



*With financial support from  
the Russian Federation*



## Graduation-Based Social Protection (GBSP) Project Minutes of the Virtual Project Board Approval (via email)

### Agenda:

- Approval of the extension of the project duration with a new end date of 31 March 2024.

### I. Introduction:

The GBSP project is scheduled to end on 30 November 2023 as per the original plan. However, while the project is trying to complete the activities as much as possible, there are some delays outside the project's control. There has been a fund shortage during early 2023 which caused some delays in the project's activities implementation. The key deliverables that could not be completed on time and in good quality by 30 November are:

- **Endline survey:** this activity needs at least 3 months to complete as it will involve field data collection, verification and analysis. The project team is preparing the procurement document and through the competitive process, we expect that the service provider can be on board in December 2023. Therefore, the survey's completion and its report's finalisation is expected in February 2024 at the soonest.
- **M&E tool for GBSP:** ToR is being developed. The assignment can be completed by the end of January 2024.
- **Capacity building to Sub-national administration (SNAs):** to continue improving the capacity of Sub-National Administrations (SNAs), the project will provide mentoring and coaching sessions to them. A user-friendly coaching and mentoring methodology guidance for SNAs will be developed. This activity needs to be completed by January 2024 at the soonest.
- **The final project board meeting:** it is expected to take place in February or March 2024 to present all the final products of the GBSP, the results of the terminal evaluation and the end-line survey to the project board as well as to formally close the GBSP pilot project.

### II. Decisions for approval via email:

The purpose of this virtual board process is to seek endorsement and a no objection from the project board on a no-cost extension of the project's operational end date originally on 30 November 2023 to 31 March 2024 to allow the project to deliver all the aforementioned key deliverables and to be able to close the project properly.

### III. Process of email consultation with the project board:

Before the launch of the virtual board endorsement, the Programme Analyst and Assistant Resident Representative provided an in-person briefing to the co-chairs to explain the need for project extension and clarified all related questions about why the project needed a no-cost extension.

On 5 October 2023, the Programme Analyst sent an email to the project board members to officially request a no-cost extension. The email was sent to the following members:

- 1) H.E. Dr. Chan Narith, Under Secretary of State of the Ministry of Economy and Finance (MoEF) and Secretary General of National Social Protection Council (NSPC), Co-Chair

DS  DS

- 2) Ms. Alissar Chaker, UNDP Resident Representative, Co-Chair
- 3) H.E Pan Bunthoeun, Secretary of State of the Ministry of Planning (MoP), Board Member
- 4) H.E Sok Buntha, Secretary of State of the Ministry of Social Affairs Veterans and Youth Rehabilitation (MoSVY)
- 5) Mr. Alexander Sery, First Secretary of Economic Section, Russian Embassy in Phnom Penh, Board Member
- 6) Mr. Sun Chhun Hieng, Deputy Director of the Department of Capital, Khan, and Provincial Administrations Affair, the Ministry of Interior (CKPAA/MoI), Board Member
- 7) Ms. Mak Monika, Executive Director of Cambodia Disability Person Organization (CDPO), Board Member

The following people were CCed in the email:

- 1) Mr. Shakeel Ahmad, Deputy Resident Representative, UNDP Cambodia
- 2) H.E. Theng Pagnathun, Deputy Director General, General Department of Planning, the Ministry of Planning
- 3) H.E. Keo Ouly, Director of the Department of Identification of Poor Households, the Ministry of Planning
- 4) Mr. Sreng Sophornreasmey, Director of the Department of Social Assistance, General Secretariat of the National Council for Social Protection
- 5) Mr. Taing Kimeang, Social Protection Specialist, Department of Social Assistance, General Secretariat of the National Council for Social Protection
- 6) Dr. Rany Pen, Assistant Resident Representative, Programme Unit, UNDP Cambodia
- 7) Mr. Kunka Ouk, Project Management Specialist, UNDP Cambodia
- 8) Mr. Theara Khoun, Policy Analyst, Social and Economics, UNDP Cambodia
- 9) Ivan Gonzalez de Alba, Country Economist, UNDP Cambodia

The project board members were given 10 working days (05 to 20 October 2023) for their review, comments, and endorsement of the project extension request. By 20 October 2023; Ms. Mak Monika, Executive Director of CDPO; Mr. Sun Chhun Hieng, Deputy Director of Department of CKPAA/MoI; and H.E Pan Bunthoeun, Secretary of State of the MoP had explicitly confirmed their endorsement and approval of the request and the project team received no objection from the others board members.

#### IV. Conclusion:

In conclusion, the project received endorsement and no objection from all the project board members to extend the project duration until 31 March 2024.


