



**United Nations Development Programme**  
**Country: CAMBODIA**  
**Project Document**



**Project Title** Cambodia Climate Change Alliance

**UNDAF Outcome 1:** By 2015, more people living in Cambodia benefit from, and participate in, increasingly equitable, green, diversified economic growth

**CPAP Outcome 2:** By 2015, national and local authorities, communities and private sector are better able to sustainably manage ecosystems goods and services and respond to climate change

**CPAP Output 2.3:** A national strategy, programme, and financing mechanism established for cohesive climate change response at national, sub-national, and community levels

**Implementing Partner:** Ministry of Environment

**Brief Description**

The Cambodia Climate Change Alliance (CCCA) is multi-donor initiative with a comprehensive and innovative approach to address Climate Change in Cambodia. The CCCA aims at creating the enabling conditions required for Cambodia to respond to the challenges and opportunities posed by Climate Change. The approach is to focus on capacity building and institutional strengthening targeting key national institutions, sub-national authorities, and civil society. The CCCA includes a horizontal multi-donor Climate Change Trust Fund, administered by UNDP, which provides resources for the Programme and for mainstreaming initiatives and to create a harmonized engagement point for donors thereby minimising transaction costs for Government. The overall objective of the CCCA is to strengthen the capacity of the NCCC to fulfil its mandate to address climate change and to enable line ministries and CSOs to implement priority climate change actions

Programme Period (CPAP):	2011-2015	Total resources required:	10,848,783.71 USD
Key Result Area (Strategic Plan):	Environment and Sustainable Development	Total allocated resources:	
Atlas Award ID:	00059036	• UNDP TRAC	3,000,000 USD
Start date:	15 February 2010	• Other:	
End Date:	30 June 2014	o EU (2,205,816.06 EUR)	2,856,577.17 USD,
Implementing partner:	MoE	o Sweden (30,000,000 SEK)	4,427,589.78 USD
		o Danida (3,000,000 DK)	564,616.76 USD
		In-kind/parallel contributions:	
		• RGC/MoE (In-kind)	100,000 USD
		• GEF-LDCF(Parallel)	1,650,000 USD

Agreed by (Government): H.E. Keat Chhon, Deputy Prime Minister, Minister of Economy and Finance, and First Vice Chairman of Council for the Development of Cambodia

Agreed by (Implementing Partner): H.E. Dr. Mok Mareth, Senior Minister, Minister of Environment and Chairman of National Climate Change Committee

Agreed by UNDP: Ms. Setsuko Yamazaki, Country Director

21.03.2013

## ANNEX I

### CAMBODIA CLIMATE CHANGE ALLIANCE (CCCA)

#### 1 Executive Summary

The impact of climate change will be an unprecedented and increasing global threat to life, livelihoods and life-supporting systems. There is an urgent need to agree on a global mitigation regime, but at the same time to prepare for the new risks threatening the world. Cambodia's net contribution to global warming is negligible but the country is nonetheless suffering from excessive Greenhouse Gas (GHG) emissions elsewhere. How Cambodia will be affected by global change is difficult to anticipate due to limited data as basis for predictions. According to recently released reports by the United Nations University's Institute for Environment and Human Security and the German Alliance Development Works, and the British risk analysis firm Maplecroft (October 2011), Cambodia is ranked among the top 10 countries facing the highest risk for climate change impacts. Like other countries in Southeast Asia, Cambodia is expected to experience increased variation in, and intensity of, precipitation. Coastal communities and eco-systems will be affected by sea level rise. Temperature rise and higher humidity will create conditions for increased incidence for malaria.

Few of the Climate Change consequences will be totally novel, but they are likely to amplify and compound already existing development challenges, stresses and problems, including seasonal excessive flooding and drought, which today are already resulting in agricultural failures and poverty exacerbation. Even if the country as the whole will be affected by Climate Change, it is the poor and marginalized populations who are already negatively affected by flash floods and drought, that will be the worst affected. Among the poor people, it is the women, children and elderly that are particularly vulnerable. Given the low level of GHG emissions and the weather-driven vulnerability facing large segments of the population, it is rational to give priority to Climate Change adaptation in Cambodia.

Cambodia ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1995 and acceded to the Kyoto Protocol in 2002. The First National Communication was submitted to the UNFCCC in 2002 and the National Adaptation Programme of Action to Climate Change (NAPA) was approved by Government in 2006. Cambodia established a Climate Change Office (CCCO) in June 2003 to be responsible for a wide range of Climate Change-related activities: planning and policy formulation, implementation of the UNFCCC, assessment of new technologies to adapt to the adverse effects of Climate Change or to mitigate GHG emissions, and capacity building and awareness raising. The Office also serves as the Secretariat of the UNFCCC, the IPCC, and the Kyoto Protocol Focal Points in Cambodia. The Royal Government upgraded the status of CCCO to department level in October 2009, indicating its strong commitment to strengthen Climate Change institution in the country. The Department has its mission to contribute to sustainable development under Climate Change conditions and in accordance with the socio-economic development policies of the Royal Government of Cambodia. In 2006 the Government set up the National Climate Change Committee (NCCC), with representation of 20 Government ministries and agencies. While the institutional framework is largely in place, it is considered that more can be done to address increasing risks caused by Climate Change, by both the Government and the donor community. It should be recognized that UNDP and DANIDA have and are still providing support to strengthening the Ministry of Environment and the Climate Change Department.

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Donor support to help Cambodia address the Climate Change challenge is however increasing - this EU's Global Climate Change Alliance initiative being one example. In addition, Cambodia has been selected as one of 9 countries in the World Bank's Pilot Programme for Climate Resilience (PPCR).

The overall objective of the CCCA is:

To strengthen the capacity of the NCCC to fulfill its mandate to address climate change and to enable line ministries and CSOs to implement priority climate change actions.

CCCA is a comprehensive and innovative approach to address Climate Change and Disaster Risks in Cambodia. On the one hand it aims at creating conditions in the form of capacity building and institutional strengthening to preparing for and mitigating Climate Change risks, and on the other hand, aims to directly help vulnerable communities by enhancing their resilience to Climate Change and other natural hazards. The CCCA is anchored in the government's National Climate Change Committee (NCCC), which is the mandated Government coordinating and policy support entity for all aspects of climate change and has the capacity to provide the coordination required by other government agencies and civil society. The CCCA includes a unified engagement point for development partners and a multi-donor financial facility to provide resources for Climate Change capacity building at national and local government level. It will also comprise a mechanism for knowledge sharing and learning which will extend beyond the Government to civil society and the broader Community of Practice on Climate Change.

This strategic approach is based on a few basic principles:

- Climate change must be given higher priority by the government and society.
- Adaptation and mitigation must be addressed in a broad development context and linked to the government's poverty reduction agenda.
- Climate change is about people and their livelihoods. Special efforts are needed to include women and youth in the process.

Capacity building and institutional strengthening for Climate Change adaptation is a major element of the initiative. Initially the NCCC will be given priority but gradually other government agencies and the broader society will profit from increasing attention. The main instrument for addressing capacity building challenges is the CCCA Programme and is a flexible mechanism which is designed to attract a broad range of development partners.

The CCCA Programme will support capacity building and institutional strengthening and is supported by a grant facility. Initially grant components focusing on building resilience to Climate Change in coastal areas, and strengthening Climate Change awareness, education, and public information will be undertaken. Other Components are expected to be added at a later stage on request from government agencies or civil society. A Multi Donor CCCA Trust Fund, administered initially by UNDP while capacity for national fund administration is built, will be established to provide funding to CCCA. Programme governance is held by the National Climate Change Committee, via the Ministry of Environment. Decisions on funding and other policy and operational matters will be made by a Programme Support Board (PSB), which will include members of the National Climate Change Committee and donor representatives. Through these links with the Programme Support Board, the NCCC will have overall Programme oversight for the Government and will help coordination to other ministries and agencies. It was envisaged that a multi-stakeholder Technical Advisory Panel

(TAP) would advise the Programme Support Board on technical matters but following the inception period it was decided that the TAP should be merged with the Climate Change Technical Team (CCTT), as explained further, with integration of Civil Society and Academia representatives in the latter for CCCA Grant Appraisals.

CCCA grant components will be implemented by Government and civil society organisations, with technical support provided by external development partners as required. UNEP will provide technical advice and support for the grant on adaptation in the coastal areas. Implementation of the Programme will start with a 6 month inception period during which necessary operational manuals and other guiding documents will be prepared and agreed upon. A detailed work plan will also be prepared. At the end of the second year, a mid-term evaluation will take place.

Approximately USD 10.8 million has been committed for implementation of the Programme.

## **2 Introduction**

A stable macroeconomic environment and double-digit Gross Domestic Product (GDP) growth have contributed to Cambodia's excellent economic performance in recent years. However in 2008 negative consequences of the global financial crisis and weakening external demand impacted Cambodia. The country is economically vulnerable to external shocks given its narrow production base, concentration of exports by product and destination, and dependence on external investment inflows. As a result, economic activity slowed in most sectors during 2009 – early 2010 and liquidity conditions tightened. On a positive note, inflation pressures, which were intensifying until mid-2008, have decreased owing mainly to the fall in commodity prices. Real GDP growth is projected by the International Monetary Fund (IMF) at minus 2.75% for 2009, rebounding to 5.25% in 2010. The government's economic strategy to address the recession includes development of its rural economy, diversification of its industrial base and continued attraction of foreign direct investments.

Climate Change adds a new level to the development challenges facing Cambodia. The impact of Climate Change is an unprecedented and increasing global threat to life, livelihoods and life-supporting systems. If the most stringent mitigation measures were put in place today, the impacts of Climate Change due to present factors would still continue for centuries. Therefore, there is an urgent need to plan for the inevitable consequences, including immediate, effective actions to accelerate adaptation to Climate Change before the impacts become unmanageable.

Contributions to global warming vary across the world as do the consequences. Cambodia's net contribution to global Greenhouse Gas (GHG) emissions is negligible and the country is ranked as number 109 by the World Resources Institute, emitting only 0.29 tonnes of CO<sub>2</sub> per capita per year. Despite its minimal GHG contribution, the country will suffer from excessive emissions in other parts of the world. The precise nature of the expected impact of Climate Change in Cambodia is difficult to predict due to limited historical data. Cambodia is a least developed agrarian country with over 80% of people living in rural areas. It is vulnerable to climate change due to its low adaptive capacity to changing climate conditions.

South East Asia as a region is predicted to experience important systemic climatic changes, including increased precipitation, but also increased intensity of precipitation, in addition to increased average temperature. Coastal areas in the region will be impacted by sea level rise

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with severe consequences for coastal communities and eco-systems. Cambodia will face all these challenges including those related to increasing variability and incidences of extremes. In addition, the country will likely also be affected by Climate Change related consequences in neighbouring countries, in particular Vietnam and its Mekong Delta, where an increase in sea level may eventually result in massive losses of agricultural and urban land, which in turn may trigger large scale trans-boundary consequences. Through the Mekong River, Cambodia is intimately linked to the up-stream countries in the Mekong Basin. The Central Plain around Tonle Sap Lake is particularly sensitive to changes in the Mekong River water regime.

In Cambodia, few of the anticipated Climate Change consequences will be totally novel but are more likely to compound and amplify already existing development challenges, stresses and problems. Examples of these impacts include more severe water scarcity and more frequent floods, resulting in agricultural failure and food shortages, and accelerated loss of biodiversity and subsequent declining ecosystem services. It has been estimated that 70 percent of current losses in agricultural productivity result from flooding. In addition, climate change will likely have health implications. Increased temperature and higher humidity create conditions for increased incidence of malaria and dengue. Even though the country as a whole will be affected and will have to address present and future climate alterations, it is the poor and marginalized, particularly women, children, and the elderly who are already the most negatively affected by flash floods and droughts, and who will be the worst affected by future accelerated and amplified changes.

Given the country's low level of GHG emissions and the climate-driven vulnerability facing large segments of the population, it is essential to respond to the need for adaptation to Climate Change. Early adaptation to Climate Change consequences is not only a necessary response, but is also a pro-active measure to build a stronger and more resilient country for the future. Delaying actions on adaptation will only raise costs in the future. However Cambodia, like many other countries, is facing significant barriers and constraints with regard to planning and implementing adaptation efforts, including the lack of the necessary finance and technology. Even if adequate financial and technological resources were in place, capacity to utilize these resources on adaptation in developing countries is a pressing concern. Therefore rapidly building key capacity is a prerequisite for any adaptation effort.

The international community is also paying increasing attention to the need for supporting Climate Change adaptation and mitigation. In 2007, the European Union agreed to build a Global Climate Change Alliance (GCCA) between the European Union and developing countries hardest hit by Climate Change. The overall objective of the GCCA is to help developing countries increase their capacities to cope with the effects of Climate Change in support of the achievements of the MDGs and have their voice better heard in Climate Change negotiations. The present programme, Cambodia Climate Change Alliance (CCCA) outlined below, emanates from this EU initiative.

### **3 National framework and institutional arrangement**

#### **3.1 Policy Framework**

The Government's commitment to addressing the global Climate Change threat is reflected in its early ratification of United Nations Framework Convention on Climate Change (UNFCCC) in 1995 and its accession to the Kyoto Protocol in 2002. The Ministry of Environment is the focal point for UNFCCC and the Designated National Authority (DNA)



for the Clean Development Mechanism (CDM) under the Kyoto Protocol. The First National Communication was submitted to UNFCCC in 2002. The country is currently in the process of carrying out its Second National Communication, which was initiated in January 2007.

The National Strategic Development Plan 2006-2010 (NSDP) articulates the objectives of the national economic growth and poverty reduction strategy. The Government's vision is to have a *"socially cohesive, educationally advanced and culturally vibrant Cambodia without poverty, illiteracy and disease"*. The plan is built around three pillars:

- Economic growth that is broad enough to include sectors within which the poor derive their livelihood;
- Social and cultural development; and
- Sustainable use of natural resources and the environment.

This will be achieved through application of a rectangular strategy for economic growth, employment, equity and efficiency which gives emphasis on improved agricultural productivity through expansion of irrigation and more efficient management of water resources to reduce vulnerability. The Rectangular Strategy recognises climate change as a challenge to Cambodia's sustainable development and commits to mobilise financial and technical resources to address Climate Change. The NSDP calls for enhanced resource mobilisation including support to NAPA implementation. The NSDP update 2009-2013 states that Climate Change is a major priority of the RGC and reiterates the increasing roles of NCCC, and Climate Change achievements such as SNC. It focuses on some key priority actions such as CC institutional strengthening capacity, promotion of CC coordination and mainstreaming into relevant sectors, preparation of a CC Strategic Plan, establishment of a CC Trust Fund and resource mobilization for addressing Climate Change, implementation and updating of NAPA, promotion of adaptation projects, CDM and other GHG emission reduction projects, CC education and awareness raising, improving information exchange, etc.

The National Adaptation Programme of Action to Climate Change (NAPA) was endorsed by the Council of Ministers in October 2006 and submitted it to UNFCCC in 2007. The goal of the NAPA is to *"provide a framework to guide the coordination and implementation of adaptation initiatives through a participatory approach and to build synergies with other relevant environment and development programmes"*. Four priority focus areas for adaptation are outlined in the NAPA including water resources management and agriculture, forestry, health and the coastal zone. They are well aligned with the goals set out in the NSDP. However, NAPA fails to address gender issues in its priority focus areas. A number of other barriers to the implementation of NAPA have been identified. These include:

- Inadequate technical, financial and institutional capacity of the Government agencies and local communities in dealing with climate hazards and limited coordination among them;
- Limited integration of Climate Change issues into national and sectoral policies and programmes;
- Inadequate funding from non-Annex 1 countries;
- Limited awareness of Climate Change issues.

Cambodia is preparing a Cambodia Climate Change Strategic Plan (CCCSP) with the draft expected to be finalized and presented to NCCC for consideration latest by the June 2013

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### 3.2 Institutional context

The early ratification of UNFCCC and the relatively speedy preparation of the NAPA have been followed up by institutional strengthening for Climate Change. The Government has mandated Ministry of Environment (MoE) responsibility to supervise and coordinate the Government's Climate Change efforts. A Climate Change Office was established in MoE in 2003 and promoted to Climate Change Department in 2009. In 2006 the Government established a National Climate Change Committee (NCCC) with current representation of 20 Ministries and agencies and chaired by the Minister of Environment (Sub-decree on the Establishment of the National Climate Change Committee, dated 24 April 2006). In a recent NCCC resolution, the Prime Minister was made the honorary Chairman, thereby enhancing the Committee's status. The CCD serves as Secretariat for the NCCC, which is working both on Climate Change adaptation and mitigation. The CCD has mandated roles and functions as a coordination body for climate change initiatives.<sup>1</sup> NCCC has the mandate to establish a Climate Change Technical Team (CCTT), the purpose of which would be to provide the NCCC with technical expertise. This is yet to be done, but the process is initiated. Several ministries including Ministry of Agriculture, Forestry and Fisheries (MAFF); Ministry of Water Resources and Meteorology (MoWRAM); and Ministry of Health (MoH) have been active in mainstreaming Climate Change into their plans and activities, and a few have established Climate Change focal points.

A relevant element of the Climate Change architecture is the National Committee for Disaster Management (NCDM), which is mandated to provide emergency relief and promote disaster prevention. The NCDM is an inter-ministerial committee which was established in 1995 and is chaired by the Prime Minister. A Senior Minister is in charge of the management with the support of a NCDM Secretariat. NCDM is not specifically focused on Climate Change, but there are obvious links between Climate Change and Disaster Preparedness and coordination mechanisms between NCCC and NCDM will be further clarified and strengthened through the CCCA Programme.

### 3.3 Financial allocations and donor engagement

It is not possible to determine the government's expenditures on Climate change adaptation, as Climate Change related investments are not explicitly identified in budgets but are embedded into regular development programmes. However, official government reports have indicated that the government have been investing increasing amount of budget on irrigation and other rural infrastructures to better manage floods and droughts caused by Climate Change. In addition, it is apparent that the international community is becoming increasingly interested in supporting the Climate Change agenda, for example: many financial partners are involved in CDM and REDD related matters.

At global level, the programme will be complementary to other climate-related actions funded by the EU under the thematic programme for the environment and sustainable management of natural resources including energy (ENRTP) as well as those funded from geographic envelopes.

Following the adoption by the European Union of a DRR Strategy for Developing Countries, in February 2009, coordination on DRR has been stepped up between the various

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<sup>1</sup> Sub-decree No. 047 Pror Kor Bor Sthor dated 24 February 2010

Commission Directorate Generals, with an active inter-service group including DG RELEX, DG AIDCO, DG Development, DG Environment and DG ECHO. A 2009-2013 implementation plan is presently being developed. This includes the mapping of DRR actions, including in Asia, as well as the identification of instruments and programmes in which DRR measures could be enhanced.

UNDP and DANIDA are providing capacity development support to the CCD. The first adaptation project proposed under NAPA, being funded by UNDP and GEF-Least Developed Country Fund (LDCF), aims at improving the capacity of Ministry of Agriculture, Forestry and Fisheries to manage agriculture and water resources and develop locally appropriate adaptation options. Another LDCF funded NAPA related project, is being prepared by UNEP and focuses on vulnerability assessment and adaptation planning in the coastal area.

Cambodia is one of 9 countries in the World Bank Pilot Programme for Climate Resilience (PPCR) and is expected to receive approximately \$50 million grant for Climate Change adaptation. The PPCR is also providing an additional \$36 million in concessional loans although Cambodia has not made any commitment with regards the loan. The PPCR will focus on climate resilient investment, building on the NAPA and supporting the integration of Climate Change into national and sub-national development and sector plans. PPCR has a mandate partially overlapping with this Programme in the sense that it has capacity building and institutional strengthening as one of several objectives. It is important that the initial contacts which have already been established result in an agreement on a government-led division of responsibilities<sup>2</sup>.

In addition, Cambodia has applied for the Forest Carbon Partnership Facility (FCPC) under the Strategic Climate Fund facilitated by the World Bank.

### 3.4 Regional interaction

At the regional level there are several initiatives getting started which aim at enhancing regional capacity to adapt to Climate Change. Cambodia is participating in and benefiting from several of these initiatives including the regional chapter of the UNEP led Global Climate Adaptation Network. To this network is attached a Regional Knowledge Platform for Climate Change Adaptation in South East Asia, funded by Sida. The regional Platform will have Cambodia as one of the focus countries when the Platform is formally launched. The Mekong River Commission (MRC) has recently launched a Climate Change Adaptation Initiative. This initiative will in due course benefit Cambodia.

Another example of recent regional initiatives is the Asian Cities Climate Change Network initiated by Rockefeller Foundation and a range of development partners. Cambodia is not part of this first phase, but will be added later. ADB has added Climate Change as a priority to the GMS Core Environmental Programme under the Greater Mekong Sub-region Economic Program, which Cambodia is part of. ASEAN has recently produced a declaration on Climate Change and some initiatives are being planned to enhance regional capacity building, networking and information sharing through ASEAN, including the establishment of a regional Technical Working Group on Climate Change. The CCCA aims to become an active

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<sup>2</sup> The design of the PPCR will be completed by mid 2010. Phase I has a budget of USD 1.5 million which could, in principle, be channelled through the CCCA Fund. There is a clear commitment for CCCA and PPCR to cooperate closely.

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partner and member of these regional activities through the implementation of the CCCA Programme.

#### **4 Strategic dimensions**

##### **4.1 Strategic approaches**

Climate Change has gained recent recognition as a development challenge in Cambodia, as in most other countries. Though the institutional framework is largely in place to address the Climate Change threats, Cambodia's institutional and social capacity requires strengthening and financial support. The lack of precision on predictions of the long term consequences of global warming for Cambodia is compounded by a low level of institutional and societal awareness of general and potential future climate change impacts.

The CCCA is designed to address these issues. Capacity development and institutional strengthening is a pre-condition for implementing any efforts to systematically and effectively address Climate Change risks. Capacity requires development and special efforts must be put in place to ensure that analytical and executive competences are strengthened and applied at all levels. The shortage of financial resources will be addressed with the establishment of an open multi-donor trust fund to provide supplemental funding for developing capacity, mainstreaming climate change considerations in policies, plans and programmes, promoting learning and knowledge sharing, developing community based adaptation mechanisms, disaster preparedness and response and other related activities. This will be brought together to support the establishment of a Programme-based approach to climate change to support aid-effectiveness and to maximize impact.

Another of the CCCA's strategic approaches is to integrate Climate Change considerations in the national development agenda, instead of treating it as a discrete development challenge. Global warming is in essence a consequence of unsustainable development and therefore needs to be dealt with-in the Sustainable Development context. This means that addressing future Climate Change challenges will require changes in Government operations and priorities. Business as usual is not an option. Climate Change cannot be the responsibility of any single ministry or agency, and every Ministry and agency has its share of responsibility to facilitate the mainstreaming process. In Cambodia this was recognized by the Government when it decided to establish a National Climate Change Committee with representation from all relevant segments of the government administration. But this positive step alone will not deliver the necessary changes unless the NCCC has a relevant mandate and power to ensure that government structure is integrating Climate Change and Sustainable Development into their operations. Mainstreaming Climate Change throughout the Government institutions including the local Government system is an important element of the strategic approach.

Climate change is not only the responsibility of the Government - the whole society needs to be engaged. This requires increasing efforts to raise nation-wide and across society awareness, but also to reach out to and engage with civil society, international organizations operating in the country, academia and the private sector. Each has a role to play and can make valuable contributions.

Climate Change is not a theoretical concept which can be solved with any technological fixes as it is about peoples' livelihood. Practical adaptation efforts must be carried out at local government and community levels. Engaging the whole community without forgetting

women and children is basic to the approach of the CCCA imperative. Enhancing peoples' resilience with the help of community based adaptation planning and implementation strategies has proved successful in other countries and their experiences can be of good use in Cambodia.

In summary, it is suggested that the strategic approach to address Climate Change challenges be guided by the following general principles:

- Climate Change must move up on the political agenda, not as an environmental issue alone, but recognised as a challenge to human development and economic growth;
- Adaptation and mitigation must be addressed in a broad development context recognizing Climate Change as an additional opportunity to reduce poverty and contribute to sustainable development;
- Climate Change is about people and peoples' livelihood; special efforts are required to include women in the adaptation process and to establish a clear requirement for participation of women as beneficiaries and their meaningful contribution in terms of planning and decision making;
- Approaches to Climate Change must be flexible and adaptive to reflect the uncertainty of the exact nature of consequences and to allow for uptake of new knowledge;
- Climate Change is a crosscutting issue which calls for coordination and integration, both horizontally across sectors and vertically through different levels of society.

#### 4.2 Approach to Capacity Building

Capacity building and institutional strengthening is a central element of the CCCA initiative. The initial focus would be to strengthen the NCCC's capacity to coordinate, communicate and mainstream climate change considerations into key sectors at national and sub-national levels. Capacity building will be based on a systematic and comprehensive capacity building needs analysis, initially in key ministries including the Ministry of Environment but later also among other stakeholder including: sub-national and local levels of Government, research organisations, NGOs and Civil Society Organisations.

A priority element of the approach is to equip the NCCC and CCD with competence and knowledge to make it possible to exercise a strong national ownership and leadership on Climate Change. Empowering NCCC will help make the Climate Change agenda a national priority and feed into sector priorities. Strong leadership has been missing in the past in absence of an efficient management structure, lack of financial resources and shortage of competent manpower, and perhaps lack of political capital.

To ensure mainstreaming of Climate Change considerations in different ministries' mandates, policies and operations will likely require changing attitudes among the senior management based on better information of Climate Change challenges facing the country but will also require larger awareness of the society. This will also require application of analytical tools and guidance material which would allow identification of gaps in present policies, plans and programmes but also access to best practises on how to mainstream Climate Change.

The capacity building will make use of all relevant types of instruments including but not restricted to on-the-job training, shorter or longer training courses or other group based

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training methods, study tours and learning from participating in regional events, sharing of experience and skills with other developing countries, while sharing experiences with policy makers and practitioners at all levels engaged in similar programmes in neighbouring countries.<sup>3</sup>

#### 4.3 Knowledge management and learning

The Government authorities are aware of how Climate Change may affect the country but there is less knowledge and understanding on how to prepare for and adapt to the inevitable. An important element of the CCCA is to build up a Knowledge Management and Learning Platform which would collect experiences and best practices not only from Cambodia but also from the region, and disseminate them to interested parties. Knowledge Management and Learning is central to promoting the human development perspective of Climate Change at all levels of Cambodia, and, to achieving a good basis for the NCCC in its engagement and partnerships with public, private and civil society sectors.

#### 4.4 Addressing Poverty and other Crosscutting Themes

*Poverty reduction:* Poverty reduction is a cross cutting theme which is given high priority in the NSDP, and therefore shall be guiding the application and implementations of the Programme. Society as a whole will have to cope with Climate Change, however it is the poor and marginalized communities that will be the most vulnerable because they are sensitive to, and have the least capacity to adapt to these changes. Building the adaptive capacity and increasing resilience to Climate Change will concomitantly build broader resilience to general changes in people's development context. This way, Climate Change adaptation becomes a poverty reduction instrument. To increase the relevance of the Programme as a poverty reduction initiative, activities targeting vulnerable communities are important.

