

Kingdom of Cambodia Nation, Religion, King

STRENGTHENING CSO ENGAGEMENT IN SPCR CSO GRANT MANAGEMENT FACILITY (CSO GME)

Prepared by: Preparation of a Strategic Pilot Program for Climate Resilience
(PPCR) Project - Phase I

Funded by: Climate Investment Funds Through ADB and Wo



Ministry of Environment

AUGUST 2012



WORLD BANK GROUP

PREAMBLE

Cambodia is one of the most vulnerable countries in Asia due to Climate Change. Increase in temperature, rising of sea level, and changes in rainfall patterns pose significant risks to the already vulnerable agriculture and fisheries sector as well as rural livelihoods. The flood in 2011 affected 354,217 households (more than 1.7 million people affected) and costed around USD 624 million¹, and the typhoon Ketsana in 2009 affected 49,000 families, (about 180,000 people affected) and costed USD 132 million² of the country's economy. The civil societies in Cambodia, commencing in the early 1980s, have been playing important roles in reduction of climate-vulnerabilities of the people living in rural areas.

Recognizing the contributions of CSOs and to accelerate the assistances, the Ministry of Environment provisioned PPCR/SPCR to endow with the CSO facility for the Cambodian CSOs. I am glad to see that the long-awaited CSO facility is established and ready to serve as the hub between the state and non-state institutions/agencies. The CSO facility, I believe, will be able to help communities to coordinate and better understand their sources of vulnerabilities, to generate knowledge on impacts from climate change and approaches to adaptation and disaster risk reduction, to assess possibilities of linking studies of SPCR-financed projects to enable mainstream of adaptation, to capture lessons learned from community-based initiatives and provide feedback into the development of subsequent projects for replication, to develop knowledge products to serve as a useful resource for the RGC and the development partners to help inform policy development and decision-making, to encourage women-driven climate-friendly development initiatives in climate variability and climate change for their sustainable livelihood development etc.

On behalf of the Ministry of Environment, I would like to take this opportunity to express my sincere gratitude to all stakeholders for their support and cooperation in developing this knowledge product. Especially I would like to thank the Climate Investment Fund (CIF), PPCR/SPCR for supporting through the World Bank and Asian Development Bank; Ministry of Environment particularly CCD and Ministry of Economy and Finance and line ministries and institutions/agencies, development partners, CSOs, private sector and academia who contributed in developing this valuable knowledge product. It will foster climate resilience approaches to lift the poor out of poverty and to place the nation firmly on a path of sustained economic growth and concerted action at fronts to continue to achieve progress of the Royal Government of Cambodia.

H.E. Dr. Mok Mareth

Senior Minister and Minister of Environment

¹ ADB : Flood Damage Emergency Reconstruction Project, March 2012

² NCDM-World Bank: PDNA Report 2010

ACKNOWLEDGMENTS

First of all, we would like to acknowledge the Civil Society Organizations' Platform to strengthen civil society engagement in climate change adaptation to support the Cambodian NGOs that work in the climate change fields. We would sincerely thank the Climate Investment Fund (CIF) for selecting Cambodia as one of the unique country to pilot such excellent initiative, and the World Bank and Asian Development bank (ADB) for supporting to flow the fund to Cambodia.

I would like to gratefully acknowledge and thank to all contributors particularly the government/institution officials from MoE, MEF, MAFF, MoI, MOWRAM, MRD, MPWT, MoEYS, MoP and NCDM, Cambodian National Mekong Committee, sub-national government representatives; development partners World Bank, ADB, UNDP, EU, British Embassy, U.S. Embassy, Danida, Sida, IFAD, Cambodian Climate Change Network (CCCN); International NGOs like The Asia Foundation, Conservation International, Cord, DCA/CA, ForumSyd, Flora and Fauna International, IUCN, Oxfam, Pact Cambodia, Wildlife Conservation Society (WCS), WWF, and son on; national NGOs like The NGO Forum, PADEK, Save Cambodia's Wildlife, Save the Earth, Srey Khmer; academia like Build Bright University, Pannasastra University, Royal University of Agriculture; Cambodian Development Research Institute etc. and programmes like CCCA, NAPA Follow-up Project, Adapt Cambodian Agriculture to Climate Change, private sectors representatives particularly Chamber of Commerce and Industry (CCI) etc. in contributing to institute this knowledge product for the civil societies in Cambodia.

Our heartfelt gratefulness to the Senior Minister and Minister of Environment H.E. Dr. Mok Mareth for his supports, and H.E. Thuk Kroeun Vutha, Secretary of State, Ministry of Environment and Coordinator of the PPCR/SPCR for his excellent managerial and coordinating efforts that made the progress happen, and CCD for supporting to this great efforts as the host entity. We would like to thank the author of this knowledge product Mr. Akhteruzzaman Sano, the consultant for facilitating the process that resulted to have such CSO facility for Cambodian civil society, development partners and government institutions. We believe this facility will be serving Cambodian CSOs and government institutions beyond PPCR/SPCR and country will be benefited therefrom.

Our humble thanks to all of you who made the CSO facility successful in Cambodia.

PPCR Team,
Climate Change Department

Contents

PREAMBLE..... 2

ACKNOWLEDGMENTS..... 3

ACRONYMS 6

INTRODUCTION..... 7

OBJECTIVES AND SCOPE OF THIS DOCUMENT 7

 Objectives, Outputs and Impacts..... 7

 Outputs 8

 Impacts..... 8

CSO GRANT MANAGEMENT ARRANGEMENT..... 8

 Scope of the CSO GME 8

 Strategic approach, guideline and tools for the CSOs to be informed, consulted and to participate in climate resilience activities of the MoE 10

 Strategic Approach, Guideline and Tools..... 10

CSO Grant Managing Entity (CSO GME)..... 11

 Introduction to the CSO GME 11

 CCCA TRUST FUND (Model#01) 12

 DEMAND FOR GOOD GOVERNANCE (DFGG) (Model#02) 16

 CSO CONSORTIUM (Model#03) 17

 STATE AND NON-STATE STAKEHOLDER MODEL (Model#04) 19

 Selection methodology and mandate of the CSO GME 19

Grant Making Committee (GMC)..... 20

 Meetings 21

 On-line consultation..... 21

 Meeting Minutes..... 21

 Languages 21

 Administration of grants process..... 22

 Scope of CSO grants 22

 Solicitation of grant proposals 22

 Eligible applicants 23

 Grant flows, sizes and mechanism..... 23

 Selection of grant proposals 25

Concept Note Appraisal	25
Full Project Proposal Appraisal	26
Financial system, forms, assessment etc. of the guarantees	26
Signing of grant agreements	26
Disbursement of funds.....	27
Grant Implementation	27
Suspension	27
MONITORING AND EVALUATION.....	27
Reporting	28
COMMUNICATION	28
CONFIDENTIALITY AND DISCLOSURE OF INFORMATION.....	28
Recommendations	28
About the Grant Managing Entity.....	28
About the Grant for the Cambodian CSOs.....	29
CONCLUSION:.....	29
Appendix 1: References:	31
Appendix-2: List of contributors and supports to the CSO Facility Establishment.....	32

ACRONYMS

ADB	Asian Development Bank
CC	Climate Change
CCA	Climate Change Adaptation
CCCA	Cambodian Climate Change Alliance
CCCN	Cambodian Climate Change Network (former NCCN)
CCD	Climate Change Department
CSO GME	Civil Society Organization Grant Managing Entity
CCSAP	Climate Change Strategy and Act
CIF	Climate Investment Funds
CSO	Civil Society Organization
CV	Climate Variability
D&D	De-concentration and De-centralization (Organic Law)
DP	Development Partner
DRR	Disaster Risk Reduction
LoA	Letter of Agreement
MoE	Ministry of Education
MoU	Memorandum of Understanding
NAPA	National Adaptation Programme of Action
NCCC	National Committee on Climate Change
NCDD	National Committee for Sub-national Democratic Development
NGO	Non-Government Organization
PPCR	Pilot Programme for Climate Resilience
RGC	Royal Government of Cambodia
SCF	Strategic Climate Fund (CIF)
SPCR	Strategic Programme for Climate Resilience
UNDP	United Nations Development Programme
WB	World Bank

INTRODUCTION

Cambodia is one of the countries selected worldwide for the Pilot Program for Climate Resilience (PPCR), which aims to demonstrate ways to integrate climate risk and resilience into development planning. With support from ADB and the World Bank Group, the Government of Cambodia prepared the Strategic Program for Climate Resilience (SPCR), comprising 7 investment and one technical assistance (TA) projects. Proposed USD 2.00 million funding support for Cambodian CSOs is a part of the 'demonstrate ways to integrate climate risk and resilience' initiatives under the TA project. It is expected that this support mechanism shall be developing CSOs' capacity to mainstream adaptation and disaster risk reduction (DRR) into target sectors like agriculture, water resources, climate and disaster risks preparedness and prevention, coastal zones; and their organizational and projects implementation approaches, and contributing towards improved quality of life of people living in areas most affected by climate variability(CV) and climate change(CC) to sustaining the impact and effectiveness of current and future climate resilience investment in Cambodia.

