



**QUARTERLY ACTIVITY REPORT 2016**

**GENERATING, ACCESSING AND USING INFORMATION AND KNOWLEDGE  
RELATED TO THE THREE RIO CONVENTIONS**

**APRIL-JUNE 2016**



*Photo: 3 Rio Convention Inception Workshop, 26 May 2016*

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## I. Executive Summary

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Within the period of the continued project start-up from April-June 2016, the PMU and concerned people got involved in the following activities:

- \* Facilitation of the assignments carried out the national and international consultants, namely the updated version of the ProDoc;
- \* Updating and sharing the draft version of the ProDoc with the focal points of each Rio Conventions;
- \* Preparation and arrangement of the Inception Workshop;
- \* Conduction of the Inception Workshop and Development of the Inception Report;
- \* Meetings and discussions of AWP 2016 and relevant documents to be ready for the second board meeting;
- \* The International Day of Biodiversity and the World Day to Combat Desertification/land Degradation
- \* Administrative Work/Project Management
- \* Preparation of the Second Board Meeting

## II. Implementation Progress

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1. Time and efforts were made by the PMU staff to coordinate the assignments of national and international consultants based on their ToRs. Their inputs need to be consulted with the PMU and the project director before they were shared with concerned focal points of each Rio convention for comments and modifications. While the face-to-face meetings were held with the focal points of UNFCCC, UN-CBD and UNCCD for a few occasions on the draft updated ProDoc, its whole version was shared with them, including UNDP via email. The summary of such ProDoc, in addition, was presented in the Inception Workshop, for comments or seeking any clarification, if any. More details are stated in paragraph 2 below.
2. Two meetings were held between the PMU Staff and the focal points of each Rio convention to view and discuss the draft updated ProDoc, especially in the areas of communication strategy, gender mainstreaming, multi-year work plan and annual work plan, resource result framework, and the budget allocation for the project implementation for Quarters 3 and 4, 2016. While the discussion meetings with the focal points of the UNFCCC and UN-CBD were held together within the Department of Biodiversity, National Council of Sustainable Development, MoE, the ones with focal point of UNCCD were organized at the Department of International Cooperation, Ministry of Agriculture, Forestry and Fisheries. It is worth noting that the comments and outputs from these meetings were consulted with the consultants, PMU staff and the National Project Director before they were incorporated into the draft updated ProDoc.
3. Several other meetings were especially organized to discuss Annual Action Plan (AWP) and resource allocation for the implementation for the period of the last two quarters, 2016. Although discussions on AWP remain among the focal points, it is likely that they will be completed sooner and the products are supposed to be submitted before the board members within the quarter 3, 2016 (See Annex 1: Key Meetings with Immediate Stakeholders).
4. Significant time and resources of PMU were spent for the preparation of Inception Workshop which was held on 26 May 2016 at Tonle Bassac II Restaurant, Phnom Penh. Such preparatory commitments included development list of participants, invitations, venue arrangement, materials, slide presentation development, logistics preparation and purchases, etc.
5. The inception workshop which aimed at (1) reviewing the Project Document, (2) seek clarification on all aspects of the project; (3) proposing, as needed, elements for improving the project design and implementation, including in particular elements of particular importance to them; and (4) Inform about areas for their possible interventions and support to the project was attended by about 90 participants from the 3 Rio convention bodies, concerned government institutions/ministries, universities/research institutions, local and international organizations and UNDP Agencies. The workshop held on 26 May 2016 was especially attended by the young environmental officials from the Ministry of Environment and municipal environment of Phnom Penh and Universities in the capital (See Annex 2: Concept Note and Minute of the Inception Report).
- 6.

It was worth noting that after the workshop, an inception minute was sent to the key participants for their comments and feedback which were together integrated into the inception report.

7. Within the reporting period, Quarter 2, 2016, two of the UN conventions focal points, namely UN-CBD and UNCCD, conducted the international/world days in Cambodia. On 22 May 2016, the UN-CBD focal point of the Department of Biodiversity, National Council for Sustainable Development (NCSD), Ministry of Environment, conducted the International Day for Biological Diversity in one of the provinces in the northern part of Cambodia, Kampong Thom. The important day which themes “**Mainstreaming Biodiversity; Sustaining People and their Livelihoods**” and was partially prepared, attended and funded by the 3 Rio Conventions Project was successfully held (See Annex 3: Summary of IDB Activities).

