

**CHECK LIST**  
**Of**  
 **MULTI-YEAR WORKPLAN/**  **BUDGET REVISION**

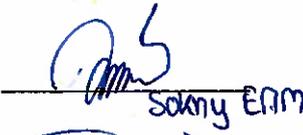
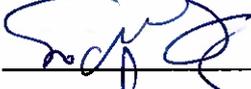
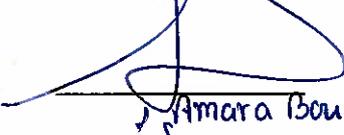
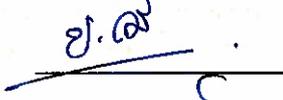
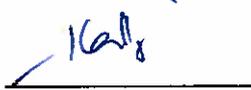
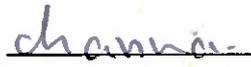
Award ID: 00107509

Project ID: 00107122

Project Title : United For Youth Employment in Cambodia (UNJP)

Budget year : 2017-2019

Bud.Type:" Initial-G00"

	Signature	Date
1. MYWP/BudRev Prepared/ Reflected in Atlas by Project Assistant	 Sakmy ERM	15-Jan-18
2. MYWP/BudRev Reviewed by Prog.Associate		15-Jan-18
3. Reviewed & finalized by Programme Analyst	 Amara Ben	15-Jan-18
4. Cleared by Team Leader	 S. Lee	18-Jan-18
5. Checked by Finance Analyst	 Kaly	18-Jan-18
6. Approved by Country Director		18-Jan-18
7. Kked by Finance Manager	 channan	18-Jan-18
8. Signed MYWP/BudRev. sent to IP (if applicable)		18-Jan-18

## 2018-2019 Annual Work Plan (Cover Page)

Country: Cambodia

<b>SP Outcome:</b>	Outcome 1: Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded
<b>UNDAF/CDP Outcome:</b>	Outcome 3: By 2018, national and subnational institutions are more transparent and accountable for key public sector reforms and rule of law; are more responsive to the inequalities in enjoyment of human rights of all people living in Cambodia; and increase civic participation in democratic decision-making
<b>CPD Output:</b>	Output 3.1: The National Strategic Development Plan (NSDP) incorporates and localizes the post-2015 agenda and Sustainable Development Goals priorities
<b>Programme Outcomes:</b>	<ol style="list-style-type: none"> <li>1. Young women and men access quality formal and non-formal education including volunteerism to develop relevant technical and vocational skills.</li> <li>2. Young women and men, both in school and out-of-school, are equipped with adequate entrepreneurial and business skills to create and develop sustainable enterprises.</li> <li>3. Young women and men benefit from a better condition and fair treatment at work.</li> </ol>
<b>Implementing Modality:</b>	Direct Implementation Modality (DIM)
<b>Responsible Parties:</b>	UNDP, Nation Employment Agency (NEA), Young Entrepreneurs Association of Cambodia (YEAC), Cambodian Disable People Organization (CDPO) and youth organization

### Narrative

To address these critical issues of youth skills and employment in Cambodia, a United Nations Joint Programme (UNJP) proposes to provide assistance to the Royal Government of Cambodia (RGC). It intends to focus on facilitating young people's entrance to the labour force while reducing inequalities – particularly for disadvantaged and vulnerable groups- and ensuring young women and men are better able to meet labour demand.

This proposed UN Joint Programme capitalizes on the complementary mandates and areas of UN expertise, which, when pulled together can more effectively contribute to address the challenge of youth employment in Cambodia. Hence the programme will benefit from the combined strengths of ILO, UNDP, UNESCO, UNICEF and UNV.

UNDP brings the added value of providing the Royal Government of Cambodia with policy advisory and research to link human capital and industrial policies and to improve the resilience of people employed in rural and informal jobs. Under the UN Joint Programme, UNDP has three major outputs to deliver, mainly 1) research on economic effects of investment in education and TVET programs for youth in Cambodia, 2) research on economic returns of investing in education and trainings for rural young entrepreneurs, and 3) providing capacity and enabling factors for youth, employers and government to dialogue, cooperate, exchange information, share good practices and participate in the promotion of decent employment and increase of job opportunities for vulnerable youth.

Programme Period:	Sept 2017 to August 2019	Estimated annualized budget:	\$337,000.00
Programme Component:	Youth Employment	Budget in 2018	: \$200,158.98
Project ID & Title:	00107509-United for Youth Employment in Cambodia (UNJP)	Budget in 2019	: \$136,621.67
Work plan Duration:	January 2018- August 2019	Allocated resource	: \$337,000.00
		SDC Fund through ILO in 2018:	\$200,158.98
		SDC Fund through ILO in 2019:	\$136,621.67

