



# ACAC Project Update

05 January 2016



# Summary

- Implementation of ES/TFM Recommendations
- Summary of work progress and key achievements against work plan and outputs
- Key Challenges and Suggestions
- Priority Action Plan in 2016

# Progress against EIF Recommendations

| Number  | Date of Letter | Description  | Progress to date/Comments  |
|---------|----------------|--|--|
| ES 2    | Jan-14         | Participation of three Project Managers and MIE to each Component Steering Committee                                     | ACAC Project Manager recruited   |
| ES 6    | Jan-14         | The ACAC Component will be effective after the MIE meets all the pre-conditions specified in the Part 3 of the TFM's CAR | Completed  |
| ES 9    | Jan-14         | Student Selection Strategy to be developed   | Completed.   |
| ES 10   | Jan-14         | ACAC Financial Sustainability Model to be developed  | <b>Outstanding</b>   |
| ES 13   | Jan-14         | All TFM's recommendations to be taken on board in project implementation   | Incorporated into the ACAC work plan   |
| TFM 1   | Jan-14         | Following conditions to be met by Shift360:  | Completed  |
| a.      | Jan-14         | Sub-decree on the creation of ACAC   | Completed  |
| b.      | Jan-14         | Agreements between SIDA and Shift360 finalized   | Completed  |
| c.      | Jan-14         | Consolidated work plan and budget  | Completed  |
| d.      | Jan-14         | MOT and MOC to be witnesses to the UNOPS - Shift 360 agreement   | Completed  |
| e.      | Jan-14         | Shift360 to finalize arrangements for securing ACAC premises   | Completed  |
| f.      | Jan-14         | A business plan for ACAC to be developed and submitted to SIDA and EIF   | A Finance Committee is to be establish by the ACAC Board. <b>Outstanding</b> |
| TFM 4   | Jan-14         | All proposed staff of Shift360 be in place within 3 months   | Completed  |
| TFM 5   | Jan-14         | Shift360 to designate a central account  | Completed  |
| TFM 6   | Jan-14         | ACAC accounts to be maintained separately  | To be done when ACAC is established  |
| TFM 7   | Jan-14         | Shift360 to open a local currency account before first release of funds  | Completed  |
| TFM 8   | Jan-14         | Chart of accounts of Shift360 to be adjusted to reflect ACAC component   | Completed  |
| TFM 9   | Jan-14         | Shift360 to make payments for ACAC from these accounts   | Will be done throughout the project  |
| TFM 10  | Jan-14         | Remuneration for employees of Shift360 under this project should be within the corresponding UN salary scale             | Compliant  |
| TFM 11  | Jan-14         | Threshold for very large orders requiring competitive tenders has to be lowered from US\$15,000 to US\$5,000             | Compliant. Competitive tendering used  |
| Point 1 | May-15         | Joint Monitoring Mission one year after project commencement   |  |
| Point 2 | May-15         | Fundraising and sustainability strategy to be shared with donors and approved by the Board                               | A Finance Committee is to be establish by the ACAC Board. <b>Outstanding</b> |
| Point 3 | May-15         | The Government contribution to ACAC in Years 4 and 5 should be documented and shared with the ES and TFM                 | A Finance Committee is to be establish by the ACAC Board. <b>Outstanding</b> |



# Progress to Date

## Building:

- Demolition of existing internal structures – done in two phases. Some structural issues revealed and currently looking at engineering solutions. Will engage the services of a Structural Engineer
- Mechanical, Electrical, Plumbing Engineering design completed during December 2015 and submitted to Architect. Coordination among these design elements has been challenging
- Tenders for building refurbishment planned to be released in February 2016
- Tenders for Kitchen Equipment – preferred suppliers identified. Negotiations underway.
- Solar Panels and Hot water – materials and supplies ordered and installation expected Feb 2016. Coordination with construction contractor is essential.

# Progress to Date

- Recruitment / Staffing/ Consulting Services:
  - Architect – Novello Architects
  - Mechanical, Electrical, Plumbing (MEP) engineer – Optima
  - Kitchen consultant (by SHL as part of its service package)
  - 2 x Construction Managers – Local
  - Project Manager – International
  - ACAC Dean – International
  - ACAC Operations Manager – Local
  - Head Culinary Teacher – International
  - Senior Culinary Teacher – Local
  - Teaching and School Admin Staff – to start coming on board in March 2016
- Curriculum Management Systems:
  - Develop curriculum (based on ASEAN standards), teaching materials, teaching schedules, etc
  - Establish school management, recruitment, HR, finance and facilities management systems
  - ➔ Swiss Hotel Management School (Lucerne) assisting

Scheduled  
Opening Date  
May/June 2016

# Challenges

- Building condition – issues discovered related to floor conditions and the need to engage a structural engineer to design remedial works to rectify
- Changes to the design due to access issues – needed to redesign the plans. Has lead to a delay of at least 6 – 8 weeks in the design process.
- Coordination among design elements (Architect, MEP Engineers, Kitchen designer)
- Operations of the ACAC Board – new concept and approach (Public Private Partnership). Need more active participation in the management of ACAC by the private sector

# Plan for 2016 – Priority Activities

## Pre-Opening

- Tender construction and refurbishment of existing building – Feb 2016
- Construction and Refurbishment works – Mar → May 2016
- Installation of Solar water heating and electrical panels – Mar/Apr 2016
- Purchase of kitchen equipment and utensils, furniture, IT – Mar → May 2016
- Curriculum and Management systems development – Ongoing to May 2016
- Marketing of ACAC and attracting students and trainees – Mar → August 2016
- Baseline Survey of establishments on skills → Mar/Apr 2016
- Establishment of the ACAC Board Sustainability Committee → Feb 2016



# Plan for 2016

## Post-Opening

- Initially provide refresher training for professionals currently employed in the industry (short courses). Starting around May/June 2016
- Marketing activities to target youth/school leavers → May/Jun 2016
- Take on the first cohort of school leavers at the completion of the school year → Sep/Oct 2016