*Gender equality:* Climate Change has a distinctive gender dimension in the sense that women (and children) firstly are more exposed to the consequences of Climate Change and secondly have less influence over decisions related to Climate Change adaptation. From this perspective it is imperative that interventions not the least at the community level, are designed to ensure that women's perspectives are reflected at all levels and that women are given a voice over decisions affecting their livelihood. This may require development of special capacity building interventions aiming to empower the women in order to give them a rightful influence over development. In particular the Gender Mainstreaming Action Plans (GMAPs) facilitated by the Ministry of Woman's Affairs (MoWA) in most of the key ministries provides a policy entry point to ensure that gender and climate risk management are mainstreamed into sector planning simultaneously. Existing tools and those developed during components implementation will be explicitly inclusive of gender criteria. Gender considerations will also inform the selection of field level impact/result indicators. Reporting on progress will give special emphasis on how women are engaged in the various programme activities.

*Governance:* Governance will be an integral part of the policy development processes which will improve communication and openness. The Programme is committed to work at National and sub-national levels of Government and other elements at all levels of the society. An

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<sup>3</sup> Cambodia has signed up to a joint declaration on climate change between the EU and the People's Republic of Bangladesh, the Kingdom of Cambodia and the Republic of Maldives on 31 May 2010 in Dhaka, Bangladesh which was a regional initiative under the Global Climate Change Alliance (GCCA).



important element is to improve the quality and availability of environmental information. The management modalities of the implementation of the Programme will be designed with the highest possible standards with regard to transparency in decision making and accountability with regard to managing funds and inclusiveness in decision making. Improved governance is indeed a part of the capacity building process.

*Youth:* Some consequences of Climate Change may already be observable; however more dramatic effects will probably take time to materialize. This means that it is the young generation that at present have not yet completed their education which will bear the brunt of the consequences of accelerating Climate Changes. This makes it important to ensure that the young generation be made aware of the Climate Change challenges awaiting them and their communities, and how to mitigate Climate Change impacts. Efforts must also be made to engage the young generation in the Climate Change discourse through educational institutions and media, including the internet.

## **5 Programme description**

The CCCA is designed as a flexible and innovative instrument to systematically and efficiently address Climate Change and disaster risk challenges in Cambodia. It includes efforts for development of capacity and institutions at national and sub-national level to address current and future climate related challenges, securing external funding for selected priority interventions through a multi - donor CCCA Trust Fund and enhancing long term resilience to climate change among vulnerable communities and eco-systems. CCCA is implemented through a series of grants that target the providing of solutions to Cambodia's climate change challenges. Grant funding for approved interventions will be provided on demand basis upon submission of proposals by eligible entities. The proposals are screened and reviewed by short-term independent experts<sup>4</sup> and the CCTT to ensure that they contribute to the objectives and results of the CCCA.

### **5.1 Development objective**

The overall objective of the CCCA is that:

To strengthen the capacity of the NCCC to fulfill its mandate to address climate change and to enable line ministries and CSOs to implement priority climate change actions.

### **5.2 Expected results and their Outputs**

Five key Results have been identified:

Result 1: Improved capacity to coordinate national policy making, capacity development, outreach/advocacy efforts, and to monitor the implementation of national climate change strategy, policy and plans.

Result 1 Outputs:

- National climate change policy and legislation that reflect national development priorities;

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<sup>4</sup> The use of independent experts/external consultants will be limited and in-house expertise will be used as much as possible.

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- National buy-in and ownership of the Cambodia Climate Change Strategic Plan (CCCSP) and the climate change sectoral strategic plan for key priority sectors
- The NCCC and CCD are enabled to deliver on their mandated role;
- Cambodia's negotiation capacity on climate change matters and ability to comply with UNFCCC obligations/COP decisions is strengthened;
- Institutional arrangements to support climate change mainstreaming in key ministries are in place;
- Multi-Stakeholder CC mainstreaming roadmaps, guidelines and concepts prepared for progressive integration into sector activities at national and sub-national level.

Result 2: Improved access to updated climate change information, knowledge and learning opportunities at all levels.

Result 2 Outputs:

- Development of the CC Education and Awareness Strategy (CCEAS) which provides a national framework for coherent and cohesive CC communications, education and awareness activities across key sectors;
- Multi-stakeholder CC information sharing and knowledge management platform at national and sub-national levels established;
- A National CC Information and Knowledge Management and Learning Centre that acts as a clearing house for CC data, information resources, and learning services;
- A CC outreach and learning campaign targeting all regions and vulnerable groups conducted.

Result 3: Strengthened capacity within the NCCC to mobilise and to effectively administer climate change funds and to prepare for a nationally owned trust fund.

Result 3 Outputs:

- Mechanism for providing financial resources from the CCCA Trust Fund is established;
- Conduct grant selection process for each defined Grant Window that aligns with national CC priorities;
- CCCA Trust Fund becomes a key mechanism to provide financial support to CC initiatives in Cambodia;
- Monitoring and Evaluation of CCCA Trust Fund done in accordance to agreed rules;
- Development of the Climate Change Financing Framework aligning with the CCCSP and Sectoral Strategic Plans.

Result 4: Increased resilience of coastal communities and ecosystems to climate change through adaptation planning, demonstrated targeted local interventions and provision of practical learning experience in adaptation planning to the NCCC/CCD.

Result 4 Outputs:

- Improved climate change knowledge integrated into land use and coastal development plans;
- Increased resilience of coastal communities and coastal ecosystem buffers to climate change and improved livelihoods.

Detailed description of Result 4 is provided as Annex 2a.

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Result 5: Strengthened capacity in RGC agencies and civil society organisations for implementing climate change response initiatives in line with agreed national climate change priorities, independently or in partnerships, through access to new financial and technical resources.

Result 5 Outputs:

- Capacities of RGC agencies and civil society organisations in project proposal development, implementation and M&E strengthened. Awareness of climate change and capacities for adaptation planning of sub-national authorities are strengthened.
- The resilience to climate change of vulnerable communities is improved.

An overview logical framework encapsulating the five key results of the CCCA is included in Annex 1.

## **6 Management arrangements and implementation modalities**

### **6.1 Basic principles**

The organisation and management structure is designated to facilitate extended partnerships and funding as may be required to achieve the programme objectives. This is achieved through the use of a multi-donor fund arrangement which harmonises operational and reporting requirements. A programme-based approach will promote coherence of inter-ministerial collaboration, sharing of information and a focus on results. To ensure national ownership, NCCC is responsible for overall guidance via the Programme Support Board (PSB). Technical soundness is achieved through advice of the Climate Change Technical Team to the NCCC and PSB with short term inputs of impartial/neutral individual experts for project proposal appraisal. The CCCA Trust Fund will initially<sup>5</sup> be administered by UNDP as interim arrangement to ensure maximum accountability and transparency, with assurance provided by a dedicated Trust Fund Administrator (TFA), embedded in the TF Secretariat.

The present agreement is for three years but the Programme is planned as a long-term commitment by the Government and the donors and efforts will be made by all parties to mobilise ongoing support preferably through country systems.

The donors to the CCCA Trust Fund have committed funds and established individual agreements with UNDP. The present programme document has been agreed by all donors. The participating donors have also agreed on a general Statement of Cooperation (SoC) among Development Partners involved in supporting Cambodia address the challenge of Climate Change. This SoC details key principles of cooperation and harmonisation and recognizes the need to consult and co-operate in an open and transparent manner in order to eliminate duplication of efforts, coordinate policies and procedures, ensure Government ownership, and define common standards of performance and accountability as per internationally accepted standards.

### **6.2 Organizational structure**

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<sup>5</sup> The Mid Term Review will assess feasibility and advise how the Trust Fund could be integrated into country systems and review the initial implementation mechanisms. KK



CCCA will follow the implementation principles as agreed between the donor community and the Government. The NCCC, meeting on 29 June 2009, suggested that CCCA donors establish a national climate change trust fund until satisfactorily country systems are in place to ensure a coherent approach to climate change support in Cambodia. Therefore the present multi-donor initiative should be seen as transitional and eventually to be substituted by country systems, possibly government managed trust fund or direct budget support, in a later phase. The agreed CCCA governance structure is presented in figure 1 below.

The organizational structure is based on strong Government ownership and alignment with the existing Government institutional arrangements. The Ministry of Environment, on behalf of the NCCC, will be the Government implementing partner (IP). The NCCC will provide policy oversight and ensure necessary intra-ministerial guidance and coordination.

Policy level decision making within the CCCA Programme will be entrusted to a Programme Support Board (PSB). The initial PSB structure will have eight members, of whom four will represent the different Government agencies as nominated by the NCCC and four the CCCA donors. In addition, the PSB will include, as observers, the Chief Technical Advisor (CTA), the Trust Fund Administrator (TFA) and, on invitation, representatives of the CCTT panel, other relevant Development Partners (e.g. World Bank PPCR), component coordinators (including NPD and NPC of the Climate Change Policy Development and Knowledge Management Project) and technical advisors. The Terms of Reference of the PSB is included in Annex 3. The PSB will meet at least twice a year and will review and approve<sup>6</sup> annual CCCA budgets and work plans, endorse or reject new recommended grant proposals and submit the approved projects to the Trust Fund Secretariat to release funds in accordance with UNDP financial rules and regulations.

The Trust Fund will be administered by UNDP according to UNDP rules and procedures. A CCCA Trust Fund Operational Manual will be prepared during the Inception Phase which will detail the operational and administrative specificities of the framework for the CCCA Trust Fund. A dedicated Trust Fund Secretariat will be established initially at the MoE to manage day-to-day operation of the Trust Fund. The Secretariat will be managed by the Head of Secretariat who is a Government appointee and will report to the PSB on progress of the CCCA Programme. UNDP will recruit a Trust Fund Administrator who works out of the Trust Fund Secretariat, provides capacity development to RGC as well as financial assurance and reports on the utilization of the CCCA Fund to the Government and the donors in accordance with provisions of the agreements with donors. ToRs of the Head of the Secretariat and TFA are enclosed in Annex 3. Each donor enters into a contractual agreement with UNDP for the administration of its funds. Contributions to the Trust Fund are pooled and not tagged to activities in anyway. The Trust Fund is open for additional contributions from initial and new donors.

A multi-stakeholder CCTT and occasional short term individual experts will provide technical support to the CCCA and will advice the PSB on technical and programme issues, and ensuring access to the views of the broader society. In particular, the CCTT will review and recommend to the PSB proposals for funding by the Trust Fund. The ambition of the CCCA is to have one advisory board or panel serving both the NCCC and CCCA Programme. The draft ToR for the CCTT is included as Annex 3.

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<sup>6</sup> Such documents need to be circulated among all PSB Members two weeks in advance.

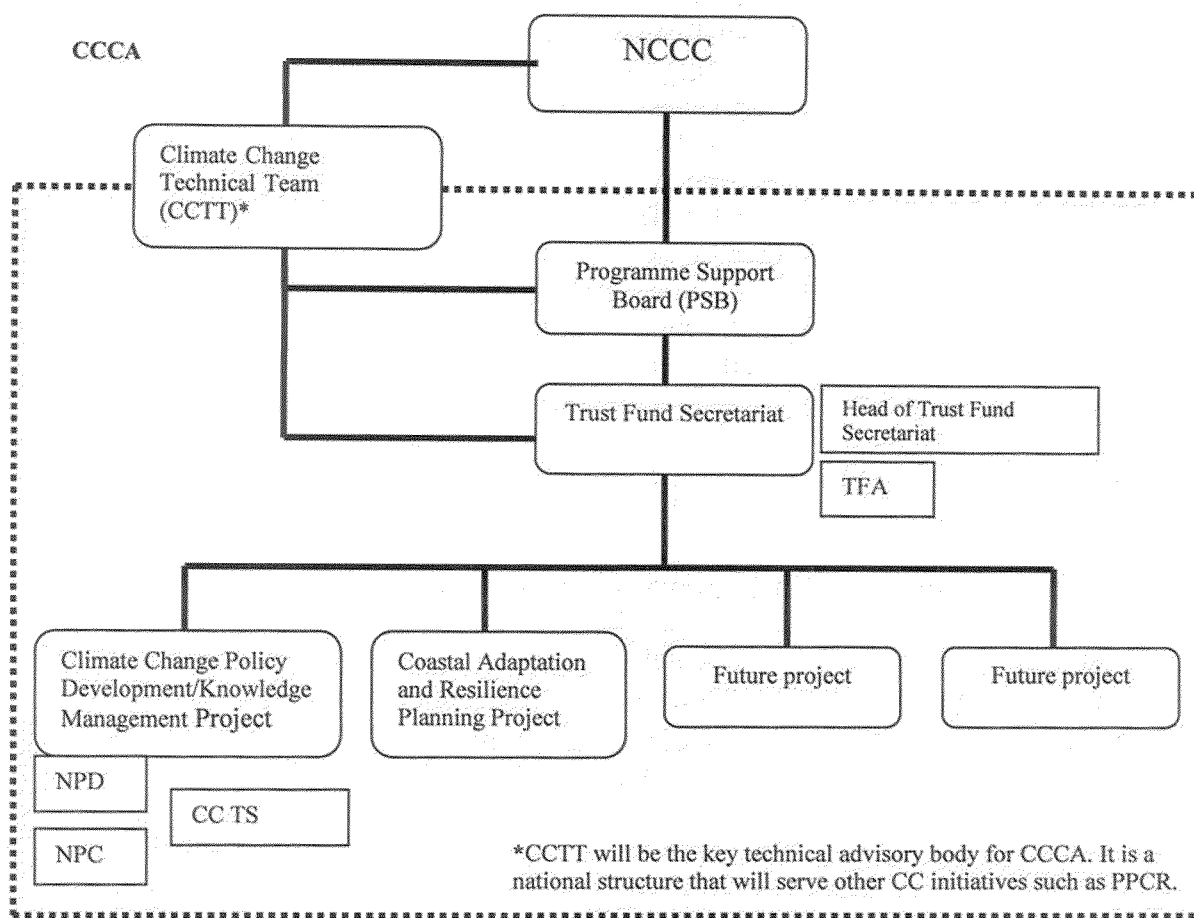


Figure 1: Organigram of Management Arrangements for Cambodia Climate Change Alliance programme

The CCCA programme is designed for duration of 3 years. The UNDP will administer the Trust Fund for this duration. The CCCA programme will be implemented by the inter-ministerial task force set up by Ministry of Environment on behalf of the NCCC, with UNDP providing technical support and oversight. The grants approved by the Programme Support Board will be executed by relevant key line ministries, agencies and civil society organizations. The grant component on adaptation in coastal areas will be implemented by DHI<sup>7</sup>. A close coordination and synergy building with the GEF/LDCF funded project will be enhanced through regular information sharing at the CCCA PSB level and technical level. The result framework and budget of the GEF/LDCF funded project is also attached in Annex 2b. This is not to make the CCCA programme accountable for the project but to ensure transparency and coordination among the two initiatives to avoid duplications as the two projects were meant to be complementary between each other.

## 6.5 Trust Fund Management

Funding of the Programme will be provided through a trust fund called the Cambodia Climate Change Alliance Trust Fund (CCCA Trust Fund). Development Partners are invited to make contributions to the fund in the form of pooled and non-targeted resources on basis of contractual agreements between each donor and UNDP. Trust Fund disbursement will be based on Trust Fund Operational Manual procedures as approved by the PSB and in accordance to UNDP's financial rules and procedures. EU, Danida, Sweden, and UNDP have

<sup>7</sup>As per the decision of the third PSB meeting held on 2 February 2011. Due to administrative reasons, UNDP informed that the the actual contacting will be arranged between UNDP and DHI.

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already committed contributions to the CCCA Fund. The Trust Fund will be designed in a manner as to allow and facilitate other financial partners making contributions to the funds. Initially UNDP Cambodia will administer the CCCA Trust Fund with targeted support included in the programme to develop capacity of the Government to manage climate change funding in the future. Activities identified under the programme may also be funded fully or partly by other funding mechanisms, such as GEF's Least Developed Country Fund (LDCF). Key performance indicators for the CCCA Trust Fund as part of the overall results framework will be developed during the Inception Phase.

The CCCA Trust Fund will provide grants to projects based on requests from interested parties. Government entities and civil society organisations are eligible to make requests for grants which will be transferred directly from UNDP to the chosen service provider following recommendation by the CCTT and approval by PSB.

The CCCA Trust Fund will be used to provide funding in general accordance with the following - after PSB approval:

- Projects/activities aimed at capacity development and institutional strengthening in support of the priorities and actions identified in the National Strategic Development Plan Update 2009-2013, National Adaptation Programme of Action, and the Cambodia Climate Change Strategic Plan (under preparation);
- Projects/activities which will facilitate and ensure integration of Climate Change considerations into national policy, strategy, plans and programmes;
- Projects/activities which seek to integrate climate change considerations into other mainstreaming actions for other cross-cutting issues, thereby leveraging mutual benefits such as gender, poverty reduction, biodiversity, governance, community-based development, aid-effectiveness etc.;
- Projects/activities which will raise awareness and preparedness in Governments and the broader society on the challenges and opportunities of Climate Change and how to adapt to the consequences of Climate Change;
- Projects which will contribute to establishment and operation of a Climate Change Knowledge Management and Learning Platform;
- Projects which will in other manners support capacity building within the general framework of the CCCA Programme;
- Projects that will help facilitate access to incremental sources of funding for Climate Change adaptation and mitigation;
- Activities to raise visibility of the Trust Fund itself to Government and the broader Community of Practice, and potential donors.

Only proposals that have been recommended by the CCTT and approved by the PSB will be forwarded to the UNDP, via the Trust Fund Administrator for disbursement. Disbursement of funds to the responsible parties will be based on an agreement between the UNDP and the representative for the responsible parties (or coordinator) in accordance with UNDP's rules and procedures and may include specific conditions on utilization of the funds as required by the PSB.

CCCA will support the development of a climate change financing framework (CCFF), aligned with the Cambodia Climate Change Strategic Plan. The CCFF will include guidelines on legal, financial and institutional arrangements for the management of climate change finance in Cambodia, as well as a readiness plan including transition from CCCA mechanisms

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to the new financing mechanisms. An exit strategy will be developed to ensure smooth transition to new financing mechanisms before the end of the CCCA.

## 6.6 Monitoring, reporting, reviews and evaluation

CCCA Programme with all its elements including the Trust Fund Secretariat will be monitored in accordance with UNDP's rules and procedures, and in line with the provisions in the Statement of Cooperation among Development Partners concerning the Implementation of Climate Change Support to Cambodia. Monitoring of progress will be based on the indicators enclosed in the log frame as updated during the inception phase and enclosed as Annex 1.

Grantees of the CCCA Trust Fund (Government agencies and civil society organizations) will submit quarterly narrative and financial progress reports to the Trust Fund Secretariat. These reports will be consolidated by the Trust Fund Secretariat and presented to the next PSB meeting, following UNDP quality assurance.

The Head of the Trust Fund Secretariat will provide quarterly progress reports which, after endorsement by the PSB is submitted to the Chair of the NCCC and the Development Partners. The Annual Report will summarize the progress of implementation for the full year till December 31 and be submitted by the UNDP Country Office, again following UNDP's quality assurance procedures, to each partner donor. Joint Programme Reviews will take place annually, preferably by the end of each fiscal year at a mutually agreed time. The purpose of the Joint Reviews is to assess progress and ensure that the programme remains focused and in line with agreements between the Government and the Development Partners. The deliberations during the Annual Review will be based on the Annual Report. The Annual Review is concluded with formal Minutes agreed between the Government and the Development Partners.

In order to ensure a continued coordination of the different climate change initiatives in country an annual Climate Change Retreat will be organised and funded under the CCCA.

Within the first two years, programme will undertake an independent mid-term evaluation. The evaluation will review the over-all progress to date, recognize progress and achievements but also identify weaknesses in the design and modalities which needs revision. An important further element is to assess how the CCCA Programme is related to other Climate Change activities that may have emerged during the two years. The Mid-term Evaluation shall also make recommendations on a second post-2014 phase of the Programme which will include an assessment of the feasibility of Government administration of future climate change funding using Government financial systems, for example, a Government administered trust fund or direct budget support. A final evaluation will take place before the end of the third year of CCCA implementation.

Funds made available from the CCCA Fund shall be subject to internal and external auditing procedures provided for in the financial regulations, rules and directives of UNDP as per EC-UN FAFA agreement for joint management.

## 7 Expected Impact of the CCCA

The CCCA is designed to contribute to a Climate Change resilient development in Cambodia.



The CCCA Programme is expected to lead to a considerable improvement in the adaptation, community resilience and effective response to climate induced changes and natural disasters. Ultimately this will improve the living standards, health and welfare of the people presently affected by Climate Change and those who would otherwise be more severely affected in the future.

The impacts of Climate Change in Cambodia are more likely to affect the poorer, marginalised groups whose livelihoods are dependent on natural resources and who inhabit low lying and flood exposed and potential drought prone areas. CCCA initiatives will thus assist in reducing the poverty of these people mainly but not only through preventative means.

During the initial period covered by this Programme Document, it is expected that CCCA will contribute to:

- Mainstreaming of Climate Change considerations in national and sub-national government policies, strategies, plans and programmes;
- Building coherence among RCG's line agencies in addressing Cambodia's Climate Change agenda according to an agreed-upon CCCSP road map implementation, as a government management system for addressing Climate Change;
- Implementation of a multi-donor Financial Facility, possibly a National Trust Fund or similar, with funding from the initial Development Partners which also attracts new Trust Fund Partners;
- Development of the Climate Change Financing Framework which identifies appropriate financing modalities for Cambodia in supporting no/low regret options to promote sustainable economic development and rural poverty reduction while tackling adaptation and mitigation measures.
- Establishing and efficiently operating the 'Climate Change Policy Development and Knowledge Management Project' which delivers results and broadens the national base for Climate Change action at all levels in Cambodia;
- Establishing a Climate Change Information and Knowledge Management Learning Centre;
- Providing increased resilience of vulnerable people in the coastal areas to climate change;

## **8 Assumptions and risks**

Assumptions are:

- that there is a strong commitment and political will to integration of Climate Change considerations into policy frameworks, strategies and programmes, establish a Climate Change Knowledge Management and Learning Platform and give priority to capacity building is followed up by action;
- that there is a commitment of the government to engage the civil society, the academia and the private sector in the implementation of the CCCA, and a willingness of the societal organizations to be engaged and participate in policies discourse and decision making;
- that government staff are made available and participate in such a way as to strengthen the Climate Change Department as the secretariat of the NCCC;

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- that decentralisation reform will be taken into account in the Cambodia Climate Change Strategic Plan (CCCSP) and the proponents of the decentralisation reform are willing to address the issue of Climate Change;
- that higher standards of public finance management and accountability, in line with international standards are being installed to gradually move to country systems;
- that the CCCA Trust Fund is being used also by financial partners outside the current group of founding development partners for contributions to Climate Change adaptation at least during the transition period;

The risks are:

Risks	Level	Mitigation Measures
that the Ministry of Environment's and NCCC's leadership to coordinate the government's efforts to address the Climate Change adaptation challenges is not nationally recognized	Low	Align future donor Climate Change adaptation support to the Cambodia Climate Change Strategic Plan (CCCSP)
that the programme fails to fully engage the civil society in programme development and implementation	Low	Support the establishment of the Climate Change Technical Team (CCTT) which will have a mandate to involve a voluntary, multi-stakeholder advisers from the civil society and academia to appraise grant proposals and make recommendations to the PSB
that the Knowledge Management and Learning Platform is not able to deliver given the manpower, financial resources and access to information resources made available	Low	Anchor the Knowledge Management Platform in a prestige national entity which has sufficient human and financial resources to sustain its activities
that decentralisation reform will lead to power struggles and lack of clarity regarding climate change adaptation, mitigation and disaster risk reduction mandates	Medium	Role clarification and increased predictability of domestic funds available for climate change adaptation and disaster risk reduction
that Government staff capacity is not available for programme implementation	High	<p>Commitments from Government will be sought to make available sufficient Government staff for programme implementation<sup>8</sup>.</p> <p>Note: CCD has been upgraded to Department status. The Climate Change Department within the MoE will have greater autonomy in terms of staff planning.</p>

## 9 Implementation plan

It is anticipated that the CCCA Programme will start with an inception period of six months during which: Government will establish its programme team and assign key positions; the PSB and CCTT will be established; Advisors and other TA staff will be recruited; the detailed

<sup>8</sup> In parallel, the EC has the commitment, together with the EU MS, to engage in policy dialogue with the RGC on public administration reform.

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work plan will be prepared including detailed Results Framework with verifiable indicators, annual work plan and detailed budget; CCCA Trust Fund Operational Manual will be approved by the PSB while other documentations related to the day-to-day implementation of grants will also be prepared as per UNDP's standard quality assurance procedures. The terms of Reference for the programme staff and decision-making structures have been refined and reviewed during the Inception Phase in order to update and clarify each party's role and responsibility (Annex 3).

An Inception Workshop will be conducted during the Inception Phase with the participation of the full programme team, PSB and CCTT, relevant government counterparts, donor partners and representatives of civil society organisations as appropriate. The Inception Workshop will provide an opportunity for all parties to better understand their roles, functions and responsibilities within the decision making structures, including reporting and communication lines. The objective of the workshop would be to assist the programme team to understand and take ownership of the goal and objectives of the programme and to prepare the first year's work plan on the basis of the results framework. This will include reviewing and if necessary updating the results framework (indicators, means of verification, assumptions) imparting additional detail as needed, and on this basis finalize the Annual Work Plan.

Program implementation activities will begin two (2) months from Government signature of the CCCA Programme Document.

Within one month from Government signature of the CCCA Programme Document UNDP will prepare a work plan and budget covering the six months inception period for endorsement by the MoE and CCCA partners. Work plans and budgets beyond the six month inception period will need to be approved by the (to-be-established) PSB.

