

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

KINGDOM OF CAMBODIA

**SUPERVISION MISSION for Tier 1 and CEDEP I & II (Tier 2)
29 – 31 March/01 April 2016**

DRAFT TERMS OF REFERENCE

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 to support national implementation arrangements for trade mainstreaming and trade development. The approved project budget was USD 909,900 to be disbursed over a period of three years. Following this approval, a Memorandum of Understanding (MOU) was signed on 3 February 2010. 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 has been implementation by the Department of International Co-operation (DICO) of the Ministry of Commerce, Cambodia.

Following the update of the Cambodia Trade Integration Strategy (CTIS) in 2014, the EIF, through UNDP, has provided support to the Government of Kingdom of Cambodia to develop a Medium-term Plan (MTP) to mainstream and implement CTIS priorities/Trade Swap Roadmap. The project has been under implementation since March 2015.

A Tier 2 proposal entitled “*Cambodia Economic Diversification and Expansion Programme– I*”(CEDEP I) was approved by the EIF Board in August 2012. The implementation of silk and rice components of CEDEP I will end by 31st March and 30 June 2016 respectively. 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 has been under implementation. A mid-term evaluation of CEDEP II will be carried out in the first quarter of 2016.

The ES and TFM, in line with their respective programmatic and fiduciary responsibilities, have decided to field a joint mission during 29-31 March until 01 April 2016. The mission will be conducted by Ms. Hang Tran, coordinator at the ES, who will focus on programmatic issues, Mr. James Edwin, M &E Specialist at the ES WTO, who will focus on M & E, and Mr. Ratnasabapathy Manivannan, the TFM Regional Portfolio Manager, who will focus on fiduciary issues, with the following Terms of Reference

Mission objectives

The overall objectives of the joint mission is to monitor and support the implementation of EIF programme in Cambodia towards achieving sustainable results, from programmatic and fiduciary perspectives, specifically to (i) review workplan, budget, progresses and results achieved of projects under implementation (Tier 1, CEDEP I, CEDEP II and MTP) and address issues, if any; (ii) review the compliance with the fiduciary requirements and recommendations made by the EIF Board, and address issues, if any; (iii) monitor the implementation of sustainability and exit strategies of Tier 1 and CEDEP I, including project

closing processes; (iv) support leverage of resources and implementation of Trade Swap Roadmap; (v) sensitize local stakeholders on EIF Phase 2 support and benefits.

The ES and TFM will collect relevant information and discuss with the Focal Point (FP), DICO team, International Trade Center (ITC), International Financial Corporation (IFC), UNIDO, UNDP, SHIFT 360, Swedish International Development Agency (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 Tier 1 results against the project log-frame and the EIF programme log-frame (including EIF Phase 2 log-frame, to the extent possible), disbursement funds vis-à-vis progresses in technical activities;
3. Implementation of workplan and Capacity Building plan: progress, results, challenges;
4. Update on DICO/ EIF implementation structure, functioning; interactions with SSC.TD-TRI, Project Steering Committees of CEDEP I and CEDEP II; coordination within DICO, Ministry of Commerce, and with other partners, particularly with line ministries where liaison officers have been in place;
5. Implementation of sustainability and exit strategy;
6. Final evaluation, project completion report and closing procedures;
7. Update on resource leverage and communication activities.
8. Review with the DICO, 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
9. Review reports submitted or to be submitted to the EIF (TFM and ES) and any issues that emerge. These include:
 - Technical and Financial Reports
 - Disbursement Requests
 - Bank Reconciliations
10. Review with DICO 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 I & II (M&E components).
11. Address with DICO any other relevant issues that might have an impact on the project implementation.

Regarding CEDEP I

1. Review project's implementation progresses and results against the project workplan, project log-frame and the EIF programme log-frame (to the extent possible), with relevant MIEs, including disbursement funds vis-à-vis progresses in technical activities;
2. Implementation of sustainability and exit strategy;
3. Resources mobilization strategy/efforts from MIEs and Government to support the continuation of project results beyond EIF support;
4. Final evaluation, project completion report and closing procedures.
5. Review with the MIEs, the compliance with all aspects of the fiduciary related procedures and systems.
6. Review reports submitted or to be submitted to the EIF (TFM and ES) and any issues that emerge.
7. Review with MIEs the state of implementation of the recommendations of the EIF Board at the approval stage and the recommendations of the past supervision missions.

8. Address with MIEs any other relevant issues that might have an impact on the project implementation.

Regarding CEDEP II

1. Review project's implementation progresses and results against the project workplan, project log-frame and the EIF programme log-frame (to the extent possible) with relevant MIEs, including disbursement funds vis-à-vis progresses in technical activities;
2. Review with MIEs the state of implementation of the recommendations of the EIF Board at the approval stage and the recommendations of the past supervision missions;
3. Review with the SHIFT 360, 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, tenders, quotations, tender evaluations, etc.)
 - Recruitment procedures and staff on board
 - Accounting systems in place
4. Review reports submitted or to be submitted to the EIF (TFM and ES) and any issues that emerge.
5. Review the reporting and coordinating mechanism between DICO, MIEs, Component Steering Committees; SSC.TD-TRI and other development partners to support project implementation and resources mobilization;
6. Preparation and/or implementation of sustainability and exit strategy;
7. Address with MIEs any other relevant issues that might have an impact on the project implementation.

Supporting trade mainstreaming and resources mobilisation

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

Methodology

The mission will start with a briefing with the Senior Minister of Commerce and the FP. Thereafter, the mission will have working sessions with the following:

- The FP, DICO Director, DICO team with regard to the Tier 1, CEDEP 1 & II (M&E components) and MTP project;
- Each of relevant MIEs of CEDEP I and CEDEP II, namely ITC, IFC, UNDP, UNIDO and SHIFT 360 and a joint meeting with all MIEs. It is recommended that liaison officers and the core team of each project component join relevant working session and that these working sessions take place at the Ministry of Commerce due to time constraints.
- Representatives of the Donor Facilitator, SIDA and the World Bank to discuss AfT coordination and resources mobilisation.

Finally, the mission will have a final wrap-up meeting with the FP, DICO Director, DICO team and respective MIEs. Recommendations of the mission will be later made available the FP, DICO and MIEs.

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.