Prepared by

DocuSigned by:  
  
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**Mr. Kunka Ouk**  
Project Management  
Specialist,  
UNDP Cambodia

Date: 07-Nov-2023

Reviewed and approved by

DocuSigned by:  
  
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**Ms. Alissar Chaker**  
Resident Representative,  
UNDP Cambodia,  
Co-Chair of the project board

Date: 08-Nov-2023

Reviewed and approved by

  
**H.E. Dr. Chan Narith**  
Under Secretary of State of the  
MoEF and Secretary General of  
NSPC, Co-Chair of the project board

Date: 10-Nov-2023

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Attachment: Email correspondence from members of PB



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endorsement of an ex



RE\_ Request for  
endorsement of an ex



Re\_ Request for  
endorsement of an ex

DS  
MM  
DS

## Leanghorng Pheng

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**From:** Pan Bunthoeurn <pb\_thoeurn@yahoo.com>  
**Sent:** 21 October 2023 22:48  
**To:** Mao Meas  
**Subject:** RE: Request for endorsement of an extension of the GBSP pilot project duration from 30 November 2023 to 31 March 2024

Dear Ms Mao

Thanks for the reminder. In response to your email on 20th October 2023, I would like to approve and endorse the extension of the project.

Regards,  
H.E. PAN Bunthoeurn  
Secretary of State, Ministry of Planning

[Sent from Yahoo Mail on Android](#)

On Fri, 20 Oct 2023 at 11:37, Mao Meas  
<mao.meas@undp.org> wrote:

Dear Co-Chairs,

Excellencies and members of the project board,

We would like to send a gentle reminder that today is the proposed deadline to request the endorsement on the project extension. We also would like to thank the members who have already approved and endorsed this request.

As noted in the request, for the rest of the members who have not yet provided the responses, we would like to treat the responses as approval of this request if we don't hear any responses until today.

Best regards,

Mao

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**From:** Mao Meas  
**Sent:** Thursday, October 5, 2023 12:23 PM  
**To:** Narith Chan <cnrchan@gmail.com>; Alissar Chaker <alissar.chaker@undp.org>; pb\_thoeurn@yahoo.com; kbunth@hotmail.com; Russian Embassy in Phnom Penh <russemba@gmail.com>; sunchhunhieng@gmail.com; director@cdpo.org  
**Cc:** Shakeel Ahmad <shakeel.ahmad@undp.org>; H.E. Theng Pagnathun <pagnathun@gmail.com>; ouly.keo@idpoor.gov.kh; sophornreaksmey.sreng@gmail.com; taingkimeang@gmail.com; Rany Pen <rany.pen@undp.org>; Kunka Ouk <kunka.ouk@undp.org>; Theara Khoun <theara.khoun@undp.org>; Ivan



Gonzalez de Alba <ivan.gonzalezdealba@undp.org>

**Subject:** Request for endorsement of an extension of the GBSP pilot project duration from 30 November 2023 to 31 March 2024

Dear Co-Chairs,

Excellencies and members of the project board,

Reference is made to the 3<sup>rd</sup> project board meeting dated 19 April 2023, significant progress has been made over the last six months as highlighted below:

- The Royal Government of Cambodia, through GS-NSPC, and UNDP provided additional funds to the project to fill the gap as noted during the Board meeting.
- The project engages the sub-national administration in Kampong Chhnang and Preah Vihear to provide support to participating households, monitor their progress and generate more data and evidence important for the design of the national programme. Two Letters of Agreement with SNAs were signed and the activities are being implemented.
- To strengthen the capacity of the two SNAs to implement, coordinate and monitor the activities on the ground, refresher training of the GBSP was provided. The training was also extended to the volunteers and the commune council members.
- The national GBSP programme is being designed: a few rounds of consultations have been done to collect and validate the policy document/road map of the GBSP. The international consultant is finalizing the draft of the policy document and the programme document of GBSP.

The GBSP project is scheduled to end on 30 November 2023 as per the original plan. However, while the project is trying to complete the activities as much as they can, there are some delays which are outside of the project control (including the covid-19 pandemic which affected the implementation, mainly in 2020 and 2021). There are a number of key deliverables that could not be completed on time and in good quality by 30 November 2023. They include:

- **Endline survey:** this activity needs at least 3 months to complete as it will involve field data collection, verification and analysis. The project team is preparing the procurement document and through the competitive process, we expect that the service provider can be on board in November or early December. Therefore, the completion of the survey and the finalization of the report is expected in February 2024.
- **M&E tool for GBSP:** ToR is being developed. The assignment can be completed by the end of December soonest.
- **Capacity building to SNA:** to continue improving the capacity of SNA, the project will provide mentoring and coaching sessions to them. A user-friendly coaching and mentoring methodology guidance for sub-national administration will be developed. This activity needs to be completed by January 2024.
- **Final project board meeting** is expected to take place in February 2024 to present all the final products of the GBSP, the results of the terminal evaluation and the endline survey to the project board as well as to formally close the GBSP pilot project.