The Proposed CSO GME, an entity that is expected to fulfill the needs of the CSOs and under certain conditions of the SPCR, will be selected by ADB under its procedures. After assessing carefully different existing funding mechanisms for CSOs in Cambodia, three models from existing practices have been proposed. There is another model was developed based on the key expectations from CSOs. Now The proposed three models are; CCCA Trust Fund Model, Demand for Good Governance (DFGG) Model, Consortium of CSOs. The newly developed model mainly is developed based on the feedback and requirements from the CSOs.

OBJECTIVES AND SCOPE OF THIS DOCUMENT

Objectives, Outputs and Impacts

- The key objectives of the CSO funding supports are as follows:
 - 1) To help communities to coordinate and better understand their sources of vulnerabilities
 - 2) To generate knowledge on impacts from climate change and approaches to adaptation and disaster risk reduction
 - 3) To assess possibilities of linking studies of SPCR-financed projects to enable mainstream of adaptation
 - 4) To capture lessons learned from community-based initiatives and provide feedback into the development of subsequent projects for replication
 - 5) To develop knowledge products to serve as a useful resource for the RGC and the development partners to help inform policy development and decision-making

Outputs

- 1) Vulnerable communities are coordinated and they improved their knowledge sources of vulnerabilities
- 2) Communities gained knowledge on impacts from climate change adaptation and disaster risk reduction
- 3) Identified the possibilities of linking studies of SPCR-financed projects to enable mainstream of adaptation
- 4) Captured lessons learned from community-based initiatives and provide feedback into the development of subsequent projects for replication
- 5) Developed knowledge products to serve as a useful resource for the RGC and the development partners to help inform policy development and decision-making

Impacts

- 1) Communities know how to deal with climate vulnerabilities and have their sustainable livelihoods that contribute to climate resilience
- 2) Communities people practices climate adapted livelihoods and they know how to reduce their risks from disasters
- 3) Conducted studies reflect the linkages of the SPCR financed projects and the communities have enabled mainstream of adaptation activities based on changing situations
- 4) Identified best practices and lessons learned are replicated and communities are benefiting therefrom
- 5) Adequate knowledge products are available for the communities, CSOs, government and other agencies to learns and working on further improvements of the climate resilient activities up to grass-root levels.

CSO GRANT MANAGEMENT ARRANGEMENT

The CSO funding facility known as the CSO Grant Managing Entity (CSO GME), here and after 'CSO GME' that is proposed to serve as the secretariat of the CSO funding for the Cambodian civil society organizations.

Scope of the CSO GME

- o The scope of the CSO GME are as follows:
 - 1) The scope of this document is to support the procedure to apply for conducting of the grant management /operations for the civil societies by Grant Management Entity. It is not a legally

binding document. This document scopes to support the GME and GMC.

- 2) This document shall be effective in the first meeting of the GMC. The GMC preserves the rights to update this document based on their needs and situations in consultation with its supporting partner(s).
- 3) This document shall remain effective for the duration of the SPCR and beyond if there is any funding opportunity for the CSOs after the SPCR phases out.
- 4) The following are some specific questions and suggestions from CSOs :

○ Where the CSO Facility should be anchored at?	The 'CSO GME' should be anchored at any facility where the CSO representatives are the part of the decision making processes.
○ Who should be the grant manager?	The potential entity can host the government, CSO, private sector, development partner, academia representatives in decision making for the CSO funding
○ What should be funding amount?	The funding amount should be ranging from USD50,000 –USD75,000
○ What should be implementation period/duration of the funds	It should be ranging from 12-24 months under at least two calls
○ What are the eligibility criteria for funding?	That the CSO work in the climate change fields The CSO representative(s)
○ Which CSO cannot apply for this fund?	The CSO representative become the member of the GMC is not eligible to apply for the fund
○ How the CSO GME should be selected?	The selection criteria shall varied based on the GME. If the GME is selected from any existing model, then it will be following its own procedures and system or as it defines in its proposal, if the model is the new one then it will be governed based on the guideline provided in this CSO GME.
○ What are the key roles & responsibility of the CSO GME?	It shall serve as the hub between the state and non-state actors in managing the CSO fund;
○ How long the CSO GME should continue?	It should continue for post-SPCR periods as well. Any partner willing to provide funding for CSOs may select the CSO GME mechanism to fund the Cambodian CSOs

Strategic approach, guideline and tools for the CSOs to be informed, consulted and to participate in climate resilience activities of the MoE

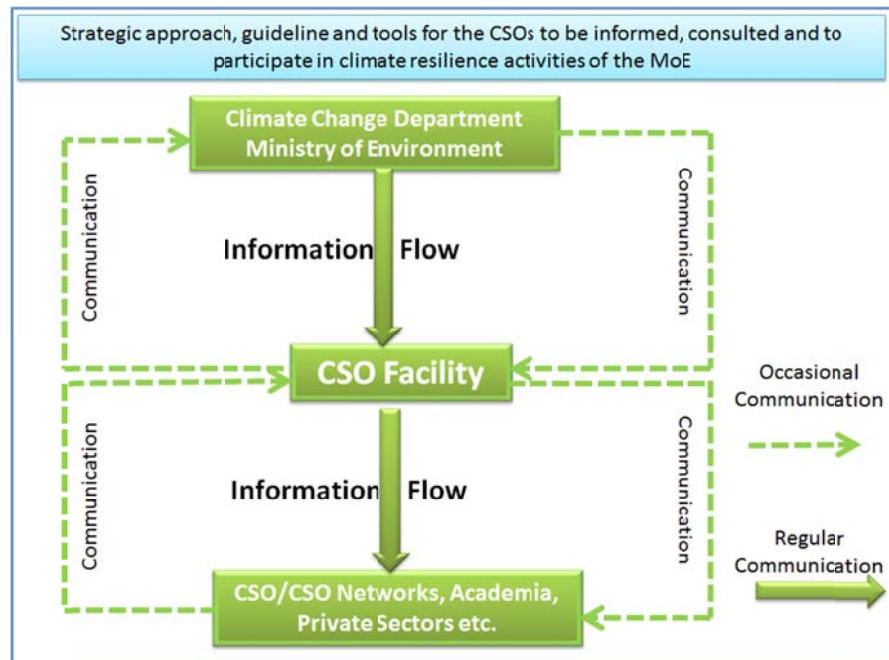
The strategic approach, guideline and tools for the CSOs to be informed, consulted and to participate in climate resilience activities of the MoE are as follows:

Strategic Approach, Guideline and Tools

Responsible Institution/Agency	Activity	Tools
Climate Change Department, Ministry of Environment	<ul style="list-style-type: none"> ○ Inform CSO GME to disseminate/circulate the message to the CSOs/CSO Networks that work in the climate change fields in Cambodia 	<ul style="list-style-type: none"> ❖ Official Letter, Invitation etc. ❖ Hard and/or soft copy by hand-to-hand, postal services, email, phone call etc.
CSO GME	<ul style="list-style-type: none"> ○ Serves as the hub between government and CSO/NGOs; convey the information to CSOs/CSO Networks accordingly. Provide feedback to the CCD if there is any issue or requested by the CCD; 	<ul style="list-style-type: none"> ❖ Official Letter, Invitation etc. ❖ Hard and/or soft copy by hand-to-hand, postal services, email, text message, phone call etc.
CSO/NGOs/Academia/ Private Sectors etc.	<ul style="list-style-type: none"> ○ Act as a beneficial partner for enhancing Climate Change Adaptation and Resilience in Cambodia; ○ Ensure the CSO/NGOs participation that values the resilience processes ○ Take part in the activities to support the government initiatives for enhancing resilience in Cambodia 	<ul style="list-style-type: none"> ❖ Physical/in-kind participation, implement through project application and undertake necessary measures as necessary

The following 'Flow-Chart' demonstrates the strategic approach and information-flow between the government (MoE) and CSOs where CSO GME serves as the hub between the government and non-state agencies:

Figure 1: strategic approach, guideline and tools for the CSOs to be informed, consulted and to participate in climate resilience activities of the MoE



CSO Grant Managing Entity (CSO GME)

Introduction to the CSO GME

Funding for the CSOs from PPCR/SPCR is the unique arrangement of the CIF out of its nine PPCR projects in the world. As a result, the PPCR world is looking at Cambodia CSO funding mechanism and waiting to learn how it is contributing in reduction of vulnerability caused by climate change issues. In that perspective, the World Bank Cambodia office facilitated consultations with CSOs that work in the climate change fields in Cambodia to figure out the possible mechanism of funding to CSOs from PPCR/SPCR. The CSOs and CSO networks in Cambodia welcomed the concept and approaches. The CSO community also recommended letting an umbrella CSO entity manage the fund for Cambodian CSOs only. In that perspectives, the PPCR key partner institutions in Cambodia MoE, MEF and ADB signed an Agreement dated xx/mm/yyyy, that clearly defines the roles and status of the future CSO grant managing umbrella organization namely CSO Grant Management Entity (CSO GME).

