging programs, and hence that NGO will submit invoices to BIT who will then pass them, after approval, to PIB. This rather cumbersome arrangement has been thoroughly reviewed by the three institutions and they are prepared for its implementation.

A Hand Book for Tutors has been completed and will be the basis of an orientation and training program offered in each of the pilot TTCs. Among other components, a section on trainee recruitment will be helpful to tutors whose compensation is based on an incentive system that includes trainee number and number of graduates at the completion of the 7 months training.

Curriculum based on the entry performance requirements for first semester TVET Certificate students will be completed in early January and learning materials will then be prepared for the February start of training.

An orientation and trainers manual has been completed for tutors and will be used as a training event in all three TTCs.

Models for Providers of TVET Skills Bridging Programs

There are three models for the provision of the TVET Skills Bridging Program and providers are selected.

NTTI has been nominated as a Phnom Penh based TVET Skills Bridging Provider in this pilot program. The NTTI is a recognized and accredited provider of TVET programs recognized by the MOLVT. The NTTI:

Kampot Institute of Polytechnic (KIP) An RTC/PTC from one of the targeted provinces was seen to be advantageous as a Provider of a TVET Skills Bridging Program. The KIP has been nominated as a Provider as it is able to demonstrate that it is able to trial some programs at the commune level.

Battambang province is seen as an ideal province to pilot the TVET Skills Bridging Program with an NGO Provider and Don Bosco was selected. Don Bosco has a Training Center established in Battambang with space and with experienced staff.

The Battambang Institute of Technology (BIT) has been nominated as a partner in piloting the TVET Skills Bridging Program in Battambang Province. BIT will take on an administrative role in assisting Don Bosco with the program. The BIT will also assist as a link to DGTNET. The Don Bosco/BIT partnership is ideal in trialling an "NGO Provider" as suggested in the original concept for the TVET Skills Bridging program.

Weekly (Monday) meetings have been conducted during this quarter. These meetings have been invaluable in establishing clear communication, exchanging ideas, monitoring progress and assisting in developing activities to compliment the workplan.

Achievement during this report period

Working models for skills bridging have been translated from English into Khmer. These models and their implications have been discussed with the nominated Providers. (NTTI, KIP and BIT) Working models and cost estimates, based on the budget have been developed. Training workshops have been planned to enhance the curriculum ideas and gain agreement on content with the Providers and the MoLVT. Workshops will begin in the first week of January 2010. Draft Tutors manual for workshop will be conducted in January 2010 at NTTI. A Trainers of Tutors workshop has been planned and will be conducted in January. Using a cascade model, representatives from NTTI, KIP and BIT will then conduct training for tutors.

3. Capacity Building

A continuing focus is to use the JFPR as a preparatory opportunity for the management and administration of the forthcoming ADB TVET 1 grant. Key issues are the development of effective teams for procurement, finance and civil works. The process of developing the teams further is underway and good progress is being made as accountabilities within DGTVEET are clarified.

There has been a noticeable acceleration in the decision making process related to the Project within DGTVEET and the links between the PCU and the project appear to be more clear.

A continuing task in capacity building is to assist the TTCs to become increasing demand driven; that is to respond to the requests of communities and local industry for skills. In the typical top down Government training model, this takes time but progress is being made. Increasing proportions of TTC budgets are being met by earned income and this project will accelerate that as it is an incentive based model. TTCs receive frequent support from project consultants in completing community training needs analysis and designing training to meet this need.

4. Equipment and Facilities

Procurement of Office Equipment through NCR has begun. Three suppliers have been contacted and bids are due December 28, 2009.

Procurement of office equipment is completed to the bidding stage and all equipment in this category should be received by February, 2010.

Office facilities are working well with a full communications suite in place.

5. Input and Supplies

All required supplies for the office are being provided through the project budget.

B. Work Program for Next Quarter

The Work Program for the Project is shown in Table 8. There are no planned changes to the program outlined for the 1st Quarter of 2010 (Year 2). Table 8 shows the Priority activities for the 1st Quarter.

