

**ENHANCED INTEGRATED FRAMEWORK  
EXECUTIVE SECRETARIAT (ES) & TRUST FUND MANAGER (TFM)**

**KINGDOM OF CAMBODIA**

**SUPERVISION MISSION for Tier 1 and CEDEP I & II (Tier 2)  
4 – 8 May 2015**

**DRAFT TERMS OF REFERENCE**

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## **Background and Mission context**

On 29 September 2009, the EIF Board approved a Tier 1 proposal submitted by the Government of the Kingdom of Cambodia. The approved project budget was USD 909,900 to be disbursed over a period of three years. Following this approval, the TFM and the Government of the Kingdom of Cambodia signed an MOU on 3 February 2010. The first disbursement of USD 164,325 was received by the Government by 11 May 2010 and thereafter, subsequent disbursements were released as required. Upon the request of the Government a Phase 2 of the Tier1 was approved by the Board and corresponding MOU Amendment was signed on 31 July 2013 bringing the total Tier 1 allocation to USD 1,493,900. The Project aims at strengthening the in-country arrangements of the Enhanced Integrated Framework (EIF).

The TFM conducted a Start-up Facilitation Mission (SFM) in August 2010 and Supervision Missions in March/April 2011, September 2011, March 2012, September 2012, February 2013, September 2013 and February 2014<sup>1</sup> and July 2014.

The ES conducted Monitoring and Support Missions in April 2012 and October 2012 and a joint mission with TFM in February 2014.

A Tier 2 proposal entitled “*Cambodia Economic Diversification and Expansion Programme– I*” (CEDEP –I) was approved by the EIF Board in August 2012. The second part of this programme, entitled “*Cambodia Export Diversification and Expansion Program Part II (CEDEP II): Cassava, Marine Fishery Products, the Royal Academy of Culinary Arts (RACA) and Program Evaluation Function*”, was approved on 13 January 2014 and first disbursement was made in April 2014.

The ES and TFM, TFM, in line with their programmatic and fiduciary responsibilities, have decided to field a joint mission during 4-8 May 2015. The mission will be conducted by the EIF TFM Regional Portfolio Manager, Mr. Ratnasabapathy Manivannan and Ms. Hang Tran, coordinator at the EIF ES, with the following Terms of Reference for the ES and TFM components respectively:

### **ES Component**

The overall objectives of the ES mission is to monitor and support the implementation of EIF programme in Cambodia from programme perspective, specifically to (i) review achievement of results of Tier 1, CEDEP I and CEDEP II; (ii) progresses in the preparation of the Medium term Plan (MTP) and trade indicators; (iii) **preparation and implementation of Tier 1 sustainability and exit strategy**; (iv) leverage of resources and implementation of DTIS Action Matrix/Trade Swap roadmap.

The ES will collect relevant information and discuss with the Focal Point (FP), NIU team, ITC, IFC, UNIDO, UNDP, SHIFT 360, SIDA and other stakeholders involved in the implementation of Tier 1, CEDEP I and CEDEP II in the following areas:

#### **Regarding Tier 1 and overall EIF programme**

1. Update on new development on economic situation, trade agenda and Aid for Trade (Aft) initiatives in the country;
2. Review of Tier 1 results against the project log-frame and 4 EIF outcomes
3. Implementation of workplan and Capacity Building plan: progress, results, challenges;

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<sup>1</sup> The February 2014 mission was conducted jointly by the TFM and the ES.

4. Update on communication activities and results;
5. Update on EIF implementation structure and functioning;
6. Coordination and on-going work with Donor Facilitator;
7. **Implementation of sustainability and exit strategy as proposed in the Tier 1 Phase 2;**
8. Preparation for post Tier 1 Phase 2;
9. Update on AfT database and resource leverage activities.