Based on the feedback from CSO communities conducted in 2010 by World Bank, and informal discussions and consultative workshops in 2012 by PPCR with government, CSOs, Academia, private sectors, research institutions in Cambodia it was identified that there are the mixed feedback on the status on the CSO GME. The CSO communities, DPs, academia and private strongly recommended to let the CSO GME anchored at a CSO/CSO network site when government institutions particularly CCD, the host of the PPCR, sees valid reason to anchored at CCD.

To reach at an amicable solution of the CSO GME, the PPCR studied and identified different existing and potential mechanisms to manage the CSO fund for the Cambodian CSOs. The following are some models in operation:

CCCA TRUST FUND (Model#01)

Background of CCCA Trust Fund

Cambodia Climate Change Alliance (CCCA) is a comprehensive and innovative approach to address climate change and disaster risks in Cambodia. It is a multi-donor initiative funded by EU, Sida, Danida and UNDP. It is anchored in the Government's National Climate Change Committee (NCCC), a mandated Government coordinating and policy support entity for all aspects of climate change. The CCCA is designed as a flexible and innovative instrument to systematically and efficiently address Climate Change and disaster risk challenges in Cambodia.

CCCA Trust Fund has been established within CCCA as a unified engagement point for Development Partners and a multi-donor financial facility to provide resources for climate change capacity building at national and local government level. UNDP has been requested by the Royal Government of Cambodia to act as the interim Trust Fund Manager.

Objectives

The objective of the is to strengthen the capacity of the National Climate Change Committee (NCCC) to fulfill its mandate to address climate change and enable line ministries and civil society organizations (CSOs) to implement priority climate change actions.

This objective expects to produce following five results:

1. Improved capacity to coordinate national policy making, capacity development, outreach/advocacy efforts, and to monitor the implementation of national climate change strategy, policy and plans;
2. Improved access to updated climate change information, knowledge and learning opportunities at all levels;
3. Strengthened capacity within the NCCC to mobilise and to effectively administer climate change funds and to prepare for a nationally owned trust fund;
4. Increased resilience of coastal communities and ecosystems to climate change through adaptation planning, demonstrated targeted local interventions and provision of practical learning experience in adaptation planning to the NCCC/CCD;

5. Strengthened capacity in RGC agencies and civil society organisations for developing and implementing climate change response initiatives in line with agreed national climate change priorities, independently or in partnerships, through access to new financial and technical resources.

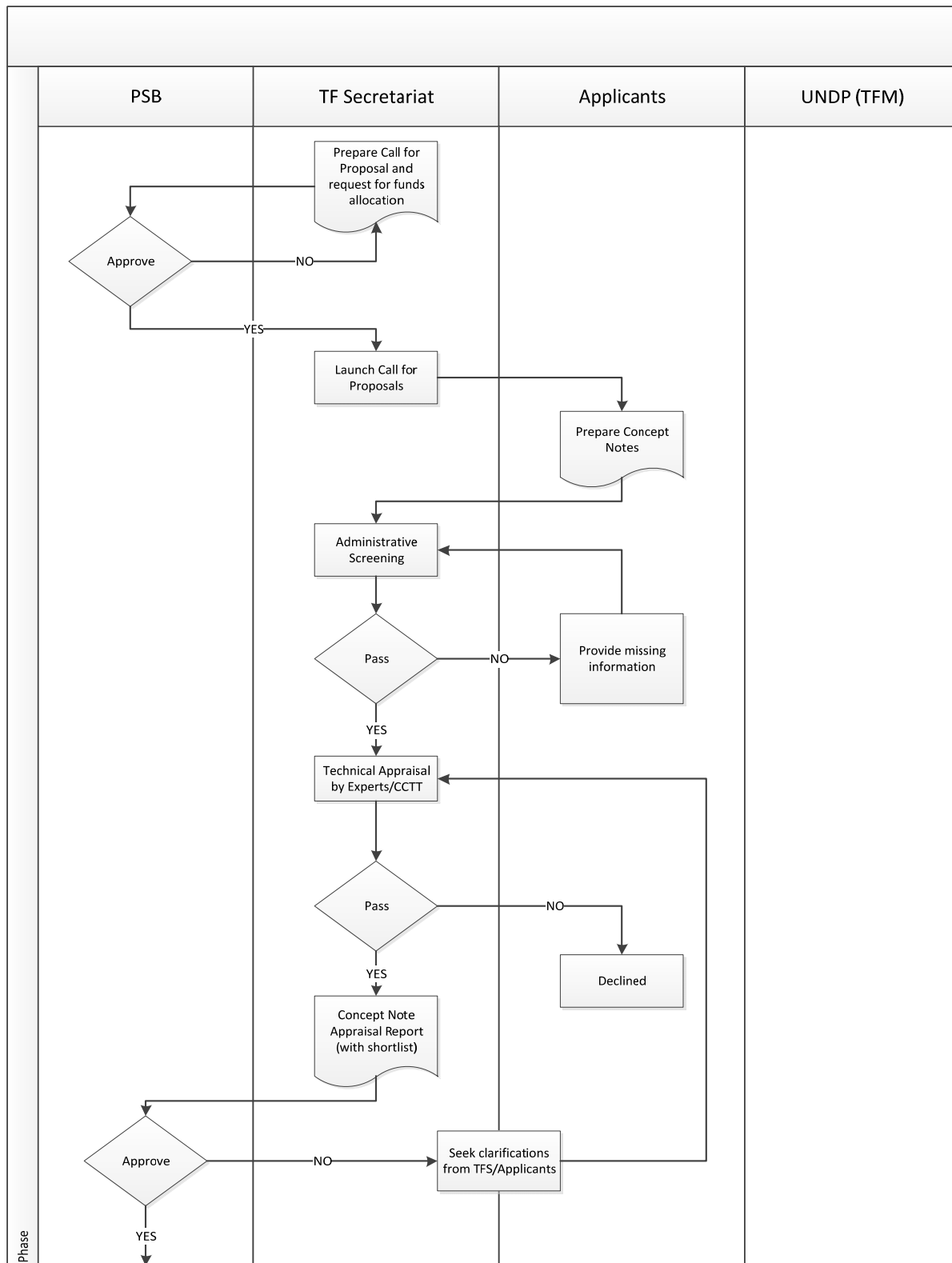
For information, please read the annex docs or <http://www.un.org.kh/undp/what-we-do/projects/cambodia-climate-change-alliance>