Table 8: Priority Activities for 1st Quarter 2010

Component	Planned Activity in 1 st Quarter, 2010
A. Post-Harvest Technology	
1	One month phase 1 training of trainers for 20 TTC based Community development Specialists in food lab management and Pilot Project administration.
2	Completion of training Manual for PHT including pull outs for Commune based training
3	Completion of Training Manual for Agri-marketing including pull outs for Commune based training
4	Complete training materials on Project Administration for TTCs
5	Completion of Equipment lists for the 4 food labs
6	Commence construction of Food labs
7	Identification of possible trainers for Commune based training
8	Training program designed for TOT of selected trainers
9	Meet Commune Councils and develop council involvement in monitoring
10	Printing/laminating of Commune training materials
11	Translate Baseline into English and complete analysis
12	Supervise the construction progress of the 3 PHT labs construction
13	Complete procurement process for PHT labs equipment of the 4 facilities
B. Skills Bridging Program	
12	Complete orientation of TTCs and NGO to training process
13	Complete training of tutors in adult learning processes.
14	Complete reporting templates for tutors and TTCs
15	Hold curriculum development workshop with TTCs to build learning materials linked to agreed exit standards.
16	Complete curriculum materials (TTCs)
17	Contract and complete printing of learning materials
18	Complete recruitment materials
19	Implement recruitment strategy
20	Review all proposed training sites
21	Commence training in February in all 3 Pilots
22	Provide rapid support at commencement of training
23	Develop enabling docs (DGT/VET) for institutions to recruit graduates into Certificate programs
C. Capacity and Admin	
24	Improve capacity to complete quarterly reports
25	Improve capacity in civil works administration
26	Improve capacity in procurement
27	Implement monitoring plan for Components A and B
28	Build 3 teams (procurement, finance, civil works and begin training for Grant 178)
29	Support Project Steering Committee meeting

APPENDIXES

1. Utilization of JFPR Funds

Table 9: Statement of Project Expenditure

Kingdom of Cambodia

Nation - Religion - King

Ministry of Labor and Vocational Training
Piloting the Post Harvest Technology and
Skills Bridging Program for Rural Poor
ADB/JFPR Project 9133-CAM

Date : 05 January 2010

Statement of Project Expenditure

As of 31 December 2009

Description	Current (ADB)	Previous (ADB)	Accumulated (ADB)
(1) Civil Work			
Civil work	0.00	0.00	0.00
<i>Sub-Total (1)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
(2) Equipment & Supplies			
Equipment & supplies for PHT	0.00	0.00	0.00
Equipment & supplies for SB	0.00	0.00	0.00
Equipment & supplies for TVET	1,082.92	803.80	1,886.72
<i>Sub-Total (2)</i>	<i>1,082.92</i>	<i>803.80</i>	<i>1,886.72</i>
(3) Training Workshops and Seminars			
Training and workshops for PHT	0.00	0.00	0.00
Training and workshops for SB	0.00	0.00	0.00
Training & workshops for TVET	0.00	2,782.50	2,782.50
<i>Sub-Total (3)</i>	<i>0.00</i>	<i>2,782.50</i>	<i>2,782.50</i>
(4) Consulting Services			
Consulting services	0.00	0.00	0.00
<i>Sub-Total (4)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
(5) Project Management Monitoring and Evaluation			
Project management M&E for PHT	0.00	0.00	0.00
Project management M&E for SB	0.00	0.00	0.00
DGTVET project manag. & coordi	4,780.40	655.30	5,435.70
<i>Sub-Total (5)</i>	<i>4,780.40</i>	<i>655.30</i>	<i>5,435.70</i>
(6) Other Project Inputs			
Implement. PHT skill develop.	0.00	0.00	0.00
Printing & translation for PHT	0.00	0.00	0.00
Implementation TVET SB grants	0.00	0.00	0.00
Printing & translation for SB	0.00	0.00	0.00
<i>Sub-Total (6)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
TOTAL = (1)+(2)+(3)+(4)+(5)+(6)	5,863.32	4,241.60	10,104.92

