

CEDEP II PROJECT

Roles and Responsibilities of ACAC Individual Partners and Stakeholders

1st ACAC PSC Meeting

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The Academy of Culinary Arts – Cambodia (ACAC)

A Unique Cambodian Public-Private Partnership of

**The Ministry of Tourism, the Ministry of Commerce, the Ministry of
Economy and Finance, and the Ministry of Education, Youth and
Sports**

**Of the Royal Government of Cambodia, and
The Cambodian Hotel Association, the Cambodian Restaurant
Association, and the Cambodian Chefs Federation**

Reference documents

1. CEDEP II project document approved in Jan 2014 and May 2015
2. ACAC component amendment of December and April 2015
3. Shift 360 – SIDA financing agreement
4. EIF Compendium 2012
5. ACAC Project Steering Committee Prakas (August 2015)

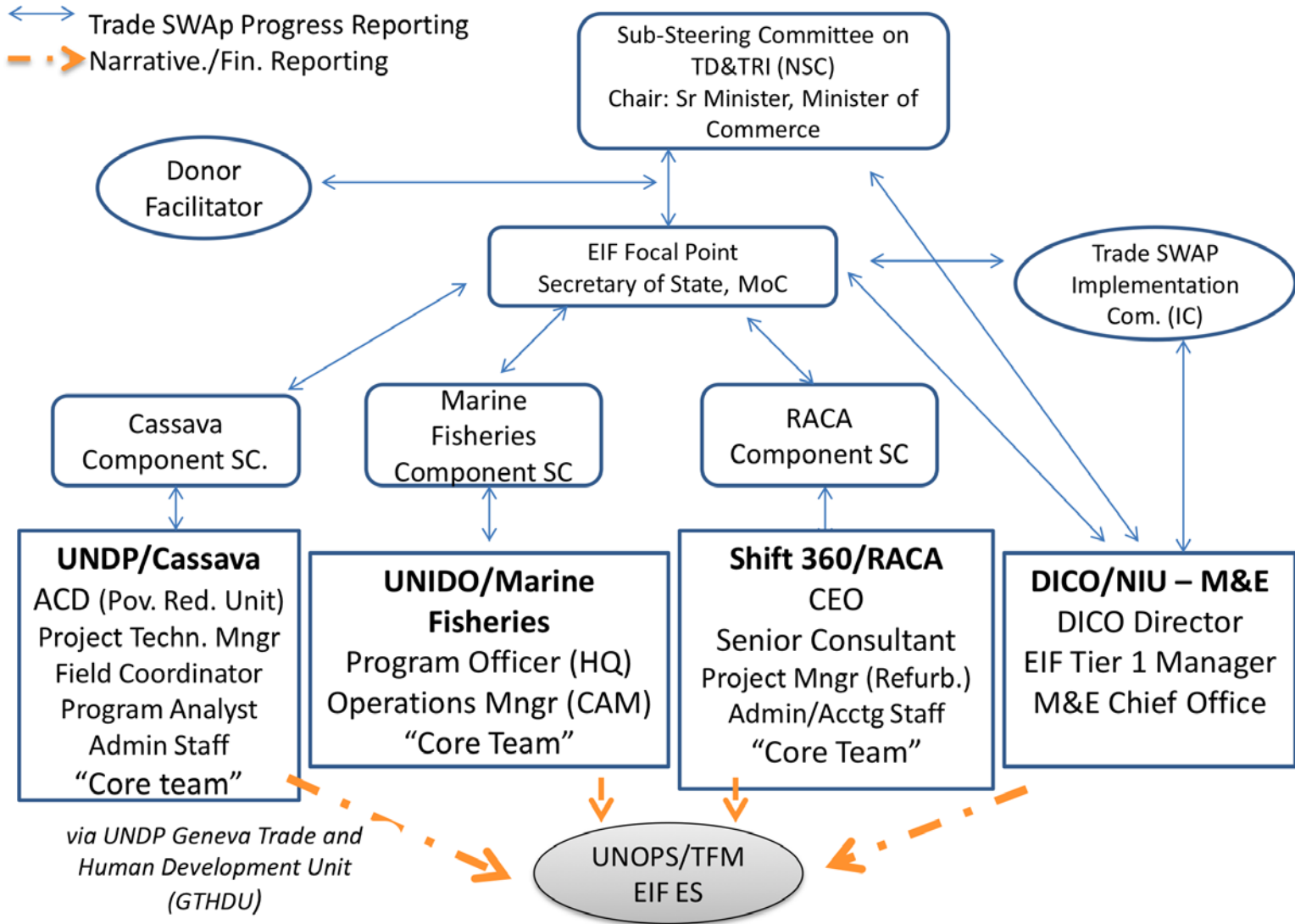
MOC ROLE

- ✓ MoC supervises all EIF project implementation in Cambodia and reports to EIF and UNOPS
- ✓ Participates in ACAC Board
- ✓ Usually co-chairs the component Project St. Comm. (but can delegate)
- ✓ Seeks additional funding to support the tourism sector development as per SWAp

DICO (NIU / MIE) Role

- ✓ DICO is the MIE for the CEDEP II M&E component
- ✓ DICO prepares semi-annual and annual report on CEDEP II
- ✓ DICO forms and organizes core team and core team works, training
- ✓ DICO funds core team participation in MIE activities