Similarly, on 17 June 2016 the UNCCD focal point prepared and conducted World UNCCD Day to combat the desertification/land degradation with the theme of “Protect Earth. Restore Land. Engage People” in Baset District, Kampong Speu Province to showcase the effects of deforestation, improper land management and soil erosion in the upstream areas of the Prek Thnot Watershed on the agricultural lands in downstream areas. The ceremony which was initiated and held by the leaders of the Department of International Cooperation, Ministry of Agriculture, Forestry and Fisheries (MAFF) attended by the public, concerned ministries, local authorities, university professors and school students was chaired by the minister for MAFF and provincial governor of Kampong Speu (See Annex 4: Concept Note of World UNCCD Day Activities).

8. Like previous activity reports, all activities carried out within the period were sufficiently supported by the administrative commitments, especially the preparation of the international/world days of the two UN conventions and inception workshop.

Day-to-day project management faces certain challenges, especially the limited cooperation and assistance from UNDP. These challenges are further highlighted in the challenge section below.

9. As the second board meeting is tentatively scheduled in the second week of July 2016, certain preparation for it was done such as completion of the meeting materials, logistics arrangement, invitation, venue booking and, especially technical reviews and agreement with the updated ProDoc.

### III. Challenges Encountered

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- 1) It was hard for the 3 Rio Conventions Project to organize the joint meetings of the 3 Rio focal points due to the fact that they were quite engaged with their routine committed work. In addition, as the project funds were not available within this period for project implementation by each Rio convention body, the representatives of the Rio conventions were replaced from one meeting to another, except the focal points of each convention. This resulted in time-

consuming and difficulties for the replacements to grasp objective, goals and contents of the ProDoc.

- 2) The management work of the 3 Rio Conventions Project was repeatedly challenged by UNDP representative. Those challenges and their negative impacts are as follows.
  - After the recruitment process documents were requested and submitted to UNDP, the positions of the project personnel, i.e. administrative officer, the finance officer and project coordinator were reviewed and assessed by UNDP Human Resource Unit. As a result, the position of project coordinator was challenged. This challenge which needs to be addressed directly or indirectly impacts the project operations: demotivation/discouragement of the personnel. This results in slow project implementation.
  - The project management was also negatively impacted by the slow release of funds from UNDP and/or regional GEF. The salaries of PMU staff members were delayed for about 3 months (April, May and June 2016) although the full payments for them were made in early July. Such stressful issue should be repeated in the future and to avoid it, proper commitment for the project operations needs to be made.
  - In addition, the delay of project operation was caused by the lack of cooperation and technical assistance from UNDP, known as the project assurance. The project implementing partner and UNDP, therefore, need to be sufficiently discussed and addressed for effective and satisfactory project operations.
- 3) The frequent replacements of the focal points of each Rio convention to discuss and finalize the ProDoc updated by the national and international consultants would find it hard for the new people to grasp its format and contents. The work, therefore, was time-consuming, leading to the delay of the second Board Meeting to review and approve the Multi-Year Work plan, and in particular the AWP 2016 as well as other project-related issues.
- 4) In addition, the time constraints of the key focal points of each Rio Conventions who have been replaced so often due to their hectic schedules. It is, thus, hard to have agreed time to have joint meetings and joint discussions for project implementation.
- 5) The payments for International and National consultants are behind schedules due to the fact that their last deliverables were yet reviewed and approved by the board, then, their payments could not be made. It was expected that their payments would be cleared soon after their last deliverables are accepted.

## IV. Annexes

### Annex 1: Key Meetings with Immediate Stakeholders in 2<sup>st</sup> Quarter 2016

| No. | Events   | Purpose  | Event date   |
|-----|--|--|--------------|
| 1.  | Meeting with UNCBD and UNFCCC focal points/representatives | <ul style="list-style-type: none"><li>- Discuss and finalize the comments draft updated ProDoc</li><li>- Seek comments and feedback for the ProDoC</li><li>- Familiarize the focal point/representative with AWP-2016</li></ul>  | April 2016   |
| 2.  | Meeting with UNCCD focal point/representative, NCSSD       | <ul style="list-style-type: none"><li>- Discuss and finalize the comments draft updated ProDoc</li><li>- Seek comments and feedback for the ProDoC</li><li>- Familiarize the focal point/representative with AWP-2016</li></ul>  | April 2016   |
| 3.  | Attending the International Day for Biodiversity           | <ul style="list-style-type: none"><li>- Joining the International Day of Biodiversity</li><li>- Public awareness raising on environment and biodiversity</li></ul>   | 22 May 2016  |
| 4.  | Attending the World UNCCD Day                              | <ul style="list-style-type: none"><li>- Joining the World Day of Land Dissertations/Degradation</li><li>- Public awareness raising on land issues and improper land management</li></ul>   | 17 June 2016 |
| 5.  | Preparation and conduction of Inception Workshop           | <ul style="list-style-type: none"><li>- Preparation of the workshop; and</li><li>- Reviewing the Project Document,</li><li>- Seeking clarification on all aspects of the project;</li><li>- Propose, as needed, elements for improving the project design and implementation, including in particular elements of particular importance to them;</li><li>- Informing about areas for their possible interventions and support to the project</li></ul> | May 2016     |