### Agreed by

Mr. Nick Beresford  
UNDP Country Director

Signature: Abulca Date: 18 Jan. 18



## SUMMARY BUDGET CONTROL SHEET

**Award ID:** 00107122

**Project ID:** 00107509

**Project Title:** United For Youth Employment in Cambodia

**Budget:** Initial

**Date:** 1-Jan-18

<b>Donor</b>	<b>CDR 2017 (Sept-Dec)</b>	<b>Budget 2018 (Jan-Dec)</b>	<b>Budget 2019 (Jan-Aug)</b>	<b>Total</b>
ILO-0003	205.00	187,064.47	127,683.80	<b>314,953.27</b>
GMS 7%	14.35	13,094.51	8,937.87	<b>22,046.73</b>
<b>Total ILO</b>	<b>219.35</b>	<b>200,158.98</b>	<b>136,621.67</b>	<b>337,000.00</b>

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## UN Joint Programme

Period: 01 Sept 2017 - 31 August 2019 (24months)

	SDC	UNDP Parallel	Total
Outcome 1	16,000	154,000	170,000
Outcome 2	31,000	112,000	143,000
Outcome 3	290,000	449,000	739,000
<b>Total</b>	<b>337,000</b>	<b>715,000</b>	<b>1,052,000</b>

### Request for Fund Installment from ILO

	Year 1	Year 2	Total
	Sept 17- Aug-18	Sept 18- Aug-19	
Outcome 1	14,953	-	14,953
Outcome 2	28,972	-	28,972
Outcome 3	116,150	176,925	293,075
<b>Total</b>	<b>160,075</b>	<b>176,925</b>	<b>337,000</b>

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CPAP Outcome	CPD Output	Expected Annual Project Results	Key Atlas Activities	Timeframe				Responsible Party	Impl. Agent	Chart of Account					Modality	CDR	Budget		Total	Budget Note			
				Q1	Q2	Q3	Q4			Fund	Donor	Bus. Unit	Account	Budget Descriptions			2017 (Sept-Dec)	2018			2019		
				Sub total Outcome #3													-	133,370.00	46,000.00		179,370.00		
				x	x	x	x	UNDP	001981	30000	00003	B0396	75700	Training, Workshop, conferences	DAI	-	45,300.00	16,000.00	61,300.00	Y1-2018: 1. Training to NEA (2 trainings: post editing, and sound.) \$16,000 2. Support people with disability with strategic plan and policies Training \$10,000 3. Expand multi-media platforms \$17,300 Y2-2018: 1. Support NEA in hosting National Career Fair \$2,000 Year 2019: 1. Multimedia trainings to update workplan of Job center of NEA in better communicate to rural youth \$5,000 2. Workshop follow up to update on lesson learn from the study tour \$5,000 3. Monitor and follow up session in Siem Reap with DPOs \$6,000			
			Program support & management	x	x	x	x	UNDP	001981	30000	00003	B0396	61100	Salary Costs- NP Staff	DAI	-	6,500.00	4,333.33	10,833.33	UNJP 10% Programme Analyst			
				x	x	x	x	UNDP	001981	30000	00003	B0396	61200	Salary Costs- GS Staff	DAI	-	-	4,600.00	4,600.00	UNJP 10% Programme Associate			
				x	x	x	x	UNDP	001981	30000	00003	B0396	64300	Direct Program Charg	DAI	-	5,750.00	5,750.00	11,500.00	DPC 3			
				x	x	x	x	UNDP	001981	30000	00003	B0396	71400	Service contract staff	DAI	-	-	42,400.00	42,400.00	2019: 100% Project Manager, Project Assistant			
				x	x	x	x	UNDP	001981	30000	00003	B0396	71600	Travel, mission, monitoring	DAI	-	1,000.00	5,000.00	6,000.00	Travel cost for Project/programme monitoring			
				x	x	x	x	UNDP	001981	30000	00003	B0396	72300	Fuel for car	DAI	-	-	400.00	400.00	Fuel for car			
				x	x	x	x	UNDP	001981	30000	00003	B0396	72400	Communication	DAI	-	-	240.00	240.00	Monthly telephone card			
				x	x	x	x	UNDP	001981	30000	00003	B0396	73100	Rental & Maintenance-	DAI	-	-	4,800.00	4,800.00	Office cost sharing			
				x	x	x	x	UNDP	001981	30000	00003	B0396	74100	Audit cost	DAI	-	-	3,000.00	3,000.00	Audit/spot check			
				x	x	x	x	UNDP	001981	30000	00003	B0396	74500	ISS cost recovery	DAI	-	2,474.47	3,910.47	6,384.94	ISS cost			
				x	x	x	x	UNDP	001981	30000	00003	B0396	75700	Workshop/ Training/Meeting	DAI	-	-	7,250.00	7,250.00	Meeting/ training along with other UN Agencies			
				Sub total Programme Support & Management													-	15,724.47	81,683.80	97,408.27			
				Total Outcome #3													-	159,531.08	136,621.67	296,152.75			
				Total Budget													219.35	200,158.98	136,621.67	337,000.00			

	CDR	Budget		Total
	2017	2018	2019	
GMS 7%	14.35	13,094.51	8,937.87	22,046.73
Net amount	205.00	187,064.47	127,683.80	314,953.27
<b>Total</b>	<b>219.35</b>	<b>200,158.98</b>	<b>136,621.67</b>	<b>337,000.00</b>



**United Nations Development Programme  
Cambodia**

Award ID: 00061042  
Project ID: 00091557- MIY  
Budget Plan: UNDP-Parallel-Project MIY

Empowered lives.  
Resilient nations.