Regarding CEDEP I

1. Review of project's implementation progresses and results against the log-frame, workplan and with relevant MIEs, including disbursement funds vis-à-vis progresses in technical activities;
2. Implementation of Mid-term evaluation (MTE) recommendations;
3. Implementation of sustainability and exit strategy;
4. Resources mobilization strategy/efforts from MIEs and Government to support the continuation of project results beyond EIF support;
5. Preparation for final evaluation

Regarding CEDEP II

1. Review of project's implementation progresses and results against the log-frame and workplan with relevant MIEs; including disbursement of funds vis-à-vis progresses in technical activities;
2. Implementation of recommendations in the Board approval letter;
3. Exchange of information with the MIE and representative of co-donor (SIDA) on RACA/ACAC proposal;
4. Review the reporting and coordinating mechanism between NIU, MIEs, Component Steering Committees and SSC.TD-TRI;
5. Preparation and/or implementation of sustainability and exit strategy;
6. Coordination with other development partners and mobilization of resources from MIEs and Government to support the implementation of the project and continuation of project results beyond EIF support.

Supporting trade mainstreaming and AfT coordination

1. Implementation progresses of the MTP project with UNDP
2. Discussion with DF (ADB) and World Bank on country AfT programmes and joint efforts to support trade mainstreaming and resources leverage for Trade Swap roadmap.

**TFM component**

TFM, in line with its fiduciary responsibilities, has decided to field a mission during 4-8 May 2015 with the following main objectives:

Facilitating the implementation of the Tier 1 and CEDEP – I and II projects in compliance with the fiduciary requirements and recommendations made by the EIF Board, ES and TFM, enhance progress and address any fiduciary related issues that might exist.

More specifically, the Mission will undertake the following:

A. With regard to the Supervision of Tier 1 and CEDEP I & II

1. Review with the NIU, the Ministry and all relevant partners the progress made so far against the approved work plan, including the DTISU and identify any fiduciary related issues that need to be addressed.
2. Review with the NIU, the compliance with all aspects of the fiduciary related procedures and systems. These include but are not limited to:
  - Fund disbursement mechanisms (including adherence to financial regulations, financial management systems, main account, petty cash, payment mechanisms, cash book)
  - Procurement systems and procedures (procurement documents, including IOC documents, tenders, quotations, tender evaluations, etc.)
  - Recruitment procedures and staff on board
  - Accounting systems in place
  - Interactions with NSC
  - Coordination within NIU, Ministry of Commerce (MOC) and with other partners, particularly with the seven line ministries where focal persons had been in place.
3. Review reports submitted or to be submitted to the EIF (TFM and ES) with the NIU and any issues that emerge. These include:
  - Financial Reports
  - Disbursement Requests
  - Bank Reconciliations
  - Narrative reports
4. Review with the NIU, the state of implementation of the recommendations of the EIF Board at the approval stage and the recommendations of the past Supervision Missions with regard to the Tier 1 and CEDEP 1 & II.
5. Review with the NIU, the implementation of its capacity development/training plans.
6. Address with the NIU any other relevant issues that might have an impact on the project implementation.
7. Review the status of progress with regard to CEDEP 1 with IFC, ITC and D/ICO, and address any fiduciary related issues.

B. With regard to the follow up of CEDEP II

1. Follow up with the MIEs, namely UNDP, UNIDO and D/ICO on the progress implement their respective components and also discuss the conditions and recommendations that accompanied the approval.
2. Follow-up with the MIE and representative of co-donor SIDA of RACA (currently ACAC) component, and exchange information on the status of perusal of the proposal.

**Methodology**

The Mission will start with a briefing with the Senior Minister of Commerce and FP. Thereafter, with regard to the Tier 1 and relevant component of CEDEP 1 & II, the Mission will work closely with the FP, D/ICO Director and the D/ICO team. With regard to CEDEP I & II, the Mission will have discussions with the relevant MIEs, namely ITC IFC, UNDP and UNIDO.

For the CEDEP II, the Mission will meet with Shift360, SIDA and the FP.

The Mission will also meet the representatives of the Donor Facilitator and the World Bank. Finally, the Mission will have a final wrap-up meeting with the FP and the team. Recommendations of the Mission would be later made available to the D/ICO.

The FP is kindly requested to make all arrangements, including ensuring the presence of officers and keeping all reports, records and documents for the Mission.

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