**Table 1 : Key Milestones and M&E**

Type of activity	Responsible Parties	Time frame
Assemble and orient NPC, Inter-ministerial Team, PSB and CCTT	<ul style="list-style-type: none"> <li>▪ Government</li> <li>▪ UNDP</li> </ul>	Within two (2) months from programme document signing
Recruit CCTS and TFA	<ul style="list-style-type: none"> <li>▪ UNDP</li> <li>▪ CCD</li> </ul>	Within three (3) months from programme document signing
Inception Workshop and Report	<ul style="list-style-type: none"> <li>▪ CCD</li> <li>▪ Government</li> <li>▪ CCTS and TFA</li> <li>▪ UNDP</li> <li>▪ Donor partners</li> </ul>	Within six (6) months from programme document signing
Annual Work Plan and Budget	<ul style="list-style-type: none"> <li>▪ Government</li> <li>▪ UNDP</li> </ul>	Annually
Establish baseline and Means of Verification of project results.	<ul style="list-style-type: none"> <li>▪ CCTS and TFA</li> </ul>	Start, mid and end of project (during evaluation cycle) and annually when required.
Measurement of Means of Verification for	<ul style="list-style-type: none"> <li>▪ Trust Fund Secretariat</li> </ul>	Annually prior to annual report and to the definition of annual work plans

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Type of activity	Responsible Parties	Time frame
Project Progress on <i>output and implementation</i>		
Annual Report	<ul style="list-style-type: none"> <li>▪ Trust Fund Secretariat</li> <li>▪ UNDP</li> </ul>	Annually
Periodic status/ progress reports	<ul style="list-style-type: none"> <li>▪ Trust Fund Secretariat</li> <li>▪ UNDP</li> </ul>	Quarterly
Mid-term Evaluation	<ul style="list-style-type: none"> <li>▪ Trust Fund Secretariat</li> <li>▪ UNDP</li> <li>▪ External Consultants (i.e. evaluation team)</li> </ul>	Within two (2) years after start of project implementation.
Final Evaluation	<ul style="list-style-type: none"> <li>▪ Trust Fund Secretariat</li> <li>▪ UNDP CO</li> <li>▪ External Consultants (i.e. evaluation team)</li> </ul>	At least three months before the end of implementation
Project Terminal Report	<ul style="list-style-type: none"> <li>▪ Trust Fund Secretariat</li> <li>▪ UNDP</li> <li>▪ local consultant</li> </ul>	At least three months before the end of the programme
Audit	<ul style="list-style-type: none"> <li>▪ UNDP</li> <li>▪ Trust Fund Secretariat</li> </ul>	Yearly
Visits to field sites	<ul style="list-style-type: none"> <li>▪ PSB</li> <li>▪ Donor partners</li> <li>▪ UNDP</li> </ul>	Yearly (Annual Retreat)

A proposal for the transfer of assets of the programme and its component grants will be prepared not later than 3 months before the closure of the programme for endorsement by the PSB.

## 10 Budget and resources

Development partners will contribute non-tagged funds into a trust fund called the Cambodia Climate Change Alliance Trust Fund (CCCA Trust Fund). In order to keep the transaction cost low, the minimum contribution into the CCCA Fund is fixed at USD 0.5 million (EUR 340,136). Donor contributions will be held in US dollars. For contributions received in a currency other than US dollars, the UNDP will, upon receipt of the funds, convert them into US dollar.

The Swedish government has already earmarked EUR 1,450,000 (SEK 15 million or USD 2,131,500) in 2009 and an additional contribution of SEK 15,000,000 in 2012, making a total of SEK 30,000,000. The Danish Government, through DANIDA, has committed EUR 374,150 (DK 3,000,000 or USD 550,000). UNDP has committed EUR 2,040,816 (USD 3,000,000). Finally the EU has committed EUR 2,205,816.

The Development Partners have made commitments for support to the CCCA Trust Fund to the tune of approximately EUR 8.4 or USD 10.8 million for the four and half years from 2010 to mid-2014. Financial requirements for the Trust Fund Secretariat, Grant 1 (Policy Development and Knowledge Management) and Grant 2 (Coastal adaptation) are estimated at USD 6.7 million. This leaves an un-programmed budget of approximately USD 4.1 million which would be made available for future grants on demand basis during the four and half

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year period. Further, CCCA encourages other donors to make contributions to the CCCA Trust Fund to increase funds available for future grants under Result 5.

Indicative budget requirement for establishing the CCCA and providing capacity building and institutional strengthening is estimated at USD 3.3 million, but will partly be dependent on the demand from Clients. These budgets for the CCCA Programme and grant components have been determined during the Inception Phase. The budget includes allocations for recruitment of a full time Climate Change Technical Specialist and additional local and international TA support. Priority will be given to recruit national staff, whenever feasible.

The budget for the Grant 2 on adaptation in coastal areas is estimated at USD 2.2 million for the period of November 2011 to March 2014). Additional parallel funding is provided from GEF/LDCF amounting to USD 1.6 million.

The summary of the annual break-down of the indicative annual budget is provided in the Annex III.

## **11 Visibility**

A CCCA communications and visibility plan will be developed by the programme under Result 2. This plan will comply with the Communication and Visibility manual for EU External Actions, in which the incorporation of joint visibility guidelines for EU-UN Actions in the field is described.

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**Annex 1:**

**LOGICAL FRAMEWORK Cambodia Climate Change Alliance (CCCA)**

No	Level	Description	Indicator	Baseline in 2010	Target by mid-2014	Means of Verification	Assumption
	CCCA OBJECTIVE [1] [2]	To strengthen the capacity of the NCCC to fulfill its mandate to address climate change and to enable line ministries and CSOs to implement priority climate change actions;	(1) # of ministries funding climate change relevant expenditures as defined in the climate expenditure report (2) Endorsement of the Climate Change Financing Framework (3) Cambodia Climate Change Strategic Plan (CCCSP) endorsed (4) # of Climate Change Sectoral Strategic Plans endorsed	(1) MoE (2) No Climate Change Financing Framework (3) No CCCSP (4) None	(1) Up to 5 ministries (2) Climate Change Financing Framework agreed and endorsed by the government (3) CCCSP endorsed by NCCC (4) 9 sectoral strategic plans endorsed by line ministries	(1) Climate Public Expenditure report (2) Climate Change Financing Framework document with letter of endorsement or minutes from NCCC (3) NCCC minutes or letter of endorsement (4) Climate Change Sectoral Strategic Plans	(1) PPCR partial contribution in indicator #1 (2) PPCR contributes to ministries budget allocations
<b>Result 1</b>							
1	Outcome	Improved capacity to coordinate national policy making, capacity development, outreach/advocacy efforts, and to monitor the implementation of national climate change strategy, policy and plans;	(1) CCD as the Secretariat of NCCC formally established and functional (2) Establishment of full functioning National Inter-ministerial technical team (CCTT) (3) # of NCCC members' institutions with CC focal point (4) Establishment of a national M&E framework	(1) CCD sub-decree (2) First Draft the TOR (3) 2 ministries (4) None	(1) NCCC Secretariat fully staffed and functioning (2) Appointed Inter-ministerial technical team and functioning in accordance with approved TOR. (3) At least 8 ministries (4) a national M&E framework established to support the climate change strategy and plan	(1) NCCC's Chairman decisions meeting minutes approved workplan and budget allocation for NCCC Secretariat (2) Inter-ministerial technical team reports and meeting minutes TOR, and staff evaluation (3) Letter of appointment from line Ministries (4) M&E framework document	
1.1	Output	National climate change policy and legislation that reflect national development priorities	(1) Draft documentation on CC policy (2) Compilation and review of relevant laws provision of recommendations for CC legislation	(1) Speech by PM during 1st CC Forum (2) UNEP-supported assessment of V&A	(1) CC policy drafted and proposed for approval by the council of ministers (2) CC legislation recommendations agreed by NCCC (3) At least 3	(1) Availability of discussion papers, consultants reports (2) Minutes of the NCCC meeting (3) Final Review of the CCCA grant projects	There is commitment by the NCCC to policy renewal and legislative reform

No	Level	Description	Indicator	Baseline in 2010	Target by mid-2014	Means of Verification	Assumption
			(3)# of Policy recommendations emerging from the CCCA grant projects	legislation (3)none			
1.2	Output	National buy-in and ownership of the Cambodia CC Strategic Plan (CCCSP), priority sectoral strategic plans and CC National M&E framework.	(1)CCCSP endorsed by NCCC members (2) Climate Change Financing Framework endorsed by the NCCC (3) # of sector plans which have integrated CC (4) # of CC projects implemented by priority sectors which are aligned with the CCCSP priorities (5) Gender mainstreamed within CCCSP and Climate Change Sectoral Strategic Plans	(1) No CCCSP (2) None (3) None (4) 2 projects defined (4) None (5) None	(1) CCCSP endorsed (2) CC Financing Framework endorsed (3) At least 5 sectoral plans have integrated CC (4) 6 active projects (5) Gender mainstreamed within CCCSP and Climate Change Sectoral Strategic Plans	(1) Endorsement signed by NCCC and CCCSP launched (2) Endorsement signed by NCCC (3) Documentation referring to CCCSP (4) Annual review of CC projects & CCCSP implementation at the NCCC meetings (5) CCCSP and Climate Change Sectoral Strategic Plans, MoWA's report on their approach to mainstream gender into these plans.	Strong political commitments of decision makers  Strong commitment and participation of sectoral ministries
1.3	Output	The NCCC, CCTT and CCD are enabled to deliver on their mandated role	(1) % of priorities areas for capacity building identified in the Capacity Development Plan addressed through CCCA support (2) % of NCCC, CCTT and CCD members engaged in learning and training (thematic, group) (3) Capacity Development plan for NCCC, CCTT and CCD and Grantees	(1) Unknown (2) None (3) None	(1) 25% (2) 80% member of the CCD, NCCC and CCTT benefited from capacity development training (3) Capacity Development Plan for NCCC, CCTT, CCD and Grantees developed and implemented	(1) CCCA progress report; Staff assignment/career review (2) CCCA progress reports/interviews with NCCC member (3) CCCA progress reports	A suitable merit based performance incentive scheme is available for staff involved in the Programme  NCCC and CCD participate in assessments, and in learning and training activities

No	Level	Description	Indicator	Baseline in 2010	Target by mid-2014	Means of Verification	Assumption
1.4	Output	Cambodia's negotiation capacity on CC matters and ability to comply with UNFCCC obligations/COP decisions is strengthened	(1) # of official negotiators with more than 3 year experience of negotiations, participating in international CC negotiation meetings (2) # of Inter-ministerial technical team involved in at least one key international UNFCCC meeting (3) # of regular CC negotiation related events (e.g. meetings, forums, field trips) held in Cambodia.	(1) 5 (2) 0 (3) 1- pre-COP meeting	(1) At least 8 government staff able to articulate COP decisions (2) At least 50% of CCTT members attend UNFCCC related meetings (3) 2 events per year	(1) Mission reports - CCD conducts a post Cop Review (2) CCTT mission/trip reports (3) Delegates' mission reports and CCCA progress report	The RGC establishes a standing multi-sector negotiation team (including reserves)
1.5	Output	Institutional arrangements to support CC mainstreaming in key ministries are in place	(1) # of ministries and government agencies with CC focal point appointed or CC functional units identified and participating in CC mainstreaming (2) # of consultations between ministries or Government agencies and CSOs related to CCCSP, CC policy, CC legislation etc.	(1) 5 (2) 2	(1) At least 8 ministries and government agencies (2) At least 4 consultation meetings per year	(1) NCCC meeting minutes (2) CCCA annual report	Sufficient staff engaged in CC related work in ministries will be made available.
1.6	Output	Multi-Stakeholder CC mainstreaming guidelines prepared for progressive integration into sector activities at national and sub-national level	(1) CC mainstreaming guidelines for NSDP, sectoral plans, sub-national development plans and NGO development plans are relevant and used by the NCCC (2) # of government institutions at the	(1) None (2) Unknown	(1) draft CC mainstreaming guidelines used by the NCCC members. (2) 6 sub-national government institutions and 4 CSOs have integrated CC into their development plans	(1) Interviews with line ministry and CC focal points (2) Proposals submitted for funding	



No	Level	Description	Indicator	Baseline in 2010	Target by mid-2014	Means of Verification	Assumption
			subnational level and CSO which have integrated CC in their development activities				
<b>Result 2</b>							
2	Outcome	Improved access to updated CC information, knowledge and learning opportunities at all levels;	(1) # of annual CC events with various knowledge sharing and learning opportunities (2) % of population reporting to have information needed to respond to climate change (3) # of government institutions that incorporate CC communication in their sectoral plans	(1) Unknown (2) 48% (based on KAP study in 2010) (3) 1 (MoE)	(1) At least 2 annual events (with at least 1 of them have gender focus) (2) 55% (3) at least 6 government institutions that incorporate CC communication in their sectoral plans	(1) CCCA progress report, budget allocation, media programme (2) mini KAP Study funded by CCCA (3) Project stock-taking survey of DP and NGO supported activities	Quality and credibility of data are secured
2.1	Output	Multi-stakeholder CC information sharing and knowledge management platform at national and sub-national levels established	(1) # of line ministries implementing the National CC Education and Awareness Strategy (CCEAS) (2) Knowledge management platform established (3) # of documents downloaded from e-platform per month (4) # of visits to the e-platform (5) # of climate change knowledge products disseminated (6) # of CC Forum held	(1) None (2) None (3) None (4) None (5) 1 (INC) (6) No Annual CC Forum	(1) At least 5 line ministries implement the CCEAS (2) 2 physical library corners and 1 e-based platform established (3) more than 50 documents downloaded from the platform per month (4) more than 100 visitors to the platform per month (5) at least 5 knowledge products (6) At least 2 CC Fora by mid 2014	(1) NCCC meeting minutes and CCCA progress report (2) Existence of the platforms (3) the records/tables on the e-based platform (4) Google analytic statistic (5) publications produced by CCCA support (6) CC Forum Proceedings	Data owners are prepared to provide access to data and analysis
2.2	Output	A National CC Information and Knowledge	(1) # of visitors to the Centre segregated by sex, age group, and	(1) None (2) None (3) None	(1) 2,000 (2) 300 entries in Khmer and 1000 entries in English	(1) Visitor list, web counter, participant list (2) Information database in the	Information resources are provided by

No	Level	Description	Indicator	Baseline in 2010	Target by mid-2014	Means of Verification	Assumption
		Management and Learning Centre that acts as a clearing house for CC data, information resources, and learning services	sector (2) # of CC reading materials compiled in learning centre database segregated by languages (English and Khmer) (3) # of accesses to documents on website and database		(3) 50 access/ day	Centre (3) Website and database system report	relevant agencies
2.3	Output	A CC outreach and learning campaign targeting all regions and vulnerable groups conducted.	(1) # of events organised, # of provinces covered, # of beneficiaries covered by outreach events, segregated by sex and age groups (2) # of media coverage focusing on CC (3) % of TOT targeted in CC adaptation and mitigation education able to explain climate change adaptation and mitigation and DRR concepts. (4) # sessions on CC mitigation and adaptation delivered at the sub-national levels.	(1) Unknown (2) Need info (3) None (4) None	(1) 2 events per year, 2 provinces covered, 3000 beneficiaries (2) 50 coverages per year (3) 70% of the TOTs (4) At least 7 regional sessions	(1) Concept notes/reports on outreach events, CC awareness materials, including annual climate change calendar, Video production (2) Monitoring Media survey (3) Assessment before and after training (4) Progress and Training reports	
<b>Result 3</b>							
3	Outcome	Strengthened capacity within the NCCC to mobilise and to effectively administer climate change funds and to prepare for a nationally owned trust fund;	(1) Continued donor support to CCCA Trust Fund	(1) US\$8.9 million	(1) US\$11 million	(1) Contribution agreements signed by donors and UNDP	
3.1	Output	Mechanism for providing financial	(1) Relevant guidelines developed and approved	(1) No Guideline	(1) 3 guidelines approved (1. Operational Manual for CCCA	(1) PSB minutes (2) CCCA progress report	TF Secretariat functioning

No	Level	Description	Indicator	Baseline in 2010	Target by mid-2014	Means of Verification	Assumption
		resources from the CCCA Trust Fund is established	(2) TF Secretariat established and fully functioning (3) Grant proposal appraisal mechanism established and fully functioning (4) ) # of CC priority sectors supported through the CCCA TF	(2) No TF Secretariat (3) No formal appraisal mechanism (4) None	Trust Fund, 2. Grant Guidelines for Applicants, and 3. Implemen-tation Guideline for grantees) (2) TF Secretariat fulfils its role in the ToR (3) CCTT and the Programme Support Board participate in a timely manner to appraise project proposals (4) At least 4 CC priority sectors addressed through CCCA TF	(3) CCCA progress report (4) Funds for Projects approved by PSB disbursed	smoothly with CCTT able to fulfil project reviews for Board approval
3.2	Output	Calls for proposals and grants projects selected based on national CC priorities and approved grant appraisal mechanism	(1) # of projects implemented under the CCCA Grant programme.	(1) None	(1) At least 15 projects implemented under the CCCA Trust Fund	(1) Calls for proposals launched on CCCA Trust Fund Website and local newspapers	CCCA get additional financial resources to fund additional projects
3.3	Output	CCCA Trust Fund becomes a key mechanism to provide financial support to CC initiatives in Cambodia	(1) \$ of additional contribution to Trust Fund or parallel funding mobilized for financial support	(1) None	(1) US\$4M	(1) CCCA progress report, Contribution Agreements with new donors	
3.4	Output	Monitoring and Evaluation of CCCA Trust Fund done in accordance to agreed rules	(1) % of deviation between approved budget and expenditure (2) # of fiduciary issues raised, which resulted in disciplinary action or compensation. (3) % of periodical reports received/prepared on time (including grant project reports) (4) # of events organized to share lessons learned and best practices emerging from grant projects	(1) None (2) None (3) None (4) None (5) None	(1) Expenditure is in between 70% and 110% of original budget (2) Less than 1 case in 12 months (3) More than 80% (4) 3 (5) At least 4	(1) CCCA quarterly and annual progress reports (2) Audit and documented Spot Checks (3) Interview with CCCA M&E staff (4) CCCA quarterly and annual progress reports (5) Publication of knowledge products	

No	Level	Description	Indicator	Baseline in 2010	Target by mid-2014	Means of Verification	Assumption
			(5) # of knowledge products developed for disseminating lessons and recommendations				
3.5	Output	An appropriate CC financing mechanism identified	(1) CC financing mechanism proposal submitted to NCCC	(1) None	(1) CC financing mechanism proposal submitted to NCCC	(1) Regular reports to PSB	
<b>Result 4</b>							
4	Outcome [3]	Increased resilience of coastal communities and ecosystems to climate change through adaptation planning, demonstrated targeted local interventions and provision of practical learning experience in adaptation planning to the NCCC/CCD;	(1) Number of coastal plans considering CC risk approved (2) Number of the government staff trained on climate change on technical adaptation themes (3) % of targeted population in coastal communities aware of climate change risks and appropriate adaptation measures (4) Perceived change in livelihood of vulnerable coastal communities due to component interventions. (5) % of mangrove forests in target areas restored and in good health. (6) Capacity developed for identification of climate change impacts and adaptation measures in key provincial departments	(1) No climate change adaptation plans exist for the coastal zone (2) Very limited capacity available at national and provincial departments in relation to climate change (3) No or very limited awareness in coastal communities on CC risk (4) No interventions in the targeted areas so no change in livelihoods	(1) At least 2 coastal plans include consideration of climate change impacts by the end of the project. (2) At least 50% of the technical staff in the key ministry departments and institutions trained by the mid-term of the coastal component (3) At least 30 % of demonstration coastal communities well aware of climate change risks by the end of the coastal component (4) At least 30% of targeted households show increased livelihood as a result of alternative livelihood activities (5) At least 60% of the destroyed mangrove forests are restored in the targeted areas and show good health conditions by the end of the coastal component. (6) Provincial interdepartmental units capacitated to implement climate change measures	(1) Plans and policy documents (2) Questionnaires and final evaluation. Training reports. (3) Questionnaires and final evaluation. Documentation of awareness activities (4) Perception-based or socio-economic surveys. (5) Mangrove diagnostique; State of the coastal environment report (6) Monitoring and evaluation reports	All stakeholders are willing to cooperate and share information.  Institutions allow for inter-institutional data sharing, planning and implementation of actions for climate change adaptation measures.  There is a political commitment at national and local levels to enforce existing regulations on use and development of marine and coastal natural resources.



No	Level	Description	Indicator	Baseline in 2010	Target by mid-2014	Means of Verification	Assumption
				(5) No rehabilitation interventions are taking place recently in the targeted areas. (6) Limited or no capacity on climate change impacts and adaptation in provincial departments			There is a will at national and local level to continue an integrated approach to sustainable use of natural marine and coastal resources.
<b>Result 5</b>							
5	Outcome	Strengthened capacity in RGC agencies and civil society organisations for implementing CC response initiatives in line with agreed national CC priorities, independently or in partnerships, through access to new financial and technical resources;	(1) # of CC priority sectors supported through the CCCA TF and other funding sources (2) % of CCCA funds allocated for projects implemented through government and CSOs partnerships. (3) % of households in target areas reporting a reduction in their vulnerability to CC as a result of adaptation projects.	(1) None (2) None (3)None	(1) At least 4 CC priority sectors addressed through CCCA TF (2) at least 50% (3) at least 15%	(1) Funds for Projects approved by PSB disbursed (2) Project Agreements (3) Surveys conducted by Grantees  [4]	Donor support is available for Climate Change Capacity Development in Cambodia.  Prospective clients have the interest and basic capacity to prepare requests for support
5.1	Output	Capacities of RGC agencies and civil society organisations in project proposal development,	(1) # RGC agencies and civil society organisations participating to trainings on CCCA proposal	(1) None	(1) At least 40	(1) Attendance sheets	

No	Level	Description	Indicator	Baseline in 2010	Target by mid-2014	Means of Verification	Assumption
		implementation and M&E strengthened.	development and implementation				
5.2	Output	Awareness of climate change and capacities for adaptation planning of sub-national authorities are strengthened.	(1) # of provincial and local government staff trained in CC adaptation	(1) None	(1) Will depend on the Grant proposals selected; at least 30% of trained staff are women.	(1) Grant progress reports and surveys conducted by Grantees;	
5.3	Ouput	The resilience to climate change of vulnerable communities is improved	(1) # of community members trained on CC or participating in CC awareness raising events (by gender) (2) Type of field CCA demonstration activities and number of demonstration sites (3) # of households directly benefiting from CCA demonstration activities (4) % of households in target areas applying adaptation measures demonstrated	None	Will depend on the Grant proposals selected. [5]	Grant progress reports and surveys conducted by Grantees;	

[1] CCCA Objective is fully aligned with the NCCC mandate to "Prepare, coordinate and monitor the implementation of policies, strategies, legal instruments, plans and programmes of the royal Government to address climate change issues within the country". In addition, it contributes to a number of RGC priorities identified in the NSDP-Update 2009-2013, especially the RGC's goal to 'Ensure food security, increase incomes, create employment and improve nutrition status for all people by improving productivity and diversification, and commercialization of agriculture, with environmentally sound protection and food security' (para 97).

[2] CCCA contributes to the outcome of the DANIDA, EU GCCA, Swedish climate change initiatives and programmes including UNDP Country Programme 2011-2015, National and local authorities, communities and private sector are better able to sustainably manage ecosystems goods and services and respond to climate change'.

Indicators:

- No of Government ministries and agencies that developed and implemented Climate Change Mainstreaming Plans (Baseline 2010: 0 ; Target 2015: 6)
- National Climate Change Strategy and Programme adopted and implemented (Baseline 2010: no, Target 2015: yes)
- No. of climate-sensitive sectors with strengthened adaptive capacity (Baseline 2010: 0, Target 2015: 4)

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[3] See Annex 2a. for the detail result framework of Result 4 “Coastal Zone Adaptation and Resilient Planning” implemented by DHI, for which the CCCA programme is accountable. See Annex 2b. for the result framework of the “Vulnerability Assessment and Adaptation Programme for Climate Change in the Coastal Zone of Cambodia Considering Livelihood Improvement and Ecosystems” Project funded by GEF/LDCF implemented by UNEP and executed by MoE. This result framework is attached with the CCCA Result framework for the purpose of coordination and information sharing only. CCCA is not accountable for these results.

[4] The assessment will be limited to the Grant projects target areas. The target of 15% is indicative as most Grant projects are likely to test and pilot adaptation actions which will possibly need additional time and resources to be upscaled.

[5] It is not feasible to define the baselines and targets for these indicators as the scope of the activities will depend on the Grant proposals submitted.

## **Annex 2a: Result 4: Coastal Zone Adaptation and Resilience Planning Project Component<sup>9</sup> implemented by DHI.**

Coastal adaptation has been identified as one component under Result 4 of the CCCA programme, which responds to the priorities identified in the Cambodia National Adaptation Programme of Action (NAPA). The coastal adaptation component will build coastal zone adaptation capacity at national and provincial level and will develop coastal adaptation plans through a practical learning-by-doing - capacity building exercise involving all relevant central and sub-national stakeholders. The CCCA coastal component will also follow innovative approaches on Ecosystem Based Adaptation (EBA), now widely internationally accepted as one of the key approaches in the portfolios of adaptation actions. The coastal component will also remove or alleviate key barriers to strengthening adaptive capacity and increasing resilience in affected communities. The coastal component beneficiaries reside in three different levels, namely: national, sub-national and local. At the sites of the demonstration activities, the communities will have increased resilience to climate change impacts and improved livelihoods.

### **General approach and strategy**

The vision is that the organisations involved in national and local adaptation planning for climate change impacts will have capacity and practical experience to conduct similar planning for other areas and awareness and increased resilience to climate change impacts have been demonstrated in high risk coastal communities. Another aspect of the capacity building is that relevant agencies realise the importance of climate change adaptation measures and integrates funding of adaptation measures in development plans and programmes.

The strategy for this component is to contribute to strengthening of the NCCC, CCD, other ministry departments and provincial departments to have capacity to assess climate change information, climate change forecasts and risk assessment so that they can provide planning, information and guidance to local communities. Identified high risk communities will be strengthened through awareness raising and livelihood activities aiming at increasing community resilience to climate change impacts. The activities will also provide practical learning experience to the NCCC, CCD and other relevant agencies. The adaptation planning could also lead to identification of others areas/communities where adaptation measures are needed and assist local Government in developing adaptation plans for funding. The component supports three priority actions from the NAPA and thereby provides a close linkage to the national climate change agenda and its actual implementation. The component will work closely with communities, and civil society organisations in the implementation of the identified adaptation measures in high risk areas. Overall the component will take an integrated, participatory and cross-sectoral approach to reducing vulnerability in the four coastal provinces of Cambodia<sup>10</sup>. The risks to be addressed include changes to patterns in floods, drought and changes in precipitation on coastal region systems, including coastal agriculture systems and mangrove ecosystems, and will provide policy advice at the national level, scientific tools for proper adaptation planning, and demonstration through resilience

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<sup>9</sup> This component accounts for 52.4% of the co-financing of the Global Environment Facility (GEF) LDCF Project entitled "Cambodia: Vulnerability Assessment and Adaptation Programme for Climate Change in the Coastal Zone of Cambodia Considering Livelihood Improvement and Ecosystems". GEF Project ID: 3890

<sup>10</sup> GEF/LCDF project covers 4 provinces (Kampot, Kep, Sihanoukville and Koh Kong) and CCCA funded project covers 2 provinces Sihanoukville and Koh Kong.

strengthening at the community level. The national, provincial, and coastal community level will benefit from the component as it will identify and implement climate change adaptation measures increasing coastal resilience and strengthen adaptive capacity of the relevant institutions and linking this to national efforts for poverty alleviation and national development plans.

The overall objective of the Coastal Adaptation and Resilience Planning component is *to increase resilience of coastal communities and ecosystems to climate change through adaptation planning, demonstrated targeted local interventions and provision of practical learning experience in adaptation planning to the National Climate Change Committee and Climate Change Department.* There are two outputs under this component:

1. Improved climate change knowledge integrated into land use and coastal development plans; and
2. Increased resilience of coastal communities and coastal ecosystem buffers to climate change and improved livelihoods.