Table 10: Statement of Project Expenditure

Ministry of Labor and Vocational Training Piloting the Post Harvest Technology and Skills Bridging Program for Rural Poor ADB/JFPR Project 9133-CAM	KINGDOM OF CAMBODIA NATION RELIGION KING Date: 05/01/2010
Statement of Sources and Uses of Funds (As of 31 December 2009)	
(US Dollars)	
Sources of Funds	
Direct Payment	0.00
Sub-Total- DP	0.00
Replenishment Imprest Account	
First Advance In I/A ACLEDA - W/A-Appl. B0001	200,000.00
Total sources Funds	200,000.00
Uses of Funds	
Civil Works	0.00
Equipment & Supplies	1,886.72
Training Workshops and Seminars	2,782.50
Consulting Services	0.00
Project Management Monitoring and Evaluation	5,435.70
Other Project Inputs	0.00
Total Uses of Funds	10,104.92
Funds withdrawn from Second IA, but not yet claimed for replenishment	0.00
Cash in hand / Funds Available	
Cash in Bank	183,876.00
Cash in hand (Petty Cash)	480.08
Total Cash in hand / Funds Available	184,356.08
Unliquidated Advance -PCU	5,539.00
Sub-total	5,539.00
Total Cash in hand / Funds Available and Uses of Fund	200,000.00

Table 11: 6 Month Budget

Summary Sheet of 6-Month Estimate by Expenditure Categories
(September 2009 to February 2010)

Cat. No.	Expenditures by Categories	Allocation	Requested Amount	Balance
1	Civil Works	165,000	65,000	100,000
2	Equipment & Supplies	182,000	113,600	68,400
3	Training Workshops and Seminars	65,000	18,000	47,000
4	Consulting Services	497,000	-	497,000
5	Project Management Monitoring and Evaluation	121,000	16,200	104,800
6	Other Project Inputs	906,000	67,300	838,700
7	Contingency	64,000	-	64,000
Subtotal JFPR Grant Financed		2,000,000	280,100	1,719,900
Government contribution		200,000		
Other Sources (Aid agency, NGOs, community-based organizations, community contribution)		120,000		
TOTAL PROJECT COSTS		2,320,000		

1. The estimate of expenditures is based on the workplan and procurement plan approved by ADB on 31 August 2009
2. A separate estimate of expenditure sheet should be used for each component.

Summary Sheet of 6-Month Estimate by Expenditure Components
(September 2009 to February 2010)

Component	Description	Budget Allocation	Requested Amount	Balance
A	Pilot Testing of Post-Harvest Technology Skills Bridging Development Program	1,155,000	183,500	971,500
B	Pilot Testing of Technical Vocational Education and Training Skills Bridging Program	360,000	33,600	326,400
C	Capacity Building and Project Management and Monitoring	421,000	63,000	358,000
Subtotal (Components A to C)		1,936,000	280,100	1,655,900
Contingency (Maximum 10% of Total JFPR Contribution)		64,000		
TOTAL PROJECT COST		2,000,000	280,100	1,719,900
Total Six-Month Cost Estimate			280,100	1,719,900
Percentage of Expenditures			14.01%	

1. The Estimate of Expenditures is based on the workplan and procurement plan approved by ADB on 31 August 2009
2. A separate estimate of expenditure sheet should be used for each component.

6-Month Cost Estimate (Detailed Cost Table)
(September 2009 to February 2010)