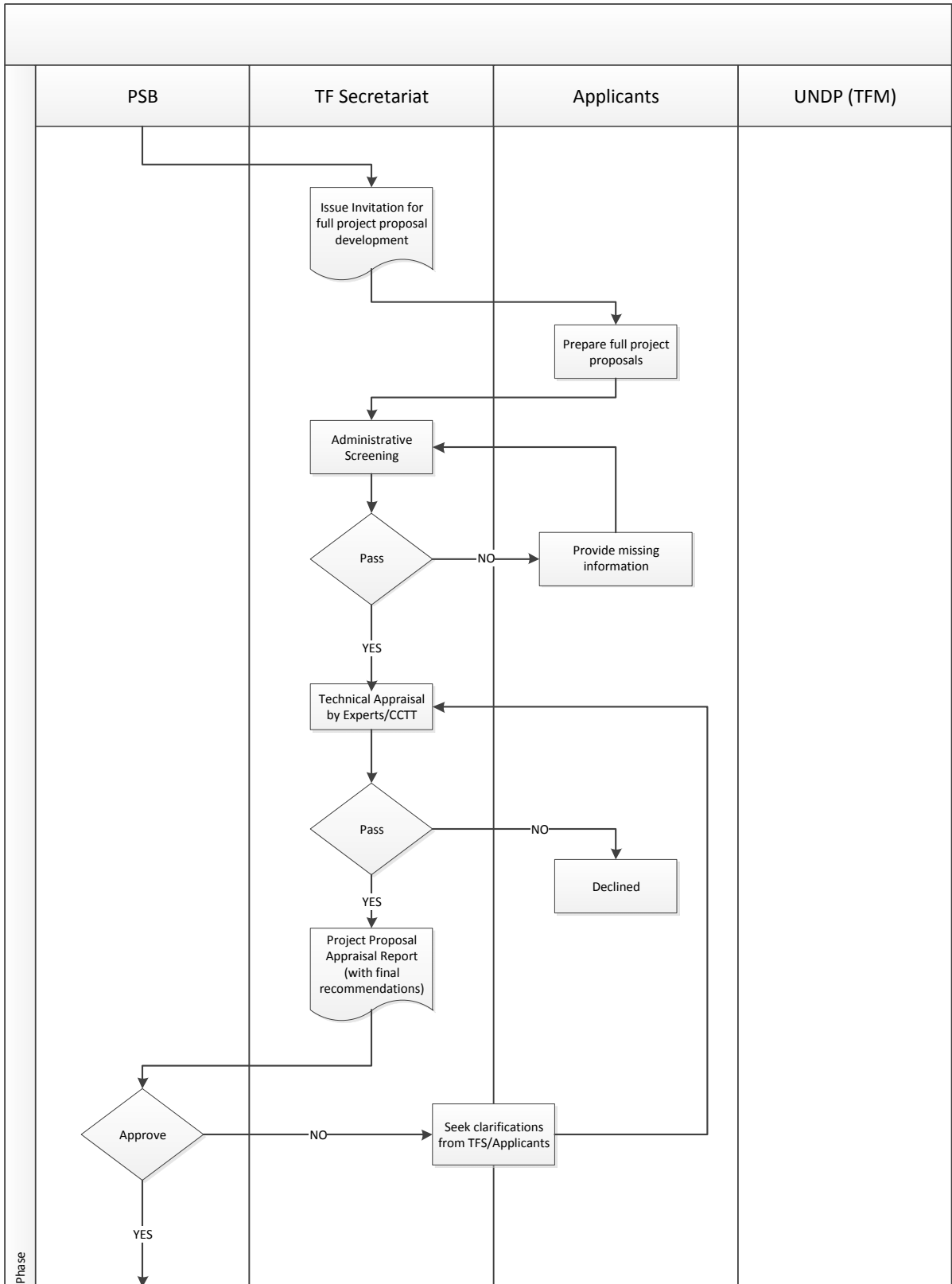
The CCCA Trust Fund expresses its strong willingness to serve as the CSO GME for the civil societies in Cambodia. In order to make it happen, the Trust Fund management mechanism need to be redesigned. According to the expectation from the civil societies, CSO representatives have strong participation in the CSO funding decision making positions like Programme Support Board (PSB) of the Trust Fund. The PSB functions as the Grant Making Committee (GMC). At present, there is no representative from civil societies. In order to make sure the CSO/NGO participation in the decision making position GMC/PSB, it should be formed as follows: If the total number of the PSB is 9; then the number of representatives may be arranged as follows or further consultations may take place to restructure the PSB:

- Government Representatives – 3
- Development Partner Representatives - 1
- Cambodian CSO Representatives – 3
- Academia Representatives 1
- Private Sector Representatives 1

The existing structure and main work-flow of the Trust Fund is as follows. The Trust should clarify to what extent it will be updated and how it will be managed in its proposal when it bids for the CSO GME.

Figure 2: CCCA Trust Fund Grant Management Flow-Chart (Model#01)





DEMAND FOR GOOD GOVERNANCE (DFGG) (Model#02)

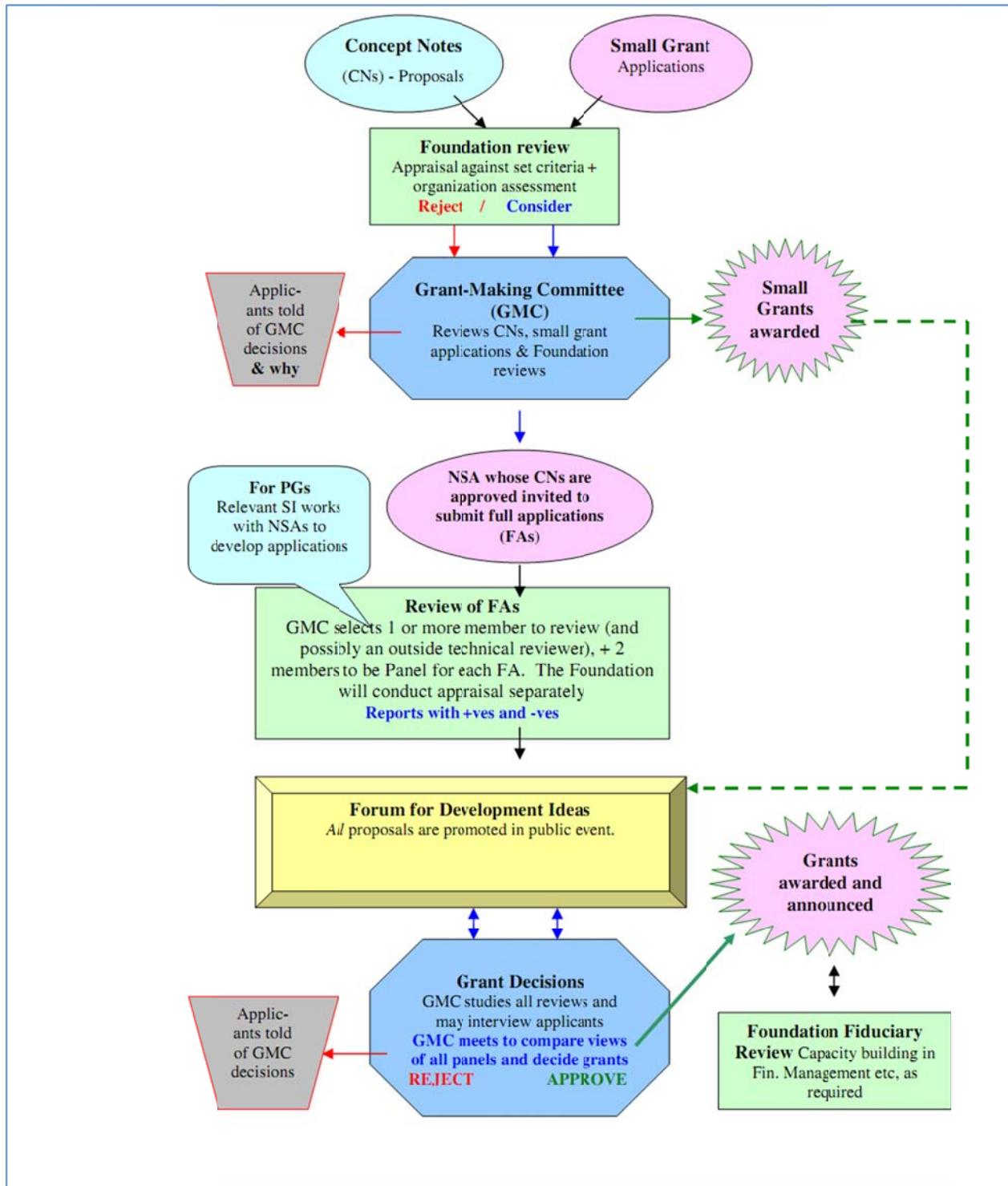
Introduction

The model adopted in the DFGG project in Cambodia – which assigns the role of grant selection to an independent grant making committee made up of both government state and non-state representatives – created legitimacy and acceptance of decisions within government and civil society structures. In a context where there is distrust between stakeholders, this model addresses a fundamental risk. However, there are also trade-offs regarding the quality of selection process and as a consequence the ability for the overall implementing agency to achieve the intended results.....

The DFGG works through the GMC formed with state and non-state representatives. The DFGG project appraisal that grants to non-state actors would be selected through an independent multi-stakeholder grant making committee. For details, please see the annex or <http://www.dfgg-nsac.org/>

The Flow-Chart of the DFGG

Figure 3: DFGG Flow-Chart (Model#02)



CSO CONSORTIUM (Model#03)