### **Output 1: Improved climate change knowledge integrated into land use and coastal development plans**

The process of development planning in Cambodia is a combination of “bottom-up” and “top-down” processes, in which provincial agencies respond to national-level policies, while Commune Councils prepare plans in response to community needs. These two processes are reconciled through “District Integration Workshops”, at which Commune Councils, civil society organizations and provincial agencies meet to coordinate planning processes. These workshops are facilitated by the Provincial Rural Development Council, chaired by the provincial governor. The Provincial Rural Development Councils work closely with provincial line agencies to support Districts and Communes in implementing projects which improve livelihoods. In order to ensure that climate change adaptation in the coastal zone is effectively incorporated into the development process in Cambodia, it is essential to work with both the Commune Councils and the Provincial Rural Development Councils. In addition regular coordination with the GEF LDCF project "Cambodia: Vulnerability Assessment and Adaptation Programme for Climate Change in the Coastal Zone of Cambodia Considering Livelihood Improvement and Ecosystems" will be assured.

Key activities under this output include:

- Develop land use planning guide integrating climate change consideration for the coastal zone
- Facilitate climate-consideration formulation of Commune Development Plans;
- Coordinate and promote effective collaboration between Commune Councils, ministries, institutions, departments, NGOs/IOs, private sector and other development partners to support capacity development of the communes in issues related to adaptation to climate change;
- Collaborate and coordinate with the Executive Committee of the Provincial Rural Development Councils and line departments to support the implementation of climate change adaptation activities;
- Provide technical advice to the Provincial Governors and the Executive Committee on matters related to implementation of climate change adaptation and climate risk reduction activities;



- Provide technical services to rural infrastructure projects related to reducing exposure to climate risks.

## **Output 2: Increased resilience of coastal communities and coastal ecosystem buffers to climate change and improved livelihoods**

Communities must be at the heart of efforts to build their resilience to climate change, as adaptation is inherently local. Presently, the information available to farmers and other community members is minimal, and is not available in a form that is useful or easily understood by community members. Communities' adaptation efforts will only be effective if they are supported by national strategies and policies on the likely impacts of climate change, including the capacity to provide reliable information delivered in ways that communities and policy makers can understand and respond to. Through this output, communities within the selected coastal sites will be trained in sustainable water management techniques and sustainable natural resources use. In this way, their adaptive capacity will be improved and they will be equipped with the skills to improve their livelihoods and thereby improve income streams. Additionally, assessments and analyses will be undertaken in the demonstration sites as part of this output, which will complement those assessments and analyses undertaken for the entire coastal zone (GEF LDCF project) by assisting in the identification of additional demonstration activities within the target districts.

DHI will work closely with the affected communities in identified vulnerable areas in Sihanoukville's Prey Nup district and Peam Krasaop/Koh Kong district in Koh Kong to build awareness around and resilience to climate change impacts.

DHI will ensure consideration of climate change risks into the agriculture and land use practices in rural Cambodia such as the adoption of more diverse farming systems, diversification of crop varieties to allow farmers to adapt to future climate conditions, physical flood prevention measures, as well as water-harvesting techniques if required (e.g., rainfall capture and small water catchment basins). The output will demonstrate the adoption of these and other agricultural options to reduce vulnerability of the agriculture sector locally to the likely impacts of climate change. In this way, this output will contribute to reducing the incidence of poverty in the demonstration sites.

The communities living in the mangrove areas derive a significant part of their livelihood from the mangrove and its associated biodiversity and have limited other livelihood options. It is therefore important to raise the awareness and understanding of the communities in regard to the protective role of the mangroves in relation to extreme weather events and climate change impacts and to provide them with other livelihood options. This should be at the heart of any efforts to increase their resilience. Re-planting of mangrove will be done in identified areas (under GEF LDCF project) and this will be combined with raising awareness in the communities on benefits and carbon markets.

There is a need to demonstrate a tangible improvement of livelihoods in the local communities within the mangrove areas in order to gain support and participation in the sustainable management of the mangrove forests. The approach regarding livelihood improvements will be a sustainable exploitation-oriented revenue generation. The approach is to involve most vulnerable households in the relevant activities ensuring that the poorest households benefit equally with other community members. In addition, gender aspects will

be incorporated into the key activities to ensure that female-headed households are targeted and that women are actively involved in those key activities.

The activities will include measures to minimize operational costs of the FWUCs while developing adequate individual capacities to make a better basis for sustainability. Commune Councils (or groups from within the councils) will be utilised to manage demonstration interventions<sup>11</sup>. However, FWUCs will be utilised as management committees in within Prey Nup demonstration sites. FWUCs are active and effective in the Prey Nup polder, largely as a result of them receiving extensive capacity building from AFD. The coastal component will also partner with other initiatives e.g. the UNDP LDCF project (see Linkages section), in building capacity in the coastal communities

Within the demonstration sites, the communities will be equipped with the skills required to reduce their vulnerability to climate change impacts, protect agricultural investments to climate-related hazards and diversify income streams in the face of climate change, all of which will reduce poverty levels.

Key activities will mainly focus on the targeted communities and institutions such as commune councils in the demonstration areas. Staff from the provincial departments in the demonstration areas and local consultants will be involved extensively as facilitators/trainers in relation to this output which will call for a number of specialised training sessions in relation to awareness raising and for the proposed livelihood options.

Activities under this output includes:

- Assess implementation capacity of demonstration activities, the activity will be a rapid assessment of the capacity of the institutions involved with this CCCA coastal component, at national level as well as at local level. The output of this activity will also contribute to ensuring the long term sustainability of the component, by identifying the capacity building needs; it will also contribute to setting up the component implementation team
- Assess current coping strategies in target communities in relation to flooding, drought and extreme events;
- Conduct vulnerability and risk assessment of community livelihoods in target districts with a view on current climatic conditions and projected trends (scenario-analysis) and, based on these assessments, introduce alternative livelihoods.);
- Organise local coastal communities for operation and maintenance of water resources/flood protection and mangrove rehabilitation to respond to projected impacts from climate change
- Review the vulnerability of existing agricultural practices to the impacts of climate variability and climate change;
- Analyze economic and social costs and benefits of options for modified agricultural practices and fuel wood production;
- Together with identified target communities, introduce and apply modified agriculture practices to adapt to the projected changes in climate, ;
- Develop training materials for scaling-up and adoption of modified procedures;
- Support identified NGOs to integrate project lessons on resilient farming practices and fuel wood production into extension activities in the target coastal zones;

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<sup>11</sup> Additionally, this provides an opportunity to promote partnership between the Commune Councils and NGOs/CBOs for implementation of component activities. Sub-groups of the Commune Councils will only be utilized when councils are very large. Focus will be placed on utilizing the entire council, where feasible.

- Introduce diversified agricultural crops appropriate to local climate
- Support and strengthen farmer associations and production groups in target districts in promoting and adopting resilient agricultural methods and techniques
- Development of guidance for climate-resilient irrigation design;
- Assessment of training needs and implementation of training in FWUCs with regards to climate risk management; involving local authorities
- Development of awareness, outreach and training materials for community members;
- Organization of field visits in project areas/demonstration communities by NCCC members and community members from other districts
- Develop joint education and awareness raising activities with existing ecosystem conservation projects, highlighting the implications of the effectiveness of resilient natural resource management practices in the context of climate change.
- Prepare detailed implementation plan for community adaptation demonstrations
- Establish a monitoring and evaluation format for assessing benefits of demonstration activities

### **Expected impact of the component support**

The component support - together with the GEF LDCF project - are expected to lead to a considerable improvement in the adaptation, community resilience and effective response to climate induced changes and natural disasters. Ultimately this will improve the living standards, health and welfare of the people presently affected by climate change and those who would otherwise be more severely affected in the future.

Climate Change in Cambodia is more likely to affect the poorer, marginalised groups whose livelihoods are dependent on natural resources and who inhabit low lying and flood exposed and potential drought prone areas. The component support will thus assist in reducing the poverty of these people mainly but not only through preventative means.

At the same time the component will provide important information and learning experience which will feed into CCCA's capacity building and institutional strengthening activities.

### **Specific implementation arrangements**

The management structure for this project indicates close relationship with the CCCA Programme structure. The UNEP-DHI Centre for Water and Environment is a collaborating centre funded by UNEP, Danida and DHI. The UNEP-DHI is hosted and administrated by DHI, an organisation based in Denmark with about 1000 employees in 25 offices around the world . DHI will hold and sign the contract on the implementation of the Result Framework of Coastal Zone Adaptation and Resilience Planning project with UNDP. DHI, as contract holder, will, through the UNEP-DHI Centre, work closely with the Coastal Coordination Unit of the Ministry of Environment and the Project Component Steering Committee during implementation. UNEP-DHI will provide technical assistance on the project through an agreement with UNDP funded through the CCCA Trust Fund based on CCCA Programme Board approved work plans and budgets. This grant will be implemented with the support of several national government, local government and non-government partners as indicated in the organizational set-up. Funds will be made available from the CCCA Trust Fund as per UNDP regulations and the CCCA Trust Fund Operations Manual. UNEP, through its regional office for Asia and the Pacific (UNEP ROAP), will assist with advice and guidance for

implementation. A Joint Programme Review<sup>12</sup> will be undertaken at the end of each fiscal year at a mutually agreed upon time. This review will assess progress and ensure that the component remains in line with the overall Cambodia Climate Change Alliance (CCCA) programme agreement between the RGC and the CCCA Development Partners (namely UNDP, Sweden, Danida and the EU) including the GEF LDCF project. Monitoring of the adaptation measures in the demonstration sites will be conducted through visits to the sites by the PSB according to mutually agreed upon schedule.

<sup>12</sup> To be documented through Minutes

## Annex 2a: Result Framework

Objective/outcomes	Indicator	Baseline (2010)	Target (mid-term and end of component)	Sources of verification	Risks and Assumptions
<p><b>Objective:</b> <i>Increased resilience of coastal communities and ecosystems to climate change through adaptation planning, demonstrated targeted local interventions and provision of practical learning experience in adaptation planning to the NCCC/CCD</i></p>	<ol style="list-style-type: none"> <li>1. Number of coastal plans considering CC risk approved</li> <li>2. Number of the government staff trained on climate change on technical adaptation themes</li> <li>3. % of targeted population in coastal communities aware of climate change risks and appropriate adaptation measures</li> <li>4. Perceived change in livelihood of vulnerable coastal communities due to component interventions.</li> <li>5. % of mangrove forests in target areas restored and in good health.</li> <li>6. Capacity developed for identification of climate change impacts and adaptation measures in key provincial departments</li> </ol>	<ol style="list-style-type: none"> <li>1. No climate change adaptation plans exist for the coastal zone</li> <li>2. Very limited capacity available at national and provincial departments in relation to climate change</li> <li>3. No or very limited awareness in coastal communities on CC risk</li> <li>4. No interventions in the targeted areas so no change in livelihoods</li> <li>5. No rehabilitation interventions are taking place recently in the targeted areas.</li> <li>6. Limited or no capacity on climate change impacts and adaptation in provincial departments</li> </ol>	<ol style="list-style-type: none"> <li>1. At least 2 coastal plans include consideration of climate change impacts by the end of the project.</li> <li>2. At least 50% of the technical staff in the key ministry departments and institutions trained by the mid-term of the coastal component</li> <li>3. At least 30 % of demonstration coastal communities well aware of climate change risks by the end of the coastal component</li> <li>4. At least 30% of targeted households show increased livelihood as a result of alternative livelihood activities</li> <li>5. At least 60% of the destroyed mangrove forests are restored in the targeted areas and show good health conditions by the end of the coastal component.</li> <li>6. Provincial interdepartmental units capacitated to implement climate change measures</li> </ol>	<ol style="list-style-type: none"> <li>1. Plans and policy documents</li> <li>2. Questionnaires and final evaluation. Training reports</li> <li>3. Questionnaires and final evaluation. Documentation of awareness activities</li> <li>4. Perception-based or socio-economic surveys.</li> <li>5. Mangrove diagnostic; State of the coastal environment report</li> <li>6. Monitoring and evaluation reports</li> </ol>	<p>All stakeholders are willing to cooperate and share information</p> <p>Institutions allow for inter-institutional data sharing, planning and implementation of actions for climate change adaptation measures</p> <p>There is a political commitment at national and local levels to enforce existing regulations on use and development of marine and coastal natural resources</p> <p>There is a will at national and local level to continue an integrated approach to sustainable use of natural marine and coastal resources</p>
<p>Output 1: Improved climate change knowledge integrated into land use and coastal development plans</p>	<ol style="list-style-type: none"> <li>1. Number of plans, norms to take into account losses from CC and integrate climate change adaptation measures</li> <li>2. Coastal land use planning guide incl. climate change used in local planning</li> <li>3. Understanding and awareness of climate change in local government</li> </ol>	<ol style="list-style-type: none"> <li>1. Local and national development plans do not include climate change factors</li> <li>2. Presently commune plans not consider climate change impacts</li> <li>3. Presently climate change impacts are not considered by local government and understanding is very low</li> </ol>	<ol style="list-style-type: none"> <li>1. At least one plan for each component targeted area is developed to integrate CC risk</li> <li>2. Commune plans developed considering climate change impacts in other vulnerable areas along the coast</li> <li>3. In targeted communities local government well aware and reacting in relation to climate change</li> </ol>	<ol style="list-style-type: none"> <li>1. Policy documents. Final evaluation</li> <li>2. Commune plans</li> <li>3. Training reports, Final evaluation</li> </ol>	



Objective/outcomes	Indicator	Baseline (2010)	Target (mid-term and end of component)	Sources of verification	Risks and Assumptions
	system				
Output 2: Increased resilience of coastal communities and coastal ecosystem buffers to climate change and improved livelihoods	<p>1. % of households in the coastal communities with access to coastal agricultural practices adapted to CC.</p> <p>2. Number of people (male/female) from targeted coastal communities trained on coastal agriculture practices adapted to CC</p> <p>3. Perceived reduction of loss in agricultural production in targeted area.</p> <p>4. Ha of mangrove rehabilitated in target area</p> <p>5. % increase of the length of ecosystem-based protected coastline in target areas.</p> <p>6. % of coastal communities households in mangrove areas with improved livelihood due to access to alternative livelihood options.</p> <p>7. Number of people (female/male numbers) from targeted mangrove areas trained on climate change and alternative livelihoods</p> <p>8. % of women participating in training on climate change and alternative livelihoods</p> <p>9. % of female led household participating in training activities</p> <p>10. Number of demonstration locations implemented in the coastal area</p>	<p>1. No households in the coastal component target areas currently uses climate change resilient livelihood methods</p> <p>2. Communities not aware of climate change impacts and adaptation practices.</p> <p>3. No interventions in the targeted areas so no reduction in loss</p> <p>4. No recent replanting of mangrove in target areas</p> <p>5. The baseline will be established during the inception</p> <p>6. Limited livelihood options for communities in mangrove areas</p> <p>7. Extremely limited awareness and information on alternative livelihood</p> <p>8. Baseline to be established during inception.</p> <p>9. Baseline to be established during inception</p> <p>10. Presently no adaptation measures have been carried out in the coastal area</p> <p>11. Limited or no capacity on climate change impacts and adaptation in provincial departments</p> <p>12. No reporting structure regarding climate change exists</p>	<p>1. At least 30% of targeted households participate in innovative sustainable and climate resilient coastal livelihood activities</p> <p>2. At least 30% of people (male/female) living in the targeted areas are aware of climate change and climate resilient agriculture practices</p> <p>3. At least 30 % of households show reduction of agricultural production loss</p> <p>4. At least 60% of mangrove rehabilitated in identified target areas</p> <p>5. At least 20% increase in ecosystem-based coastal protection</p> <p>6. At least 20% of households in mangrove areas adopt alternative livelihood options and have increased livelihood</p> <p>7. At least 40% of people (female/women) living in targeted communities are aware of climate change and alternative livelihood and show increased resilience through capacity established</p> <p>8. At least 30% of participants in community training courses are women</p> <p>9. At least 20% of female participants represents female led households</p> <p>10. A minimum of two to four demonstration sites identified and adaptation measures implemented. Two sites has been pre-identified but some additional sensitive sites might be included if funds are available.</p> <p>11. Interdepartmental units capacitated to implement climate change measures</p> <p>12. Reporting structure established to NCCC and other relevant committees on climate change impacts in coastal area and measures implemented.</p> <p>12a The results of at least one demonstration site is</p>	<p>1. Household surveys Monitoring and evaluation reports</p> <p>2. Training reports</p> <p>3. Household surveys</p> <p>4. Mangrove diagnostique</p> <p>5. Monitoring and evaluation reports State of the Coastal Environment Report</p> <p>6. Household survey</p> <p>7. Training report; Monitoring and evaluation reports</p> <p>8. Training reports</p> <p>9. Training reports</p> <p>10. Monitoring and evaluation reports</p> <p>11. Monitoring and evaluation reports</p> <p>12. Annual reporting to NCCC and NCSC.</p>	

Objective/outcomes	Indicator	Baseline (2010)	Target (mid-term and end of component)	Sources of verification	Risks and Assumptions
	11. Capacity developed for identification of climate change impacts and adaptation measures in key provincial departments 12. Reporting structure established for climate change impacts in coastal area		considered by the NCCC for potential replication in other areas of the country		

The CCCA programme also co-finances as parallel funding to the GEF/LDCF funded coastal adaptation project implemented by UNEP in partnership with the Ministry of Environment.

**Annex 2b: Result Framework of GEF/LDCF funded "Vulnerability Assessment and Adaptation Programme for Climate Change in the Coastal Zone of Cambodia Considering Livelihood Improvement and Ecosystems" project implemented by the United Nations Environment Programme and executed by the Ministry of Environment.**

	Indicator	Baseline	Targets	Source of verification	Risks and assumptions
<p><b>Project Objective:</b> to reduce vulnerability of coastal communities to the impacts of climate change by strengthening policy and science, and demonstrating targeted local interventions to increase ecosystems</p>	<p>1. The percentage change in vulnerability of men and women living in the demonstration sites to climate change risks threatening the coastal zone.</p>	<p>1. The baseline will be determined in the demonstration sites in the inception phase through a VRA.</p>	<p>1a. Mid-way through the project, a 20% increase in the VRA score.</p> <p>1b. By the end of the project, a 50% increase in the VRA score.</p>	<p>1. Gender-sensitive field surveys/VRA.</p>	<p>Assumption: Demonstration sites are best placed to demonstrate the benefits of measures to adapt to climate change.</p> <p>Assumption: Climate change concerns are not overshadowed by other emergency matters or urgent projects.</p>
<p><b>Outcome 1:</b> Institutional capacity to assess climate change risks and integrate them into national development policies strengthened.</p> <p><b>Outputs:</b></p> <p>1.1 Systems and processes for identification and implementation of adaptation measures.</p> <p>1.2 Climate change risks are incorporated into development plans and policy.</p> <p>1.3 Relevant government departments are trained on climate change risks and adaptation within the coastal zone.</p> <p>1.4 Indicators for monitoring climate change impacts and assessing risks in the coastal zone in place.</p>	<p>1. Number of government agencies participating in the data network (i.e. collecting and analysing climaterelated data related to the coastal zone and disseminating results to the CCU).</p> <p>2. Climate change risks determined for the coastal zone through modelling of climate change impacts (yes/no).</p> <p>3. Number of relevant national development plans and policies which include climate change considerations</p> <p>4. Number of indicators for monitoring climate change impacts within the coastal zone developed.</p>	<p>1. A data network has not been established in Cambodia.</p> <p>2. Climate change impacts and risks have not yet been modelled for the coastal zone in Cambodia.</p> <p>3. At present, climate change considerations (including adaptation) are largely absent from relevant national development plans and policy (although climate change is included in the updated NSDP) and emphasis is placed, rather, on post-disaster emergency relief.</p> <p>4. At present, specific indicators to measure climate change indicators are not available.</p>	<p>1. At least 5 relevant government agencies participating in the network and disseminating climate-related analyses relevant to the coastal zone to the CCU.</p> <p>2a. Mid-way through the project, summary reports and policy briefs regarding the results of modelling have been developed for Koh Kong and Sihanoukville provinces.</p> <p>3. By the end of the project, at least two national development plans/policies relevant to the coastal zone are revised to include climate change considerations</p> <p>4. By the end of the project, at least five indicators have been developed, measured and documented for the coastal zone.</p>	<p>1. Interviews with relevant government agencies and with the CCU.</p> <p>2. Summary report and policy briefs developed regarding the modelling.</p> <p>3a. Revised Documents</p> <p>3b. Interviews with agencies concerned.</p> <p>4. The report developed detailing the indicators for inclusion</p>	<p>Assumption: Demonstration sites are best placed to demonstrate the benefits of measures to adapt to climate change.</p> <p>Assumption: Climate change concerns are not overshadowed by other emergency matters or urgent projects.</p> <p>Risk: Institutions do not allow for interinstitutional data sharing, planning and implementation of actions for climate change adaptation measures.</p>
<p><b>Outcome 2:</b></p>	<p>1. Number of</p>	<p>1. Vulnerability</p>	<p>1. By the end of the</p>	<p>1a.</p>	<p>Assumptions:</p>

<p>Adaptation planning in the coastal zone improved.</p> <p><b>Outputs:</b></p> <p>2.1 Vulnerability maps for sensitive ecosystems and infrastructure within the coastal zone.</p> <p>2.2 Relevant provincial-and district level stakeholders are trained on climateproofing development and adaptation planning within the coastal zone</p>	<p>Detailed vulnerability maps produced.</p> <p>2. A comprehensive adaptation plan, including guidance on zoning and land use planning in the context, is developed for the coastal zone (yes/no)</p>	<p>maps taking into account climate change risks are not presently available for the entire coastal zone (one was developed for Koh Kong for the INC, 2002, see Figure 6).</p> <p>2. Such a comprehensive adaptation plan has not yet been developed for the coastal zone</p>	<p>project, vulnerability maps for each of the four coastal provinces are produced.</p> <p>2. By the end of the project, a comprehensive adaptation plan is developed for the coastal zone.</p>	<p>Vulnerability maps.</p> <p>1b. Interview with MLMUPC</p> <p>2a. Interviews with district-and provincial-level authorities and the CCU</p> <p>2b. The adaptation plan</p>	<p>Climate change concerns are not overshadowed by other emergency matters or urgent projects.</p> <p>Assumption: There is political commitment at the national and local levels to enforce existing regulations on the use and development of marine and coastal natural resources.</p> <p>Risks: lack of commitment from communities</p> <p>Risk: Institutions do not allow for interinstitutional data sharing, planning and implementation of actions for climate change adaptation measures.</p>
<p><b>Outcome 3:</b> Vulnerability of productive systems to increased floods reduced.</p> <p><b>Output:</b></p> <p>3.1 Coastal communities use agricultural practices protected from changing climatic conditions and livelihoods are improved.</p>	<p>1. The percentage change in the income of men and women in the demonstration sites. This is a proxy for climate-resilient income production.</p> <p>2. The percentage change in subsistence food production of male and female subsistence farmers in the demonstration sites. This is a proxy for climate-resilient food production.</p> <p>3. Number of men and women from local communities aware of climate change vulnerability and adaptation responses.</p> <p>4. Number of men and</p>	<p>1. The baseline will be determined through surveys undertaken during project implementation.</p> <p>2. The baseline will be determined through surveys undertaken during project implementation.</p> <p>3. At present, local communities' understanding of climate change and its impacts and importantly, how to adapt, is minimal. The baseline will be determined in the inception phase through surveys.</p> <p>4. Perceived vulnerability to climate change will be determined during the inception phase through surveys.</p>	<p>1a. Mid-way through the project, a 10% increase in income of men and women.</p> <p>1b. By the end of the project, a 20% increase in income of men and women.</p> <p>2a. Mid-way through the project, a 10% increase in annual food production.</p> <p>2b. By the end of the project, a 20% increase in annual food production.</p> <p>3a. Mid-way through the project, at least 20% of the populations within demonstration site communities are aware of climate change impacts and adaptation options based on their involvement with demonstration site interventions.</p> <p>3b. By the end of the project, at least 50% of the population within demonstration</p>	<p>1a. Gender-sensitive surveys undertaken within demonstration sites.</p> <p>1b. End of project evaluation reports.</p> <p>2a. Gender-sensitive surveys undertaken within demonstration sites.</p> <p>2b. VRAs.</p> <p>2c. End of project evaluation reports.</p> <p>3. Gender-sensitive surveys among</p>	<p>Assumption: Large-scale infrastructural developments will not take place within the coastal zone during project implementation that will unduly disturb the coastal ecosystem or the project's planned activities.</p> <p>Assumption: There is political commitment at the national and local levels to enforce existing regulations on the use and development of marine and coastal natural resources.</p> <p>Assumption: Demonstration sites are best placed to demonstrate the benefits of measures to adapt to climate change.</p> <p>Assumption: Local communities are willing to pursue alternative livelihoods.</p> <p>Risk: Lack of commitment from communities.</p>

	women in the demonstration sites whose perceived vulnerability to climate change has decreased.		site communities are aware of climate change impacts and adaptation options. 4. By the end of the project, at least 80 people in the demonstration sites express a reduction in their perceived vulnerability to climate change.	demonstration site communities regarding climate change impacts and adaptation options, VRAs. 4. Gender-sensitive surveys among demonstration site communities.	Risk: Limited gain in livelihood related to agricultural protection measures and/or mangrove rehabilitation might reduce community participation.  Risk: Extreme climate events such as floods and droughts could disrupt project activities and/or damage ecosystems and infrastructure.  Risk: Competing activities for land use could cause conflict in relation to the implementation of adaptation measures.
<b>Outcome 4:</b> Resilience of coastal buffers to climate change increased and livelihoods improved. <b>Outputs:</b> 4.1 Ecosystem-based coastal protection through mangrove system restoration. 4.2 Increased awareness on the importance of mangrove system restoration	1. Number of hectares of mangrove forests rehabilitated to withstand climate change impacts within the demonstrations sites. 2. Number of hectares of replanted mangroves that survive. 3. Report on mangrove restoration practices in response to climate change developed	1. Surveys undertaken during the inception phase will determine the extent of mangrove forests within the demonstration site requiring rehabilitation. 2. Not applicable as replanting by the project is yet to take place. 3. No such report exists at present in Cambodia.	1a. Mid-way through the project, at least 15 ha of mangrove forests within the demonstration sites is replanted.  1b. By the end of the project, at least 60 ha of the mangrove forests within the demonstration sites is replanted. (These targets are likely to be re-assessed in light of the baseline)  2. By the end of the project, at least 30 ha of mangroves planted by the project's efforts survive. 3. By the end of the project, a report detailing the restoration strategy undertaken in response to anticipated climate change impacts developed based on the data collected during the project lifetime	1. Ecological surveys and field visits. 2. Ecological surveys and field visits. 3. The restoration report.	Assumption: Demonstration sites are best placed to demonstrate the benefits of measures to adapt to climate change.  Assumption: Local communities are willing to pursue alternative livelihoods.  Risk: Limited gain in livelihood related to agricultural protection measures and/or mangrove rehabilitation might reduce community participation. Risk: Extreme climate events such as floods and droughts could disrupt project activities and/or damage ecosystems and infrastructure Risk: Competing activities for land use could cause conflict in relation to the implementation of adaptation measures. Risk: Lack of commitment from communities.