JFPR Grant Assistance No.: 9133-CAM										Date: Sep 09	
Component A: Pilot Testing of Post-Harvest Technology Skills Development										Estimate Sheet No.: 01	
Application No. 00001											
Code	Inputs/Expenditure category	Grant Components	Allocation	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Requested Amount	Balance
1.1	Civil Works		165,000	-	-	-	20,000	25,000	20,000	65,000	100,000
1.1.1	Building food safety testing facilities (maximum 200 square meters)		165,000	-	-	-	20,000	25,000	20,000		
1.2	Equipment, Goods, and Consumable Supplies		98,000	-	-	5,000	54,600	5,000	-	64,600	33,400
1.2.1	Equipment for labs		80,000	-	-	5,000	45,000	5,000	-		
1.2.2	Motorcycle vehicles (for community development specialists and community monitoring)		9,600	-	-	-	9,600	-	-		
1.2.3	Office supplies and materials		8,400	-	-	-	-	-	-		
1.3	Training, Workshop, and Seminars		15,000	-	-	-	-	-	-	-	15,000
1.3.1	Training/workshop for TTCs, NGOs, CBOs, Commune Councils, and seminars		15,000	-	-	-	-	-	-		
1.4	Consulting Services		139,000	-	-	-	-	-	-	-	139,000
1.4.1	Civil works specialist (N)		9,000	-	-	-	-	-	-		
1.4.2	Post-harvest technology specialist		90,000	-	-	-	-	-	-		
1.4.3	Post-harvest technology specialist (N)		16,800	-	-	-	-	-	-		
1.4.4	Post-harvest technology marketing specialist (N)		12,000	-	-	-	-	-	-		
1.4.5	Travel and per diem for consulting services (include international roundtrip flight)		11,200	-	-	-	-	-	-		
1.5	Project Management and Coordination		8,000	-	-	-	-	300	300	600	7,400
1.5.1	Community project management and monitoring support		8,000	-	-	-	-	300	300		
1.5.2	TTC director (EA counterpart staff)		-	-	-	-	-	-	-		
1.5.3	TTC coordinator (EA counterpart staff)		-	-	-	-	-	-	-		
1.5.4	M&E, MIS officer (EA counterpart staff)		-	-	-	-	-	-	-		
1.5.5	Electricity and water bills		-	-	-	-	-	-	-		
1.6	Other Project Inputs to Contracting Institutions		730,000	-	-	-	-	26,650	26,650	53,300	676,700
1.6.1	TTCs to implement PHT skills development grants		720,000	-	-	-	-	26,650	26,650		
1.6.2	Curriculum printing and translation		10,000	-	-	-	-	-	-		
Total			1,155,000							183,500	971,500
Percentage of Expenditures											
Amount eligible for JFPR Financing											
Amount Requested										183,500	971,500

6-Month Cost Estimate (Detailed Cost Table)
(September 2009 to February 2010)

JFPR Grant Assistance No.: 9133-CAM										Date: Sep 09	
Component B: Pilot Testing of Technical Vocational Education and Training Skills Bridging Program										Estimate Sheet No.: 02	
Application No. 00001											
Item No.	Inputs/Expenditure category	Grant Components	Allocation	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Requested Amount	Balance
2.1	Civil Works		-	-	-	-	-	-	-	-	-
2.2	Equipment, Goods, and Consumable Supplies		44,000	-	-	6,000	5,000	2,000	-	13,000	31,000
2.2.1	Equipment for TVET skills testing		36,000	-	-	6,000	5,000	2,000	-		
2.2.2	Office supplies and materials		8,000	-	-	-	-	-	-		
2.3	Training, Workshop, and Seminars		15,000	-	-	3,000	-	3,000	-	6,000	9,000
2.3.1	Training and, or workshop for TTCs, NGOs, CBOs, commune councils, and seminars		15,000	-	-	3,000	-	3,000	-		
2.4	Consulting Services		117,000	-	-	-	-	-	-	-	117,000
2.4.1	TVET skills bridging specialist		90,000	-	-	-	-	-	-		
2.4.2	TVET skills bridging specialist (N)		16,800	-	-	-	-	-	-		
2.4.3	Travel and per diem for consulting services (include international roundtrip flight)		10,200	-	-	-	-	-	-		
2.5	Project Management and Coordination		8,000	-	-	-	-	300	300	600	7,400
2.5.1	Community project management and monitoring support		8,000	-	-	-	-	300	300		
2.5.2	TTC contract officer (EA counterpart staff)		-	-	-	-	-	-	-		
2.5.3	TTC cashier (EA counterpart staff)		-	-	-	-	-	-	-		
2.5.4	M&E, MIS assistant (EA counterpart staff)		-	-	-	-	-	-	-		
2.5.5	Electricity and water bills		-	-	-	-	-	-	-		
2.6	Other Project Inputs to Contracting Institutions		176,000	-	-	-	-	7,000	7,000	14,000	162,000
2.6.1	NGOs and CBOs to implement TVET skills bridging grants (2 months)		168,000	-	-	-	-	7,000	7,000		
2.6.2	Curriculum printing and translation		8,000	-	-	-	-	-	-		
Total			360,000							33,600	326,400
Percentage of Expenditures											
Amount eligible for JFPR Financing											
Amount Requested										33,600	326,400