**Multi-Work/Budget Plan**

CPAP Outcome	CPD Output	Expected Annual Project Results	Key Atlas Activities	Timeframe				Responsible Party	Impl. Agent	Chart of Account					Modality	UNDP-Parallel-MIY			Budget Note
				Q1	Q2	Q3	Q4			Fund	Donor	Bus. Unit	Account	Budget Descriptions		CDR 2017 Sept-Dec	Budget 2018 Jan-Dec	Total	
				UNDP-Parallel-MIY															
By 2018, national and subnational institutions are more transparent and accountable for key public sector reforms and rule of law; are more responsive to the inequalities in enjoyment of human rights of all people living in Cambodia; and increase civic participation in democratic decision-making.	Mechanisms and channels for government-citizen dialogue exist that establish long-term accountability relationships	<b>Outcome 1:</b> Young women and men access quality formal and non-formal education including volunteering to develop relevant technical and vocational skills	<b>Activity 1:</b> Research on the macroeconomic effect of investment in education and skills development produced and disseminated	UNDP-Parallel-MIY															
				x	x	x	x	UNDP	001981	30000	00555	B0396	71300	Individual Consultant	DAI		40,000.00	40,000.00	IC for Research
				x	x	x	x	UNDP	001981	30000	00555	B0396	72600	Grant	DAI		60,000.00	60,000.00	Grant to Training Institution
				x	x	x	x	UNDP	001981	30000	00555	B0396	74200	Printing and publication	DAI		20,000.00	20,000.00	Research publish
				x	x	x	x	UNDP	001981	30000	00555	B0396	75700	Training, Workshop, conferences	DAI		11,000.00	11,000.00	* Policy actions follow up meetings with stakeholders \$11,000
		x	x	x	x	UNDP	001981	30000	00555	B0396	75100	GMS 8%	DAI		10,480.00	10,480.00			
		<b>Total Outcome #1</b>												-	<b>141,480.00</b>	<b>141,480.00</b>			
		<b>Outcome 2:</b> Young women and men, both in-school and out-of-school, are equipped with adequate entrepreneurial and business skills to create and develop sustainable enterprises	<b>Activity 2.1:</b> Research produced and disseminated on the macroeconomic effect of investment in education and training packages for rural entrepreneurship	x	x	x	x	UNDP	001981	30000	00555	B0396	71300	Individual Consultant	DAI		40,000.00	40,000.00	IC for Research
				x	x	x	x	UNDP	001981	30000	00555	B0396	75700	Training, Workshop, conferences	DAI		17,000.00	17,000.00	* One day dissemination Workshop \$7000 * Policy actions follow up meetings with stakeholders \$10,000
				x	x	x	x	UNDP	001981	30000	00555	B0396	75100	GMS 8%	DAI		4,560.00	4,560.00	
		<b>Total Outcome #2</b>												-	<b>61,560.00</b>	<b>61,560.00</b>			
		<b>Outcome 3:</b> Young women and men benefit from a better condition and fair treatment at work	<b>Activity 3.3:</b> Unemployed and vulnerably employed youth are better informed about their rights and employment prospects	x	x	x	x	UNDP	001981	30000	00555	B0396	71200	International consultant	DAI		9,300.00	9,300.00	Provide capacity development to youth leaders and youth organisation in policy and advocacy for youth employment related policies
				x	x	x	x	UNDP	001981	30000	00555	B0396	71300	National consultant	DAI		1,800.00	1,800.00	
				x	x	x	x	UNDP	001981	30000	00555	B0396	72600	Grant	DAI		107,267.63	107,267.63	Grant to YEAC \$79,990.63 Grant to CDPO \$27,277
				x	x	x	x	UNDP	001981	30000	00555	B0396	75700	Training, Workshop, conferences	DAI		57,642.00	57,642.00	1. Study tour to learn from successful experiences \$14,200 2. Support MoLVT in providing capacity of Sector Skill Councils \$11,000 3. Provide capacity development to youth leaders and youth organisation training \$3400 4. Expand multi-media platforms \$12,700 5. Direct payment AIESEC/youth centre-MoEYS \$16,342

