



# ROLES AND RESPONSIBILITIES OF CORE TEAM

by  
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4<sup>th</sup> Laos-Cambodia Exchange Program  
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# EIF Tier 2: Cambodia Export Diversification and Expansion Programme (CEDEP)

## CEDEP I

*Exports of Milled Rice, High Value Silk, SWAp M&E*

**Approved:** August 6, 2012

**Funds available:** USD2'407'714 (EIF), USD975'715 (others)

**Implemented by:** IFC (rice), ITC (silk), MoC/DICO (M&E)

**End date:** 2015-2016 (\*)

**Core team:** 10 members

**Mid-Term Evaluation:** October 2014

## CEDEP II

*Exports of Cassava, Marine Fish products, RACA, SWAp M&E*

**Approved:** January 13, 2014

**Funds available:** USD3'283'589 (EIF), USD3'099'055 (\*\*)

**Implemented by:** UNDP (Cassava), UNIDO (Fish), Shift 360 (RACA), MoC/DICO (M&E)

**End date:** 2017(\*)

**Core team:** 15 members

**Mid-Term Evaluation:** October 2015

(\*): Depends on actual MoU signature date - (\*\*): Subject to change

# EIF Tier 2

- CEDEP I:
  - ✓ IFC: Milled Rice,
  - ✓ ITC: High Value Silk,
  - ✓ DICO: M&E,
- CEDEP II:
  - UNDP: Cassava
  - UNIDO: Fisheries
  - Shift 360: Royal Academy of Culinary Arts (RACA)
  - DICO: M&E
- CEDEP III:
  - Light Manufacturing,
  - Rubber,
  - Agro-processing ,

EIF Board Meeting was on 18 Jun 2014, it had decided to put CEDEP III in the next board meeting.

# GENERAL ORGANIZATIONAL STRUCTURE OF CEDEP PROJECTS

Steering Committee (SC) will provide coordination and advice for the implementation of the respective component including helping in assessing progress and performance against outputs and outcomes, reviewing changes in the operating environment including related project risks, and endorsing annual work plans.

Core Team: is composed of designated government officials to ensure close coordination of outputs and activities between the projects and its stakeholders/beneficiaries and strengthen the buy-in from the beneficiaries, improve coordination, and create situations of “learning-by-doing.”

Project Coordinator: is responsible for the day to day implementation work ensures that (i) the project follows the annual work plan approved by the SC, (ii) the planned results are achieved and (iii) the timeline of the activities is respected. He/she leads the core team, is responsible for the quality of the project’s deliverables, organization of the SC meetings and prepares the project’s progress and final reports. The programme manager reports directly to the PM.

Project Manager: is responsible and accountable for the implementation of the project and the proper use of the resources allocated by the donor and other stakeholders. The PM will be responsible for the proper coordination between the stakeholders via SC and Project team.

# Composition of Core Team

	CEDEP I / SILK	CEDEP I / RICE	CEDEP II / CASSAVA	CEDEP II / SEAFOOD	CEDEP II / TOURISM	TOTAL
MOC						09
DAP		1	1			2
DEMEA				1	1	2
DUSA		1				1
DICO	1					1
TTRI			1			1
DEA	1	1				2
MAFF						7
GDA	1	1	3			5
FIA				2		2
MIH		2				2
MOT					2	2
MRD	1		1			2
MOWA	1				1	2
MOE			1			1
<b>TOTAL</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>3</b>	<b>4</b>	<b>25</b>

Note: DAP= Department of Asia Pacific, DEMEA= Department of Europe, Middle East, Asia and Africa, DUSA= Department of Americas, DICO= Department of International Cooperation, TTRI= Trade Training and Research Institute, DEA= Department of Exhibition Affairs.

# List of Designated Officials in the Core Team

No	Rice	Silk	Cassava	Fishery	RACA
1.	Mr. LY Tin	លោក គួន ពៅជ្រ Mr. KOUN PICH	លោក. សុខ ខេងនវិន្ទ Mr. SOKKHENG Novin	លោក. ឈួន ចំណាន Mr. Chhoun Chamnan	Mr. TRY Chhiv
2.	Mr. UM Serivuth	លោកស្រី ប៊ុនឈឹក វាសនា Ms. BUNCHHIT Veasna	លោកស្រី ប៊ុត វិរិយ៉ា Ms. BOUTH Virya	លោក. ធី សែនសិរិវឌ្ឍន៍ Mr. THOR Sensereivorth	Ms. KONG Roatlomang
3.	Mr. OUM EngSetha	លោក សុក វណ្ណា Mr. SOK Vanna	លោក លន់ ទីណា Mr. LUN Tina		លោកស្រី សាវ គីមសៀន Ms. SAV Kinsoeurn
4.	Mr. SUON Prasith	កញ្ញា ប៉ូ រតនា Ms. PO Rathana	លោក គីម ស្មឿន Mr. KIM Smoeun		
5.	Mr. PHAL Mounirith	លោក ហឿង ចក់ Mr. HEUNG Chak	លោក ឈិន សុវណ្ណដេត Mr. CHHIN Sovandarth		
6.	Mr. OUPROM Virak		លោកស្រី ផល យីតា Ms. Phal YiTa		
7.			លោក កង់ សុខហេង Mr. KONG Sokheng		

# Term of Reference for Core Team

## 1. Main Role of the Core Team:

The Core Team plays main role as focal points between DICO (MoC), the involved departments, and individuals participating in the CEDEP project implementation in their ministry. This involves communicating back and forth with DICO, but also gathering inputs for main project activities.

## 2. Duties & Responsibilities:

### Internal Coordination:

- Gather inputs from relevant departments within ministry for regular CEDEP meetings
- Circulate information from DICO to the relevant departments within his/her ministry
- Inform relevant departments of project funding and training opportunities
- Facilitate in organizing meetings and consultations with key ministry stakeholders, in particular for EIF related guests (UNOPS, and EIF Executive Secretariat).

# Term of Reference for Core Team (Cont')

## Coordination with DICO (MoC) and MIE:

- Regularly meet relevant DICO officials to keep abreast of progress under the EIF programme implementation,
- Participate in the programmes organized by DICO for NIU, in particular those related to project management and coordination functions,
- Participate in key meetings organized by DICO in the Trade SWAp,
- Assist the EIF team in DICO in planning the EIF project assistance to his/her ministry, in particular as regards regular capacity development activities (assessment, retreat, training workshop, seminars).

## M&E:

- Ensure a clear understanding of main relevant departments within the ministry on monitoring and evaluation objectives, purposes and key performance indicators of the EIF programme,
- Gather relevant information from the ministry to contribute to regular M&E reports compiled by DICO,
- Participates in the regular reviews of the M&E framework.



# Term of Reference for Core Team (Cont')

## Communication:

- Contribute to the CEDEP communication outputs,
- Provide suggestion for articles for SWAP newsletters,
- Provide related information to DICO to populate the Trade SWAp website,
- Involve in preparation of press events on CEDEP implementation.

## Benefits for the core team members:

- Building up close partnership and networking with among involved government and UN agencies in Cambodia as well as with other members in partner countries;
- Have opportunity to participate in capacity building programme under CEDEP's supports through both local and oversea trainings, workshops (trade development, export development, international trade, business);
- Take part in study tours, trade fair and exhibitions organized by the relevant CEDEP Main Implementing Entities and sponsored by CEDEP.



**THANK YOU  
FOR YOUR  
ATTENTION**