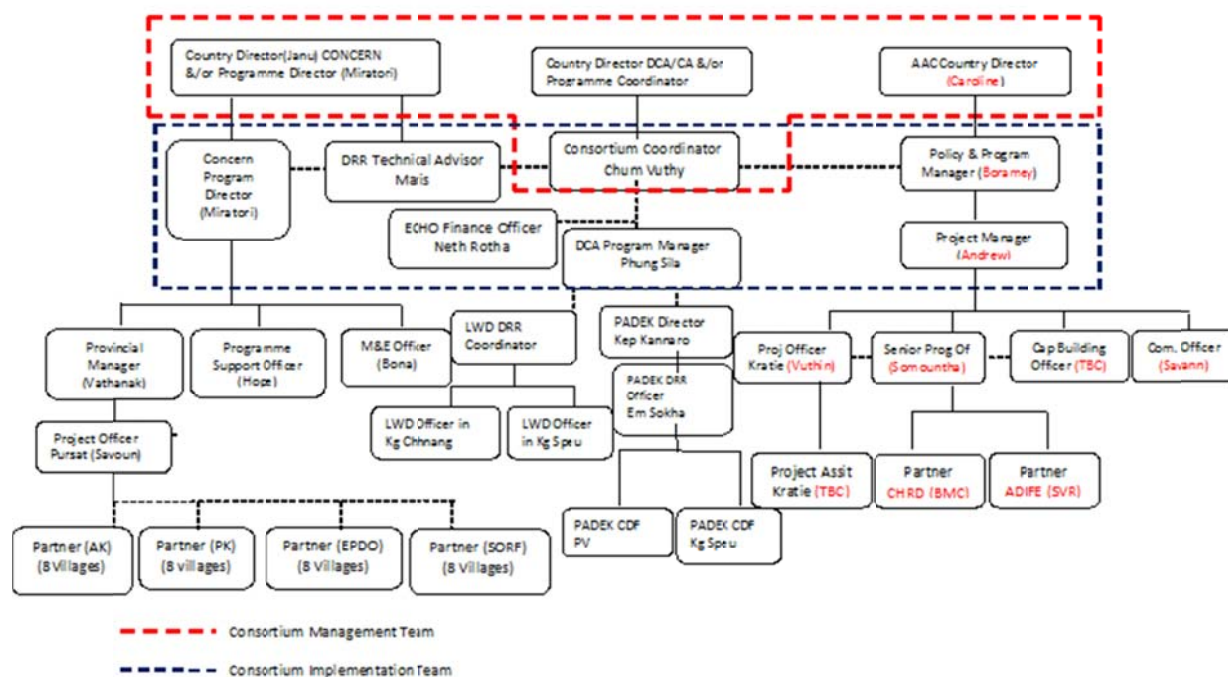
Introduction

The Consortium of Action Aid, Concern Worldwide and DanChurchAid partnered to successfully complete the 7th round DIPECHO funded project entitled: *“Reducing Multi-Hazard Induced Risks and Building Community Resilience to Disaster in Cambodia”*. All three Consortium members are committed to the strategic objective of enabling poor communities in Cambodia to mitigate, cope with, and manage the impact of disasters.

Having recognized the remaining gaps for Disaster Risk Reduction in Cambodia, the Consortium worked together to submit a joint proposal to ECHO under their 8th DIPECHO funding round. The Consortium undertook a rigorous project development process that resulted in the *“Building Disaster Resilient Communities in Cambodia”* (BDRC) project proposal, which was subsequently approved by ECHO (ECHO Reference ECHO/DIP/BUD/2012/93011). The approved project will be jointly implemented by the three Consortium members, and DCA has been mandated as the lead agency for the purpose of managing adherence to the Grant Agreement and communicating with ECHO on behalf of the Consortium members.

This Memorandum of Understanding details the roles and responsibilities of the three Consortium members in their collaboration towards the achievement of the objectives and contractual obligations of the ECHO approved proposal: *“Building Disaster Resilient Communities in Cambodia”*; hereafter referred to as “the Action”.

Consortium Management Structure



For more information, please see the attached MoU and supporting documents of the consortium

STATE AND NON-STATE STAKEHOLDER MODEL (Model#04)

The State and non-state stakeholder Model was developed based on the feedback from CSOs. The details of the model are as below:

❖ The selection criteria of the GME

The GME shall have to have certain criteria to serve as the hub between the government and non-government agencies particularly in managing the funds for the Cambodian CSOs. The following are some criteria that the potential GME should possess:

- Official Registration as a legal entity in Cambodia or a consortium³ shall be eligible to apply to serve as the GME;
- Substantial experience on funding experience for CSOs, research and knowledge generation on impacts of climate change in Cambodia and adaptation strategies by CSOs/CBOs; capturing lessons learned from community based adaptation initiatives to inform the development of subsequent projects for replication;
- Proven adaptation experience at the commune, district, province and country levels;
- Experienced to prepare and propose eligibility criteria for grant funding in coordination with SPCR Steering Committee and PPCR Coordination Unit;
- Capable to design and implementation of the selected CSOs initiatives
- Proven ability to perform independent assessment of the funded initiatives
- Strong willingness to share lessons learned and documents the initiatives as case studies.
- Willing to employ four staff members with at least bachelor degree or higher degree in environmental management or related subjects with at least 5 years' working experience in managing and guiding same type of the programmes/projects in Cambodia /SEA region;
- Willingness to work under the guidance of the PPCR Steering Committee lead the CSO funding for Cambodian NGOs that work in the climate change adaptation fields;
- Willing to develop criteria and methods for CSOs selection, approved by ADB and PPCR Steering Committee.

Selection methodology and mandate of the CSO GME

The GME will be selected by ADB following its existing policies and practices.

³ The Consortium members shall be of some registered/legal entities consorted under significant agreement/MoU.

- ❖ The CSO GME shall be responsible for day-to-day operation of the CSO fund. Specific mandate and roles of the CSO GME are as follows:
 - The CSO GME shall
 - 1) Prepare and make announcement of the 'call for proposal'
 - 2) Collect the proposal, review, rank it based on its existing criteria
 - 3) Handover to the Technical Advisor for technical review

The budget for the operation of the GME comes according to the MoU with ADB.

- The GME shall provide services as follows:
 - (a) Make necessary arrangements for the GMC meetings, including coordinating meeting with GMC members, preparing provisional meeting agenda and documents, issuing invitations and organising technical-level preparation meetings;
 - (b) Provide administrative and logistics support to the GMC meetings such as making reservation of meeting rooms, preparing copies of required documents and arranging for simultaneous translation services;
 - (c) Keeping meeting minutes, finalising the official meeting minutes and archiving the meeting documents; Follow-up in implementation of GME decisions with relevant parties.
- GME facilitates to form the GMC with supports from SPCR, CCD and ADB.

Grant Making Committee (GMC)

❖ Formation of the GMC

The GMC shall comprise with the following gender balanced members:

- Government Representatives – 3
- Development Partner Representatives - 1
- Cambodian CSO Representatives – 3
- Academia Representatives 1
- Private Sector Representatives 1

The chair of the GMC shall be elected in the first meeting of the GMC.

- ❖ The election of the chair is to be accompanied by the election of an alternate co-chair who shall chair the GMC meeting(s) in absence of the chair.
- ❖ If a member of the GMC withdraws his/her membership from the GMC, the respective constituency shall nominate an alternative representative to the GMC.

Meetings

- The GMC shall meet normally for the approval of the grants. Additional meetings may be convened based on the needs or request from any member of the GMC or GME. The GMC meetings shall be convened by the GMC Chair through issuance of invitation letters to other GMC members, accompanied by the provisional agenda and related documents in hard copy for review, at least two weeks prior to the scheduled GMC meeting. The GME shall transmit soft copy of documents to all GMC members via email. In exceptional circumstances, the Chair may instruct the GME to transmit the document after the deadline.
- Each GMC meeting shall start with an opening remark by the Chair, followed by the adoption of meeting agenda and reporting on the status of implementation of board decisions from the previous GMC meeting. GME functions as the secretariat of the facility.
- During the GMC meeting, the Chair shall present draft decisions for each agenda point and seek consensus of other GMC members. The decisions are made through consensus. The final agreed language for each decision shall be duly recorded in the official minutes.
- In case of any issue arises on funding decision/consensus, the GMC may convene additional meeting to solve the issue at its earliest convenient in order to ensure that the coordination, respect and dignity for each other of the members maintain profoundly.
- At the end of each meeting, the GMC shall set the date for the next meeting.

On-line consultation

- In case of the any issue arises and there is a need but the GMC meeting cannot be arranged, the GME may circulate the subject matters for on-line consultations. The GME shall maintain all records of consultations. The following GMC meeting approves on the hard copy of the decisions made online. The Technical Advisor shall facilitate the on-line consultations to help GMC member to better understand the subject matter.

Meeting Minutes

- Minutes of the GMC meetings shall be taken by the GME staff. Two staff shall be preferred for English and Khmer languages. One shall be proficient in English and the other in Khmer.
- The GME shall circulate the minutes within five working days after the meeting. GMC members shall be given five working days to provide comments from the date of circulation.
- The final version of the minutes shall be reviewed by the Technical Advisor and then signed by the GMC Chair and circulated to all the GMC members.

Languages

- The working languages for the GMC shall be Khmer and English. Simultaneous translation shall be provided during its meetings. Documents for the meetings shall be provided in English. Summary of key documents in Khmer shall also be prepared. Meeting minutes shall be prepared in English.

Administration of grants process

- The GME shall be responsible for administering of CSO grants process in close collaboration with SPCR and in accordance with the GME's agreed rules and procedures.
- GME shall make available, to the extent possible, the documents related to CSO grants in both English and Khmer.