CPAP Outcome	CPD Output	Expected Annual Project Results	Key Atlas Activities	Timeframe				Responsible Party	Impl. Agent	Chart of Account					Modality	UNDP-Parallel-MIY			Budget Note			
				Q1	Q2	Q3	Q4			Fund	Donor	Bus. Unit	Account	Budget Descriptions		CDR 2017 Sept-Dec	Budget 2018 Jan-Dec	Total				
				Sub total Outcome #3													-	176,009.63		176,009.63		
			Program support & management	x	x	x	x	UNDP	001981	30000	00555	B0396	61100	Salary Costs- NP Staff	DAI	12,262.19	43,062.50	55,324.69	MIY 65% Programme Analyst			
				x	x	x	x	UNDP	001981	30000	00555	B0396	61200	Salary Costs- GS Staff	DAI	4,256.36	20,700.00	24,956.36	MIY 55% Programme Associate			
				x	x	x	x	UNDP	001981	30000	00555	B0396	64300	Direct Program Charge	DAI	3,647.74	40,250.00	43,897.74	DPC 3			
				x	x	x	x	UNDP	001981	30000	00555	B0396	71200	International consultant	DAI	-	30,000.00	30,000.00	Final project evaluation			
				x	x	x	x	UNDP	001981	30000	00555	B0396	71400	Service contract staff	DAI	18,007.99	72,720.00	90,727.99	MIY 100% 2018			
				x	x	x	x	UNDP	001981	30000	00555	B0396	71600	Travel, mission, monitoring	DAI	450.00	12,403.50	12,853.50	Travel cost for Project/programme monitoring			
				x	x	x	x	UNDP	001981	30000	00555	B0396	72300	Fuel for car	DAI	136.83	2,400.00	2,536.83	Fuel for car			
				x	x	x	x	UNDP	001981	30000	00555	B0396	72400	Communication	DAI	197.70	1,680.00	1,877.70	Monthly telephone card			
				x	x	x	x	UNDP	001981	30000	00555	B0396	72500	Office supplies	DAI	-	919.37	919.37				
				x	x	x	x	UNDP	001981	30000	00555	B0396	72800	IT Equipment & Accessories	DAI	504.68	1,200.00	1,704.68				
				x	x	x	x	UNDP	001981	30000	00555	B0396	73100	Rental & Maintenance- Premises	DAI	3,014.88	6,684.00	9,698.88	Office cost sharing			
				x	x	x	x	UNDP	001981	30000	00555	B0396	74100	Audit	DAI	-	9,500.00	9,500.00	Audit/spot check			
				x	x	x	x	UNDP	001981	30000	00555	B0396	74200	Air time and reporting services of CBS	DAI	-	6,800.00	6,800.00	TV talkshow			
				x	x	x	x	UNDP	001981	30000	00555	B0396	74500	ISS cost recovery	DAI	1,355.76	10,828.00	12,183.76	ISS cost			
				x	x	x	x	UNDP	001981	30000	00555	B0396	75700	Workshop/Training/ Meeting	DAI	945.96	8,000.00	8,945.96	Meeting/ training along with other UN Agencies			
				Sub total Programme Support & Management													44,780.09	267,147.37	311,927.46			
																	75100	GMS 8%	2,540.40	35,452.56	39,034.97	
				<b>Total Outcome #3</b>															47,320.49	478,609.56	526,972.06	
				<b>Total Budget</b>															47,320.49	681,649.56	730,012.06	

	CDR	Budget	Total
	2017	2018	
GMS 8%	2,540.40	50,492.56	54,074.97
Net amount	44,780.09	631,157.00	675,937.09

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## Annual Work Plan

Cambodia - Phnom-Penh

Project: 00107122

Report Date: 26/2/2018

Project Title: United for Youth Employment in Cambodia

Year: 2018

Output	Key Activities	Timeframe		Responsible Party	Planned Budget				
		Start	End		Fund	Donor	Budget Descr	Amount US\$	
00107509 Youth Employment in Cambodia	Access quality education	1/9/2017	31/8/2019	UNDP	30000	ILO	74500	Miscellaneous Expenses	0.00
				UNDP	30000	ILO	75700	Training, Workshops and Confer	14,748.00
				UNDP	30000	ILO	75100	Facilities & Administration	1,032.36
	Adequate business skill	1/9/2017	31/8/2019	UNDP	30000	ILO	75100	Facilities & Administration	2,028.04
				UNDP	30000	ILO	74200	Audio Visual&Print Prod Costs	20,000.00
				UNDP	30000	ILO	75700	Training, Workshops and Confer	8,000.00
				UNDP	30000	ILO	71600	Travel	972.00
	Better condit and fair treatm	1/9/2017	31/8/2019	UNDP	30000	ILO	61100	Salary Costs - NP Staff	6,500.00
				UNDP	30000	ILO	75100	Facilities & Administration	10,034.11
				UNDP	30000	ILO	74500	Miscellaneous Expenses	2,474.47
				UNDP	30000	ILO	72600	Grants	50,000.00
				UNDP	30000	ILO	71300	Local Consultants	11,070.00
				UNDP	30000	ILO	71600	Travel	1,000.00
				UNDP	30000	ILO	72100	Contractual Services-Companies	18,000.00
				UNDP	30000	ILO	75700	Training, Workshops and Confer	45,300.00
				UNDP	30000	ILO	61200	Salaries Costs - GS Staff	0.00
	UNDP	30000	ILO	71200	International Consultants	9,000.00			
	<b>TOTAL</b>								<b>200,158.98</b>
<b>GRAND TOTAL</b>								<b>200,158.98</b>	

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## Annual Work Plan

Cambodia - Phnom-Penh

Project: 00107122  
 Project Title: United for Youth Employment in Cambodia  
 Year: 2019