6-Month Cost Estimate (Detailed Cost Table)
(September 2009 to February 2010)

JFPR Grant Assistance No.: 9133-CAM										Date: Sep 09	
Component C: Capacity Building and Project Management and Monitoring										Estimate Sheet No.: 03	
Application No. 00001											
Item No.	Inputs/Expenditure category	Grant Components	Allocation	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Requested Amount	Balance
3.1	Civil Works		-	-	-	-	-	-	-	-	-
3.2	Equipment, Goods, and Consumable Supplies		40,000.00	-	-	6,000.00	25,000.00	5,000.00	-	36,000.00	4,000.00
3.2.1	Office supplies and materials for DGTVET		40,000.00	-	-	6,000.00	25,000.00	5,000.00	-	-	-
3.3	Training, Workshop, and Seminars		35,000.00	-	3,000.00	6,000.00	3,000.00	-	-	12,000.00	23,000.00
3.3.1	Training, workshop, seminar, meeting		10,000.00	-	3,000.00	6,000.00	3,000.00	-	-	-	-
3.3.2	Annual workshop on good lessons		10,000.00	-	-	-	-	-	-	-	-
3.3.3	Annual information dissemination on good practices and policy dialogue		15,000.00	-	-	-	-	-	-	-	-
3.4	Consulting Services		241,000.00	-	-	-	-	-	-	-	241,000.00
3.4.1	TVET institutional and policy development, and community capacity building specialist (TL)		162,000.00	-	-	-	-	-	-	-	-
3.4.2	TVET institutional development, and community capacity building specialist (DTL) (N)		54,000.00	-	-	-	-	-	-	-	-
3.4.3	Travel and per diem for consulting services (include international roundtrip flights)		25,000.00	-	-	-	-	-	-	-	-
3.5	Project Management and Coordination		105,000.00	1,000.00	2,000.00	2,000.00	2,000.00	4,000.00	4,000.00	15,000.00	90,000.00
3.5.1	DGTVET project management, monitoring and coordination		40,000.00	1,000.00	2,000.00	2,000.00	2,000.00	4,000.00	4,000.00	-	-
3.5.2	Project director (EA counterpart staff)		-	-	-	-	-	-	-	-	-
3.5.3	Project manager (EA counterpart staff)		-	-	-	-	-	-	-	-	-
3.5.4	Accounting/procurement officer (EA staff)		-	-	-	-	-	-	-	-	-
3.5.5	M&E, MIS officer (EA counterpart staff)		-	-	-	-	-	-	-	-	-
3.5.6	Secretary (EA counterpart staff)		-	-	-	-	-	-	-	-	-
3.5.7	Cleaner (EA counterpart staff)		-	-	-	-	-	-	-	-	-
3.5.8	Electricity and water bills		-	-	-	-	-	-	-	-	-
3.5.9	Baseline survey, PHT/TVET needs assessments and project impact evaluation		20,000.00	-	-	-	-	-	-	-	-
3.5.10	External financial audit		45,000.00	-	-	-	-	-	-	-	-
3.6	Other Project Inputs to Contracting Institutions		-	-	-	-	-	-	-	-	-
Total			421,000.00							63,000.00	358,000.00
Percentage of Expenditures											
Amount eligible for JFPR Financing											
Amount Requested			421,000.00							63,000.00	358,000.00

4.3. Imprest Account Statement

The Imprest Account was opened September 30, 2009.

5.4. Procurement Program

Civil Works – Working drawings are being completed for the three food labs and tendering (through NCB) will begin in the next quarter.