Scope of CSO grants

The CSO Fund shall finance the projects in the fields below but not limited to:

- ❖ To help communities to better understand their sources of vulnerabilities
- ❖ To research and knowledge generation on impacts of climate change in Cambodia and adaptation strategies by CSOs/CBOs; capturing lessons learned from community based adaptation initiatives to inform the development of subsequent projects for replication;
- ❖ To assess possibilities of linking studies of SPCR-financed projects to enable mainstream of adaptation
- ❖ To capture lessons learned from community-based initiatives and provide feedback into the development of subsequent projects for replication
- ❖ To develop knowledge products this to serve as a useful resource for the RGC and the development partners to help inform policy development and decision-making
- ❖ To encourage women-driven climate-friendly development initiatives in CV and CC for their sustainable livelihood development

Solicitation of grant proposals

- GME shall use "calls for proposals" as a method of soliciting grant proposals from eligible parties.
- GME shall design a call for proposals document (agreed with SPCR/ADB earlier) on the scope and target amount before launching it on national newspapers.
- GME shall develop *CSO Grants Application Guidelines* targeting the potential applicants. The document shall inform the parties interested in accessing CSO Fund on specific requirements and conditions as per agreed rules and regulations. It also provides templates for preparing a concept note and full proposal. The said Guidelines shall be kept up-to-date by GME.

Eligible applicants

- The CSO Grant is open for applications by the Cambodian non-governmental organizations only registered in the Ministry of Interior only as the not-for-profit organization that work in the climate change fields.
- The officials from any CSO directly engaged with the GME or GMC shall not apply for the CSO funding to the GME.

Grant flows, sizes and mechanism

- **Grant Flow:** CSOs and SPCR partners recommended the flow of the fund should be from ADB to the GME. It will save the time and reduce administrative procedures to support the facility;
- **Grant Numbers:** There should be 30-50 grants for the Cambodian CSOs only. The grants may be allocated under two calls for proposals. In order to ensure more visibility and sustainable development, the second call may be replicating more activities to document the best practices as the case studies;
- **Sizes of the Grants:** The grant sizes range from USD30,000 to USD 50,000 and/or USD 50,000- USD 75,000;
- The duration of the grants shall be from 12 months to 24 months.

Figure 4: CSO Funding Mechanism (Model#04)

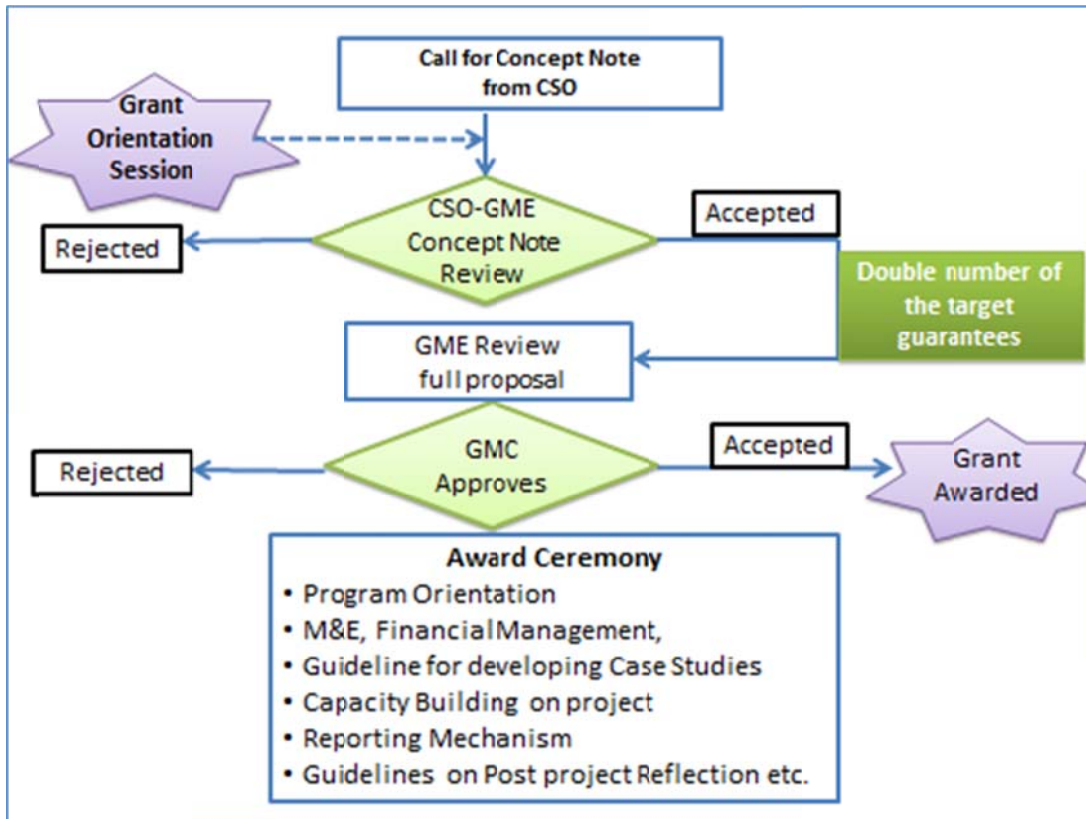
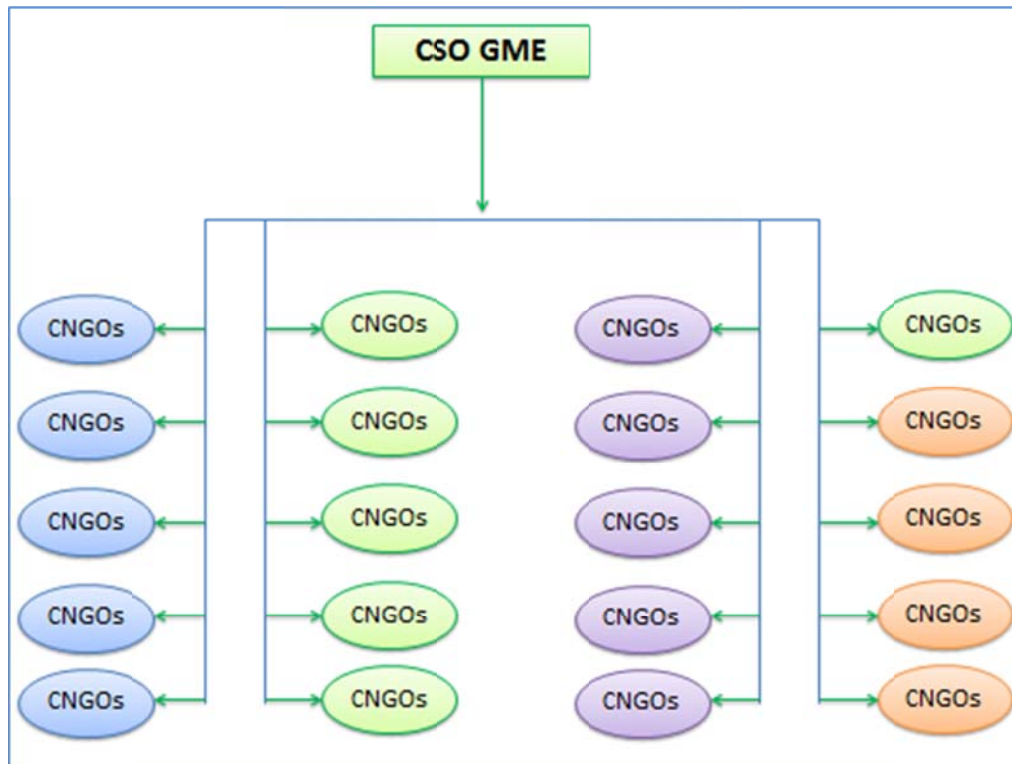


Figure 5: CSO GME and CSO relationships (Model#04)



Selection of grant proposals

- a) GME shall, in principle, appraise grant proposals in two-step process i.e. Concept Note appraisal followed by full Project Proposal appraisal.
- b) GME shall develop and maintain *CSO Grant Proposal Appraisal Guidelines* for use by GME and a Technical Advisor/expert assist to review the technical aspects for appraisal of grant proposals. GME develops and maintain evaluation criteria and forms (tailored to the nature and scope of each call for proposal, as necessary) before the launch of call for proposals.

Concept Note Appraisal

- a) Applicants are given 3-4 weeks (depending on the nature of the call) to prepare concept notes in accordance with the templates provided by GME. Preparation time for concept note development may be adjusted depending on the capacities of targeted applicant groups or complexity of the call for proposals.
- b) Concept notes first undergo administrative screening by GME for eligibility compliance and documentation completeness. Incomplete concept notes are returned to applicants accompanied by a notification explaining reasons of rejection⁴. These concept notes can be resubmitted for the subsequent call for proposals after issues have been addressed.

⁴ GME reserves the rights to allow applicants to provide missing information for certain call for proposals provided that the same rule applies to all applicants for fairness.

- c) SPCR/ADB shall employ one Technical Advisor (TA) to engage for independent expert services, on contract with SPCR, to conduct technical appraisal of concept notes that have passed the administrative screening, using the evaluation criteria provided by the GME.
- d) Upon conclusion of expert appraisal, GME shall convene the GMC meeting where the Technical Advisor shall present results and findings from the technical appraisal to the GMC members. The Technical Advisor assists the Chair of the GMC to facilitates the meeting. GME shall prepare the meeting outcomes, meeting minutes, and decisions etc. of the GMC meeting. The decision of the GMC is considered as the final decision signed by the GMC Chair.
- e) The GMC shall approve the concept notes approximately double number of the proposals will be funded i.e. 20 concept notes will be approved if there is around 10 projects will be funded.
- f) GME shall report SPCR/CCD on the short listed approved concept notes recommended for full proposal development and submission.