## Budget by project components

Project number:		
Project executing partner:		Ministry of Environment
Project implementation period:		
From:	Jan-11	Expenditure by project component/activity
To:	Dec-14	

UNEP Budget Line	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Project Management	M&E	Total	Expenditure by calendar year					
								Year 1	Year 2	Year 3	Year 4	Total	
<b>10 PERSONNEL COMPONENT</b>													
1100 Project personnel													
1101 Assistant coordinator					16,800		16,800	4,200	4,200	4,200	4,200		16,800
1102 Administration/finance assistant (portion)					5,200		5,200			2,400	2,800		5,200
<b>1199 Sub-total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,000</b>	<b>0</b>	<b>22,000</b>	<b>4,200</b>	<b>4,200</b>	<b>6,600</b>	<b>7,000</b>		<b>22,000</b>
1200 Consultants													
1201 Senior Technical Advisor	132,000	74,750			75,000		281,750	151,750	44,000	55,000	31,000		281,750
1202 International climate change adaptation specialist	47,450	29,200	18,250				94,900	47,450	21,900	14,600	10,950		94,900
1203 International policy expert	10,950						10,950	10,950					10,950
1204 International climate change modeler	40,150	14,600					54,750	14,600	25,550	14,600			54,750
1205 International water resources modeler	29,200						29,200		29,200				29,200

1206	International oceanographer	18,250			18,250					18,250
1207	International land use/spatial planner		36,500		36,500	18,250	18,250			36,500
1208	Local climate change expert	9,000	15,000		24,000	8,000	6,000	6,000	4,000	24,000
1209	Local GIS expert	6,000			6,000		6,000			6,000
1210	Local socio-economist	6,000	9,000	9,000	24,000	8,000	6,000	6,000	4,000	24,000
1211	Local natural resources specialist	3,000			3,000		3,000			3,000
1212	Local environmental specialist	3,000			3,000		3,000			3,000
1213	Local workshop facilitator	3,000			3,000		1,500	1,500		3,000
1214	Local land use/spatial planner		21,000		21,000		12,000	9,000		21,000
1215	International Shoreline management expert		14,600		14,600		7,300	7,300		14,600
1216	Local water resource expert		15,000		15,000	3,000	6,000	3,000	3,000	15,000
1217	Local agriculture expert		15,000	6,000	21,000	6,000	6,000	6,000	3,000	21,000
1218	Local forestry mangroves expert		18,000		18,000	3,000	6,000	3,000	6,000	18,000
1219	Local infrasture expert		3,000		3,000			3,000		3,000
1220	Local cartographic expert'		6,000		6,000		3,000	3,000		6,000
1221	Local anthropologist		6,000		6,000	3,000	3,000			6,000
1222	Local meteorologist		6,000		6,000	3,000		3,000		6,000
1223	International ecosystems services expert			21,900	21,900		10,950		10,950	21,900
1224	International Livelihoods specialist			36,500	36,500		10,950	14,600	10,950	36,500
1225	Local policy expert			9,000	9,000			3,000	6,000	9,000
1226	International M&E expert			20,440	20,440		10,950		9,490	20,440

1227	Local M&E expert					6,000		6,000	3,000		3,000	6,000	
1299	<b>Sub-total</b>	<b>308,000</b>	<b>283,650</b>	<b>33,250</b>	<b>67,400</b>	<b>75,000</b>	<b>26,440</b>	<b>793,740</b>	<b>277,000</b>	<b>261,800</b>	<b>152,600</b>	<b>102,340</b>	<b>793,740</b>
1601	Travel for project management					20,440		20,440	5,200	5,100	5,000	5,140	20,440
1602	Travel on official business	49,100	42,386	10,600	12,800			114,886	35,300	25,100	23,000	31,486	114,886
1699	<b>Sub-total</b>	<b>49,100</b>	<b>42,386</b>	<b>10,600</b>	<b>12,800</b>	<b>20,440</b>	<b>0</b>	<b>135,326</b>	<b>40,500</b>	<b>30,200</b>	<b>28,000</b>	<b>36,626</b>	<b>135,326</b>
1999	<b>Component total</b>	<b>357,100</b>	<b>326,036</b>	<b>43,850</b>	<b>80,200</b>	<b>117,440</b>	<b>26,440</b>	<b>951,066</b>	<b>321,700</b>	<b>296,200</b>	<b>187,200</b>	<b>145,966</b>	<b>951,066</b>
<b>20</b>	<b>SUB-CONTRACT COMPONENT</b>												
2200	Sub-contract(MoUs/LoAs for supporting organizations)												
2201	MoU/LoA with MAFF, MoWRAM, MLMUPC			18,000	18,000			36,000			18,000	18,000	36,000
2199	<b>Sub-total</b>	<b>0</b>	<b>0</b>	<b>18,000</b>	<b>18,000</b>	<b>0</b>	<b>0</b>	<b>36,000</b>	<b>0</b>	<b>0</b>	<b>18,000</b>	<b>18,000</b>	<b>36,000</b>
<b>30</b>	<b>TRAINING COMPONENT</b>												
3200	Group training												
3201	Training needs assessment	3,000						3,000	3,000				3,000
3202	Climate change adaption training (including preparation of training course)	15,000						15,000	7,500	7,500			15,000
3203	Training exercise	38,000			4,000			42,000	30,000	12,000			42,000
3299	<b>Sub-total</b>	<b>56,000</b>	<b>0</b>	<b>0</b>	<b>4,000</b>	<b>0</b>	<b>0</b>	<b>60,000</b>	<b>40,500</b>	<b>19,500</b>	<b>0</b>	<b>0</b>	<b>60,000</b>
3300	Meetings/conferences												
3301	Workshops	31,000	22,600		10,000			63,600	23,000	17,600		23,000	63,600
3302	Inception Workshop						7,000	7,000	7,000				7,000

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3399	Sub-total	31,000	22,600	0	10,000	0	7,000	70,600	30,000	17,600	0	23,000	70,600
3999	Component total	87,000	22,600	18,000	32,000	0	7,000	166,600	70,500	37,100	18,000	41,000	166,600
50	<b>MISCELLANEOUS COMPONENT</b>												
5200	Reporting costs												
5201	Drafting of policy revisions	8,000						8,000	8,000				8,000
5202	Printing, laminating binding etc	14,800	28,100		8,450			51,350	20,500	12,800	6,000	12,050	51,350
5203	Inception Workshop report						3,000	3,000	3,000				3,000
5204	Lessons learned report	2,500	2,500	2,500	2,500			10,000				10,000	10,000
5299	Sub-total	25,300	30,600	2,500	10,950	0	3,000	72,350	31,500	12,800	6,000	22,050	72,350
5300	Sundry												
5301	General office supplies	16,000	6,500					22,500	17,000	2,000	3,500		22,500
5302	Deepening the natural lake				101,250			101,250		42,250	41,000	18,000	101,250
5303	Constructing a dike				122,500			122,500			63,000	59,500	122,500
5304	Planting Teap trus tree to stabilising Peam Krasaop beach				12,180			12,180		12,180			12,180
5305	Providing rainwater harvesting tanks				15,000			15,000		15,000			15,000
5306	Planting trees for stabilising Peam Krasaop beach				3,248			3,248		3,248			3,248
5307	Undertaking mangrove restoration				49,800			49,800		32,900	16,900		49,800
5308	Equipment and supplies for piloting alternative livelihoods				20,824	22,682		43,506		16,500	16,400	10,606	43,506
5399	Sub-total	16,000	6,500	271,754	75,730	0	0	369,984	17,000	124,078	140,800	88,106	369,984
5500	Evaluation												

5501	Audits						10,000	10,000	2,500	2,500	2,500	2,500	10,000
5581	Mid-term evaluation						30,000	30,000		15,000	15,000		30,000
5582	Final Evaluation						35,000	35,000				35,000	35,000
5499	Sub-total						75,000	75,000	0	15,000	15,000	35,000	75,000
5999	Component total	41,300	37,100	274,254	86,680	0	78,000	517,334	48,500	151,878	161,800	145,156	517,334
99	Grand total	485,400	385,736	336,104	198,880	117,440	111,440	1,635,000	440,700	485,178	367,000	332,122	1,635,000

UNDP is not accountable for these results and resources but will facilitate for information sharing and coordination between CCCA and LDCF funded coastal component.

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## **Annex 3: Terms of References**

### **1. Terms of Reference Programme Support Board**

#### **Overall mandate:**

The Programme Support Board (PSB) or “Board” is the group responsible for providing guidance and direction and making high level management decisions for the Cambodia Climate Change Alliance (CCCA) Programme.

#### **Composition:**

The Board is composed of selected representatives of the National Climate Change Committee (NCCC) and Development Partners. The Board is chaired by a high level representative of the Implementing Partner (Ministry of Environment on behalf of NCCC) who will fill the responsibility of “Chair”. The Chair is representing the programme ownership. The Chair is ultimately responsible for the programme, supported by the NCCC representatives and DP Representative.

The Board members shall represent the interests of those who will benefit from the programme and the parties, which provide funding and/or technical expertise to the programme. The Board can also extend invitation to observers such as other key DPs, representatives of the Climate Change Technical Team (CCTT), grant component representatives and other technical advisers. The Head of the Trust Fund Secretariat is ex-officio member to the Board to report on the overall progress, risks and issues, to ensure coordination and avoid duplication between different climate change initiatives. As the programme is up and running and the PSB become well established it is foreseen that some Development Partners may withdraw in the PSB and be represented by another DP member thereby reducing overhead costs and supporting harmonised practices.

#### **Periodicity:**

The Board meets on a regular basis, at least twice a year, or when required.

#### **Responsibilities:**

- Provide overall guidance to ensure that objectives defined in the CCCA programme document are fulfilled in an effective and efficient manner;
- Review CCCA progress reports;
- Review and approve work plans and budgets;
- Review and approve grant proposals submitted for funding as recommended by the CCTT;
- Monitor progress in the implementation of the workplan and the different grant components through the submission of progress reports and performance audit findings by the Head of Secretariat;
- Provide guidance on possible countermeasures/management actions to address specific issues or risks;
- Review and approve rules and procedures for operation and management of the programme and Trust Fund, including Trust Fund Operational Manual;
- Seek clarifications on the performance of key international positions for their information.

#### **Modus Operandi:**

Decisions are reached by consensus. The Chair shall consult with the other Board Members on key decision points. Board decisions should be made in accordance to UNDP standards that shall ensure best value for money, fairness, integrity, transparency and effective international competition. Board decisions shall also be made within the parameters and results defined in the programme document.

UNDP Country Office will play the role of quality assurance for the Board.

This entails:

- Perform oversight activities, such as periodic monitoring visits and “spot checks”;
- Ensure that critical programme information is monitored and updated;
- Ensure that people concerned are fully informed about the programme;
- Ensure that funds are made available to the programme;
- Advise on the selection of strategy, design and methods to carry out programme activities;
- Monitor potential changes and their impact on the quality of deliverables from a supplier perspective;
- Ensure that risks are being tracked and mitigated as effectively as possible;
- Ensure that progress reports including budget status are prepared and submitted on time to all CCCA donors, and according to the required standards in terms of format and content quality;
- Ensure that result(s) and activities including description and quality criteria have been properly recorded to facilitate monitoring and reporting;
- Ensure quality reviews of deliverables and reports produced by Implementing Partners.
- Ensure that the decision related to budgeting by PSB meetings is taken into account responding

## **2. Terms of Reference for Climate Change Technical Team (CCTT)**

### 2.1 Overall Mandate:

The Climate Change Technical Team (CCTT) is responsible for technical activities and provision of advice related to climate change issues in Cambodia necessary for the National Climate Change Committee (NCCC) to fulfil its tasks as described in Article 3 of the NCCC Sub-decree No. 99, dated 18 August 2010. The CCTT is composed of representatives of concerned Government Ministries and institutions, whose mandates are related to climate change issues and to the implementation of the United Nations Framework Convention on Climate Change (UNFCCC). The CCTT is based at the Ministry of Environment. The Formulation and Operation of the CCTT will be coordinated by the Climate Change Department (CCD) as the NCCC Secretariat. The CCTT is the principle advisory body to the NCCC. The CCTT will also provide technical expertise to climate change projects and programmes, and to other related entities dealing with particular climate change issues.

### 2.2 Composition:

Initially, the CCTT will consist of representatives from 15 concerned ministries and agencies of the NCCC. The Permanent NCCC Secretary, will be Chair of the CCTT, and will be instrumental in liaising and coordinating activities with other Government bodies. The NCCC Chair may appoint a CCTT co-chair or vice chair(s) as on the need basis.

### 2.3 Responsibilities:

The CCTT and its members will be responsible for (but not limited to) the following:

- Review project concept notes and full project proposals submitted for funding by CC initiatives under the auspices of the NCCC after initial screening and short-listing by independent experts, and provide recommendations to the NCCC for approval;
- Initiate and provide technical review of draft climate change related policies, strategies, legal instruments, plans and programmes and reports, and provide recommendations to the NCCC for official endorsement;
- Provide technical advice to the NCCC on the implementation and revision of the climate change related policies, strategies, legal instruments, plans and programmes and reports
- Coordinate the preparation of draft Cambodia's Climate Change Strategic Plan (CCCSP) and formulate recommendations to the NCCC for its official endorsement
- Advise on specific climate change technical issues upon request by the NCCC
- Conduct monitoring and evaluation of climate change-related activities, as requested by the NCCC
- Participate in climate change capacity building, events, trainings, workshops, CC negotiations, as required
- Provide technical and policy inputs to formulation of RGC's positions on global climate change policies and agreements;
- Promote sharing of CC related information within the Government and with other concerned stakeholders;
- Support climate change capacity buildings to relevant stakeholders;
- Provide technical inputs to awareness raising and information dissemination activities;
- Support NCCC participation in CC related national and international events;
- Seek inputs and engage public participation in formulation and implementation of efforts to address climate change;
- Strengthen networks with civil society, private sector and academia;
- Act as the climate change focal point of his/her respective ministry/agency

### 2.4 Terms of Service

The CCTT members are appointed by their ministries/institutions and may be replaced at the discretion of their ministries/institutions.

The CCTT members may be entitled to some financial incentives as per the Government policy and upon agreement with concerned development partners who support its activities.

### 2.5 Modus Operandi

On day-to-day basis, the CCTT members undertake their tasks in their own ministries'/institutions' premises and communication among CCTT members will be conducted over emails and other relevant means. As such, CCD shall create a dedicated mailing list for the CCTT to facilitate communication and sharing of documents/information.

CCD will make administrative arrangements for the monthly CCTT meeting. The CCTT will produce a brief quarterly report to the NCCC.

The CCTT will be supported by technical experts in fulfilling their responsibilities.

### **3. Terms of Reference for Trust Fund Secretariat**

#### **3.1 Overall mandate:**

The Trust Fund Secretariat is established to support and ensure effective implementation of decisions that are made for CCCA Trust Fund by the Board. The Secretariat will provide administrative support to the Board and CCTT (for grant proposal appraisals) as well as oversee day-to-day operation of the CCCA trust fund.

The Trust Fund Secretariat will be staffed and run by CCD in respect of their legal mandate defined through the sub-decree on “the Establishment and Functioning of the Department of Climate Change” where it designates CCD to:

- Develop projects and programs and coordinate, monitor and evaluate the implementation of all climate change activities related projects and programs in the Kingdom of Cambodia; and
- Mobilize required resources, particularly to attract grants for implementation of policy, strategy, legal instruments, plans and programs on climate change.

#### **3.2 Composition:**

The Trust Fund Secretariat will be hosted at the Ministry of Environment and staffed by CCD. In order to ensure full national ownership, the Trust Fund Secretariat will be headed by a Government appointee while UNDP will provide technical support and experts as requested on behalf of the Government to be formalized through a Letter of Agreement with specific measurable outputs to be achieved.

The Trust Fund Secretariat, through the Head of the Trust Fund Secretariat, will report to the Board.

#### **3.3 Responsibilities:**

The Trust Fund Secretariat shall have the following responsibilities:

- Develop the CCCA Annual Work Plans, budgets and resource mobilization/allocation plans.
- Develop and consolidate the Annual Report and any other programme reports produced for CCCA.
- Provide administrative support to the Board and CCTT (for grant proposal appraisals), including preparation of agenda and minutes and follow-up on the decisions.
- Develop and update relevant guidelines for trust fund management and grant implementations.
- Develop project review guidelines.

- Develop and launch calls for proposals based priorities and funding allocations approved by the Board.
- Oversee the entire grant process from solicitation, selection, fund disbursement, monitoring and evaluation and closure.
- Provide technical support and guidance to grantees to ensure their compliance with their respective agreements.
- Monitor the performance of the grantees using established M & E framework.
- Monitor and update resource requirements and status of allocations/expenditures.
- Facilitate project or programme evaluations and audits, including facilitation of performance audits, and follow up on the implementation of audit recommendations.
- Define scope of work for establishment of a national trust fund, conduct necessary research activities and report findings/recommendations to the board.
- Establish a national climate change trust fund, based on report findings and legal contexts of Cambodia.
- Develop and updating of CCCA website to post information related to CCCA-funded activities and funding.
- Document lesson learned and best practices.

#### **4. Terms of Reference for the Head of the Trust Fund Secretariat**

##### 4.1 Scope of Work:

Head of the Trust Fund Secretariat (“Head of Secretariat”) is a Government appointee and will serve as the overall Government administrator of the CCCA trust fund. Together with the Trust Fund Administrator, s/he will administer the CCCA trust fund on a day-to-day basis on behalf of the Board. S/he will be a senior serving officer of the Government. The Head of Secretariat’s prime responsibility is to ensure that the Trust Fund produces the results specified in the programme document, to the required standard of quality and within the specified constraints of time and cost.

Key responsibilities of the Head of Secretariat for the administration of CCCA Trust Fund are to:

- Ensure achievement of the overall objectives and specific outputs of the CCCA Trust Fund, by utilizing Trust Fund resources in an efficient, effective and transparent manner;
- Oversee and manage CCCA Trust Fund implementation, monitor work progress and risks, and ensure timely delivery of outputs;
- Prepare and at times amend and update required governance instruments, programme documents and reports and submit for approval by the Board;
- Consolidate the Annual Work Plan (AWP) and programme management reports for the whole CCCA trust fund as required and submit to Board endorsement/approval;
- Provide input to management and technical reports and other documents as described in the M & E plan for the overall programme. Reports should contain assessments of progress in implementing activities, including reasons for delays, if any, and recommendations on necessary improvements;
- Ensure that Trust Fund Operations Manual, resource mobilisation/allocation plans and other key programme documents are prepared in a timely fashion and ensure that they are kept up-to-date supported by UNDP;

- Liaise closely with UNDP on matters relating to the Trust Fund management including audits and evaluations;
- Provide secretariat support to the Board and CCTT (for grant proposal appraisals) including providing briefings to Board members, participate as observer in both meetings, and follow up on the outcomes of such meetings and report on progress;
- Inform the Board without delay of any issue or risk which might jeopardize the success of the Trust Fund;
- Coordinate the work of the different grant component coordinators to ensure timely and efficient preparation of work plans, budgets and reporting in accordance with the agreed rules and procedures;
- Provide necessary links to other government/national institutions to discuss and explore options for nationally owned trust fund and commission necessary studies for this purpose; and
- Serve as focal point for Trust Fund interaction with Government institutions, international/regional institutions and other stakeholders (donors, NGOs, academic institutions and the private sector) on resource mobilisation and general external relations based on the CCCA Trust Fund Communication Plan.

Key responsibilities of the Head of Secretariat vis-a-vis the Trust Fund Secretariat are to:

- Ensure that appropriate and adequate office space and utilities are provided to the CCCA Trust Fund Secretariat as part of the Government's in-kind contribution to the CCCA programme;
- Lead in the identification, selection and recruitment of all staff, consultants and other experts required for the Trust Fund Secretariat and monitor their performance;
- Mobilize goods and services for the Secretariat activities, including drafting TORs and work specifications; and
- Prepare and manage the workplan and budget for the Trust Fund Secretariat and submit quarterly reports and make funds requests to UNDP.

## **5. Terms of Reference for Trust Fund Administrator**

### 5.1 Scope of Work:

The Trust Fund Administrator (TFA) will be based in the CCCA Trust Fund Secretariat hosted by the Ministry of Environment and will be responsible for the financial oversight and management of the trust fund entity and all financing actions undertaken by the Programme. The TFA is accountable for the proper management of the trust fund, which includes ensuring:

- Consistency between programme activities and the relevant guidelines including the Trust Fund Operational Manual, Application Guidelines and Implementation Guidelines for grantees;
- Donor reporting requirements, as described in the TOR for CCCA trust Fund and Contribution Agreements, are fully complied with;
- No overspending of trust fund resources;
- Timely collection of contributions in accordance with the payment schedule;
- Accurate recording of all activities relating to the trust fund; and
- Compliance with UNDP's financial regulations, rules, policies and procedures.



The TFA will also provide Capacity Development support to the Government to strengthen and enhance government capacity and systems to ensure that subsequent programme phases can use Government systems. The TFA will also support the design of a future climate change financing mechanism in Cambodia.

## 5.2 General duties:

The general duties of the TFA include:

- Act as the focal point for all questions relating to the activities of the trust fund;
- Serve as the main contact for internal communications and reporting on the trust fund with outside parties, including (but not limited to) donor and programme country Governments, private contributors, media, and other stakeholders, as needed;
- Ensure appropriate representation of the trust fund at meetings of with other UN bodies, agencies or programme country Governments;
- Initiate and follow-up on all fund raising activities of the trust fund in coordination, whenever necessary;
- Ensure that all obligations arising from the Contribution Agreement are met including reporting requirements;
- Follow-up with the donor to ensure that contributions are received on a timely basis, in accordance with the payment schedule in the contribution agreement.
- Maintain a resource plan showing cash flow requirements and resources available, based on income received and/or pledged, interest income, and actual/projected expenditure;
- Ensure that
  - Allocations to projects do not exceed the trust fund resource balance
  - Project budgets do not exceed project allocations
  - Project expenditure plus advances to national implementing partners do not exceed project budgets.
- Where the TFA determines that the project expenditure exceeds (or is about to exceed) the project allocation, the TFA must immediately follow-up with the Board. Where the over-expenditure is not resolved, the TFA must formally notify the Board that the programme is suspended.
- Ensure that advances to national implementing partners are adequately monitored by the Trust Fund Secretariat.
- Monitor for significant implementation issues that may impact the expenditure or where there are implications for donor relations, and ensure that the donors are kept duly informed;
- Ensure that all reporting requirements as stated in the trust fund Agreement are compliant with UNDP rules and procedures;
- Follow-up with donors on a regular basis to ensure that donors are kept informed and donor queries are promptly resolved;
- Ensure that financial management oversight and accountability set up including reporting response to audit recommendations, and requests from donors;
- Consult with the donors on the disposition, upon closure, of the unexpended trust fund balance where required, by the TORs of the trust fund and advise UNDP Office of Finance and Administration;

- Support preparation and implementation of capacity needs assessment and capacity development plan with regard to financial management capacity and systems;
- Prepare and deliver training and on-the-job coaching in accordance with capacity development plan on financial management and systems.

### 5.3 Qualifications:

- At least 5 years experience with financial management of development financing and financing modalities; Experience with UNDP systems an advantage;
- At least 5 years in donor liaison, institutional strengthening, planning and management of climate change, environmental and/or physical planning programmes in developing countries, is an advantage;
- Good communication and computer skills;
- Fluent in spoken and written English.

### 5.4 Reporting:

The TFA will be contracted by the UNDP and report to the Head of Secretariat and UNDP Deputy Country Director for review base on the UNDP rules. The TFA will also cooperate with the CCTT, the Head of Secretariat, Chief Technical Advisor and Development Partners and ensure the availability of information on progress and performance in the implementation of the trust fund. The TFA will support the Head of Secretariat to liaise with and coordinate all financing activities in the the grant components.

## **6. Terms of Reference for National Project Director**

### 6.1 Scope of Work

The National Project Director (NPD) is a Government appointee and will serve as the overall manager of the “Climate Change Policy Development and Knowledge Management Project” implemented by CCD. S/he will be a senior serving officer of the Implementing Partner, the MoE, who is directly involved in overseeing climate change activities implemented by the MoE. The NPD will ensure that CCD will successfully deliver the project outputs and achieve the project objectives.

Key responsibilities of the NPD are to:

- Ensure that appropriate and adequate office space and utilities are provided to the project as part of the Government 's in-kind contribution to the programme;
- Provide overall leadership to project staff, including the NPC, the Team Leaders, and short-term consultants, both local and regional/international;
- Serve as focal point for programme interaction with Government institutions, international/regional institutions and other stakeholders (donors, NGOs, academic institutions and the private sector);
- Lead the formulation and operation of the Climate Change Technical Team (CCTT);
- Liaise with UNDP on key matters relating to the programme implementation;
- Ensure the timely delivery of quarterly financial and progress reporting requirement to UNDP;

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- Ensure achievement of the overall objectives and specific outputs of the project, by utilizing project resources in an efficient, effective and transparent manner;
- Receive detailed workplans and budgets, and financial reports submitted by the NPC and seek PSB approval or approve by herself/himself based on her/his authority;
- Coordinate between different institutions linked with the project to ensure that all project activities are implemented efficiently and as planned;
- Assure the government inputs to the project are forthcoming in a timely and effective manner; and
- Inform the Trust Fund Secretariat without delay of any issue or risk which might jeopardise the success of the project.

## 6.2 Reporting:

The NPD will be a senior serving officer of the Ministry of Environment. The NPD will report on progress of the project to the Trust Fund Secretariat. The NPD will work closely with the NPC and Chief Technical Advisor, to ensure the availability of information on progress and performance in the implementation of the project.

## **7. Terms of Reference for National Project Coordinator**

### 7.1 Scope of Work:

The National Project Coordinator (NPC) will play a key role in project execution and has the daily responsibility for management, coordination, and supervision of the implementation of the “Policy Coordination and Knowledge Management Project” and delivery of the project results in accordance with the programme document and agreed work plans. The responsibilities of the NPC will include:

- Oversee and manage project implementation, monitor work progress, and ensure timely delivery of outputs;
- Coordinate the preparation of all annual and quarterly work plans and project management reports as required and submit in a timely manner;
- Identify and obtain any support and advice required for the management, planning and control of the project;
- Assist in the identification, selection and recruitment of all staff, consultants and other experts as required;
- Coordinate and facilitate the work of all national and international consultants and advisors hired under the project;
- Coordinate the mobilization of goods and services to initiative activities, including drafting TORs and work specifications;
- Control expenditures and assure adequate management of resources approved for the project;
- Manage and monitor project issues and risks;
- Identify relevant, on-going activities by other government and non-government agencies, and establish linkages/networks;
- Build partnerships with international/regional institutions and national organizations and;
- Coordinate and provide secretarial support to the National Climate Change Committee

## 7.2 Reporting:

The NPC will be a staff member of the Climate Change Department of the Ministry of Environment. The NPC will report on progress of the project to the NPD. The NPC will work closely with the Chief Technical Advisor, to ensure the availability of information on progress and performance in the implementation of the project.