## 1) Conception Note of Inception Workshop

### 1. INTRODUCTION

1. In 1992, at the United Nations Conference on Environment and Development held in Rio de Janeiro, Brazil, the world community adopted three global agreements, namely the Convention on Biological Diversity (CBD), the United Nations Framework Convention on Climate Change (UNFCCC) and the United Nations Convention to Combat Desertification (UNCCD), to address the non-sustainable use of the world's natural resources and the resulting environmental degradation by calling for strategic commitments that would halt and reverse the negative impact of human activities on the environment and promote environmentally long-term sustainable economic development at all levels on the planet, from local to global levels. Cambodia is a party to all these so-called Rio Conventions.

2. Difficulties as well as limited integration and synergy in implementing the three Rio Conventions efficiently led countries to identify the best way to frame resources by first determining their own capacity needs. Cambodia carried out its National Capacity Self-Assessment project in 2005 and 2006. Recognizing that, in Cambodia, capacities to meet the obligations of the Rio Conventions were severely lacking, the project identified country-level capacities needed to address domestic environmental issues and concerns that are concerns of the three Rio Conventions. The assessment also identified a list of priority actions including the need for better coordination for the implementation of the Rio Conventions, more public awareness and the need to mainstream the environment into national policies, plans, programmes and relevant initiatives.

3. As a follow-up to this assessment, Cambodia developed, with the support of the Global Environment Facility (GEF) and the United Nations Development Programme (UNDP), a project entitled "Generating, Accessing and Using Information and Knowledge Related to the Three Rio Conventions." A project document was developed to seek US\$ 1, 140, 000 to achieve the following two outcomes:

- (a) Improved access and generation of information related to the three Rio Conventions; and
- (b) Improved use of information and knowledge related to the Rio Conventions.

4. The project is expected to step up the changes needed to implement the three Rio Convention in a more effective, integrated, coherent and efficient manner, including by (i) promoting the generation of information on climate change as well as adaptation and mitigation measures to address climate change, on biodiversity and its related ecosystem services, and on land degradation, drought and desertification, (ii) putting in place the best mechanisms for gathering, synthesizing and managing that information, and thus (iii) facilitating access to and use of that information for well-coordinated and efficient decision and policy-making, in particular through communication, education, various types of training and awareness-raising programme, taking into account gender issues. The project will also facilitate, harmonize and reduce the burden of the reporting required under the three Rio Conventions.

5. The project document describes the project's (i) rationale, (ii) context with the possible risks and ways to address them, (iii) strategy including stakeholder engagement, outputs and activities, (iv) design with the implementation schedule, expected results and monitoring/evaluation plans, financing plans, (v) institutional coordination and support, and (vi) gender mainstreaming work plan and communication strategy.

## 2. WORKSHOP OBJECTIVE

6. The organisation of this inception workshop concludes the inception phase of the project. It will gather representatives of all the stakeholder groups (see section 4 below) to:
- (a) Review the Project Document,
  - (b) Seek clarification on all aspects of the project;
  - (c) Propose, as needed, elements for improving the project design and implementation, including in particular elements of particular importance to them;
  - (d) Inform about areas for their possible interventions and support to the project.
7. A fundamental objective of this inception workshop is to further instil understanding and ownership of the project's goals and objectives among the project team, government and other stakeholder groups. The workshop will also serve to finalize preparation of the project's first annual work plan on the basis of the project's results framework matrix. This will include reviewing the results framework (indicators, means of verification, assumptions), imparting additional detail as needed, and on the basis of this exercise, finalize the Annual Work Plan (AWP) with precise and measurable performance (process and output) indicators, and in a manner consistent with the expected outcomes for the project
8. The workshop will be held in both English and Khmer.

## 3. PROPOSED AGENDA

9. A draft agenda for the Inception Workshop is attached as annex 1 to this note.

### **Agenda item 1: Workshop opening and introductions**

10. Chaired by H.E. Dr. Tin Ponlok, Secretary General of the National Council for Sustainable Development, Ministry of Environment and Chair of the three Rio Conventions Project Board, the meeting will be opened at 8:20 a.m. with (i) some welcome remarks by the UNDP Country Director or her representative, and (ii) the opening speech by H.E. YIN Kimsean, Secretary of State, Ministry of Environment.