Full Project Proposal Appraisal

- a) GME shall notify the applicants whose concept notes have passed the technical appraisal through a letter and invite to develop full project proposals in 4 weeks. Preparation time for full project proposal development may be adjusted depending on the capacities of targeted applicant groups or complexity of the call for proposals.
- b) All unsuccessful applicants shall also receive notification letters including feedbacks on their concept notes by the GME.
- c) Appraisal of full project proposals shall be conducted in the same manner as described above. GME shall report SPCR/CCD on the short listed CSOs recommended for funding.
- d) Upon conclusion of technical appraisal, GME shall prepare a Grant Submission Form to the GMC for transferring the funds to the selected CSOs.

Financial system, forms, assessment etc. of the guarantees

- a) GME shall use its existing rules and procedures, a financial micro-assessment to follow up of the funds granted to the CSOs. GME shall share a copy of the total forms, check lists etc. to SPCR and ADB used to control and management the funds provided to the CSOs.

Signing of grant agreements

- a) GME shall work closely with successful applicants immediately after the GMC decisions in finalising the project proposal for contracting and prepare grant agreements based on templates.
- b) The type of agreement “Letter of Agreement (LoA)” to be used for engaging the GMC members from government, CSOs, Academia, Research institutions and private sectors.

- c) The GME signs three copies of each LoA with GMC members, and GME signs three copies with the CSOs that received grants. The two copies belong to the two signatories and the rest copy goes to the SPCR.

Disbursement of funds

- a) GME shall disburse funds to each grantee based on the MoU signed with the CSOs. The reporting system, funding installments etc. follows the GME's existing mechanism duly updated SPCR.

Grant Implementation

- a) GME may apply its existing *Grants Implementation Guidelines* to guide grantees for implementing of the grants. It shall contain necessary templates for reporting (progress, financial, etc.) and funds request, monitoring and evaluation, as well as other requirements such as on audit and visibility.

Suspension/Termination of grant projects

Suspension

- a) At any stage of project cycle, either at its discretion or following an evaluation, GME may seek advice for the GMC to suspend a project due to number of possible reasons such as, certain irregularities in the implementation of the project observed through monitoring activities that are financial or otherwise, which require close examination and consultations. All suspected and actual cases of irregularity, fraud and corruption as well as measures related thereto taken by GME must be reported to the SPCR and ADB without delay.
- b) In case of suspension, the grantee shall prepare and submit any documentation that is required by GME rules and procedures to GME in a given timeframe.

Termination

- a) At any stage of the project cycle, either at its discretion or following an evaluation, GME may decide to terminate a project due to number of possible reasons such as, serious breach of contractual obligations and repeated poor implementation performance observed through monitoring activities, which leads to a conclusion that the project can no longer meet its intended objectives. Measures related thereto taken by GMC must be reported to the GMC without delay and SPCR. The GME shall follow its existing policy functionalize the termination processes.

MONITORING AND EVALUATION

- a) GME shall overall monitoring and evaluation of CSO project implementations following its existing M&E rules and policies that may not limit within the following aspects of M&E:
 - (a) Regular reports received from grantees;
 - (a) Regular monitoring visits/meetings with grantees
 - (b) Spot checks; and
 - (c) External evaluations to be commissioned by the GME

Reporting

- a) GME shall submit to SPCR/ADB progress and quarterly and final reports in accordance with SPCR reporting rules and procedures.

COMMUNICATION

- a) GME shall be responsible for providing timely information related to the CSO Fund to relevant stakeholders as well as general public.

CONFIDENTIALITY AND DISCLOSURE OF INFORMATION

- a) During the grants selection process, the members of GMC and Technical Advisor must observe confidentiality over the information that are made available to them from the CSO Fund, such as;

- (a) Number of concept notes/proposals submitted;
- (b) Names of applicants/projects;
- (c) Status of approval;

Such information shall not be shared with external parties. Official communication with external parties and applicants shall originate from the GME

The GMC members may request the above information as well as actual documents for reference at any time during the grants selection process.

- a) Those who have received application documents from GME for appraisal or review must ensure that the documents are not further distributed or shared with any external parties. Any photocopies made must be destroyed upon completion of appraisal or review.
- b) GME shall retain all grants application documents in a safe location for five years.

Recommendations

About the Grant Managing Entity

1. Selection of the GME : any one of the proposed models should be selected by ADB following its quality and cost based procedures, and mandate of the CIF
2. Fund management by the GME: GME should be allowed upon justification to use its own policy, strategy and procedures along with forms/checklist etc. managing of the CSOs' fund;
3. Relation of SPCR, CCD and GME: GME shall be given independence for managing the fund but it should be also accountable to SPCR/ADB;

- Duration of the GME: GME should be encouraged to sustain, even in the post SPCR period, if there is a new option comes for CSO funding

About the Grant for the Cambodian CSOs

- Grant size: The grant size should be followed any one the proposed models
 - Fund duration: The duration of the fund should be for 12-24 months
 - Target areas: The target areas of the projects should be the target areas of the SPCR piloted project sites i.e. project sites shall be within Battambang, Kampong Thom, Prey Veying and Strug Treng provinces.
- ❖ Key themes of funding: Research and knowledge generation⁵ on impacts of climate change and adaptation strategies by CSOs/CBOs; capturing lessons learned from community based adaptation initiatives to inform the development of subsequent projects for replication in Cambodia.

CONCLUSION:

The CSO community has been waiting for the CSO facility since the study ‘civil society engagement in the PPCR/SPCR. The concept of the “Civil Society Facility” is welcomed by civil society, with a hope that it can help address the issues described above. It is also hoped that the Facility can facilitate a genuine

Figure 6: Systematic Approaches of SPCR for Building Climate Resilience in Cambodia



opportunity for civil society to contribute to the many important decisions needing to be taken to determine Cambodia’s context and response to the many pressing issues of climate change. It is one of

Research and knowledge generation may be focusing on adaptation activities, awareness raising, advocacy and capacity building; and networking, knowledge management and communication etc.

the challenging issue where should be the CSO GME anchored at; in this regard, the CSO GME may be an government entity or a non-government entity.

The CSO Facility establishment approaches to enhance the information on local impacts, increase awareness at various levels of governance, increased institutional and technical capacities to mainstream adaptation into development planning, strengthen cross -sectoral coordination, enhance appropriate adaptation technologies, make visible of credible disaster response and forecasting mechanisms, and particularly finding out Inadequate funding opportunities to address the climate and disaster risk modeling methodologies in Cambodia.

Appendix 1: References:

PPCR Cambodia – Civil Society Engagement-2010

Pilot Program on Climate Resilience Cambodia, Consultancy Report - Civil Society Engagement August-September 2010, World Bank Cambodia Country Office;

CIF; 2011: Climate Investment Funds, Strategic Program for Climate Resilience Cambodia, Meeting of the PPCR Sub-Committee Cape Town, South Africa June 28 and 29, 2011.

<http://www.climateinvestmentfunds.org/cifnet/?q=country-program-info/cambodias-ppcr-programming>.

MoE, Pilot Program for Climate Resilience (PPCR) Phase I

CAMBODIA Climate Investment Funds (CIF) Grant No. TF097459 Proposal for PPCR Project Extension From 1st of February 2012 to 31st of January 2013

RESOURCE GUIDE ON; 2009 , GGCA ; GENDER AND CLIMATE CHANGE

United Nations Development Programme;

<http://www.undp.org/content/undp/en/home/librarypage/womens-empowerment/resource-guide-on-gender-and-climate-change.html>

United Nations International Strategy for Disaster Reduction (UNISDR); 2007

Good Practices and Lessons Learned

Asia and the Pacific Human Development Report ; Power, Voice and Rights, A Turning Point for Gender Equality; in Asia and the Pacific; United Nations Development Programme;

<http://hdr.undp.org/en/reports/global/hdr2011/download/>

PPCR Cambodia. 2009. Aide Memoire Cambodia: Joint Mission for the Pilot Program on Climate Resilience (PPCR) October 12 to 22, 2009, Ministry of Economy and Finance (MEF) of the Royal Government of Cambodia (RGC), the ADB, IFC and World Bank with participation from UNDP and DFID

UNDP. 2010. Second National Communication - Enabling Activities for the Preparation of the Kingdom of Cambodia's Second National Communication to the United Nations Framework Convention on Climate Change Fact Sheet (Project #00044653), United Nations Development Program Cambodia Office, Phnom Penh.