## **8. Terms of Reference for Climate Change Technical Specialist**

### 8.1 Scope of Work:

The Climate Change Technical Specialist (CCTS) will be based in the CCD and assure the technical quality of the Policy Development and Knowledge Management (CCDPK) Project, Grant 1 of CCCA, and provide guidance and advise to the Project management on all aspects of project implementation and operation. The Technical Specialist will work closely with the NPC and provide support in coordination of inputs of various stakeholders including NCCC, line ministries and agencies, sub-national authorities, and civil society. The Technical Specialist will support the NPC to define and coordinate all advisor and technical assistance inputs attached to the CCCA- CCPDK Project.

CCTS will also work closely with CCTT to support CCDPK project implementation and regular coordination of technical team meetings, and participate as observer in the PSB meetings

### 8.2 General duties

In general the duties will include:

- Support partnership development, marketing and fund raising for the implementation of key outputs related to Climate Change Policy Development and Knowledge Management.
- Develop and maintain good communications in UNDP, Donors (EU, Sweden and DANIDA) and with the government counterparts (NCCC and MoE).
- Maintain good synergy building between CCPDK with relevant grant projects funded by CCCA, and with relevant initiatives such as the Pilot Programme for Climate Resilience (PPCR).
- Conduct capacity needs assessment and capacity score card development, and prepare a capacity development plan for the NCCC, CCD and the Climate Change Technical Team;
- Provide training and on the job coaching for senior staff in key sector ministries and where relevant local authorities and civil society;
- Support technical training and assistance to potential project target beneficiaries;
- Prepare draft TORs and participate in selection process for Technical Assistance as required and support the identification, evaluation, recruitment (where necessary) and training of project staff.
- Support the roll out of the Climate Change mainstreaming action plan, together with the appropriate legislation, guidance, awareness raising and training;

- Support the production of sector specific guidelines for mainstreaming and production of policy and legal instruments as required to integrate climate change into national/sector and sub-national levels;
- Contribute to the mainstreaming action plan, to increased inter-sector coordination on Climate Change and to identifying and meet priority sector needs;
- Support the tailoring of priority policy, legal and regulatory instruments for specific sectors and the introduction of these instruments into the routines of key institutions;
- Support the NPC to establish a Climate Change focal point network, to prepare Climate Change policy and discussion papers and to participate in cross-sector forums;
- Support preparation of sector mainstreaming road maps, information, training and guidelines as required; and
- Support mainstreaming of cross cutting issues: environment, gender, governance, and poverty in connection with climate change responses.

All of the above tasks will involve neither the exercise of public authority nor the use of discretionary powers of judgment. There is an obligation to directly inform the PSB Chair of any problem of any nature which may impact on the effectiveness of the -CCPDK initiative as soon as it arises.

### 8.3 Reporting:

The CC Technical Specialist will be contracted by the UNDP and reports to NPC and UNDP Deputy Country Director for review based on the UNDP rules. He or she will cooperate with the NPC to develop work packages, and deliver her/his own products to NPC.

### 8.4 Qualifications:

- Master's Degree in climate change, Environment, Natural Resources, Economics, Public Administration, Physical Planning, Engineering or related discipline; postgraduate qualifications is an advantage.
- At least 7 years of experience relevant to Climate Change adaptation and mitigation,;
- Good experience in the UNFCCC processes
- Good experience in Capacity Needs Assessment on Climate Change
- Knowledge in climate change strategy and policy development
- Experience of mainstreaming cross cutting issues (environment, gender, governance, poverty, youth);
- Proven good experience in project management, monitoring and evaluation
- Experience in successful partnership building and resource mobilisation;
- Good communication and computer skills; and
- Experience in the usage of computers and office software packages, good knowledge and experience in handling of web-based management systems.
- Fluency in spoken and written English. Knowledge of Khmer language is a plus.

## **9. Terms of Reference of Independent Experts**

### 9.1. Scope of Work:

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The independent experts will be tasked to conduct technical review of concept notes or full project proposals prior to establishment of the CCTT based on his/her expertise and to ensure an impartial review of grant proposals. The Review guidelines and criteria will be provided to the experts as a basis for the review. The experts will be contacted to conduct the review on an ad-hoc basis once the concept notes or project proposals have been collected. The experts will be contracted by UNDP and will be paid a fixed fee per output in accordance with UNDP rules and regulations.

The experts are expected to deliver the technical review notes which assess the technical quality of the concept notes or proposals in accordance with the guidelines provided by the CCCA Trust Fund. Experts also prepare inquiries to applicants to clarify issues identified in full project proposals.

### 9.2. Qualifications:

- Academic background preferably minimum MSc, in Natural Resource Management, Environmental/Earth Sciences, Climate Change Science, Environment/Development Economics, or closely related fields;
- A proven track record and a minimum of 7 years working experience or more within specific fields relevant to climate change and disaster risk management issues in Cambodia, as mentioned below;
- Practical working experience in Cambodia of climate change issues within areas of: ecosystem management, water resources management, sustainable land use, agriculture, forestry, fisheries, health, infrastructure, meteorology, community-level livelihoods and support, landscape planning and conservation, NRM-based community and other small/medium size businesses, , education, information management, and/or other closely related fields;
- Work experience with the Royal Government of Cambodia's planning structure, strategic plans and processes at national and sub-national level;
- Practical work experience in project implementation an asset;
- Relevant experiences with technical appraisal, monitoring and evaluation of climate change related project or programs.
- Fluency in English, knowledge of Khmer an advantage.

### 9.3 Reporting:

Independent experts will report to the Head of Secretariat of the CCCA Trust Fund for the duration of their services and will be paid upon delivery of satisfactory outputs. The Secretariat will provide working space for the experts if required and will also assert its right to make ad hoc verification of experts' independence from proposal proponents, in order to establish no conflict of interests. The experts will be working closely with the CCCA Trust Fund Administrator, Chief Technical Advisor, the secretariat team, and members of the CCTT as necessary, during the review process.



## **Annex 4: UNDP Roles and Responsibilities**

### **I. UNDP's role as a "Trust Fund Manager":**

The UNDP Country Office is accountable for the proper administration of the CCCA Trust Fund as described in the contribution agreements with each CCCA donor, which includes but is not limited to:

- Ensure that the Action is carried out in accordance with the Description of the Action contained in Annex I and is responsible for achieving the objectives set out therein.
- Report on the indicators of achievement specified in the Description of the Action.
- Implement the Action with the requisite degree of care, efficiency, transparency and diligence, as required by best practice in the field concerned, and in compliance with the Contribution Agreements of each CCCA donor.
- Make every effort to mobilise all the financial, human and material resources required for full implementation of the Action, as specified in the Description of the Action.
- Take appropriate measures to prevent irregularities, fraud, corruption or any other illegal activity in the management of the Action. All suspected and actual cases of irregularity, fraud and corruption related to the Contribution Agreement as well as measures related thereto taken by UNDP must be reported to the CCCA donors without delay.
- Where appropriate terminate contracts with partners, contractors or agents involved in fraudulent behaviour or corrupt practices in connection with this or any other actions implemented by UNDP and financed by the CCCA donors, and take all reasonable measures to recover funds unduly paid.
- Apply provisions on visibility as per contribution agreements with each CCCA donor.

### **II. UNDP's Role as Co-signatory of the CCCA Programme Document:**

As specified in the PSB Terms of Reference the UNDP Country Office could play following role alike any other donor partner:

- Provide overall guidance to ensure that objectives defined in the CCCA programme document are fulfilled in an effective and efficient manner;
- Review CCCA progress reports;
- Review and comment on work plans and budgets; co-sign
- Arrange contracts with grantee whose proposals are approved by the PSB based on recommendations of the CCTT;
- Monitor progress in the implementation of the workplan and the different grant components through the submission of progress reports and performance audit findings by the Head of Secretariat;
- Provide guidance on possible countermeasures/management actions to address specific issues or risks;
- Review and approve on rules and procedures for operation and management of the programme and Trust Fund, including Trust Fund Operational Manual;

- Seek clarifications on the performance of key international positions for their information.

### **III. UNDP's Roles as Support Services Provider:**

The UNDP country office may, at the request of the implementing partner, provide support services for assistance to be formalized through specific Letters of Agreement (LoAs) with SMART deliverables and with clear reporting requirements. The costs, as specified in a specific LoA, incurred by the UNDP country office in providing such support services could include the following:

- Identification and/or recruitment of project personnel;
- Identification and facilitation of training activities; and
- Procurement of goods and services.



UNDP	75700	Training and Workshops		63,916.60	15,424.00	13,000.00	5,495.50	97,835.50		43,480.27	10,492.52	8,843.54	3,738.44		
MoE	72500	Supplies		3,092.84	1,631.81	3,797.90	4,000.00	1,500.00	14,022.55	2,103.97	1,110.07	2,583.61	2,721.09	1,020.41	9,539.15
MoE	72700	Hospitality [6]				695.94	2,000.00	1,000.00	3,695.94			473.43	1,360.54	680.27	2,514.24
MoE	72800	Information Technology Equipment		3,130.00	6,950.00	3,530.00	1,000.00		14,610.00	2,129.25	4,727.89	2,401.36	680.27		9,938.78
MoE	73100	Rental & Maintenance - Premises			-180.00	34,070.60	25,000.00	2,500.00	61,750.60		122.45	23,177.28	17,006.80	-1,700.68	42,007.21
UNDP	73100	Rental & Maintenance - Premises		12,590.45	542.40					8,564.93	368.98				
MoE	72100	Contractual Services- Firm		1,575.00		25,512.91			27,087.91	1,071.43			17,355.72		18,427.15
UNDP	72100	Contractual Services- Firm				75,000.00							51,020.41		
MoE	73200	Premise Alterations					500.00		500.00				340.14		340.14
MoE	73400	Rental & Maint of Other Equipment			155.00	2,374.00	7,001.00	3,500.00	13,030.00		105.44	1,614.97	4,762.59	2,380.95	8,863.95
MoE	74200	Audio Visual&Print Prod Costs		1,009.25		643.52	2,000.00		3,652.77	686.56		437.77	1,360.54		2,494.88
MoE	74500	Miscellaneous Expenses [6]		204.00	1,618.45	1,743.20	3,000.00	1,500.00	8,065.65	138.78	1,100.99	1,185.85	2,040.82	1,020.41	5,486.84
UNDP	74500	Miscellaneous Expenses [6]		257.00	866.87	6,000.00	5,000.00	2,500.00	14,623.87	174.83	589.71	4,081.63	3,401.36	1,700.68	
UNDP	74100	Professional Services [8]			4,287.00		5,000.00		9,287.00		2,916.33		3,401.36		6,317.69
MoE	63400	Learning costs				1,000.00	3,800.00		4,800.00			680.27	2,585.03		3,265.31
UNDP	75100	Facilities and Administration [7]		10,297.03	18,238.13	36,725.63	27,486.97	12,743.21	105,490.97	7,004.78	12,406.89	24,983.42	18,698.62	8,668.85	71,762.56
<b>Subtotal</b>				<b>157,291.03</b>	<b>278,782.77</b>	<b>570,601.52</b>	<b>428,157.97</b>	<b>197,669.03</b>	<b>1,632,602.32</b>	<b>107,068.73</b>	<b>189,648.14</b>	<b>398,104.30</b>	<b>291,243.93</b>	<b>154,468.73</b>	<b>1,110,613.82</b>
<b>RESULT 4:</b>															
Increased resilience of coastal communities and ecosystems to climate change through adaptive planning, demonstrated targeted local interventions and provision of practical learning experience in adaptation planning to the NCCO/CDD															
UNDP	72100	Grant (Coastal Window)			440,000.00	990,000.00	550,000.00	220,000.00	2,200,000.00		299,319.73	673,469.39	374,149.66	149,659.86	1,496,598.64
UNDP	75100	Facilities and Administration [7]			23,100.00	19,460.00			42,560.00		15,714.29	13,238.10			28,952.38
<b>Subtotal</b>				<b>0.00</b>	<b>463,100.00</b>	<b>1,009,460.00</b>	<b>550,000.00</b>	<b>220,000.00</b>	<b>2,242,560.00</b>	<b>0.00</b>	<b>315,034.01</b>	<b>686,707.48</b>	<b>374,149.66</b>	<b>149,659.86</b>	<b>1,525,551.02</b>
<b>RESULT 5:</b>															
Strengthened capacity in ROC agencies and civil society organisations for developing and implementing CC response initiatives in line with agreed national CC priorities, independently or in partnerships, through access to new financial and technical resources															
UNDP	72600	Grants			1,087,753.18	1,641,241.78	702,475.45	320,000.00	3,951,470.41		739,968.15	1,116,491.01	477,874.46	353,741.50	2,688,075.11
UNDP	75100	Facilities and Administration [7]			48,716.14	96,076.03	40,131.77	3,500.00	188,423.94		33,140.23	65,337.85	27,300.52	2,380.95	128,179.55
<b>Subtotal</b>				<b>0.00</b>	<b>1,136,469.32</b>	<b>1,737,317.81</b>	<b>742,607.22</b>	<b>323,500.00</b>	<b>4,139,894.35</b>	<b>0.00</b>	<b>773,108.38</b>	<b>1,181,828.85</b>	<b>505,174.98</b>	<b>356,122.45</b>	<b>2,816,254.66</b>
<b>TOTAL</b>				<b>370,425.64</b>	<b>2,076,574.99</b>	<b>4,168,536.79</b>	<b>2,569,219.81</b>	<b>1,131,523.38</b>	<b>10,846,783.71</b>	<b>151,092.94</b>	<b>1,810,799.31</b>	<b>2,835,711.51</b>	<b>1,760,897.29</b>	<b>776,702.91</b>	<b>7,380,124.87</b>

[1] This is the portion of the Trust Fund allocated to Grant 1.

[2] This is the portion of the Trust Fund allocated to Trust Fund Secretariat

[3] This is the portion of the Trust Fund allocated to Grant 2. See separate budget in Annex IIIb. For detailed breakdown

[4] This is the portion of the Trust Fund allocated to all future grants

[5] Exchange rate is 1 EURO = 1.47 USD

[6] Direct costs only - it has to be clearly documented that these costs are reasonable, necessary and eligible, in the absence of such documentation the costs incurred will be considered as indirect costs

[7] Facilities and Administration is charged only against EU, Sweden and Canada's contributions, not UNDP's contributions

[8] Covers any financial/capacity assessment of grantees and annual audit reports, these assessments and audit reports will be timely presented to the CCA DPs on a yearly basis

KP

**Budget Breakdown by Account Code (Annex IIIa)**

Code	Description	2010	2011	2012	2013	2014	TOTAL	Percentage
61300	International Personnel	50,422.24	352,022.46	229,324.31	380,000.00	190,000.32	1,201,769.33	11%
63400	Learning costs	2,292.95	-	9,000.00	11,800.00	4,000.00	27,092.95	0%
71200	International Consultants	93,270.94	90,977.20	219,663.00	142,750.00	40,000.00	586,661.14	5%
71300	Local Consultants	-	10,752.92	25,941.22	28,840.00	6,280.00	71,814.14	1%
71400	Contractual Services - Indiv	6,142.50	56,013.80	122,703.08	117,710.14	40,675.07	343,244.59	3%
71600	International/local travel	137,564.04	167,092.92	156,055.32	98,500.00	12,750.00	571,962.28	5%
72100	Contractual Services - Firm (Coastal Zone DHI)	1,575.00	446,580.00	1,303,792.91	589,580.00	220,000.00	2,561,527.91	24%
72200	Equipment and Furniture	10,894.23	71,091.97	3,861.40	4,500.00	1,500.00	91,847.60	1%
72400	Communication and Audio Visual Equipment	3,631.72	11,316.16	9,497.24	10,000.00	-	34,445.12	0%
72500	Supplies	3,092.84	18,396.70	9,360.40	6,000.00	2,500.00	39,349.94	0%
72600	Grants	-	1,087,753.18	1,641,241.78	702,475.45	520,000.00	3,951,470.41	36%
72700	Hospitality	840.00	580.42	1,437.74	6,000.00	3,000.00	11,858.16	0%
72800	Information Technology Equipment	11,805.00	21,124.00	5,845.00	3,000.00	1,000.00	42,774.00	0%
73100	Rental & Maintenance - Premises	12,590.45	50,687.05	110,164.08	104,400.00	29,758.47	307,600.05	3%
73200	Premise Alterations	-	-	-	500.00	-	500.00	0%
73400	Rental & Maint of Other Equipment	-	1,120.00	4,610.34	10,001.00	5,000.00	20,731.34	0%
74100	Professional Services	-	4,287.00	-	5,000.00	-	9,287.00	0%
74200	Audio Visual&Print Prod Costs	1,009.25	62,201.58	57,834.52	104,520.00	8,000.00	233,565.35	2%
74500	Miscellaneous Expenses	9,826.00	14,441.98	12,326.24	11,500.00	5,750.00	53,844.22	0%
75100	Facilities and Administration	24,233.48	142,274.45	207,944.21	112,075.53	26,825.92	513,353.59	5%
75700	Training and Workshops	1,239.00	67,861.20	37,924.00	51,166.89	15,893.50	174,084.59	2%
<b>TOTAL</b>		<b>370,429.64</b>	<b>2,676,574.99</b>	<b>4,168,526.79</b>	<b>2,500,319.01</b>	<b>1,132,933.28</b>	<b>10,848,783.71</b>	<b>100%</b>

**Budget Breakdown by Result**

<b>Result</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>TOTAL</b>	<b>Percentage</b>
Result 1	184,213.97	488,841.69	635,245.45	510,230.39	146,759.47	1,965,290.98	18%
Result 2	28,824.64	309,381.21	215,902.00	269,323.43	45,004.78	868,436.06	8%
Result 3	157,391.03	278,782.77	570,601.52	428,157.97	197,669.03	1,632,602.32	15%
Result 4	-	463,100.00	1,009,460.00	550,000.00	220,000.00	2,242,560.00	21%
Result 5	-	1,136,469.32	1,737,317.81	742,607.22	523,500.00	4,139,894.35	38%
<b>TOTAL</b>	<b>370,429.64</b>	<b>2,676,574.99</b>	<b>4,168,526.79</b>	<b>2,500,319.01</b>	<b>1,132,933.28</b>	<b>10,848,783.71</b>	<b>100%</b>



## Annex IIIb. INDICATIVE WORKPLAN 2011-2014 - Result 4 Coastal Adaptation Grant

Objective	Result	Account	Budget Description	Amount in USD					Amount in EURO*				
				2011	2012	2013	2014	Total	2011	2012	2013	2014	Total
<b>Outcome 1: Improved climate change knowledge integrated into land use and coastal development plans.</b>	<b>Personnel Costs</b>												
	P1-01	International Personnel (STA)	-	16,120.00	16,000.00	-	32,120.00	-	10,965.99	10,884.35	-	21,850.34	
	P1-02	International Consultant, Spatial/Land Use Planner	-	32,850.00	32,850.00	-	65,700.00	-	22,346.94	22,346.94	-	44,693.88	
	P1-03	National Consultant, Land Use Planner	-	9,000.00	9,000.00	-	18,000.00	-	6,122.45	6,122.45	-	12,244.90	
	P1-04	National Consultant, Coastal Resources Specialist	-	9,000.00	3,000.00	-	12,000.00	-	6,122.45	2,040.82	-	8,163.27	
	<b>Reimbursable Costs</b>												
	C1-01	Travel and Workshops, International/Regional Travel	-	5,000.00	5,000.00	-	10,000.00	-	3,401.36	3,401.36	-	6,802.72	
	C1-02	Travel and Workshops -Daily allowances/health insurance	-	8,000.00	7,000.00	-	15,000.00	-	5,442.18	4,761.90	-	10,204.08	
	C1-03	Travel and Workshops, Ten meetings/workshops	-	7,000.00	3,000.00	-	10,000.00	-	4,761.90	2,040.82	-	6,802.72	
	C1-04	Travel and Workshops, Local Per Diems	-	5,000.00	10,000.00	-	15,000.00	-	3,401.36	6,802.72	-	10,204.08	
	C1-05	Miscellaneous Expenses, Printing and visibility actions	-	10,000.00	10,400.00	-	20,400.00	-	6,802.72	7,074.83	-	13,877.55	
	<b>Sub - Total</b>			-	<b>101,970.00</b>	<b>96,250.00</b>	-	<b>198,220.00</b>	-	<b>69,367.35</b>	<b>65,476.19</b>	-	<b>134,843.54</b>
	<b>Outcome 2: Increased resilience of coastal communities and coastal ecosystem buffers to climate change and</b>	<b>Personnel Costs</b>											
		P2-01	International Personnel (STA)	-	61,850.00	44,000.00	-	105,850.00	-	42,074.83	29,931.97	-	72,006.80
		P2-02	International Consultant, Water/ Agriculture Specialist	-	21,900.00	29,200.00	-	51,100.00	-	14,897.96	19,863.95	-	34,761.90
P2-03		International Consultant, Forestry Specialist	-	29,200.00	14,600.00	-	43,800.00	-	19,863.95	9,931.97	-	29,795.92	
P2-04		International Consultant, Mangrove Specialist	-	14,600.00	29,200.00	-	43,800.00	-	9,931.97	19,863.95	-	29,795.92	
P2-05		International Consultant, Livelihood Specialist	-	29,200.00	14,600.00	-	43,800.00	-	19,863.95	9,931.97	-	29,795.92	
P2-06		National Consultant, Livelihood Specialists	-	15,000.00	30,000.00	-	45,000.00	-	10,204.08	20,408.16	-	30,612.24	
P2-07		National Consultant, Dyke Specialist	-	3,000.00	6,000.00	-	9,000.00	-	2,040.82	4,081.63	-	6,122.45	
P2-08		National Consultant, Water Resources/Irrigation Specialist	-	6,000.00	9,000.00	-	15,000.00	-	4,081.63	6,122.45	-	10,204.08	
P2-09		National Consultant, Forestry/Mangrove Specialist	-	6,000.00	9,000.00	-	15,000.00	-	4,081.63	6,122.45	-	10,204.08	
P2-10		National Consultant, Integrated Farming Specialist	-	6,000.00	24,000.00	-	30,000.00	-	4,081.63	16,326.53	-	20,408.16	
P2-11	National Consultant, Socio-Economist	-	3,000.00	9,000.00	-	12,000.00	-	2,040.82	6,122.45	-	8,163.27		

Increased resilience of coastal communities and ecosystems to climate change through adaptation planning, demonstrated targeted local interventions and provision of practical learning experience in adaptation planning to the NCCC/CCD.

<u>Improved livelihoods</u>												
P2-12	Contractual Services - Indiv.			45,500.00	45,500.00		91,000.00		30,952.38	30,952.38		61,904.76
<b>Reimbursable Costs</b>												
C2-01	Travel and Workshops, International/Regional Travel			14,000.00	18,000.00		32,000.00		9,523.81	12,244.90		21,768.71
C2-02	Travel and Workshops, International daily allowances/health insurance			16,000.00	22,000.00		38,000.00		10,884.35	14,965.99		25,850.34
C2-03	Travel and Workshops, 20 meetings/workshops			5,000.00	15,000.00		20,000.00		3,401.36	10,204.08		13,605.44
C2-04	Travel and Workshops, Local Per Diems			10,000.00	15,000.00		25,000.00		6,802.72	10,204.08		17,006.80
C2-06	Travel and Workshops - National Seminar			10,000.00	-		10,000.00		6,802.72	-		6,802.72
C2-07	Demonstration interventions			550,000.00	139,000.00		689,000.00		374,149.66	94,557.82		468,707.48
C2-08	Miscellaneous Expenses - Video Production for national TV			-	10,000.00		10,000.00		-	6,802.72		6,802.72
C2-05	Miscellaneous Expenses - Printing of training material, awareness publications, visibility actions for national and community level			10,000.00	20,930.00		30,930.00		6,802.72	14,238.10		21,040.82
<b>Sub - Total</b>				<b>866,250.00</b>	<b>504,030.00</b>		<b>1,360,280.00</b>		<b>582,482.99</b>	<b>342,877.55</b>		<b>925,360.54</b>
<b>Personnel Costs</b>												
P3-01	International Personnel (STA)	22,000.00		32,000.00	32,000.00	24,500.00	110,500.00	14,965.99	21,768.71	21,768.71	16,666.67	75,170.07
P3-02	Contractual Services - Indiv			20,000.00	20,000.00	5,000.00	45,000.00		13,605.44	13,605.44	3,401.36	30,612.24
<b>Reimbursable Costs</b>												
C3-01	Travel and Workshops, International Travel			4,000.00	4,000.00	2,000.00	10,000.00		2,721.09	2,721.09	1,360.54	6,802.72
C3-02	Travel and Workshops, International daily allowances/health insurance			6,000.00	6,000.00	3,000.00	15,000.00		4,081.63	4,081.63	2,040.82	10,204.08
C3-03	Travel and Workshops -Steering Group Meetings			2,000.00	2,000.00	1,000.00	5,000.00		1,360.54	1,360.54	680.27	3,401.36
C3-04	Supplies - Office supplies/Cleaning			7,500.00	7,500.00	2,000.00	17,000.00		5,102.04	5,102.04	1,360.54	11,564.63
C3-05	Supplies - Insurance			4,000.00	5,000.00		9,000.00		2,721.09	3,401.36		6,122.45
C3-06	Supplies - Gasoline/Oil/Maintenance			6,000.00	6,000.00	2,000.00	14,000.00		4,081.63	4,081.63	1,360.54	9,523.81
C3-07	Supplies - Telephone/Internet			7,500.00	7,500.00	2,000.00	17,000.00		5,102.04	5,102.04	1,360.54	11,564.63
C3-08	Supplies - Electricity			7,500.00	7,500.00	2,000.00	17,000.00		5,102.04	5,102.04	1,360.54	11,564.63
C3-09	Supplies - Printing/Copying			4,000.00	10,000.00	2,000.00	16,000.00		2,721.09	6,802.72	1,360.54	10,884.35
C3-10	Audit. Includes audit cost in MoE and DHI			10,000.00	10,000.00	10,000.00	30,000.00		6,802.72	6,802.72	6,802.72	20,408.16
<b>Sub - Total</b>		<b>22,000.00</b>		<b>110,500.00</b>	<b>117,500.00</b>	<b>55,500.00</b>	<b>305,500.00</b>	<b>14,965.99</b>	<b>75,170.07</b>	<b>79,931.97</b>	<b>37,755.10</b>	<b>207,823.13</b>

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		Reimbursable Costs										
Procurement	E1-01	Equipment and Furniture - Digital Cameras	-	3,000.00	-	-	3,000.00	-	2,040.82	-	-	2,040.82
	E1-02	Equipment and Furniture - GPS Equipment	-	2,500.00	5,000.00	-	7,500.00	-	1,700.68	3,401.36	-	5,102.04
	E1-03	Equipment and Furniture - Satellite Images/Aerial Surveys/Analysis	-	13,500.00	20,000.00	-	33,500.00	-	9,183.67	13,605.44	-	22,789.12
	E1-04	Equipment and Furniture - Monitoring/Laboratory Equipment	-	-	110,000.00	-	110,000.00	-	-	74,829.93	-	74,829.93
	E1-05	Equipment and Furniture - Cars	-	70,000.00	-	-	70,000.00	-	47,619.05	-	-	47,619.05
	E1-06	Equipment and Furniture - Five Motorbikes	-	12,500.00	-	-	12,500.00	-	8,503.40	-	-	8,503.40
	E1-07	Equipment and Furniture - Office Furniture	-	17,500.00	-	-	17,500.00	-	11,904.76	-	-	11,904.76
	E1-08	Communication and Audio Visual Equipment - Mobile Phones	-	5,000.00	-	-	5,000.00	-	3,401.36	-	-	3,401.36
	E1-09	Communication and Audio Visual Equipment - Video Cameras/Players	-	10,000.00	-	-	10,000.00	-	6,802.72	-	-	6,802.72
	E1-10	Communication and Audio Visual Equipment - LCD Projectors	-	12,000.00	-	-	12,000.00	-	8,163.27	-	-	8,163.27
	E1-11	Information Technology Equipment - PC's	-	30,000.00	-	-	30,000.00	-	20,408.16	-	-	20,408.16
	E1-12	Information Technology Equipment - Laser Color Printers	-	10,000.00	-	-	10,000.00	-	6,802.72	-	-	6,802.72
	E1-13	Information Technology Equipment - Local Area Network	-	6,000.00	-	-	6,000.00	-	4,081.63	-	-	4,081.63
	E1-14	Information Technology Equipment - Plotter	-	3,000.00	-	-	3,000.00	-	2,040.82	-	-	2,040.82
	E1-15	Information Technology Equipment - PC Server	-	3,000.00	-	-	3,000.00	-	2,040.82	-	-	2,040.82
	E1-16	Information Technology Equipment - Photocopier	-	3,000.00	-	-	3,000.00	-	2,040.82	-	-	2,040.82
	Sub - Total		-	201,000.00	135,000.00	-	336,000.00	-	136,734.69	91,836.73	-	228,571.43
GRAND TOTAL			22,000.00	1,269,720.00	852,780.00	55,500.00	2,200,000.00	14,965.99	863,755.10	580,122.45	37,755.10	1,496,598.64

\*Exchange rate is 1 EURO = 1.47 USD

### Budget Breakdown by Account Code (Annex IIIb)

Description	Total in USD	Percentage
International Personnel	248,470.00	11%
International Consultant	248,200.00	11%
National Consultant	156,000.00	7%
Contractual Services Individual	136,000.00	6%
Travel and Workshops	205,000.00	9%
Miscellaneous Expenses	61,330.00	3%
Equipment and Furniture	254,000.00	12%
Communication and Audio Visual Equipment	27,000.00	1%
Supplies	90,000.00	4%
Demonstration Interventions	689,000.00	31%
Information Technology Equipmen	55,000.00	3%
Audit	30,000.00	1%
<b>Total</b>	<b>2,200,000.00</b>	<b>100%</b>

**Attachments:**

1. Legal Status
2. LoA for Supporting Services
3. Agreement with Sida ( including Amendment)
4. Agreement with DANIDA
5. Agreement with EU ( including Amendment No1 and N2)
6. Capacity Assessment
7. Minutes of the Sixth CCCA Program Support Board Meeting



## Legal Context

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.