Report Date: 26/2/2018

Output	Key Activities	Timeframe		Responsible Party	Planned Budget				
		Start	End		Fund	Donor	Budget Descr	Amount US\$	
00107509 Youth Employment in Cambodia	Access quality education	1/9/2017	31/8/2019	UNDP	30000	ILO	75100	Facilities & Administration	0.00
				UNDP	30000	ILO	74500	Miscellaneous Expenses	0.00
				UNDP	30000	ILO	75700	Training, Workshops and Confer	0.00
	Adequate business skill	1/9/2017	31/8/2019	UNDP	30000	ILO	71600	Travel	0.00
				UNDP	30000	ILO	75700	Training, Workshops and Confer	0.00
				UNDP	30000	ILO	75100	Facilities & Administration	0.00
	Better condit and fair treatm	1/9/2017	31/8/2019	UNDP	30000	ILO	73100	Rental & Maintenance-Premises	4,800.00
				UNDP	30000	ILO	74100	Professional Services	3,000.00
				UNDP	30000	ILO	72400	Communic & Audio Visual Equip	240.00
				UNDP	30000	ILO	75100	Facilities & Administration	8,937.87
				UNDP	30000	ILO	61200	Salaries Costs - GS Staff	4,600.00
				UNDP	30000	ILO	71600	Travel	5,000.00
				UNDP	30000	ILO	61100	Salary Costs - NP Staff	4,333.33
				UNDP	30000	ILO	72300	Materials & Goods	400.00
				UNDP	30000	ILO	74500	Miscellaneous Expenses	3,910.47
				UNDP	30000	ILO	72600	Grants	30,000.00
				UNDP	30000	ILO	64300	Staff Mgmt Costs - IP Staff	10,000.00
				UNDP	30000	ILO	75700	Training, Workshops and Confer	19,000.00
UNDP	30000	ILO	71400	Contractual Services - Individ	42,400.00				
<b>TOTAL</b>								<b>136,621.67</b>	
<b>GRAND TOTAL</b>								<b>136,621.67</b>	



## Annual Work Plan

Cambodia - Phnom-Penh

Project: 00107122

Report Date: 26/2/2018

Project Title: United for Youth Employment in Cambodia

Year: 2019

Output	Key Activities	Timeframe		Responsible Party	Planned Budget				
		Start	End		Fund	Donor	Budget Descr	Amount US\$	
00107509 Youth Employment in Cambodia	Access quality education	1/9/2017	31/8/2019	UNDP	30000	ILO	75100	Facilities & Administration	0.00
				UNDP	30000	ILO	74500	Miscellaneous Expenses	0.00
				UNDP	30000	ILO	75700	Training, Workshops and Confer	0.00
	Adequate business skill	1/9/2017	31/8/2019	UNDP	30000	ILO	71600	Travel	0.00
				UNDP	30000	ILO	75700	Training, Workshops and Confer	0.00
				UNDP	30000	ILO	75100	Facilities & Administration	0.00
	Better condit and fair treatm	1/9/2017	31/8/2019	UNDP	30000	ILO	73100	Rental & Maintenance-Premises	4,800.00
				UNDP	30000	ILO	74100	Professional Services	3,000.00
				UNDP	30000	ILO	72400	Communic & Audio Visual Equip	240.00
				UNDP	30000	ILO	75100	Facilities & Administration	8,937.87
				UNDP	30000	ILO	61200	Salaries Costs - GS Staff	4,600.00
				UNDP	30000	ILO	71600	Travel	5,000.00
				UNDP	30000	ILO	61100	Salary Costs - NP Staff	4,333.33
				UNDP	30000	ILO	72300	Materials & Goods	400.00
				UNDP	30000	ILO	74500	Miscellaneous Expenses	3,910.47
				UNDP	30000	ILO	72600	Grants	30,000.00
UNDP	30000	ILO	64300	Staff Mgmt Costs - IP Staff	5,750.00				
UNDP	30000	ILO	75700	Training, Workshops and Confer	23,250.00				
UNDP	30000	ILO	71400	Contractual Services - Individ	42,400.00				
<b>TOTAL</b>								<b>136,621.67</b>	
<b>GRAND TOTAL</b>								<b>136,621.67</b>	

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## **UNited For Youth Employment in Cambodia**

## **United Nations Joint Programme Document**

**Phnom Penh, August 2017**

Country:	<b>Cambodia</b>
Programme Title:	<b>UNited For Youth Employment in Cambodia</b>
Development Objective:	<b>Young women and men increasingly obtain decent and productive employment opportunities.</b>
Outcomes:	<ol style="list-style-type: none"> <li>1. <b>Young women and men access quality formal and non-formal education including volunteerism to develop relevant technical and vocational skills</b></li> <li>2. <b>Young women and men, both in-school and out-of-school, are equipped with adequate entrepreneurial and business skills to create and develop sustainable enterprises</b></li> <li>3. <b>Young women and men benefit from a better condition and fair treatment at work</b></li> </ol>