6.5. Link with Associated Project

The post harvest technology-food processing component of this project uses the analysis of the outcomes of the ESDP II-TVET-VSTP activity as the design basis. In a survey of 4426 VSTP graduate trainees there was a frequently cited concern in how to manage the surplus agricultural produce that resulted for much greater efficiencies resulting from training. The project will pilot various strategies in food processing to determine which can be added to the battery of options available to communes in the expanded VSTP program to be offered in all Provinces in the proposed TVET I Grant. Early results from this project will be available in the second quarter of 2010 to coincide with the implementation of this Project.

Developing a bridging mechanism to help students gain entry to TVET certificate programming is a priority. The proposed TVET 1 Grant has a planned expansion of the TVET system at the certificate/diploma level and whereas the number of grade 12 graduates eligible for entry to higher education is substantial, there is a significant shortage of eligible

grade 9 graduates for the certificate courses. Many graduates of TVET short courses are unable to proceed to TVET

certificate courses which require grade 9 certificates for entrance. Entry level TVET is largely a dead-end because of this.

Each year an estimated 90,000 young people leave school without achieving a grade 9 certificate. Although the available pool of applicants for TVET certificate courses appears to be large, this reality is quite different.

Bridging programs have a very mixed history of success and failure in Asia. This project will test out a wide variety of bridging mechanisms and methodologies and after analysis of the outcomes, feed a preferred model to the proposed Grant program to be employed by both the PTCs and the new Regional Colleges to extend access to TVET certificate training.

ILO is providing assistance to match job seekers with employers seeking skilled staff. A key element of this is to assist applicants without skills to master those skills. The project will coordinate with the ILO project to ensure that where grade 9 equivalency is required, ILO registrants can access the project Skills Bridging activities.

Table 13: Quarterly Implementation Schedule

No	Outputs	Year 1 2009		Year 2 2010				Year 3 2011				Year 4 2012	
		3	4	1	2	3	4	1	2	3	4	1	2
1	Output 1: PHT Skills Development Program successfully pilot tested in 4 project locations												
1.1	Conduct PHT Needs assessment in targeted provinces (Month1)												
1.1.1	Complete baseline study of participants												
1.1.2	Complete harvest cycle chart for each Commune												
1.1.3	Complete TENA for each Commune												
1.1.4	Complete market opportunities assessment for PH for 4 Provinces and 44 Communes												
1.1.5	Identify Packaging suppliers/prices												
1.1.6	Identify possible exporters												
1.1.7	Design and implement financial management and contract management training for TTC Post Harvest Development Grant management												
1.1.8	Design and implement TTC training program for TTC Directors, CDS, DGTNET												
1.1.9	Design annual workplan for each TTC												
1.1.10	Endorse PHT Workplan												
1.2	Develop, review and print curriculum, learning materials, and handbooks based on PHT needs assessment (Month1-3)												
1.3	Construct 3 food safety testing buildings in 3 TTCs and upgrade 1 food safety testing building in NPIC												
1.3.1	Develop test procedures/protocols for labs												
1.3.2	Train TTC, Food Lab CDOs												
1.3.3	Select/Train 44 Commune assistants												
1.4	Identify required training equipment for Commune												
1.4.1	Identify required training equipment for Commune												
1.4.2	Complete contracting with TTCs												
1.4.3	Commence Commune PHT												
1.4.4	Identify required training equipment for TTC Labs												
1.4.5	Procure required equipment												
1.5	Commence Commune operations												
1.6	Commence TTC Lab operations												
1.7	Develop trade show format/PP and local												
2	Output 2: TVET Skills Bridging Program successfully pilot tested in 3 target locations												
2.1	Develop learning materials for the TVET Skills Bridging Program												
2.1.1	Identify entry level requirements/Math Gr 9 equiv												
2.1.2	Identify entry level requirements/Sci. Gr 9 equiv												
2.1.3	Identify entry level requirements. Khmer. Gr 9 equiv												
2.1.4	Identify study skills/employability skills												
2.1.5	Identify alternate training strategies for pilots												

	assessment-within 3 months of project completion										
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CDS =Community Development Specialist, CBOs = Community-Based Organizations, DGTVET = Directorate General Technical Vocational Education and Training, Gr = Grade, NPIC = National Polytechnic Institute of Cambodia, NTQF = National TVET Qualification Framework, PHT = Post Harvest Technology, Sci = Science, TENA = Training and Employment Needs Assessment, TTC = Technical Training centre, TVET = Technical Vocational Education and Training

