



Academy of Culinary Arts Cambodia

Progress Update to Project Steering Committee

19 August 2015



Overall Progress Update

- Recruitment and Staffing:
 - Architect
 - MEP engineer
 - Kitchen consultant (by SHL as part of its service package)
 - 2 x Construction Managers
 - Project Manager
 - ➔ All recruitment based on DPs approved Procurement Rules
- SHL and Shift 360 have shortlisted a strong candidate for Dean (out of 20 Candidates applied). This candidate will be submitted to ACAC Board for approval
- Demolition contractor hired based on multiple bids. Work begun and to be completed by end of August 2015
- Work of the Design Team is expected by mid-September
- Early scoping for installation of a hot water plant and solar panels on the roof are being developed
 - Final scope to be done after other design issues are resolved – volume of hot water required, true space available on roof after finalizing location of building elevator

Roles and Responsibilities

Role of PSC

- Guide project team to ensure implementation in accordance with work plans and budgets approved by donors
- Report to EIF (EIF-ES and UNOPS-TFM)
- Report to ACAC Board
- Ensure good cooperation of all stakeholders
- MoC is responsible for “Monitoring and Evaluation” of all EIF-funded projects, including Shift 360 project

Roles and Responsibilities

Role of ACAC Board

- Review and decide on Development Plans of ACAC, including putting in place a financial strategy to ensure long-term steady financial resources and long term sustainability of the Academy as per EIF and UNOPS “recommendations”
- Review and approve ACAC annual management report and operating budget
- Review and approve ACAC investment plan
- Monitor regularly progress of the Academy
- Approve the recommendation of the Director from SHL

Roles and Responsibilities

Role of Shift 360

- Implement Shift 360 project approved by Development Partners (EIF and Sida) as per approved work plan and budget to establish ACAC
- Full fiduciary responsibility for good use of financial resources granted to Shift 360 based, in part, on application of procurement and recruitment rules approved by Development Partners
- Meet project conditions laid out by EIF as per EIF and UNOPS “recommendations”
- Report to donors as per donors’ schedule for narrative and financial reports
- Support development of ACAC
- Support ACAC Board in its mission once established

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. Additionally Shift 360 has signed a MoU with NEA
ES 10	Jan-14	ACAC Financial Sustainability Model to be developed	Finance Committee to be established at first Board Meeting
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
TFM 4	Jan-14	All proposed staff of Shift360 be in place within 3 months	Project Manager, MEP Engineer, Architect, Kitchen consultant, Construction Managers recruited. MoU with SHL signed
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
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

Key Issues and Next Steps

- MOT to provide letters of support for:
 - Project staff visas
 - ACAC Equipment
 - Building/Facilities Management issues
- Shift360/ACAC project incurring a \$250,000USD tax liability. MOEF to support and approve a waiver
- Board Meeting to be held before end of August
- Board to approve the proposed ACAC Dean (**high priority**)
- Board papers to be circulated at least 10 days before the Board meeting
- Financial Sustainability Strategy – to be developed by the Board
 - Finance Committee to be set up during first ACAC Board meeting → ACAC needs to be self sustaining after donor funds phase out