**LETTER OF AGREEMENT**

**BETWEEN**

**UNITED NATIONS DEVELOPMENT PROGRAMME**

**AND**

**THE ROYAL GOVERNMENT OF CAMBODIA FOR THE PROVISION OF SUPPORT**

**SERVICES**

1. Reference is made to consultations between officials of the Royal Government of Cambodia (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed project No. 00073625 – "Cambodia Climate Change Alliance". UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through Ministry of Environment (MoE) which is designated as an Implementing Partner in the project document, as described below.
2. The UNDP country office may, at the request of the MoE, provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government (MoE) is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.
3. The UNDP country office may provide, at the request of the MoE, the following support services for the activities of the project:
  - (a) Identification and/or recruitment of project personnel;
  - (b) Identification and facilitation of training activities; and
  - (c) Procurement of goods and services.
4. The procurement of goods and services and the recruitment of project personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of "Cambodia Climate Change Alliance", the annex to the project document will be revised with the mutual agreement of the UNDP Country Director and the Implementing Partner.



5. The relevant provisions of the UNDP standard basic agreement with the Government (the "SBAA") signed by two parties on 19<sup>th</sup> December 1994, including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed project through MoE. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the project document.
6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the project document.
8. The UNDP country office shall submit progress reports to MoE on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.
9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.
10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed projects.

Yours sincerely,

For the Government  
H.E. Dr. Mok Mareth  
Senior Minister and Minister  
Ministry of Environment  
Date: 12 December 2012

Signed on behalf of UNDP  
Setsuko Yamazaki  
Country Director

Date: 11 Dec 2012

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Attachment

**DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES**

1. Reference is made to consultations between Ministry of Environment, the institution designated by the Royal Government of Cambodia and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project No. 00073625 – Cambodia Climate Change Alliance.

2. In accordance with the provisions of the letter of agreement signed on ...*11 December 2012*... and the project document, the UNDP country office shall provide support services for the project as described below.

3. Support services to be provided:

Support services	Schedule for the provision of the support services	Cost to UNDP of providing such support services will be on actual basis	Amount and method of reimbursement of UNDP
Identification and/or recruitment of international project personnel	Entire project period	Actual Cost	AP, JV or GL
Identification and/or contracting of international consultancy based on the terms of reference provided by MoE	Entire project period	Actual Cost	AP, JV or GL
Procurement of goods and services upon the purchase request from MoE	Entire project period	Actual Cost	AP, JV or GL
Administration of the CCCA Trust Fund	Entire project period	Actual Cost	AP, JV or GL

4. Description of functions and responsibilities of the parties involved:

4.1 Project Counterpart is responsible for the development of terms of reference for the recruitment of personnel and for the procurement of services; identification of goods needs for the project.

4.2 UNDP Cambodia is responsible for the administration of the CCCA Trust Fund, which includes management of the Trust Fund secretariat, signing Micro-Capital Agreements with NGOs and processing payments upon request from MoE, and processing fund advances to MoE for CCCA Trust Fund grants to Government institutions in a timely manner.

KK  
*[Signature]*

**AGREEMENT BETWEEN  
SWEDEN, REPRESENTED BY THE SWEDISH INTERNATIONAL  
DEVELOPMENT COOPERATION AGENCY - SIDA AND THE UNITED NATIONS  
DEVELOPMENT PROGRAMME (UNDP) REGARDING CONTRIBUTION TO THE  
CAMBODIA CLIMATE CHANGE ALLIANCE TRUST FUND**

1. Pursuant to the Terms of Reference of the UNDP CAMBODIA CLIMATE CHANGE ALLIANCE TRUST FUND established by the Administrator of UNDP, the Donor is making available a contribution (the "Contribution") of fifteen million (15,000,000) SEK to be administered by UNDP in accordance with UNDP Regulations and Rules in line with the terms and conditions set out in the Terms of Reference of the above mentioned UNDP Climate Change Alliance Trust Fund and the Cambodia Climate Change Alliance (CCCA) Support Programme document.
2. a) The Donor shall, in accordance with the schedule of payments set out below, contribute to UNDP the amount of SEK 15,000,000.

The contribution shall be deposited in SEK in the:

NORDEA BANK SWEDEN A.B.  
Foreign Customer Services  
P.O.Box 16081/Drottninggatan 4  
SE - 103 22 Stockholm, Sweden

UNDP Contributions (SEK) Account  
SE453000000048491300046  
SWIFT Code: NDEASESS  
IBAN No.: SE453000000048491300046

<b>Schedule of Payments</b>	<b>Amount</b>
Upon signature of this Agreement	SEK 15,000,000

- b) The Donor will inform UNDP when the contribution is paid via an e-mail message with remittance information to [contributions@undp.org](mailto:contributions@undp.org)
- 3 In accordance with the decisions and directives of UNDP's Executive Board reflected in its Policy on Cost Recovery from Other Resources, the Contribution shall be subject to cost recovery for indirect costs incurred by UNDP headquarters and country office structures in providing General Management Support (GMS) services. To cover these GMS costs, the contribution shall be charged a fee equal to 7%. Furthermore, as long as they are unequivocally linked to the specific project(s), all direct costs of implementation, including the costs of executing entity or implementing partner, will be identified in the project budget against a relevant budget line and borne by the project accordingly.



4. The Contribution shall be used exclusively for the purposes for which it is intended as stated in Article 1 above.

5. UNDP headquarters and country office shall provide to the Donor all or parts of the following reports, prepared in accordance with UNDP accounting and reporting procedures:

For Agreements of more than one year:

- a) From the country office (or relevant unit at headquarters in the case of regional and global projects) an annual status report of programme/project progress for the duration of the Agreement, as well as the latest available approved budget.
- b) From UNDP Bureau of Management/Office of Finance and Administration, an annual certified financial statement as of 31 December every year to be submitted no later than 30 June of the following year.
- c) From the country office (or relevant unit at headquarters in the case of regional and global projects) within six months after the date of completion or termination of the Agreement, a final report summarizing programme/project activities and impact of activities as well as provisional financial data.

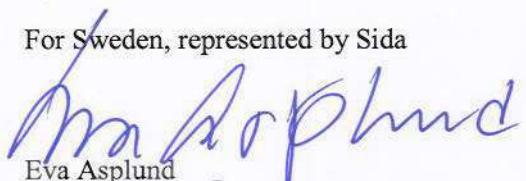
6. After consultations have taken place between the Donor and UNDP and provided that the payments already received are, together with other co mingled funds available to the programme/project, sufficient to meet all commitments and liabilities incurred in the execution/implementation of the programme/project, this Agreement may be terminated by UNDP or by the Donor. The Agreement shall cease to be in force 30 (thirty) days after either of the Parties has given notice in writing to the other Party of its decision to terminate the Agreement.

7. Notwithstanding termination of all or part of this Agreement, UNDP shall continue to hold, unutilized payments until all commitments and liabilities incurred in the execution/implementation of all or the part of the project, for which this Agreement has been terminated, have been satisfied and project activities brought to an orderly conclusion.

8. Any payments that remain unexpended after such commitments and liabilities have been satisfied shall be disposed of by UNDP in consultation with the Donor.

9. This Agreement shall enter into force upon signature and deposit by the Donor of the first payment to be made in accordance with the schedule of payments set out in Article 2 of this Agreement.

For Sweden, represented by Sida

  
Eva Asplund  
Country Director

Place, Date: 2009-12-09

For the United Nations Development Programme

Sophie Baranes  
Country Director a.i.

Place, Date: 09-12-2009

## **AMENDMENT TO THE AGREEMENT**

**BETWEEN**

### **SWEDEN, REPRESENTED BY THE SWEDISH INTERNATIONAL DEVELOPMENT COOPERATION AGENCY – SIDA AND THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP) REGARDING CONTRIBUTION TO THE CAMBODIA CLIMATE CHANGE ALLIANCE TRUST FUND**

Reference is made to the Agreement dated 09 December 2009 signed between the UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP), and SWEDEN, represented by the Swedish International Development Cooperation Agency, with respect to the Cambodia Climate Change Alliance Trust Fund and the Cambodia Climate Change Alliance Programme Document, and as per the Agreement, any modification to this Agreement shall be made in writing between both parties and duly signed by the authorized representatives of the Donor and UNDP.

Therefore Parties hereby agree on the following:

**WHEREAS** the donor and UNDP now wish to amend the said Agreement in order to strengthen the results of the CCCA programme and Trust Fund by broadening the scope of support for policy development and communications/knowledge management and to contribute to fund grants under the 2nd call for proposals in order to strengthen Result 5 by (i) ensuring lessons-learnt from more pilot projects can feed into national policy development; (ii) building capacity of line ministries, sub-national authorities and civil society organizations in supporting the nation and its communities to build climate resilience as fully described in the concept note requesting for additional fund of SEK 15,000,000 from 1 August 2012 to 30 June 2014 as attached in Annex 1.

This amendment will result in an increase of fifteen million SEK (15,000,000) making this amended Agreement total thirty million SEK (30,000,000).

**NOW THEREFORE**, the relevant Agreement provisions indicated below are hereby amended to read as follows:

a) The Donor shall, in accordance with the schedule of payments set out below, contribute to UNDP the additional amount of SEK 15,000,000.

The contribution shall be deposited in SEK in the:



NORDEA BANK SWEDEN A.B.  
Foreign Customer Services  
P.O.Box 16081/Drottningatan 4  
SE - 103 22 Stockholm, Sweden

UNDP Contributions (SEK) Account  
SE4530000000048491300046  
SWIFT Code: NDEASESS  
IBAN No.: SE4530000000048491300046

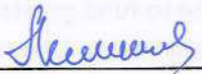
b) - Schedule of Payments	Amount
August 2012	SEK 12,000,000
February 2013	SEK 3,000,000

**NEVERTHELESS**, all other terms and conditions of the Agreement, except as amended herein, shall remain unchanged and shall continue in full force and effect.

The amendment will enter into effect upon signature by both parties and deposit of the additional contribution.

IN WITNESS WHEREOF, THE UNDP AND THE DONOR HAVE SIGNED THIS AMENDMENT

For UNDP:

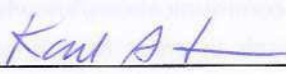
By   
(signature)

Elena Tischenko

Title: Country Director

Date: 17/08/2012

For the Donor:

By   
(signature)

Karl-Anders Larsson

Title: Acting Head of Development Cooperation

Date: 16 AUG 2012

**AGREEMENT BETWEEN  
DANIDA AND THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)  
REGARDING CONTRIBUTION TO THE CAMBODIA CLIMATE CHANGE  
ALLIANCE TRUST FUND**

1. Pursuant to the Terms of Reference of the UNDP CAMBODIA CLIMATE CHANGE ALLIANCE TRUST FUND established by the Administrator of UNDP, the Donor is making available a contribution (the "Contribution") of DKK3,000,000 to be administered by UNDP in accordance with UNDP Regulations and Rules in line with the terms and conditions set out in the Terms of Reference of the above mentioned UNDP Climate Change Alliance Trust Fund and the Cambodia Climate Change Alliance (CCCA) Support Programme document.
2. a) The Donor shall, in accordance with the schedule of payments set out below, contribute to UNDP the amount of DKK 3,000,000. The contribution shall be deposited in the:

Danske Bank  
Frederiksborggade 11  
1360 Copenhagen K  
Denmark

Account: UNDP Contributions Account  
Account Number: 3996034445  
IBAN Number: DK0830003996034445  
SWIFT Code: DABADKKK

<b>Schedule of Payments</b>	<b>Amount</b>
December, 2009	DKK 1,000,000.00
February, 2010	DKK 2,000,000.00

- b) The Donor will inform UNDP when the contribution is paid via an e-mail message with remittance information to [contributions@undp.org](mailto:contributions@undp.org)
- 3 In accordance with the decisions and directives of UNDP's Executive Board reflected in its Policy on Cost Recovery from Other Resources, the Contribution shall be subject to cost recovery for indirect costs incurred by UNDP headquarters and country office structures in providing General Management Support (GMS) services. To cover these GMS costs, the contribution shall be charged a fee equal to 7%. Furthermore, as long as they are unequivocally linked to the specific project(s), all direct costs of implementation, including the costs of executing entity or implementing partner, will be identified in the project budget against a relevant budget line and borne by the project accordingly.



4. The Contribution shall be used exclusively for the purposes for which it is intended as stated in Article 1 above.

5. UNDP headquarters and country office shall provide to the Donor all or parts of the following reports, prepared in accordance with UNDP accounting and reporting procedures:

For Agreements of more than one year:

- a) From the country office (or relevant unit at headquarters in the case of regional and global projects) an annual status report of programme/project progress for the duration of the Agreement, as well as the latest available approved budget.
- b) From UNDP Bureau of Management/Office of Finance and Administration, an annual certified financial statement as of 31 December every year to be submitted no later than 30 June of the following year.
- c) From the country office (or relevant unit at headquarters in the case of regional and global projects) within six months after the date of completion or termination of the Agreement, a final report summarizing programme/project activities and impact of activities as well as provisional financial data.

6. After consultations have taken place between the Donor and UNDP and provided that the payments already received are, together with other co mingled funds available to the programme/project, sufficient to meet all commitments and liabilities incurred in the execution/implementation of the programme/project, this Agreement may be terminated by UNDP or by the Donor. The Agreement shall cease to be in force 30 (thirty) days after either of the Parties has given notice in writing to the other Party of its decision to terminate the Agreement.

7. Notwithstanding termination of all or part of this Agreement, UNDP shall continue to hold, unutilized payments until all commitments and liabilities incurred in the execution/implementation of all or the part of the project, for which this Agreement has been terminated, have been satisfied and project activities brought to an orderly conclusion.

8. Any payments that remain unexpended after such commitments and liabilities have been satisfied shall be disposed of by UNDP in consultation with the Donor.

9. This Agreement shall enter into force upon signature and deposit by the Donor of the first payment to be made in accordance with the schedule of payments set out in Article 2 of this Agreement.

For DANIDA

For the United Nations Development Programme



Tom Barthel Hansen  
Country Representative

Place, Date: PP 9-12-09

Sophie Baranes  
Country Director



Place, Date: 09-12-2009



# EUROPEAN UNION CONTRIBUTION AGREEMENT WITH AN INTERNATIONAL ORGANISATION

DCI-ENV/2009/229-141

The European Union, represented by the Commission of the European Communities, ("the Contracting Authority")

of the one part,

and

the United Nations Development Programme (UNDP) with its Head Office at One UN plaza, New York, N.Y. 10017, ("the Organisation")

of the other part,

have agreed as follows:

## Special Conditions

### Article 1 - Purpose

- 1(1) The purpose of this Agreement is a contribution by the Contracting Authority for the implementation of the action entitled: **Cambodia Climate Change Alliance (CCCA)** ("the Action") as described in Annex I.
- 1(2) The Organisation will be awarded the contribution on the terms and conditions set out in this Agreement, which complies with the provisions of *Financial and Administrative Framework Agreement* between the European Community and the United Nations which entered into force on 29 April 2003 and consists of these special conditions ("Special Conditions") and their annexes.
- 1(3) The Organisation accepts the contribution and undertakes to do everything in its power to implement the Action under its own responsibility.
- 1(4) The Action is a Joint Management Action for all purposes of this Agreement.
- 1(5) The Action is a Multi-donor Action for all purposes of this Agreement.

### Article 2 – Entry into force and Implementation Period

- 2(1) This Agreement shall enter into force on the date when the last of the two Parties signs.
- 2(2) The implementation of this Agreement will begin the day following that on which the last of the two parties signs.
- 2(3) The implementation period of this Agreement, as laid down in Annex I, is **36 months**.



### Article 3 - Financing the Action

- 3(1) The total cost of the Action eligible for financing by the Contracting Authority is estimated at **EUR 6 070 782.06** as set out in Annex III.
- 3(2) The Contracting Authority undertakes to finance a maximum of **EUR 2 205 816.06**; the final amount will be established in accordance with Articles 14 and 17 of Annex II.
- 3(3) Pursuant to Article 14(4) of Annex II, 7 % of the final amount of direct eligible costs of the Action to be reimbursed by the Contracting Authority to the Organisation in accordance with Articles 14 and 17 of Annex II, may be claimed by the Organisation as indirect costs.

### Article 4 - Narrative and financial reporting and payment arrangements

- 4(1) Narrative and financial reports shall be produced in support of payment requests, in compliance with Articles 2 and 15(1) of Annex II.
- 4(2) Payment will be made in accordance with Article 15 of Annex II; of the options referred to in Article 15(1), the following will apply:

First pre-financing	<b>EUR 480 595</b>
Forecast further instalments of pre-financing year 2 (subject to the provisions of Annex II)	<b>EUR 792 076</b>
Forecast further instalments of pre-financing year 3 (subject to the provisions of Annex II)	<b>EUR 779 822</b>
Forecast final payment (subject to the provisions of Annex II)	<b>EUR 153 323.06</b>

- 4(3) The exchange rate referred to in article 2.7 of Annex II is the UN operational rate of exchange on the date of the transaction, as set by UNDP regulations and rules.

In the event of a final surplus balance (of total financing over expenditures) at the financial closure of the project, the surplus balance in USD in the Organisation's accounts will be converted into Euro using the rate of exchange at the time when the refund is made and the resulting Euro equivalent will be refunded to the Contracting Authority.

In such event, the Organisation shall also:

- specify in the final report to be sent to the Contracting Authority the amount of surplus balance USD together with the amount in EUR ;
- inform the focal point for recoveries at the Commission of the exact amount to be transferred by the Organisation and of the date when such amount will be actually refunded to the Contracting Authority.

### Article 5 - Contact addresses

Any communication relating to this Agreement shall be in writing, shall state the number and title of the Action, and shall use the following addresses

For the Contracting Authority:

Payment requests and attached reports, including requests for changes to bank account arrangements shall be sent to:

The Delegation of the European Union to Thailand  
Kian Gwan House II, 19th Floor  
140/1 Wireless Road.,  
Bangkok, Thailand  
Tel +66 (0) 2305 2600/2700  
Fax +66 (0) 2255 9113  
For the attention of Ms Fabienne Chevremont

Copies of the documents referred to above, and correspondence of any other nature, shall be sent to:

The Delegation of the European Union to Cambodia  
No. 1, Street 21 Chamcarmon  
Phnom Penh, Cambodia  
Tel: 855-23-220 611  
**Fax: 885-23-216 997**  
For the attention of Mr. Rafael Dochao Moreno

For the Organisation:

**UNDP Cambodia**  
P.O.Box 877, Phnom Penh,  
Cambodia  
Tel. +855 23 216167/ 211240  
**Fax. +855 23 216257**  
For the attention of Mr. Jo Scheuer

**Article 6 - Annexes**

6(1) The following documents are annexed to these Special Conditions and form an integral part of the Agreement:

- Annex I: Description of the Action
- Annex II: General Conditions applicable to European Community contribution agreements with international organisations
- Annex III: Budget for the Action
- Annex IV: Financial identification form
- Annex V: Standard request for payment

6(2) In the event of a conflict between the provisions of the Annexes and those of the Special Conditions, the provisions of the Special Conditions shall take precedence. In the event of a conflict between the provisions of Annex II and those of the other annexes, the provisions of Annex II shall take precedence.

**Article 7 - Other specific conditions applying to the Action**


7(1) The following shall supplement the General Conditions:




7(2) Where appropriate, all references to the "(European) Community/(European) Communities" in the annexes to the present contract should be read as referring to the "European Union".

Done in Cambodia in three originals in the English language, two for the Contracting Authority and one for the Organisation.

**For the Organisation**

Name ISMAEL TOORAWA  
Position COUNTRY DIRECTOR a.i.  
Signature   
Date 24.12.09

**For the Contracting Authority**

Name David Lipman  
Position Head of Delegation  
Signature   
Date 23 DEC 2009





## ANNEX V

### Request for payment for contribution agreement with an international organisation

Date of the request for payment: 24/12/2009

For the attention of  
**Ms Fabienne Chevremont**  
The Delegation of the European Union to  
Thailand  
Kian Gwan House II, 19th Floor  
140/1 Wireless Road.,  
Bangkok, Thailand  
Tel +66 (0) 23052600/2700

Reference number of the Agreement: DCI-ENV/2009/229-141

Title of the Agreement: **Cambodia Climate Change Alliance**

Name and address of the Organisation: UNDP, 1 UN Plaza, 10017 NY, USA,

Request for payment number: First prefinancing

Dear Ms. Chevremont,

I hereby request payment of the first prefinancing under the Agreement mentioned above.

The amount requested is EUR 480,595 as indicated in Article 4.2 of the Special Conditions of the Agreement

Please find attached the following supporting documents:

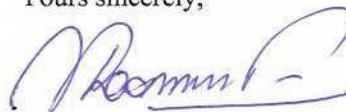
- signed Agreement

The payment should be made to the following bank account:

ING Belgium SA/NV  
60 COURS ST MICHEL  
BRUSSELS, Post Code 1040, BELGIUM  
Account Number 301-0186139-77  
IBAN BE 80301018613977

I hereby certify on honour that the information contained in this request for payment is full, reliable and true, that the costs incurred can be considered eligible in accordance with the Agreement and that this request for payment is substantiated by adequate supporting documents that can be checked.

Yours sincerely,



Ismael Toorawa  
Country Director a.i.  
UNDP Cambodia



**EUROPEAN UNION CONTRIBUTION AGREEMENT  
WITH AN INTERNATIONAL ORGANISATION  
DCI-ENV/2009/229-141**

**ADDENDUM No. 1**

The European Union, represented by the Commission of the European Communities, ("the Contracting Authority")

of the one part,

and

the United Nations Development Programme (UNDP) with its Head Office at One UN plaza, New York, N.Y. 10017, ("the Organisation")

of the other part,

have agreed as follows:

The following provisions of the Contribution Agreement entitled "**Cambodia Climate Change Alliance (CCCA)**" concluded between the Contracting Authority and the Beneficiary on 24 December 2009 (the "Contract") are hereby replaced/completed as follows:

**Article 5 - Contact addresses**

Any communication relating to this Agreement shall be in writing, shall state the number and title of the Action, and shall use the following addresses

For the Contracting Authority:

Payment requests and attached reports, including requests for changes to bank account arrangements shall be sent to:

The Delegation of the European Commission to Thailand  
Kian Gwan House II, 19th Floor  
140/1 Wireless Road.,  
Bangkok, Thailand  
Tel +66 (0) 2305 2600/2700  
Fax +66 (0) 2255 9113  
For the attention of Ms Fabienne Chevremont

Copies of the documents referred to above, and correspondence of any other nature, shall be sent to:

Delegation of the European Union to the Kingdom of Cambodia  
#100A, Preah Norodom Boulevard, Khan Daun Penh  
12207 Phnom Penh, Cambodia  
Tel: 855-23-220 611  
**Fax: 885-23-216 997**  
For the attention of Mr. Rafael Dochao Moreno

For the Organisation:

**UNDP Cambodia**  
P.O.Box 877, Phnom Penh,  
Cambodia  
Tel. +855 23 216167/ 211240  
**Fax. +855 23 216257**  
For the attention of Ms Elena Tischenko





**Annex I: Description of the Action**

The new version of Annex I: Description of the Action is attached to this addendum.

**Annex III: Budget for the Action**

The new version of Annex III: Budget for the Action is attached to this addendum

All other terms and conditions of the Contract [and its previous addenda] remain unchanged. This addendum shall enter into force on the later date of signature by the Parties.

**For the Beneficiary**

Name *Elena Tischenko*  
Title *Country Director*  
Signature *[Signature]*  
Date *4 August 2011*

**For the Contracting Authority**

Name *David Lipman*  
Title *Head of Delegation*  
Signature *[Signature]*  
Date *26 JUL 2011*

**EUROPEAN UNION CONTRIBUTION AGREEMENT  
WITH AN INTERNATIONAL ORGANISATION  
DCI-ENV/2009/ 229-141**

**ADDENDUM N°2**

The European Union, represented by the European Commission (the "Contracting Authority")

of the one part,

And

The United Nations Development Programme (UNDP) with its Head Office at One UN plaza, New York, N.Y. 10017, (the "Organisation")

of the other part,

have agreed as follows:

The following provisions of Contribution Agreement entitled **Cambodia Climate Change Alliance (CCCA)** concluded between the Contracting Authority and the Beneficiary on 24 December 2009 (the "Contract") are hereby replaced/completed as follows:

**Article 2- Entry into force and Implementation Period**

2 (3) the implementation period of this Agreement, as laid down in Annex I, is **54 months**

**Article 3 - Financing the Action**

3(1) The total cost of the Action eligible for financing by the Contracting Authority is estimated at EUR 7,380,125.16, as set out in Annex III.