Programme Duration: <b>2 years initial phase</b> (two subsequent phases of 5 years each foreseen)	Estimated budget: <b>USD 4,478,000</b> <i>for initial phase (2 years)</i> Out of which: 1. Funded Budget: <b>USD 4,478,000</b> 2. Unfunded budget: <b>USD 0</b>
Anticipated start/end dates: <b>September 2017 - August 2019</b>	Sources of funded budget: <b>1. SDC USD 2,000,000</b> <b>2. Participating UN Agencies:</b>
Fund Management Option(s): <b>Parallel and pass-through</b>	<ul style="list-style-type: none"> <li>• ILO USD 241,000</li> <li>• UNDP USD 715,000</li> <li>• UNESCO USD 131,000</li> <li>• UNICEF USD 430,000</li> <li>• UNV USD 961,000</li> </ul>
Administrative Agent: <b>ILO (for pass-through)</b>	

**Signatures**

<p>H. E. Dr. IthSamheng</p>  <hr/> <p>Ministry of Labour and Vocational Training</p>	<p>H.E. Im Koch</p>  <hr/> <p>Ministry of Education, Youth and Sport</p>
<p>Mr. Maurizio Bussi</p>  <hr/> <p>International Labour Organization</p>	<p>Ms. Debora Comini</p>  <hr/> <p>United Nations Children Fund</p>
<p>Mr. Nick Beresford</p>  <hr/> <p>United Nations Development Program</p>	<p>Ms. Anne Lemaistre</p>  <hr/> <p>United Nations Educational, Scientific and Cultural Organization</p>
<p>ToilyKurbanov</p>  <hr/> <p>United Nations Volunteers</p>	<p>Date:31 August 2017</p>



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**Interoffice Memorandum**

Date: 10 January 2018

To: Ms. Valerie Cliff, Deputy Regional Director for Asia & the Pacific  
Director, Bangkok Regional Hub

cc: Mr. Sharad Neupane, Country Programme Specialist, Bangkok Regional Hub

From: Mr. Nick Beresford, Country Director, UNDP Cambodia *N. Beresford*

**Subject: Request for DIM authorization for *UNited For Youth Employment in Cambodia – UN Joint Programme***

We would like to request a DIM authorization for UNited For Youth Employment in Cambodia, a UN Joint Programme funded by the Swiss Development Cooperation with Parallel funding from five UN Agencies: ILO, UNV, UNICEF, UNESCO and UNDP. The Joint Programme Document (Annex 1) was signed on 31 August 2017 following series of multi-stakeholder consultations. The first phase of the programme is set to complete in August 2019.

The objective of the Programme is to promote decent and productive employment opportunities for young women and men, to be achieved via three outcomes:

- Young women and men access quality formal and non-formal education including volunteerism to develop relevant technical and vocational skill
- Young women and men, both in-school and out-of-school, are equipped with adequate entrepreneurial and business skills to create and develop sustainable enterprises
- Young women and men benefit from a better condition and fair treatment at work

The programme was developed following years of UNDP's support on youth employment via multi-media platforms to promote behavioral change in job seeking and entrepreneurship as well as capacity building of the National Employment Agency, the government entity tasked with promoting employment. UNDP's contribution in the new Joint Programme will be in the form of advisory support to better equipped

Cambodia for the next generation of challenges to youth employment such as employability, entrepreneurship and rights at work; and delivery of training packages for rural entrepreneurs. Embedded in the programme is the application of multi-media platform and leveraging private sector partnership to deliver tailored employment enhancement knowledge and skills to young job seekers and entrepreneurs. The programme will rely on UNDP's ability to coordinate multi stakeholder partnership with the government, private sector, development partners, and civil society.

The Steering Committee of the Joint Programme met on 17 October 2017 and endorsed the first year work plan and adopted the proposed implementation arrangement (Annex 2: Steering Committee Meeting Minutes).

The rationale for Direct Implementation Modality is explained below:

- **Using existing DIM mechanism.** UNDP CO has experiences in implementing projects through DIM and can utilize pre-existing experiences and knowledge for implementing the project, especially under the streamlined internal capacity of the policy and program teams. UNDP CO is on the Controller's ACCLAIM list for the 3<sup>rd</sup> quarter of 2017 and has been on the list over two years. The CO management audit conducted in August 2015 concluded with a 'satisfactory' rating. The proposed implementation arrangement was adopted by the Steering Committee on 17 October 2017.
- **Constraint on National Partner's readiness.** The Capacity of MoEYS and MoLVT in taking full responsibility and accountability for conducting research, engaging private sector and youth, and donor coordination would be difficult without a backstopping technical and coordination support in order to improve MoLVT and MoEYS' readiness along the line which it could be only effectively done through UNDP Cambodia's technical assistance.
- **Nature of the programme.** The programme is meant to strengthen the government entity and policies through timely provision of policy upstream technical advisory and capacity development services. The programme also relies on UNDP ability to coordinate multi-stakeholder partners from the government, development partners, private sector and civil society. The programme envisages fund transfers to local business associations as well as forging formal partnership with private sector entities. Therefore, DIM modality will ensure flexibility for UNDP to implement the programme.