Based on the above reasons, there is a need for an extension of the project duration by four months. We, therefore, would like to seek a no objection from your Excellency Co-chairs and members of the Project Board to the request for extension of the project implementation duration from 30 November 2023 to 31 March 2024 to allow the project to complete all the remaining activities and to be able to properly close the project.

Should Excellencies, co-chairs, or members of the project board need further clarification and have any queries, please contact us anytime at your convenience. ***We would be very much grateful if you could endorse/approve the extension of the project implementation duration by 20 October COB.*** If we do not hear the responses after 20 October, we would like to treat the responses as approve of this request.

Best regards,

Mao



**Mao Meas (Ms.)**

Programme Analyst

UNDP Cambodia

Email : [mao.meas@undp.org](mailto:mao.meas@undp.org)

Tel : + 855 23 216 167 Ext. 1218

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## Leanghorng Pheng

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**From:** Mak Monika <director@cdpo.org>  
**Sent:** 20 October 2023 11:43  
**To:** Mao Meas  
**Cc:** 'CDPO-Vong Monea'; 'Chhor Bonnaroth'  
**Subject:** RE: Request for endorsement of an extension of the GBSP pilot project duration from 30 November 2023 to 31 March 2024

Dear Sister;

thanks you very much for your e-mail!

Based on your request for endorsement of an extension of the GBSP pilot project duration from 30 November 2023 to 31 March 2024.

CDPO would like to endorse/approve the extension of the project implementation.

Have a nice day!

Best regards,

Monika

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**From:** Mao Meas [mailto:mao.meas@undp.org]  
**Sent:** Thursday, October 5, 2023 12:23 PM  
**To:** Narith Chan <cnrchan@gmail.com>; Alissar Chaker <alissar.chaker@undp.org>; pb\_thoeurn@yahoo.com; kbunth@hotmail.com; Russian Embassy in Phnom Penh <russemba@gmail.com>; sunchhunhieng@gmail.com; director@cdpo.org  
**Cc:** Shakeel Ahmad <shakeel.ahmad@undp.org>; H.E. Theng Pagnathun <pagnathun@gmail.com>; ouly.keo@idpoor.gov.kh; sophornreaksmey.sreng@gmail.com; taingkimeang@gmail.com; Rany Pen <rany.pen@undp.org>; Kunka Ouk <kunka.ouk@undp.org>; Theara Khoun <theara.khoun@undp.org>; Ivan Gonzalez de Alba <ivan.gonzalezdealba@undp.org>  
**Subject:** Request for endorsement of an extension of the GBSP pilot project duration from 30 November 2023 to 31 March 2024

Dear Co-Chairs,  
Excellencies and members of the project board,

Reference is made to the 3<sup>rd</sup> project board meeting dated 19 April 2023, significant progress has been made over the last six months as highlighted below:

- The Royal Government of Cambodia, through GS-NSPC, and UNDP provided additional funds to the project to fill the gap as noted during the Board meeting.
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- To strengthen the capacity of the two SNAs to implement, coordinate and monitor the activities on the ground, refresher training of the GBSP was provided. The training was also extended to the volunteers and the commune council members.
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Best regards,  
Mao



**Mao Meas (Ms.)**

Programme Analyst

UNDP Cambodia

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## Leanghorng Pheng

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**From:** sun chhunhieng <sunchhunhieng@gmail.com>  
**Sent:** 19 October 2023 15:05  
**To:** Mao Meas  
**Subject:** Re: Request for endorsement of an extension of the GBSP pilot project duration from 30 November 2023 to 31 March 2024

Dear Ms. MEAS Mao,

Thanks so much for your email and telegram to me.  
I understand after reading your message.  
I have no objection to the request for delay.

Best Regards,

SUN CHHUN HIENG

On Thu, Oct 5, 2023 at 12:22 PM Mao Meas <[mao.meas@undp.org](mailto:mao.meas@undp.org)> wrote:

Dear Co-Chairs,

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Best regards,

Mao



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ស៊ុន ឈុនហ៊ៀង

Mr.SUN CHHUN HIENG

អនុប្រធាននាយកដ្ឋាន

Deputy Director

H/P: 012 37 2017

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នាយកដ្ឋានកិច្ចការអង្គបាលរាជធានី ខណ្ឌ និងខេត្ត

អគ្គនាយកដ្ឋានរដ្ឋបាល

ក្រសួងមហាផ្ទៃ

ព្រះរាជាណាចក្រកម្ពុជា

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