Appendix 7:

Table 14: Three Models of Skills Bridging

**SKILLS BRIDGING
COST ESTIMATED**

PERIOD; Feb.-Sep. 2010 and Feb.-Sep 2011

Batch I February - September, 2010

Batch II February - September, 2011

No	DESCRIPTION	Model 1: NTTI		Model 2: KIP		Model 3: BIT		
1	PARTNER	N/A		Community Based Individuals		DONBOSCO		
2	Students (50% girls & 50% boys)	220 students		255 students		225 students		
3	Group of study (5 students per group)	44 groups		51 groups		45 groups		
4	No. of Weeks for courses	28 weeks		28 weeks		28 weeks		
5	3 hours per time, 2 times per week	168 hours		168 hours		168 hours		
6	Bonus, selection students (Riels)	25,000 Riels / student:	5,500,000	25,000 Riels / student:	6,375,000	25,000 Riels / student:	5,625,000	
7	Bonus, complete course (Riels)	25,000 Riels / student:	5,500,000	25,000 Riels / student:	6,375,000	25,000 Riels / student:	5,625,000	
8	Teaching fees for Tutors, (Riels)	10,000 riels /hour:	73,920,000	6,000 riels /hour:	51,408,000	6,000 riels /hour:	45,360,000	
9	Total fees for Tutors (Riels):	(9) = (6)+(7)+(8)	84,920,000	(9) = (6)+(7)+(8)	64,158,000	(9) = (6)+(7)+(8)	56,610,000	
10	Total fees for Tutors (US\$):	(10) = (9):4,200	20,219.05	(10) = (9):4,200	15,275.71	(10) = (9):4,200	13,478.57	
11	Overhead cost for service providers (US\$):	(11) = (10) x 15%:	3,032.85	N/A		(11) = (10) x 15%	2,021.85	
12	Coordination Fees (US\$):	N/A		(12) = (10) x 15%	2,291.40	(12) = [(10+11) x 15%]	2,325.00	
	TOTAL FOR MODEL (US\$):	(10) + (11):		23,251.90	(12)+ (10):	17,567.11	(10) +(11)+(12):	17,825.42

*

Note: Exchange Rate: 1 USD = 4,200 Riels

Students: 50% girls and 50% boys,

Tutors: 50% female and 50% male

The cost calculated above not yet include the extra two weeks teaching to help students who did not pass the first test on August

Salaries for Tutors are based on the current rates in each area. It is important that we do not distort the local market.

Appendix 8:

Project Coordination Unit (PCU)

Management

- | | |
|--------------------------------|---------------------------|
| 1. His Excellency Pich Sophoan | Project Director |
| 2. His Excellency Laov Him. | Project Coordinator |
| 3. Mr. Khin Chantha | Project Executive Officer |

Finance

- | | |
|---------------------|------------------------|
| 4. Mr. Haing Tola | Chief Financial Office |
| 5. Mr. Long Paulett | Accountant |
| 6. Mr. Chhay Sophea | Cashier |

Procurement and Administration

- | | |
|----------------------|----------------------------------|
| 7. Mr. Hing Sideth | Procurement Officer |
| 8. Mr. Kheng Khemara | Assistant Procurement Officer |
| 9. Mrs. Nong Kanika | Administrative Officer |
| 10. Mr. Chin Vireak | Assistant Administrative Officer |

Technical Officers

- | | |
|-----------------------|--|
| 11. Mr. Phoung Visith | Technical Officer(PHT) |
| 12. Mr. Khek Sokhom | Technical Officer(SBP) |
| 13. Mr. Thong Samun | Technical Officer(Monitoring and Evaluation) |