The Joint Programme Document was prepared based on the UNDG guidelines for Joint Programming and ILO is the Administrative Agent. The budget that will be implemented by UNDP is \$337,000 covering two-year period from 1<sup>st</sup> September 2017 to 31<sup>st</sup> August 2019.

**United Nations Development Programme**

Taking into the account the context and justifications, we would be most grateful if you could approve Direct Implementation for *UNited For Youth Employment in Cambodia*.

Sincerely Yours,

Annex 1: Joint Programme Document: UNited for Youth Employment in Cambodia

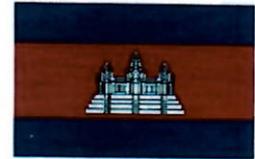
Annex 2: Minutes of Steering Committee Meeting

Annex 3: CO capacity assessment for direct implementation

UNDP in Cambodia

No. 53, Street 51, Boeung Keng Kang, Phnom Penh, Cambodia; Tel: 023 216 167, Fax: 023 216 257

E-mail: [registry.kh@undp.org](mailto:registry.kh@undp.org); [www.kh.undp.org](http://www.kh.undp.org)



**Minutes of  
1<sup>ST</sup> MEETING OF STEERING COMMITTEE  
United Nations Joint Programme: "UNited for Youth Employment in Cambodia"**

Ministry of Labour and Vocational Training, Meeting Room B

17 October 2017, 3:00 - 5:00 PM

The meeting was co-chaired by H.E. Dr. Ith Samheng, Minister of Labour and Vocational Training and Ms. Claire Van der Vaeren, UN Resident Coordinator in Cambodia.

H.E Minister welcomed members to the first meeting of the steering committee and announced the opening of the meeting.

Ms. Claire Van der Vaeren, UN Resident Coordinator in Cambodia, provided the opening remarks with emphasis on the following areas:

- The Joint Program aims to contribute to addressing the critical issue of youth employment in Cambodia. It intends to promote decent and productive employment opportunities for Cambodian youth, particularly for disadvantaged and vulnerable groups, with strong focus on the employability of young job seekers through quality education and skills training, including life skills, entrepreneurship and volunteerism.
- The implementation of the Joint Program comes in at the time where the 2030 Agenda for Sustainable Development and its Sustainable Development Goals (SDGs) call for more focused effort toward youth employment, particularly with goal 8 and its targets: 8.6 "By 2020, substantially reduce the proportion of youth not in employment, education or training" and 8.b "By 2020, develop and operationalize a global strategy for youth employment and implement the Global Jobs Pact of the International Labour Organization". The joint programme will also respond to other goals, notably SDG 1; SDG 4; SDG 5 and SDG 9.
- The programme comes at a strategic juncture to support the implementation of the Royal Government's strategic priorities (employment policy, industrial development policy, youth development policy, and recently launched TVET policy) and support the three outcomes of the current United Nations Development Assistance Framework (UNDAF, 2016- 2018).
- The leadership of the Royal Government and the governance of the Joint Program are the key to success of the program, in particularly through promoting policy coherence, synergies, coordination, joint results as well as institutional capacities.
- Ms. Claire Van der Vaeren thanked the Ministry of Labour and Vocational Training for the leadership and the commitment to the joint programme.
- The first meeting of the Steering Committee presents an opportunity to review and formally adopt:

- the Terms of Reference of Steering Committee that will guide the implementation of the joint programme,
- the Terms of Reference of the Consultative Group – the main roles and
- to review and adopt the yearly workplan for year 1.

H.E Minister commended the joint effort of all stakeholders in preparation of the first meeting, relevant documents and the efforts made to prepare the draft yearly work plan. H.E Minister also noted the coherence and alignment of SDGs and the national plans and strategies of the Royal Government of Cambodia in particularly the National Employment Policy and National TVET Policy.

The agenda of the meeting was adopted and the meeting was proceeded accordingly.

**Introduction to the Members of the Steering Committee:** Mr. Tun Sophorn, ILO, read Prakas on the establishment of Steering Committee of Joint Programme (Co-Chairs, Members, duties, functions and secretariat). Prakas will be available in English.

**Terms of Reference of the Steering Committee:** Steering Committee reviewed the Draft Terms of Reference and raised the following comments for clarifications/incorporation:

- In paragraph 8 [The Steering Committee is expected to], suggested to include “development and” before “implementation of initiatives presented by...”
- In paragraph 12 [working procedure], suggested to include “In the case of unavailability, the Steering Committee member shall designate a representative to the meeting and the representative has the same authority to make decisions”.
- Suggested to clarify about voting on decision – currently there are 11 members. In case one of the members is absent and the voting for decision is 50-50, what should we do?

This is clarified and elaborated in the current draft paragraph 13- Voting will be on the basis of one-person one-vote and one-organisation one-vote. In the event of a tie, the co-chairs will have an additional casting vote.