### **Agenda item 2: Adoption of the agenda and organization of work**

11. The agenda will then be introduced for adoption, and information will be given on how the workshop will be organised.

### **Agenda item 3: Validation of the Project Documents**

12. Under this agenda item, participants will be requested to provide comments on relevant sections of the Project Document. This step is essential to the success of the project because it enables all the stakeholder groups to participate in the development of the project and own every aspect of it; it enables all the different groups of stakeholders to emphasize and/or propose elements of particular importance to them, and it gives opportunity to each participant and the stakeholder groups they represent to indicate how they can support and be engaged in the implementation of the project. The Project Inception Workshop being the conclusion of the inception phase of the project, each of the relevant sections of the Project Document will be reviewed and endorsed.

#### ***Item 3.1: Brief introduction of the Project Document***

13. Consideration of agenda item 3 will be started with an introduction of the Project Document that will set the Project's context by (i) providing some information on the background of the project, progress to date on project establishment and start-up activities, (ii) providing more details on the Project's objective and describing the importance of the Project from the perspectives of the Convention on Biological Diversity, the United Nations Framework Convention on Climate Change, the United Nations Convention to Combat Desertification, related global and regional agreements, and the implementation of a number of key strategies and plans adopted by the Royal Government of

Cambodia for example on the green economy, sustainable development and poverty eradication. References will be made to changes in external conditions that may affect project implementation, including the 2030 Agenda for Sustainable Development adopted in 2015 and the latest decisions of the Conferences of the Parties to the three Rio Conventions.

***Item 3.2: Review and finalization of the terms of reference for positions in the Project Management Unit***

14. The Terms of Reference for Project Management Unit's staff (Project Coordinator, Administrative Officer, Finance Officer and Supporting Staff) are contained in Section E2 of the Project Document. They will be clarified if needed and finalized during the Inception Workshop.

***Item 3.3: Review of the list of UNDP country support services to the project***

15. Annex 8 to the Project Document is a letter of agreement between UNDP and the Government of Cambodia for the provision of support services by UNDP. The meeting will be informed about the agreed services and modalities for their provision.

***Item 3.4: Expected outcomes and outputs and planned activities***

16. Under this agenda item, the project's goals and objectives will be presented and described in terms of outcomes and outputs as well as the main activities to be undertaken to achieve the planned outputs and outcomes. References will be made to the risks and assumptions as well as stakeholder involvement. The following sections of the Project Document are particularly relevant to the consideration of this agenda item: Section C2 'Project Design' (see in particular subsections C2a2 on 'Project goals and objectives' and C2a3 on 'Expected outcomes and outputs'), subsection C3c on 'Risks and assumptions' and Section C4 'Stakeholder involvement.'

***Item 3.5: Review of the three-year work plan***

17. Participants in the workshop will consider the three-year Work Plan developed to achieve the project's outcomes and outputs. The provisional Work Plan contained in Annex 4 of the Project Document presents the timing of project activities to produce these deliverables (Annex 4.1) and a combined table including the timeline for each project activity and the corresponding budget (Annex 4.2). Annex 4 should be read together with Annex 3 (Outcome budget), which provides a breakdown of the total GEF budget by outcome, output and project management costs, and allocated disbursements on a per year basis (Annex 3.1). It is important to ensure that adequate resources are allocated for activities relating to gender and implementation of the communication strategy.

18. The Work Plan is provisional and is to be reviewed during the inception workshop and, later on, endorsed by the Project Board.

***Item 3.6: Review and finalization of the 2015-2016 detailed Work Plan***

19. The 2015-2016 (i.e. the first year) detailed Work Plan divided in quarterly time-frames is contained in Annex 3.2 'Year-1 budget per quarter for Outcome 1 and Outcome 2.' Participants in the Inception Workshop will review it, make comments for improvement as needed, and endorse it.

20. The review of the first year plans will be considered having in mind the detailed activities described in the Project Document subsection C2a3 'Expected outcomes and outputs,' Section E2 on 'Implementation and execution arrangements,' Annex 1 on 'Capacity Development Monitoring Scorecard,' Annex 2 "Project Results Framework (also see agenda item 3.4 below) and monitoring and evaluation requirements (see agenda item 3.5 below) to effectively measure project performance during the targeted 12 months' time-frame.