CEDEP II – Reporting Structure/In-country + External



MOT ROLE

- ✓ Chairs ACAC Board
- ✓ Is the lead government partner for Shift360
- ✓ Ensures ACAC activities alignment with the school objectives and vision
- ✓ Can co-chair Project Steering Committee
- ✓ Promotes ACAC with industry partners, development partners
- ✓ Seeks additional funding and support from other sponsors
- ✓ Provide documentation for certification, accreditation and tax-free importation of equipment, tax relief

SIDA / EIF ES ROLES

- ✓ Ensure ACAC project is implemented as per project document, work plan, budget plan
- ✓ Carry out regular supervision missions on both technical and fiduciary aspects
- ✓ Ensure disbursement are provided in a timely manner
- ✓ Can be a member of the Project Steering Committee
- ✓ Provide guidance on school long term development and sustainability

UNOPS ROLE

- ✓ Signs the MoU with Shift360 for the project implementation
- ✓ Acts as the Trust Fund Manager (TFM) for the ACAC projects
- ✓ Review and appraise quarterly financial reports provided by Shift360
- ✓ Carry out supervision missions (twice a yr.)
- ✓ Organizes fund disbursement to Shift360

Selection of Shift360 as MIE

“During the initial start up years, Shift 360, a Foundation incorporated in Switzerland, with staff with long experience in the sector and which has been working closely with the Ministry of Tourism and the private sector to develop the School will serve as Main Implementing Entity(MIE) to manage and implement the resources provided by Development Partners during the first three years, including from EIF Tier”.

Extract from CEDEP II project document

Selection of Shift360 as MIE

“Technical and project execution support was requested from Shift 360 by the Ministry of Tourism due to the longstanding experience of Shift 360 CEO in institution building in Cambodia as well as his technical knowledge and that of his advisors and consultants in the area of hotel management, and kitchen development in particular. This request was formalized in a Memorandum of Understanding signed between MoT and Shift 360 in March 2011. Copy of the MoU has been shared with the EIF-TFM as part of its fiduciary assessment”

Extract from CEDEP II project document (page 33)

SHIFT 360 ROLE

1. Signs the MoU with UNOPS for project implementation
2. Signs a financing agreement with SIDA
3. Is responsible for project implementation, accountable for objectives and use of funds
4. Prepares ACAC Board meeting and is a member of the Board
5. Co-chairs the ACAC Component Project Steering Committee
6. Ensures harmonious partnerships among partners and stakeholders
7. Prepares reports to UNOPS, EIF ES and SIDA
8. Involves core team in relevant activities by providing indicative training/mission plans
9. Seeks ways and means to increase visibility and support to the school in particular with the private sector

PRIVATE SECTOR ROLE (CH & KHM)

- ✓ Are members of ACAC Board (4 seats)
- ✓ Play a technical and advisory role: curricula, teachers, students enrollment criteria
- ✓ For Cambodia, ensure that training and re-training of staff happen at ACAC (for a fee)
- ✓ Possibility to take students as apprentice, interns or recruit them after training
- ✓ Emulate ACAC example in other hospitality services (hotel, spa, guide, travel agents)

ADDITIONAL ARRANGEMENTS

To support implementation of the project and ensure success of ACAC, Shift 360 has put in place three additional arrangements:

- Identification of a **Chief Technical Partner** to ensure technical oversight and quality assurance of ACAC
- A partnership with the **National Employment Agency** to attract and recruit high-school graduates into ACAC two-year certificate program
- A partnership with **Friends, a Cambodia-based NGO** to prepare a selected group of disadvantaged youth to enter the two-year program.

PSC ROLE

***AS PER EIF TIER 2 COMPENDIUM AND
CORRESPONDING PRAKAS:***

ACAC PSC MANDATE

- Responsible for coordinating and advising the project implementation team, including helping in assessing of project progress and performance against outputs, outcomes, and impact proposed in the project results framework, especially reviewing changes in the operating environment including related project risks.
- Co-chair by EIF Focal Point and MIE Representative
- May include observers upon Chair's invitation
- May be dissolved after integration into ACAC Board

PSC RESPONSIBILITIES

1. Provide overall direction and guidance to the project implementation team to ensure that the project is efficiently and effectively implemented in accordance with the work plan, budget plan, objective and its strategies.
2. Provide guidance and comments on the update work plans and budget of the project prior to submission to the Board of Director of Academy of Culinary Arts-Cambodia (ACAC) for review and approval.
3. Enhance and promote good co-operation with all relevant institutions and stakeholders in their respective areas.
4. Reporting to the Board of Director of ACAC on project progress, achievements, outputs, outcomes, impact, and challenges in the implementation of the project.
4. Reporting to the TFM UNOPS and ES EIF on project progress, achievements, outputs, outcomes, impact, and challenges in the implementation of the project.

ACAC PSC PRIORITIES

1. To ensure smooth kick-off of ACAC project
2. To endorse work plan and budget plan for coming period
3. To ensure that all EIF Board, EIF ES and UNOPS recommendations are put in place by all concerned
4. To ensure inclusion of core team members in project implementation
5. To agree on next milestones (in particular ACAC launch)

EIF RECOMMENDATIONS

- SEE ATTACHED DOCUMENTATIONS