Revised Version 05 February 2013

Royal Government of Cambodia
Trade Development Support Program (TDSP)

PROPOSAL CONCEPT NOTE

(For D/ICO Use only)

File Number (see TDSP coding)	
Date Received	
TDSP Call for Proposal Batch	
D/ICO Focal Point	
Actions to Be Taken	

1. Submitting Agency Information

Date Submitted	
Submitting Ministry/Agency	
Submitting Director	
Director Contact Information	
Address	
Tel (office/mobile)	
E-mail	
Focal Point for this proposal within organization, email address and mobile phone	

2. Summary info

Proposal Title	
Main beneficiaries	
Expected Starting Date	
Expected Completion Date	
Estimated Cost in USD (preliminary estimate)	

3. Proposal development process

Date first draft version	
Date approval by IA	
Date presentation to Pillar WG	
Date approval by Pillar	

Date final version approved	

B. DETAILED REQUEST

1. Strategic Context of the Project

a) What is the problem that you will address and how was it detected (assessment, feasibility study, evaluation, please justify your answer)

b) How will this proposal add value to the trade/export regime? How will this proposed intervention diversify and leverage Cambodia's trade/export?

c) Does the proposal fit in one of the Trade SWAp Pillar work programme or identified priorities? Which building blocks and KPIs of Trade SWAp Roadmap does this proposal match with?

d) In what TDSP component(s) does this proposal fit in (Com. 1: Trade Policy Formulation and Implementation (1.a: TBT & SPS, 1.b: Trade Facilitation, 1.c: Legal Reforms), Com. 2 Performance Monitoring, Com. 3: Institutional and Human Capacity, Com. 4: Implementation Support to TDSP)?

e) Who are the stakeholders of this proposal? Have you had any coordination meeting with relevant Inter-ministries/agencies in designing this proposal? What specific coordination have you had with these ministries/agencies?

2. Project Description:

a) What is the impact of your proposed project

b) What will be the main outcomes of your proposed project

c) What will be the main outputs of each outcome of your proposed project

d) For reaching outputs above, what activities would you undertake?

e) How will the propose activities address the current problem (please describe/list it)

3. Resources requested from TDSP

a) What resources would your organization commit/dedicate to the implementation of this proposal ?

b) What "inputs" would you need to complete these activities (Consultant services, training and workshops, equipment? Office and other supplies?)

c) What are the main roles of the proposed consultants? (provide list of responsibilities)

4. Risk mitigation and sustainability

a) What is your sustainability strategy? How will you ensure the results of project will last beyond the life of project?

b) What are the identified risks which may influence project delivery and results? What is the mitigation strategy?

5. Project Implementation Arrangement

a) What is the mandate of the submitting agency?

b) What is the organizational structure of the submitting agency?

c) How will you arrange and coordinate the project implementation within existing structure? What is the reporting line?

d) What will be the M&E mechanism of the project?

6. Annex:

1. Results framework
2. Budget Plan
3. Work Plan

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Annex 1: Project Results Framework

	Outcome Statement	Outcome Indicators	Baseline	Target	Source (Means of Verification)
Outcome Level	Outcome 1:…….				
	Output	**Key Performance Indicators**	**Baseline**	**Target**	**Source** (Means of Verification)
Output level	**Output 1.1: ……..**				
	Output 1.2: …….				
	Output 1.3: ……				

	Outcome Statement	Outcome Indicators	Baseline	Target	Source (Means of Verification)
Outcome Level	Outcome 2:…….				
	Output	**Key Performance Indicators**	**Baseline**	**Target**	**Source** (Means of Verification)
Output level	**Output 2.1: ……..**				

Output 2.2: …….	
Output 2.3: ……	

TENTATIVE WORK PLAN TEMPLATE

Proposal Title
Approved budget
Implementing agency
IA Focal Point
Start date
End date