***Item 3.7: Review and updating of the Project Result Resource Framework***

21. Under this agenda item, participants in the workshop will review Annex 2 in the Project Document. Annex 2 entitled 'Project Results Framework' provides a logical structure for monitoring project performance and delivery using simple and measurable indicators during project implementation. For each indicator, a baseline was set as well as a target at the end of the project.

For each of the outputs and activities, the Annex also provides sources of verification as well as risks and assumptions.

22. In addition, Annex 1 on Capacity Development Monitoring Scorecard contains a total of 16 indicators for measuring progress at the objective and outcomes level.

***Item 3.8: Review of the project monitoring and evaluation plan***

23. The Project monitoring and evaluation approach described in section C5 of the Project Document will be discussed so as to fine-tune indicators, means of verification risks and ways to address them. Annexes 1 (Capacity Development Monitoring Scorecard) and 2 (Project Results Framework) are particularly relevant to the consideration of this item.

24. In addition, participants in the workshop will consider the description of Project's staff responsibilities for monitoring and evaluation in the light of Annex 5 (Terms of Reference).

***Item 3.9: Review of the Gender Mainstreaming Work Plan***

25. A Gender Mainstreaming Work Plan was drafted and submitted for review as Annex 9 to the Project Document. Every effort will be made to incorporate gender issues in the implementation of this project. Roles of men and women to participate in activities of the project will be assigned without any discrimination. The project will take steps to ensure that women account for at least 40% of all training and capacity building in the project, and will introduce gender disaggregation of data collection and data management as a basis for ensuring long-term gender benefits.

***Item 3.10: Review of the Project Communication Strategy***

26. A draft communication strategy is in the Project Document as Annex 10. It describes how the project progress and achievements will be communicated among all the stakeholders and to the public at large. Participants in the workshop are expected to review it and, if needed, provide suggestions for improvement.

**Agenda item 4: Ways forward for Project Implementation**

27. A report on the Inception Workshop will be drafted immediately following the Inception Workshop. This report will contain among others a 3-year work plan and a detailed first-year work plan divided in quarterly time-frames as well as detailed activities and performance indicators that will guide project implementation, the detailed project budget and related monitoring and evaluation requirements to effectively measure project performance. This work plan will include in addition the time-frames for meetings of the Project Board, the decision-making structure.

28. The inception report will also include a more detailed narrative on the institutional roles, responsibilities, coordinating actions and feedback mechanisms of project related partners. A section will be devoted to the progress to date on project establishment and start-up activities. When finalized, the report will be circulated to project counterparts who will be given time to respond with comments or queries.

29. A final internal meeting will be organized to hand over the inception report to the Project Director.

**Agenda item 5: Wrap-up and closure of the meeting**

30. The meeting will be closed by H.E Somaly Chan, DSG and Project Director

**4. INDICATIVE LIST OF PARTICIPANTS**

31. The following is the list of ministries, their departments, relevant government counterparts and co-financing partners, and non-governmental organisations that will be invited to the Inception Workshop:

- 1) Representatives of each Rio convention;

- 2) Concerned Government institutions/ministries;
- 3) Local and international organizations and UN agencies; and
- 4) Private sector

## 2) Minute of the Inception Report

### Minutes of Inception Workshop

The morning sessions of the workshop were chaired by H.E. Dr. Tin Ponlok, Chair of the Project Board and Secretary General of General Secretariat of the National Council for Sustainable Development (GSSD) and the afternoon sessions by Ms. Somaly Chan, Project Director and GSSD Deputy Secretary General.

#### Agenda item 1: Workshop opening and introductions

Under this agenda item, statements were made by Mr. Enrico Gaveglia, UNDP Country Director, a.i. and H.E. YIN Kimsean, Secretary of State, Ministry of Environment who opened the workshop.

In his welcome address, Mr. Gaveglia recalled the main objective of the project to support the implementation of the three Rio Conventions, of which Cambodia is a Party, and the main objective of the Inception Workshop, to enhance the shared understanding of the project goals and agree on the project three-year work plan as well as the detailed plans for the first year. Building on three fundamental project success principles, namely participation, collaboration and effective management, he drew the attention of the workshop to the types of support UNDP can provide to ensure the project's smooth implementation, including through structured oversight monitoring and evaluation, communication, reporting, and rapid mobilization of international knowledge and experiences from relevant countries and mobilization of funds in the context of UNDP Country Office support to the Royal Government of Cambodia.