**Article 6- Annexes**

Annex I: Description of the Action: The new version of the Annex I: Description of the Action is attached to this addendum

Annex III: Budget for the action: The new version of Annexes IIIa and IIIb: Project Budget is attached to this addendum

All other terms and conditions of the Contract and its previous addendum remain unchanged. This addendum shall enter into force on the later date of signature by the Parties.

**For the Beneficiary**

Name Ms. Setsuko YAMAZAKI

Title Country Director

Signature 

Date 21/12/12

**For the Contracting Authority**

Name Jean-Francois CAUTAIN

Title Ambassador,  
Head of Delegation

Signature 

Date 20 DEC 2012





	relevant)?  Have staffs been trained on programme management methodology?	works with MoE's provincial departments if needed.  Some CCD staffs have been trained on project and programme management.
<b>PART III. ASSESSING NATIONAL INSTITUTION CAPACITY FOR ADMINISTRATIVE AND FINANCIAL MANAGEMENT</b>		
<b>3.1 Administrative capacity</b> <i>Ability to provide adequate logistical support and infrastructure</i>		
3.1.1 Ability to manage and maintain infrastructure and equipment	Does the institution possess logistical infrastructure and equipment?  Can the institution manage and maintain equipment?	CCD carries on physical verification of fixed assets at least one every quarter of the year.  There are adequate safeguards to protect assets from fraud, waste and abuse. All physical assets have serial numbers which matches with the serial numbers mentioned in the physical count mentioned in the physical verification.
3.1.2 Ability to procure goods services and works on a transparent and competitive basis.	Does the institution have the ability to procure goods, services and works on a transparent and competitive basis?  Does the institution have standard contracts or access to legal counsel to ensure that contracts meet performance standards, protect UNDP and the institution's interests and are enforceable?  Does the institution have the authority to enter into contracts?	CCD can procure goods and services and has developed procurement plan. The department has authority to enter into contracts under the framework of project (e.g. CCCA).  CCD is using UNDP NIM Guidelines for procurement of goods and services. It has standard contracts which are similar to UNDP forms.  MoE has authority to enter into contract, and CCD can act as Focal Point.
3.1.3 Ability to recruit and manage the best-qualified personnel on a transparent and competitive basis.	Is the institution able to staff the programme and enter into contracts with personnel? Does the institution use written job descriptions for consultants or experts?	Civil servants working in CCD are recruited based on Government guidelines and process.  CCD also recruits staff to implement donors' funded projects. The recruitment follows UNDP NIM Guidelines, through normal recruitment process (Term of reference and public announcement etc.)
<b>3.2 Financial Capacity</b> <i>Ability to ensure appropriate management of funds</i> In addition to the following questions, see also the questionnaire provided in the Guidelines on Micro-assessment of the Framework on Harmonized Approach for Cash Transfer (HACT): <a href="http://www.undg.org/archive_docs/7110-Framework%20for%20Cash%20Transfers%20to%20Implementing%20Partners.doc">http://www.undg.org/archive_docs/7110-Framework for Cash Transfers to Implementing Partners.doc</a> (ANNEX 3) The assessment report is reviewed by the UN agencies to select the most suitable cash transfer modality, and establish appropriate cash transfer procedures and assurance activities to be used with the Implementing Partner.		
3.2.1 Financial management and funding resources	Is there a regular budget cycle?  Does the institution produce programme and programme budgets?  What is the maximum amount of money the institution has managed?  Does the institution ensure physical security of advances, cash and records?  Does the institution disburse funds in a timely and effective manner?  Does the institution have procedures on authority, responsibility, monitoring and accountability of handling funds?  Does the institution have a record of financial stability and reliability?	HACT was conducted during the 4 <sup>th</sup> quarter of 2010.  There is regular budget cycle: April for Government budget cycle. CCD produces annual workplan and budget which is integrated in MoE's plan and budget.  In 2011, the annual budget of CCCA (implemented by CCD) is about 2.7 million (about 1.7 million is directly managed by UNDP CO, and the rest is managed by CCD through FACE).  CCD maintains a petty cash account and a bank account for recording receipts and payments. Controls do exist for the collection, timely deposit, and recording of receipts. Receipts are deposited on a timely basis.  It has been briefed that plans and budgets of activities are realistic, based on valid assumptions, and developed by knowledgeable individuals.
3.2.2. Accounting System	Does the institution keep good, accurate and informative accounts?  Does the institution have the ability to ensure proper financial recording and reporting?	Yes. For donors' funded projects, financial reports are prepared and submitted to donors. The forms and details submitted to the donor are as per the requirements of the donor.  CCD follows cash basis of accounting.  CCD financial capacity is being built and it is planned to provide Peachtree training to finance staff.
3.2.3. Knowledge of UNDP financial system	Does the institution have staff familiar with Atlas through External Access?	CCD staff does not have access to Atlas.



## CAPACITY ASSESSMENT

<b>Programme Title</b>		<b>Cambodia Climate Change Alliance (CCCA)</b>
<b>Name of Institution</b>		<b>Climate Change Department (CCD)</b>
<b>Date of assessment</b>		<b>16 September 2011</b>
<b>INDICATOR</b>	<b>AREAS FOR ASSESSMENT</b>	<b>COMMENTS</b>
<b>PART I – REFERENCES AND PRELIMINARY CHECKS</b>		
<b>1.1 History and Compliance with International Resolutions/Standards</b>		
1.1.1 History	Date of creation and length in existence Has the institution gone through a recent re-organization/re-structuring?	In 2003, the Government established Climate Change Office of the Ministry of Environment (MoE). The Office was then upgraded to become the Climate Change Department (CCD) on October 14, 2009.
1.1.2 United Nations Security Council 1267	Is the institution listed in any reference list?	N/A
1.1.3 Certification	Is the institution already certified through international standards?	N/A
<b>PART II. ASSESSING NATIONAL INSTITUTION CAPACITY FOR PROGRAMME MANAGEMENT</b>		
<b>2.1 Managerial Capacity</b> Ability to plan, monitor and coordinate activities		
2.1.1 Planning, Monitoring & Evaluation	Does the institution produce clear, internally consistent proposals and intervention frameworks, including detailed work-plans?  Does the institution hold regular programme or programme review meetings?  Are there measurable outputs/deliverables in the defined programme plans?  Was the institution previously exposed to UNDP RBM approach/methodology or equivalent in other donor agencies?	Annually, CCD prepares workplan under the framework of the Ministry of Environment annual plan. Activities and progress are reviewed on quarterly basis. CCCA activities and progress are reviewed by weekly staff meeting and quarterly report.  CCD has been working with different donor agencies. It has been implementing partner of UNDP's supported projects since 1999 (1 <sup>st</sup> NC, NAPA, SNC and CCCA).
2.1.2 Reporting and performance track record	Does the institution monitor progress against well defined indicators and targets, and evaluate its programme/programme achievements?  Does the institution report to its stakeholders on a regular basis?	CCD reviews progress against targets on quarterly and annual basis. CCD also reports on the progress against targets for donors' supported projects e.g. CCCA.  Reports are submitted to the Ministry of Environment and the National Climate Change Committee. In addition, reports of donors' supported projects are submitted to donors.
<b>2.2 Technical Capacity</b>		
2.2.1 Specialization	Does the institution have the technical skills required?  Does the institution have the knowledge needed?  Does the institution keep informed about the latest techniques/ competencies/policies/trends in its area of expertise?  Does the institution have the skills and competencies that complement those of UNDP?	Technical skills and knowledge of CCD have been gradually improved but need further strengthening. The capacity assessment of CCD is scheduled by the end of 2011 to identify gaps and needs and to design capacity development plan.
2.2.2 Ability to monitor the technical aspects of the programme.	Does the institution have access to relevant information/resources and experience?  Does the institution have useful contacts and networks?  Does the institution know how to get baseline data, develop indicators?  Does it apply effective approaches to reach its targets (i.e participatory methods)?	CCD has access to local and international resources and information. CCD is the secretariat of the NCCC and coordinates the Climate Change Technical Team.  CCD is the Focal Point of the UNFCCC, IPCC and acts as the Designated National Authority for the CDM in Cambodia.  Capacity of CCD on inclusive data collection is being built, as part of CCCA project.
2.2.3 Human Resources	Does the institution staff possess adequate expertise and experience?  Does the institution use local capacities (financial/human/other resources)?  What is the institution capacity to coordinate between its main office and decentralized entities/branches (if	CCD capacity assessment scheduled by the end of 2011 will determine staff technical expertise and areas of improvement.  CCD is staffed by national staff with some international technical assistance.  There is no climate change office at sub-national level. CCD

MINISTRY OF ENVIRONMENT

**MINUTES OF THE SIXTH  
CCCA PROGRAMME  
SUPPORT BOARD MEETING**

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**30 AUGUST 2012, 9:00AM TO 11:30AM  
MOE SMALL CONFERENCE ROOM, PHNOM PENH**

**Cambodia Climate Change Alliance (CCCA)**

Implemented by: Supported by:



Ministry of  
Environment



European Union



Empowered lives.  
Resilient nations. *Danida*



EMBASSY OF SWEDEN

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# 48, PREAH SIHANOUK  
BLVD CHAMKAR MON,  
PHNOM PENH, CAMBODIA

# MINUTES OF THE SIXTH CCCA PROGRAMME SUPPORT BOARD MEETING

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## BASIC PROGRAMME INFORMATION

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Programme /project number and title	Cambodia Climate Change Alliance (CCCA) (Award: 00059036)
Implementing partner	Ministry of Environment (MoE)
Responsible party (if different from the implementing partner)	MoE and UNDP
<b>Starting date</b>	
Originally planned	February 2010
Actual	February 2010
<b>Completion date</b>	
Originally planned	December 2012
New	June 2014
Date and venue of the board meeting	30 August 2012 Small Conference Room, MoE



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### **Session I. Opening Remarks**

The Board Chairman welcomed CCCA Programme Support Board members, including Government members, development partners and guest observers. He also welcomed Mr. Julien Chevillard, new CCCA Trust Fund administrator, and Dr. Johnson Nkem, CCCA Climate Change Technical Specialist, who both joined the CCCA programme in August 2012. The Board Chairman highlighted many successful CCCA achievements during the past 7 months, notably the preparation of draft Cambodia Climate Change Strategic Plan and the implementation of the grant projects funded by the CCCA Trust Fund, and also thanked Sweden for allocating additional funds of SEK 15 million, equivalent to approximately US\$ 2 million to the CCCA programme.

### **Session II. Confirmation of Suggested Agenda & Previous Board Meeting Minutes**

The Board adopted the proposed agenda and the previous Board meetings minutes.

### **Session III. Follow up on the Previous Board Orders/Decisions**

#### ***Presentation***

Dr. Tin Ponlok, Head of CCCA-Trust Fund Secretariat, gave a brief presentation on the follow-up on previous decisions. The presentation covered the following issues:

- Decision on the completed CCCA Communication and Visibility Strategy that needs to be implemented. The strategy has already been finalized and sent to PSB members;
- The revision of the financial report of Annual report 2011 against existing ProDoc budget line is under discussion between UNDP and EU;
- The request for an addendum to the project agreement will be submitted by UNDP to EU once the revised annual work plan and budget (2012-2014) is approved by the PSB. The mid-term review recommended an extension until mid-2015;
- The mid-term review of CCCA has already been completed, and management response provided;
- The second call for proposals was launched in April 2012 and is currently in progress. 25 applicants (out of a total of 90) have been selected to submit full project proposals.

#### ***Comments by CCCA PSB members***

The Board Chair welcomed and fully agreed with the update presented by Dr. Tin Ponlok. Following the presentation, PSB members contributed some comments as follows:

EU indicated that the communication and visibility strategy could be more effective and easier to monitor if quantifiable targets were set with specific deadlines. EU recommended that a number of targets should be defined for the next 6 months, in particular related to joint CCCA climate change awareness raising events;

The EU Delegation expressed its thanks to SIDA for its substantial support to successfully complete the MTR. The presence of a SIDA expert in the MTR Team has been very valuable and has been much appreciated.



Regarding pending items with UNDP, EU expressed concern about the delay in receiving the required Annual Work Plan 2012 and financial report of the coastal zone component as per Annex IIIb format of the contract signed between UNDP and the European Union. UNDP welcomed the announcement of a new contribution from Sweden to the CCCA programme, particularly for Results 1, 2 and 5 and agreed to provide the EU Delegation the required work plans and reporting.

**Decision:**

***CCCA Result 2 should develop quantifiable indicators for their communication and visibility activities over the next 6 months.***

***UNDP to provide EU Delegation the required work plans and reporting as per Annex IIIb format of the contract signed between UNDP and the European Union***

**Session IV. Approval of the Mid-Term Review (MTR) Recommendations and Management Response**

Mr. Lay Khim, Assistant Country Director, and Team Leader, Environment and Energy Unit, UNDP, presented the MTR recommendations and UNDP management response.

Despite a slow start, the MTR found all components to be established and operational. Overall, there is a positive assessment of the relevance and design of the CCCA programme.

With regard to Result 1, CCD had an increased profile but faces constraints to operate and plan. On Result 2, it was found that CCCA had done a good job of identifying the various stakeholders involved and communication approaches, but content still required improvement. On Result 3, the MTR's assessment was that good progress had been made, which left enough time to develop future climate financing modalities. The Trust Fund was found to be operating well, useful in its own right, and should be continued until full national ownership could be achieved. On Result 4, the review noted that the activities were adequate in view of the objectives, but very ambitious for the proposed timeframe. A review of this component was suggested to determine if funds could be fully used or reallocated to other components. Finally on Result 5, the MTR acknowledged significant progress with the 8 grants on the ground, and a good coverage of key sectors. It recommended to increase networking among grantees and to focus the 2<sup>nd</sup> call for proposals on sectors and organizations not yet covered by the 1<sup>st</sup> call.

Mr Khim then presented in detail the 18 key recommendations from the MTR and the corresponding management response, and sought PSB approval for these.

***Comments from CCCA PSB members***

Sweden indicated that it might be necessary for the programme team to prioritize among MTR recommendations, and focus on actions related specifically to the specific five CCCA results. Monitoring of the status of implementation of these recommendations will be equally important.

Sweden and EU provided comments on the 18 key recommendations as follows:



No.	Response from EU/Sweden	Comments
1	Accepted	The capacity assessment needs to take place as soon as possible so that sufficient time will be available to implement the capacity development plan (starting before the end of 2012). Further discussions within Government may be required to ensure that CCD's coordination mandate is fully recognized and endorsed at ministerial level.
2	Accepted	This recommendation should however not be postponed, the CCD structure should be reviewed as soon as possible so that it can be used as a channel by other climate change initiatives. The development of a climate change financing framework may provide an opportunity to do this. To be more effective and to ensure the guidelines are implemented properly, we would suggest that the consultant who is engaged in developing mainstreaming should also be requested to provide training on climate change integration into sectoral plan or at least to provide backstopping support when the training will be conducted by CCD.
3	Accepted	Trainings should be provided to support line ministries, in addition to developing mainstreaming guidelines. The CCD should ensure that climate change and the green growth concept are integrated in the next NSDP and sub-national planning documents. Development partners will align their support to NSDP and CCCA should engage Ministries of Economy and Finance, Planning and Interior (NCDD) on these issues. Sweden and EU proposed this to be an action point for follow-up in the next PSB meeting.
4	Accepted	The implementation of climate change awareness at the subnational level is a positive development.
5	Accepted	The proposed center should be in a high traffic area (not in the new ministry building) and the formal launch should be appropriately covered by the media.
6	Accepted	Close contact should be established with the Ministry of Education, Youth and Sports, to take advantage of synergies with the EU support to education sector. The EU delegation could facilitate such contacts if necessary.
7	Accepted	Partners look forward to the proposed conference in 2013.
8	Accepted	Same comment as recommendation 2
9	Not accepted	An extension to 2015 should not be envisaged without any further resources. UNDP should urgently proceed with the request for extension until mid-2014.

No.	Response from EU/Sweden	Comments
10	Accepted (management response partially accepted)	UNDP should have an external audit and an external review of the coastal zone component as soon as possible, and if possible prior to the next scheduled payment to DHI.
11	Accepted	Sweden has committed an additional contribution of MSEK 15 for strengthening the results as identified in a concept note.
12	Accepted	Ministry of Women Affairs could be involved in activities related to improving the gender sensitivity of the program.
13	Accepted	N/A
14	Accepted	This recommendation has already been completed.
15	Accepted	More qualitative and gender-sensitive indicators should be presented to the PSB members, and be included in the revised logframe. The log frame of Result 4 needs a careful review.
16	Accepted	N/A
17	Accepted	More technical meetings should be organized so that the PSB can focus purely on strategic aspects of the programme. Minutes of these meetings should be prepared.
18	Accepted	A more detailed travel plan and budget should be prepared including Results 4 and 5, and presented to the Board for endorsement. Any possible savings made should be transferred to Result 5.

Following the recommendations from development partners, UNDP stated that capacity development was important for CCD, CCTT and NCCC. With the policy specialist on board, the capacity assessment should be conducted rapidly. Priorities for capacity development should focus on three things: climate change mainstreaming, climate change financing framework and strategic planning for climate change response.

UNDP suggested that a focal point be designated within CCD to offer secretariat support to the NCCC, especially in relation to the development of the CCCSP and mainstreaming in NSDP. If not possible, CCD could consider recruiting an external staff to perform this function to ensure full NCCC involvement in key processes and decision making.

The CCCSP should be developed in a cohesive manner, to ensure coherence with sector strategies, and CCD should provide technical support to develop guidelines to line ministries for the development of sector strategies.



**Decisions:**

*The capacity assessment and capacity development plan of the CCD should be prioritized for implementation by end 2012 and during 2013.*

*CCD and the CCCA Team should engage Ministries of Economy and Finance, Planning and Interior (NCDD) on mainstreaming climate change/green growth in the NSDP, and report to the next PSB on this process.*

*UNDP should submit the request for addendum to EU agreement and copy to Sweden, including an extension up to mid-2014.*

*UNDP should organize an external review and audit of the coastal zone component as soon as possible.*

*An overall travel plan and travel budget for CCCA should be presented to the Board for endorsement.*

*Indicators in the programme logframe will be refined by UNDP in consultations with PSB members (including Result 4) at technical level.*

*UNDP will ensure the monitoring and follow up of the status of implementation of the MTR recommendations, and report on progress of these actions to the next board meeting.*

**Session V. Progress of CCCA Programme**

Dr. Johnson Nkem, Climate Change Specialist, presented progress on Results 1&2, including implementation status of planned actions in Quarter 1 & 2, key implementation achievements, communication and visibility. Mr. Julien Chevillard, CCCA Trust Fund Administrator, presented progress on Results 3 & 5, covering progress against the five outputs of Result 3, and an update on the implementation status of the 8 grants under Result 5. Mr. Jens Erik Lyngby, Senior Programme Advisor (DHI), presented progress on deliverables up to date under Result 4, and coordination between GEF and CCCA funded components of the coastal zone programme.

***Comments from CCCA PSB members***

EU highlighted the very commendable CCCA achievements and asked that they be shared with target audiences more regularly through the media, website and other tools, including social media assuring a good visibility of the CCCA Programme in general and the excellent Climate Change Department (CCD) work in particular.

Useful information coming out of monitoring and evaluation and progress reports submitted by grantees should also be used by PSB members. This could be discussed by the technical group. EU also mentioned that a site visit was recently conducted at the Sihanoukville project, with positive results.

Regarding the coastal zone project, Sweden noted that the project has made progress despite the late project approval and the initially slow implementation. Sweden however requested DHI to present a clear and detailed work plan showing how the activities would be implemented until 2014. In order to improve



communication and coordination, Sweden suggested that CCCA donors should be invited to key project events, with appropriate prior notice.

UNDP noted the significant progress made since the last PSB. UNDP recommended that a network among grantees be established, to share lessons learnt from monitoring and evaluation and technical documents. UNDP also recommended that the 2<sup>nd</sup> National Communication to the UNFCCC and the Khmer version of the Cambodia Human Development Report 2011 should be finalized and published. UNDP encouraged the communication team to roll out climate change training and awareness raising activities.

**Decisions:**

***DHI should share with PSB members a detailed work plan for the remaining period of the coastal zone project and improve its communication towards all CCCA partners.***

***CCD should finalize and publish the 2<sup>nd</sup> National Communication and the Khmer version of the Cambodian Human Development Report.***

**Session VI. Approval of the Revised Result Framework and Budget**

Ms. Keo Kalyan, Programme Analyst, UNDP, presented the request for approval of the CCCA revised result framework and budget, noting that the results framework had been adjusted to reflect the programme extension, and improve the quality of some indicators and targets to take into account MTR recommendations. The revised budget also includes the additional contribution from Sweden.

UNDP asked for the approval of the PSB for the revised results framework and budget.

***Comments from CCCA PSB members***

EU accepted in principle the revised result framework and revised budget; at the same time, EU asked UNDP to provide better formulated indicators in the results framework on key Result 4 (as per current logframe in the contract), and offered to work jointly with UNDP on these improvements.

EU asked for clarification regarding the allocation of additional budget from Sweden between Result 1 and Result 5, noting that Result 5 should be the priority.

Sweden requested a more detailed breakdown of the DHI budget under Result 4, so that contributions to individual outputs could be tracked.

UNDP responded that additional funds from Sweden would contribute mostly to Result 5, but also to cover additional support under Result 1 and Result 2 in line with MTR recommendations. The total increase for Result 5 is slightly lower than anticipated because the US dollar amount expected from upcoming EU disbursements has been revised downwards to reflect the latest EUR/USD exchange rate. Approximately 10 to 12 grantees should be funded by using this additional fund.

UNDP also responded that it would ensure the presentation of the revised budget would be improved to be more transparent. UNDP, together with the trust Fund Secretariat, would consider how to improve the contract with DHI so that financial



reporting can be provided in more detail, and corresponding information made available to the Board.

EU agreed with UNDP's response and looked forward to working together on the finalization of the addendum as soon as possible.

**Decisions:**

***The revised results framework and budget is approved in principle, under the condition that comments made by the Board will be incorporated by UNDP, in consultation with EU and Sweden.***

***UNDP and DHI, in coordination with the Trust Fund Secretariat, will provide more detailed work plans, progress reports, and financial reporting on Result 4.***

**Session VII. CPEIR Recommendations and ToR for Climate Financing Framework Development**

Mr. Julien Chevillard, CCCA Trust Fund Administrator, presented CPEIR recommendations and ToR on the design of a climate financing framework, including a review of existing pooled funding modalities in Cambodia and abroad, a costing of the CCCSP and a costing of potential climate change impacts to guide allocation of expenditure. Recommendations would then be made on appropriate modalities and on a readiness plan (capacity development) to put in place the new financing framework.

***Comments from CCCA PSB members***

UNDP commended the Government for its ownership and leadership in this exercise. At the same time, Ministry of Environment should seek endorsement of report by the Ministry of Economy and Finance at senior level, as they will play a key role in the next steps.

EU welcomed the focus and analysis of climate-related expenditures at the subnational level of government, and the mention of the Commune/Sangkat fund as a potential model. EU also noted that mainstreaming climate change into NSDP would be essential to guide allocation of climate change finance.

EU proposed to the PSB that consultations could be organized with key stakeholders including Ministry of Economy and Finance, Ministry of Planning and NCDD to discuss CPEIR findings and the way forward.

**Decision:**

***CCCA will organize consultations with senior representatives of MEF, MoP and NCDD to present CPEIR findings and discuss next steps for the establishment of a climate change financing framework.***

**Session VIII. CCCA/PPCR Coordination Update**

Mr. Uy Kamal, Team Leader of Result 2, presented ways to strengthen synergy & complementarity between the two programmes, covering mainstreaming, multi-stakeholder engagement and communication, information and knowledge management. He emphasized the need to uphold one platform for climate change



coordination in Cambodia. With regard to financing mechanisms for civil society, there was no need for a separate facility as mechanisms were already in place under national ownership, with a proven capacity to deliver.

***Comments from CCCA PSB members***

Sweden fully agreed with the need for a common national mechanism, including the use of existing trust fund arrangements for CSO financing and strongly supported the use of the CCCA Trust Fund mechanism for CSO financing under PPCR Phase II (SPCR). This would be in line with donor commitments for harmonization, alignment, and national ownership, and provide more value for money. Sweden suggested that the CCCA and PPCR teams should approach the Ministry of Economy and Finance on the matter to come up with a resolution as soon as possible. UNDP agreed that existing systems should be used rather than developing new, parallel systems.

After the comments from the members, the board chair strongly encouraged the representatives from the Ministry of Economy and Finance to provide cooperation in this matter.

**Decision:**

***CCCA, in cooperation with PPCR, should follow-up with Ministry of Economy and Finance to find a solution for channeling of CSO grants under PPCR Phase II through the existing Trust Fund.***

**Session IX. Other Business**

EU requested the Chair to support the allocation of adequate CCD/CCCA office space in the new ministry building, so that the CCD/CCCA could operate in a professional manner. Office space had been reported as a recurrent problem in past PSB meetings and this should be resolved appropriately.

The Chair confirmed that office space had been tentatively allocated for the CCCA programme in the new facilities, which are currently under construction. He invited CCCA board members to visit the site if required.

EU has finalized its Country Environmental Profile for Cambodia, which has been posted on the EU delegation's website.

Another multi-donor field visit is planned on 7 September at the sites of the Local Governments and Climate Change project in Takeo. EU encouraged Board members to participate in this type of visit more regularly.

Sweden informed PSB members that the Sida board will visit Cambodia from 8 to 10 October and would like to go on a field visit. CCCA may be contacted to help organize this.

Sweden also informed that a new logo had been approved for Swedish-funded projects. A copy of the logo (Sweden) will be provided to the CCCA programme for use from now on.

In conclusion, the Chair pointed out that he was very much impressed by the successful achievements of CCCA programme in the last 7 months, including the preparation of the Cambodia Climate Change Strategic Plan, awareness raising on climate change, coastal adaptation project, and implementation of the grant projects

funded through the CCCA Trust Fund. The Chair thanked Sweden for the additional fund of US\$2 million.

The Chair concluded that the PSB meeting had made key decisions regarding: the implementation of MTR recommendations; enhancement of communication and visibility, the need to proceed quickly with the capacity assessment, the refinement of clear indicators and targets in the revised budget and logframe, the use of CCCSP to mainstream climate change into the forthcoming NSDP update and sub-national level plans. The Chair requested UNDP and EU to discuss and agree on the addendum as soon as possible, based on approval in principle from the Board. The Chair reiterated that the climate financing framework preparation was very important work and that continued efforts should be made to mobilize financial resources for CCCA, PPCR and other climate change initiatives over the long term. He further reminded that the ultimate objective is to establish a credible and attractive climate financing mechanism for Cambodia. The Chair finally thanked all the CCCA DPs, namely EU, Sweden and UNDP, as well as Board members from line ministries and other participants.

The next PSB meeting could be organized before the end of the year if required.

Senior Minister, Minister of Environment  
Chair of Programme Support Board

  
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DP MOK VARETH

Date prepared: 20/09/2012