	Output	Description	Start date	Due date	completion date	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10
1	**Output 1**	**Level 1 proposals approved by SSC launched**													
1.1	**activity 1**	**PREPARE MOU AND ANNEXES**													
1.1.1	step	Prepare all documents templates													
1.1.2	step	Organize briefing session on MoU preparations													
1.1.3	step	Provide assistance to IA for MoU completion													
1.1.4	step	Gather all MoU and submit to WB													
1.2	**activity 2**	**UPGRADE TDSP WORK PLAN AND PROCUREMENT PLAN**													
1.2.1	step	Review work plan and procurement plan													
1.2.2	step	Send to bank for NoL													
1.3	**activity 3**	**OBTAIN WB APPROVAL**													
1.3.1	step	Send draft MoU to WB													
1.3.2	step	Upgrade MoU on basis of WB and IA comments													
1.3.3	step	Have all MoU signed by IA													
1.3.4	step	Submit to WB for final approval													
2	**Output 2**														
2.1	**activity 1**														
2.1.1	step														
2.1.2	step														
2.1.3	step														
2.1.4	step														
2.2	**activity 2**														
2.2.1	step														
2.2.2	step														
2.2.3	step														
2.2.4	step														
2.3	**activity 3**														
2.3.1	step														

2.3.2	step														
2.3.3	step														
2.3.4	step														
3	**Output 3**														
3.1	**activity 1**														
3.1.1	step														
3.1.2	step														
3.1.3	step														
3.1.4	step														
3.2	**activity 2**														
3.2.1	step														
3.2.2	step														
3.2.3	step														
3.2.4	step														
3.3	**activity 3**														
3.3.1	step														
3.3.2	step														
3.3.3	step														
3.3.4	step														

M11	M12	M13	M14	M15	M16	M17	M18	responsible	deliverables	comments

Approved budget n/a
Implementing agency MoC - D/ICO
IA Focal Point Mr. Suon Prasith, Deputy Director
Start date 25-Apr-10
End date 30-Jun-10

		description	start date	due date	completion date
1	**Input 1**	**Level 1 proposals approved by SSC launched**	25-Apr	30-Jun	
1.1	**activity 1**	**PREPARE MOU AND ANNEXES**	25-Apr	30-May	
1.1.1	step	Prepare all documents templates	25-Apr	2-May	
1.1.2	step	Organize briefing session on MoU preparations	3-May	7-May	
1.1.3	step	Provide assistance to IA for MoU completion	12-May	20-May	
1.1.4	step	Gather all MoU and prepare paperwork	12-May	30-May	
1.2	**activity 2**	**UPGRADE TDSP WORK PLAN AND PROCUREMENT PLAN**	7-May	30-May	
1.2.1	step	Review work plan and procurement plan	7-May	25-May	
1.2.2	step	Send to bank for NoL	25-May	27-May	
1.3	**activity 3**	**OBTAIN WB APPROVAL**	10-May	25-Jun	
1.3.1	step	Send draft MoU to WB	10-May	11-May	
1.3.2	step	Upgrade MoU on basis of WB and IA comments	12-May	25-May	
1.3.3	step	Have all MoU signed by IA	25-May	5-Jun	
1.3.4	step	Submit to WB for final approval	5-Jun	15-Jun	
1.3.5	step	Inform IAs	15-Jun	30-Jun	

M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13

M14	M15	M16	M17	M18	responsible	deliverables
					Prasith	
					Sven	MoU, budget, work plans
					Prasith	Agenda, Powerpoint
					Implementation Team	Final MoU
					Admin office	All MoU
					Sochivin	
					Sven/Geoff	Updated procurement and work plans
					Sochivin	NoL
					Prasith	
					Prasith	Letter to WB
					Sven	Final MoU
					Prasith	All final MoU signed
						Letter to WB
						Letter to IAs

comments

BUDGET TEMPLATE

Annex 02

Proposal Title
Approved budget
Implementing agency
IA Focal Point
Start date
End date

SELECT ONE BELOW

Goods
Consultant Services
Training or Workshop
Project Management
Monitoring and Evaluation
Operations

No.	Project component/ Key Activities / Inputs	Unit of measurement	Category	# of Unit	Unit Rate	Amount	Resource	
							WB	RGC/Others
1	ACTIVITY 1:							
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
Subtotal activity1							-	-
2	ACTIVITY 2:							
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
Subtotal activity2								
3	ACTIVITY 3:							
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
Subtotal activity3								
4	ACTIVITY 4:							
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
Subtotal activity4								
5	ACTIVITY 5:							

						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
Subtotal activity5								
6	**ACTIVITY 6:**							
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
Subtotal activity6								
7	**ACTIVITY 7:**							
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
Subtotal activity7								
8	**ACTIVITY 8:**							
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
Subtotal activity8								
9	**ACTIVITY 9:**							
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
Subtotal activity9								
10	**ACTIVITY 10:**							
						-		

						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
						-		
Subtotal activity10								
Total compoment								