Speaking on behalf of H.E. SAY Samal, Minister of Environment and Chairman of the Council on Sustainable Development, H.E. YIN Kimsean set the project in the context of the MOE strategic goals, which are fundamental basis for action linking in a balanced manner conservation of natural resources and sustainable development. Recalling the expected outcomes of the project and the goals of the Inception Workshop, he invited all the participants to become familiar with the project work plans and get engaged in its implementation first by providing comments and suggestions during this planning phase and later on by actively participating in the project.

#### Agenda item 2: Adoption of the agenda and organization of work

H.E. Dr. TIN Ponlok recalled the outcomes and outputs of the project, and introduced the agenda that was accepted without modification.

#### Agenda item 3: Validation of the Project Documents

Under this agenda item, presentations were made covering items 3.1 to 3.4. This was followed by a question-and-answer session during which participants provided suggestions for improving the project.

#### *“Brief introduction of the Project Document” and “Review and finalization of the terms of reference for positions in the Project Management Unit”*

Ms. Somaly Chan made a general presentation on the Project, including the project objectives, outcomes, outputs, organization structure, actors and budget. She also reviewed the terms of reference of the positions in the Project Management Unit (PMU) and informed the meeting on suggestion to change the Executive Agency name from “MoE” to “GSSD/MoE”, and the passion of “Administrative Assistant” have change to “Administrative Officer”. The Chair added that (i)

information s lacking in some areas for decision-making e.g. regarding climate change vulnerability and thus generation of information/data is an important aspect of the project, and (ii) regarding TORs, some additional TORs will be developed to ensure that the PMU delivers effectively its work, which is critical to the success of the project.

### ***Review of the list of UNDP country support services to the project***

Dr. Jo Mulongoy, International Consultant, described the types and modalities of services that UNDP can provide to the project, based on the letter of agreement signed in 2014 by the UNDP Country Office and NCSD/MoE. The Chair completed the presentation by indicating that guidelines for the UNDP services have to be updated bearing in mind that Cambodia is preparing to become a National Implementing Agency.

### ***Expected outcomes and outputs and planned activities, and review of the three-year work plan***

Dr. Chhinh Nyda, Local Consultant, described the project two outcomes, 8 outputs and main activities. The International Consultant follow up on this presentation to describe the project three-year work plan (from October 2015 to September 2018). He indicated how by using the GEF Theory of Change process it was possible to identify the full sequence of activities leading to each output, and how outputs led to the outcomes. He also noted the additional tasks to be performed during the project period, including staff recruitment and partnership building, progress monitoring and evaluation and implementation of the communication strategy. Before opening the question-and-answer (Q&A) session, the Chair noted the needs for funds, capacities, partnership building and information sharing for a successful implementation of the project.

### ***Comments, Question and answer session:***

Building on the role of UNDP as senior supplier, in project assurance, the UNDP Country Director indicated that UNDP services were at two levels: management (e.g., procurement, personnel recruitment) and policy side. UNDP is also assisting by echoing the project results. Noting that the budget was well organized regarding the deliverables, he emphasized the importance of a strong and effective Project Management Unit (PMU), and that of the monitoring and evaluation, gender mainstreaming and communication components of the project. Expressing appreciation of UNDP support, H.E. Dr. Tin Ponlok assured that the project would maintain close dialogue and consultations with UNDP to avoid, among others, misunderstanding each other.

Following an intervention by the International Consultant, the project is a good model to show the world but lots of commitments need to be made, especially the involvement and participation from the concerned people and institutions to the project. It was generally agreed that the involvement of the Ministry of Education, Youth and Sport (MOYES) was key to the success of the project.

Dr. Heng Chanthoeun of the Department of Climate Change enquired about the structure of the project clearing house mechanism (CHM), whether a distinct CHM for each of the three Rio Conventions or a single structure that would serve as one stop portal for information relating to the three Rio Conventions. The prospective single shared website should be standardized for information and knowledge collection and dissemination for wider, convenient audience. He also added that NCSA should be used as the baseline for the project to generate, compile, access and use information and knowledge.

Mr. MEAS Pyseth, UNCCD Focal Point, MAFF noted that, following a request from MOYES, established a working group for the integration of information from UNCCD in education curriculums. Based on the request, MOE should work with MOYES to further integrate biodiversity and climate change in education curriculums using the Project mechanism to realize this intention. With this concept, H.E. Tin Ponlok also confirmed that the climate change department has some extents of working with this MOEYS. Therefore, the Project Management should be look the

possible way to intergrade the 3 Rio conventions at one time for the development of education curriculums.