- A question has been raised whether the Working Procedures should be included in the Prakas. This has been clarified that normally the Prakas indicates only important issues such as member composition; responsibilities; role and functions, therefore working procedures which are already in the TOR should be referred to the TOR.
  - The correct full name of SDC is “Agency for Development and Cooperation”, this has been edited in the paragraph 2.
- Following the additions and changes above, the TOR was approved by the steering committee.

**Terms of Reference of the Consultative Group:** Steering Committee reviewed the Draft Terms of Reference and raised the following comments for clarifications/incorporation:

- For Members, though the membership is open (not limited) but we should include Ministry of Women’s Affairs, SIDA and IBSA (as the donors contributing to the UNJP) – therefore these have been incorporated in the TOR paragraph 1.
- The members of Consultative Group (CG) shall not be appointed by Prakas and the participation shall be based on the invitation to be co-signed by co-chairs to Ministers or Heads of Institutions who will delegate to suitable representatives to participate in a CG meeting.

- Given the role of CG is an advisory group, having Prakas to nominate its members might not provide flexibility. Therefore, it should be based on the invitation to members as agreed in the TOR which shall be attached with the invitation. The invited institutions should assign appropriate representatives to attend the CG meeting.
- The current draft does not precisely mentioned chairs. Therefore, it was suggested to include that the Consultative Group is co-chaired by the Minister of Labour and Vocational Training and the UN Resident Coordinator – this has been addressed in the Background section of the TOR.
- The TOR was approved by the steering committee, with the additions above.

### **Review and adoption of the work plan for year 1**

The Steering Committee reviewed the draft work plan and provided the following comments:

- In the draft work plan, the connection and coherence between the results and some activities seem not to be clear.
- It is important to highlight about Partnership in the workplan. There are more agencies/partners (beside UNJP) that are active in promoting youth employment, therefore it will useful to engage and consult those partners in order seek synergies and avoid duplication and enhance cooperation. The steering committee agreed to include a column of "Key Partners" for outputs/key programme activities in the workplan as additional information.
- It would be important to include additional information on the geographical coverage/target areas that programs delivered (national level, provincial level or sectoral level). The clear presentation of the beneficiaries that the Joint Program reaches will inform the committee of which youth groups are not covered or left behind by the program interventions. This is part of the UNJP M&E framework.
- Following the discussion, the steering committee suggested that because the workplan is developed at the output level, it will be too detailed to include geographical coverages and desegregated beneficiaries in new columns in the work plan. Therefore, the Committee recommended to indicate geographic and sector coverage at end of each activity description and present details of the covered locations or sectors as well as reached beneficiaries analysis in the progress report of the Joint Programme.
- Following the discussion, the Steering Committee adopted the work plan and requested to incorporate the above comments and suggestions.

The Steering Committee congratulated the hard work of all participating agencies and partners for the development of a comprehensive workplan.

The UN Co-chair, Ms. Claire Van der Vaeren asked to put on record that the endorsement of the workplan means also agreement that the SDC contribution will be transferred to the participating UN agencies accordingly. There was no disagreement.

### **AOB:**

- Human Resource Unit of ILO is finalizing the recruitment of JP Coordinator. The program coordinator will work with technical supervision of the Regional Employment Specialist of ILO and the guidance of Mr. Sophorn Tun, National Coordinator.

- The Steering Committee thanked ILO for playing the secretariat role of the Steering Committee.
- **Date of next meeting:** based on the TOR, the next meetings are indicatively suggested to be in February and September. Therefore, the Steering Committee agreed in principle to hold the next meeting in the 4<sup>th</sup> week of February. The secretariat will coordinate further to fix the exact date.
- The Steering Committee meeting should be organized, if possible, in the provinces which give opportunity for members to visit the programme activities. It was agreed that one field visit would be organized for the members in the 2 years of implementation of the UNJP as it stands. This could be further discussed on how and when.

### **Conclusion**

Ms. Claire Van der Vaeren highly appreciated SDC for the significant contribution and encourage the Steering Committee to formally operationalize the programme. She thanked the Minister for leading the programme and co-chairing the meeting.

H.E Minister concluded the meeting, appreciating a fruitful and frank discussion to achieve the expected results. He thanked SDC for the support and all partners and ILO.

H.E Minister took the opportunity to inform the meeting about good outcome of his recent meeting with representatives of buyers group who has sourced from Cambodia. The country hopes to receive more orders from buyers who are committed to continue or expand their business for the coming years. Cambodia concluded a minimum wage of 170 USD for the garment and footwear industry in 2018, following a tripartite negotiation where all the parties came with consensus. It is expected that there will be more competition among buyers amid the rising minimum wage, but the government will work closely with the buyers to address the challenge. It is expected that the situation in 2018 will be better. This will very well link to the implementation of JP.

Prepared by the Secretariat in Phnom Penh on 25 October 2017 and approved by the co-chairs:



H.E. Dr. Ith Samheng

Minister of Labour and Vocational Training



Ms. Claire Van der Vaeren

UN Resident Coordinator

### **Annexes:**

- Adopted meeting agenda
- Approved TORs
- Approved yearly work plan for year 1
- List of participants
- Prakas on Steering Committee