

**ENHANCED INTEGRATED TRUST FUND  
TRUST FUND MANAGER**

**KINGDOM OF CAMBODIA**

**TIER 1 – SUPERVISION MISSION – March 2012**

**TERMS OF REFERENCE**

## Background and Mission context

The EIF Board has approved on 29 September 2009 a Tier 1 proposal submitted by the Government of Kingdom of Cambodia. The project budget approved was \$ 909,900 to be disbursed over a period of three years. Following this approval the TFM and the Government of Kingdom of Cambodia have signed an MOU on 3 February 2010 and the first disbursement of \$ 164,325 was received by the Government by 11 May 2010. 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, participated in the wrap-up meeting of the MTR of the World Bank in November 2010, and conducted Supervision Missions in March/April 2011 and Sep 2011. The last mission in Sep 2011 observed that there were signs of recovery of progress as compared to that in Mar 2011. The DICO also met most of the bench marks set by the Mar/Apr mission.

### TFM Supervision Mission:

TFM, in line with its fiduciary responsibilities, has decided to field a Supervision Mission during 18 to 22 March 2012 with the main objective of facilitating the NIU and the Ministry of Commerce implement the project in compliance with the fiduciary requirements, enhance progress and address any fiduciary related issues that might exist. The mission will be conducted by the EIF TFM Regional Portfolio Manager, Mr. Ratnasabapathy Manivannan. The Mission will have discussions with the World Bank team keeping harmonization in view.

More specifically, the mission will undertake the following:

- I. Review with the NIU, the Ministry and all relevant partners the progress made so far against the approved work plan and identify any fiduciary related issues that need to be addressed.
- II. 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 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;
  - M&E systems;
  - Interactions with NSC;
  - Coordination within NIU, MOCS and with other partners.
- III. Review with the NIU of the reports submitted or to be submitted to the EIF (TFM and ES) and any issues that emerge.
  - Financial Reports,
  - Disbursement Requests;
  - Bank Reconciliations;

- Narrative reports;
- IV. Review with the NIU, the state of implementation of the recommendations of the IF Board at the approval stage and the recommendations of the Supervision Mission Sep 2011.
  - V. Review with the NIU the implementation of its training plans.
  - VI. Address with the NIU any other relevant issues that might impact on the project implementation.
  - VII. Review the progress made in Tier 2 proposal development.

#### Methodology

The Mission will start with a briefing with the FP, and thereafter work closely with the FP, D/ICO Director and the D/ICO team. There will be discussions with the finance staff and other staffs of NIU, and studying of documents including financial and procurement documents. The Mission will brief and debrief the UNRC in Cambodia. The Mission will also meet the representatives of the Donor Facilitator and the World Bank. The mission will have a final wrap-up meeting with the FP and the team. The recommendations of the mission would be later made available to the D/ICO.

The D/ICO is kindly requested to prepare a report covering the status of the above aspects indicating also the issues. The FP is also kindly requested to make all arrangements, including ensuring the presence of NIU officers and keeping all reports, records and documents for the mission.