Mr. Chhum Sovanny from UNDP supported many points made in previous interventions regarding for example the role of PMU and the importance of gender mainstreaming. He emphasized the need to develop clear terms of reference for the CD International Advisor and the National MEA Expert who will be supporting the Project Manager. The TORs will be prepared in line with the work plan.

***Review of the first year work plan, and review and updating of the Project Result Resource Framework and review of the project monitoring and evaluation plan***

The International Consultant presented the first-year work plan (from October 2015 to September 2016). He covered, for each activity to be carried out in the first year, the baseline, the expected output for the full activity throughout the project, the targets for the first year (i.e. at the end of September 2016), the risk and assumptions. The monitoring and evaluation plan described by the International Consultant included the day-to-day, quarterly, annual, mid-term, and final monitoring and evaluation, taking into account the “Project Result Resource Framework” as well as the country’s capacity score card. The presentation on the “Project Result Resource Framework” highlighted for each target the baselines, targets, indicators of progress, means of verification as well as risks and assumptions. Participants were invited to become more familiar with the project objectives and activities, own the work plan and become fully engaged in the project implementation. Commenting on the presentation, Ms. Somaly Chan, who chaired the afternoon part of the workshop, drew the attention of the meeting that the work plan presented was a proposal and needed validation by the participants.

Mr. Chhum Sovanny from UNDP informed the meeting that the UNDP Country Office (UNDP CO) developed a standard M&E Framework for the 2016-2018 programme cycle. The format specifies what will be monitored and evaluated, how and by whom. It should be considered de facto as the M&E action plan. The Country Office developed also Standard Operating Procedures for programme and project monitoring and assurance. Sufficient budget should be allocated to these activities. These documents will have to be taken into consideration in the TORs of reference of members of the Technical Team that will be supporting the Project Manager, and procedures will have to be taught to the PMU and other people participating in the project. In relation to the GEF guidelines on APR/PIR, M. Chhum Sovanny noted that we needed to hear from GEF or make a request to GEF. Following his recommendation regarding the frequency of quarterly reports and mid-term reports, it was agreed that they would depend on the needs and recommendation by the Project Board, bearing in mind that this project was relatively small and on a relatively short period of time; and that the project might not need that many reports also considering that the project started late. The project will work closely with the UNDP CO to develop TORs and for monitoring activities.

The ***Review of the Gender Mainstreaming Work Plan*** and ***that of the Project Communication Strategy*** were presented successively by Ms KEN Bopreang, Deputy Director of the Department of Biodiversity and Mr. MENG Monyrak, Director of the same Department. In her comments, the Chair of the afternoon sessions, Ms. Somaly Chan, reiterated the importance of women in the projects. She highlighted the fact that, although gender does not mean necessarily women, the proportion of women was higher in the PMU as an indication that the project is giving strong priority to gender mainstreaming. In the same line, she recognized the engagement of MOWA and for guidance in mainstreaming gender in all the project activities. She also noted implementation of the communication strategy as an important ingredient for the project success.

Mr. Meas Pyseth, UNCCD Focal Point from MAFF drew attention to the fact that UNCCD is generally considered as a Convention for Africa. However, ignoring land degradation in Cambodia combined to drought caused by disturbances in climate can lead to serious desertification in Cambodia is land degradation is ignored now.

Mr. Chhum Sovanny recommended that for efficiency and effectiveness the communication strategy be linked to or merge with other relevant strategies, in particular the Climate Change Alliance communication strategy. In doing so, we will increase the chances of mobilizing funds for implementing the communication strategy for the three Rio Conventions

To Mr. Ngeth Sokla of the Pannasastra University of Cambodia inquiry about the possible role of students in the project, it was stressed that students were expected to play a key role in particular in generating the needed information through their research and as present and future users of that information. However, it was stressed that students and academia in general needed to be informed about their role and others' needs for information.

#### **Agenda item 4: Ways forward for Project Implementation**

Mr. CHHIN Nith, the Project Coordinator, listed the activities that follow the Inception Workshop. The priorities include the Inception Report, the recruitment of international and national consultants for the project in consultation with UNDP for some of them (for monitoring and evaluation, and for capacity development), Board Meeting to review and approve the annual work plan, technical team meeting and development of the ToRs or LoA for each Rio representative.

Mr. Chhum Sovanny of UNDP emphasized the need for developing the TORs for certain positions before submitting the Inception Report to the Project Board. It was noted that the International Consultant would help on this. Mr Chhum also drew attention to the scores of Cambodia regarding the level of national capacities and gender in the Country. Ms. Somaly request UNDP to provide criteria for re assessing score for both issues.

#### **Agenda item 5: Wrap-up and closure of the meeting**

After the customary exchange of courtesies with emphasis on thanking all the participants for achieving so much in a participatory and comprehensive manner and in a so short period of time, Ms. Somaly Chan closed the meeting with thanks to national & international consultants, speakers, and all participants for their active participant and inputs to the successful of this meeting.



### Annex 3: Summary of IDB

For this year 2016, the International Day of Biodiversity was held on 22 May 2016 by the Department of Biodiversity of National Council for Sustainable Development (GSSD) in cooperation with General Department of Administration for Nature Conservation and Protection (GDANCP), Ministry of Environment and the 3 Rio Conventions Project in Kampong Thom province.

It was attended by about three hundred people from the local communities, local authorities, government officials from the ministry of environment, local schools and university, and monks.

The aims of the days to celebrate the International Day of Biodiversity under the theme

**“Mainstreaming Biodiversity; Sustainable People and their Livelihoods”** to (1) refresh the anniversary of the convention text of UN-CBD, (2) to raise awareness on value of biodiversity resources and importance of its components including ecosystems toward the national economics and society, (3) strengthen national and international cooperation and collaboration and promote the involvement of people from all work of life to conserve and protect biodiversity resources in a sustainable manner.

In action to the event itself, various means of activities were used to disseminate the contents of the IDB throughout the countries such as T-Shirts, posters, leaflets, newspapers, TV, and social media.

### Annex 4: Concept Note of World UNCCD Day

#### CONCEPT NOTE

#### on PREPARATION and CELEBRATION of the 2016 WORLD UNCCD DAY

##### 1. Background

As the country member of the United Nations Convention to Combat Desertification/Land Degradation (UNCCD) the Kingdom of Cambodia, with the Ministry of Agriculture, Forestry and Fisheries as the Focal Organization, has committed and put made significant efforts to implement the 2 main obligations, namely implementing the convention by preparing the National Action Program to Combat Land Degradation (NAP) and reporting to the convention using the format of Performance Review and Assessment of Implementation System, PRAIS.

By the end of 2015, the National Action Program was completely drafted by aligning the content with the 10-year strategy of the convention and was consulted with 18 line Ministries. At present, the Technical Review Team is improving/correcting the draft following the comments and suggestions made by the line Ministries. Then, the draft will be consulted in the Ministry's Permanent Meeting and submitted to the Royal Government for the final approval. At the same time, the PRAIS Report is also being prepared by the Team and is expected to be submitted to the Convention Secretariat no later than this June 2016.

For this year, the Ministry of Agriculture, Forestry and Fisheries has already decided to join the world in celebrating the 2016 World UNCCD Day in Barset District, Kampong Speu Province. About 700 people will be invited to join the celebration. The location has been selected to showcase the effects of deforestation, improper land management and soil erosion in the upstream areas of the

Prek Thnot Watershed on the agricultural lands in downstream areas. It is important to note that the 2015 World UNCCD Day was celebrated in the same watershed of Oral and Phnom Sruoch Districts, Kampong Speu Province, where the participants witnessed the serious problems caused by deforestation, improper land management and soil erosion, etc.

## 2. Objectives, Date and Theme

For 2016, Following the invitation made by the secretariat of the convention and to raise awareness on the problems of all the stakeholders and the public, the Ministry has planned to celebrate the 2016 World UNCCD Day on 17 June 2016 with the theme of “Protect Earth. Restore Land. Engage People”.

## 3. Program

The following is the tentative program of the Day:

| Time          | Activities   |
|---------------|--|
| 06:00 - 06:30 | The participants gather in the Ministry’s compound   |
| 06:30 - 10:00 | The participants travel by buses to visit areas with the problems of land erosion and degradation (Hot spots) and areas where appropriate measures are being taken to solve the problems (Brown spots). Videos on Land Degradation and Sustainable Land Management will be played in the buses and relevant presentations will be made on the spots by experts and representatives of the local community. |
| 10:00 - 11:30 | The ceremony: <ul style="list-style-type: none"> <li>– Monk pray</li> <li>– National Anthem</li> <li>– Welcome remarks by the Kampong Speu Provincial Governor</li> <li>– Speech by the Minister of Agriculture, Forestry and Fisheries</li> <li>– Closure</li> </ul>  |
| 11:30 - 12:30 | Solidarity Lunch   |

**Note:** Some national budget has already been allocated to prepare and celebrate the Day. However, to make the event bigger with more participation and a greater success, the Ministry has the honor to invite all the stakeholders and development partners to contribute technically and/or financially.