UNDP-GEF: Eradicate Extreme Poverty and Hunger - from Climate Change; Issue No.1: Safeguarding MDG 1 Millennium Development Goals and Climate Change Adaptation; The Contribution of UNDP-GEF Adaptation Initiatives Toward MDG1

Appendix-2: List of contributors and supports to the CSO Facility Establishment

We Are Humbly Grateful To

H.E. Dr. Mok Mareth,

**Senior Minister, and
Minister of Ministry of Environment**

The proposed draft of the CSO Facility establishment could come through long discussions, formal and informal consultations with civil society organizations, private sectors, academia, development partners and government ministries and institutions. Following are the list of some of them.

	Cambodian NGOs	
1		Mr.Tep Boonny Executive Director, SCW (Save Cambodia' s Wildlife), and Chair of the CCCN (former NCCN)
2		Mr. Leng Sarorn IEC Program Office SCW (Save Cambodia' s Wildlife)
3		Mr. Chhith Sam Ath Executive Director The NGO Forum on Cambodia
4		Mr. Kham Syngoun Deputy Director The NGO Forum on Cambodia
5		Ms. Im phallay Environmental programme Manager The NGO Forum on Cambodia
6		Mrs. Ros Sopheap Executive Director Gender and Development Cambodia
7		Mr. Put Sopheak Manager Gender and Development Cambodia
8		Mr. Lim Sokundarun O.C CEDAC

9		Mr. Sours Sokha Senior Program Manager, Srer Khmer, and Chair of the CCCN
10		Taing Soksithon Executive Director, PADEK and CCCN Board Member
11		Mr. Tonn Kunthel Project Manager SCW (Save Cambodia' s Wildlife)
12		Ms. Aun Livina Executive Director Save the Earth Cambodia
13		Ms. Lay Sophea, Integrated Community Development programme manager Development and Partnership in Action (DPA)
	International NGOs	
14		Ms. Nicole J. Sayres Deputy Country Representative The Asia Foundation
15		Ms. Moul Samneang Senior Program Officer The Asia Foundation
16		Ms. Praivan (Maew) Limpanboon Senior Program Officer The Asia Foundation
17		Ms. Mona Laczo Country Director Oxfam Cambodia, and Board Member of NCCN
18		Ms. Annaka P.Carvalho Regional Program Coordinator Oxfam America
19		Annaka Pcanano Programme Coordnator Oxfam
20		Ms. Phean Sophoan Regional Policy Advisor East Asia Regional Office

		Oxfam America
21		Dale Marshall Adviser Oxfam
22		Ms. Sou Socheata Officer Oxfam America
23		Mr. Nob Polin Advocacy and Capacity Building Officer DCA/CA
24		Meas Chanthy Manager GRET
25		Mr. Peter King Team Leader USAID
26		Mr. Soun Pheakdey Coordinator IUCN
27		Ly Sereyrith Adviser SNV Cambodia
28		Ms. Seng Sothira Officer Forum Syd
29		Angkeara Bong Coordinator WWF
30		Ms. Annie Nut Country Director Help Age International
	Academia	
31		Mr. Meak Kamerane, Faculty of Science, Dean, Royal University of Phnom Penh
32		Prof. (Dr.) Tapas Ranjan Dash

		Senior Vice Preseident Build Bright University
33		Mr. In Virachey Vice President Build Bright University (BBU)
34		Mr. Lak Bophasovann Chief FYO Build Bright University (BBU)
35		Dr. Pahlaj K. Moolio Professor Pannasastra University of Cambodia
36		Mr. Sovann Chansopheaktra Lecturer PPRU
37		Mr. Sou Phalla Dean National University of Management
38		Mr. Sovann Chansopheaktra Lecturer PPRU
	Research Institutions	
39		Mr Nang Phirun Associate Researchers Cambodia Development Resource Institute (CDRI)
	Private Sector Representatives	
40		Mr. Neav Sokun Manager Sathapana
41		Mr. Nou Kimsan Director Rice Mill Association/ Phteah Prey/Pursat
42		Mr. Chhem Rem Office Manager CAMINCO
43		Mr. Meas Chanthy

		Manager GRET
44		Mr. Nhep Sina Chamber of Commerce
45		Mr. Sim Rasy Chamber of Commerce
46		Mr. Ka Vannara Chamber of Commerce
47		Mr. Chhoeung Bunharm Chamber of Commerce
48	Public Media	Mr. Pal Song Reporter SEA Radio
49		Mr. Vang Pheakdey Reporter Khmer Institute
50		Mr. Samrong Dyvichet Director Phnom Prech Wildlife Sanctuary/Mondulkiri
51		Mr. So Nak Deputy Provincial Rattanakiri
52		Mr. Chhim Chhorn Deputy Provincial Kompong Chhnang
53		Sean Phal Staff Provincial Siem Reap
54		Mr. Chhay Youb Director DoE/Battambang
55		Mr. Khoy Khunchanrath Director DoE/Preash Vihea

56		Mr. Sim Song Staff Preash Sihanouk National Park/Sihanoukville
57		Mr. Yem Ly Staff Banteay Meanchey
58		Mr. Say Socheat Deputy Provincial Koh Kong
59		Mr. Sea Moeun Officer Stung Treng
60		Mr. Kuy Phoeun Officer Kompot
61		Mr. Chum Sakhem Deputy Dep DoWA/Kompong Thom
62		Mr. Ou Bosphoan Director DoAFF/Kompong Thom
63		Mr. Sam Thea Director DoE/Prey Veng
64		Mr. Kheng Socheat Director Kolen Prumteb WS/ Oudor Meanchey
65		Mr. Yornng Phearum Director Phres Monivong Bokor National Park/Kompot
66		Mr. Sok Soeun Deputy Office Kompong Spue
67		Ms. Suy Lin

		Staff Kratie Province
68		Mr. John Carter Consultant Climate Change Alliance (CCCA)
	World Bank	
69		Mr. Samuel Wedderburn Sr. Natural Resources Specialist The World Bank, Washington Office
70		Ms. Janelle Plummer Senior Governance Specialist The World Bank Office Cambodia
71		Ms. Khamlar Phonsavat, Climate Change Specialist The World Bank Office, Lao PDR
72		Munichan Kung Operations Officer The World Bank Office Cambodia
73		Mr. Leng Bunlong Environmental Specialist Sustainable Development Department The World Bank Office Cambodia
	Asian Development Bank	
74		Dr. Ancha Srinivasan Principal Climate Change Specialist Asian Development Bank Manila, Philippines
75		Mr. Peter J. Brimble Deputy Country Chief and Senior Country Economist Cambodia Resident Mission (CARM)
76		Ms. Nao Ikemoto Senior Natural Resources Management Specialist Cambodia Resident Mission
77		Mr. Chanthou Hem Senior Project officer Cambodia Resident Mission
78		Ms. Saveis J.Sadeghian

		Knowledge Management Specialist
	United Nations Development Programme (UNDP) and UN Agencies	
79		Ms. Kalyan Keo Programme Analyst Environment and Energy Unit United Nations Development Programme, Cambodia Office
80		Mr. Chhum Sovanny Environment and Energy Unit United Nations Development Programme, Cambodia Office
81		Mr. Thuon Try National Consultant UNDP
82		Mr. Suos Pin Reach National Project Advisor United Environment and Energy Cluster (UNDP)
83		Mr. Chhoeurn Bunnart M.FAO/FAO
84	European Union, Delegation to Cambodia	Mr. Koen Everaert Attache' Natural Resource Management and Climate Change
85	Sida, Embassy of Sweden	Ms. Soma Dor Program Officer Environment and Climate Change Section of Development Cooperation Embassy of Sweden
86		Mr. Tove Z.Goldmann Representative Sida Stockholm
87	U.S. Agency for International Development (USAID)	Kimberley Lucas, Ph.D. Director, Office of Food Security & Environment (FSE),
88		Mr. Ben, Roohi Environmental Specialist U.S. Embassy at Phnom Penh

89	Danish Embassy	Mr. Jacob K. Jepson Counselor
90		Ms. Mao Ratna Danish Embassy
91	British Embassy	Mr. Ty CHAN <i>Personal Assistant and Communications Coordinator</i> Chancery Section Phnom Penh
92	NAPA Follow-up Project	Mr. Meas Bunly National Communication Officer NAPA Follow-up Project, Adapt Cambodian Agriculture to Climate Change
93		Mr. Dara Rat Moni Ung Agriculture Portfolio and Policy Advisor UNDP/ IFAD
94	Ministry of Women's Affairs	H.E. Prak Channay Under-Secretary of State, and the Chair (Director) of the Gender and Climate Change Committee (GCCC)
95		Mrs. Chhut Leangvanny Deputy Director-General, and the Co-Chair (Deputy Director) of the Gender and Climate Change Committee (GCCC)
96		Mr. The Chhunhak Deputy Director-General, and Member of the Gender and Climate Change Committee (GCCC)
97		Mrs. Lim Sakhorn Deputy Inspective-General, and Member of the Gender and Climate Change Committee (GCCC)
98		Mrs. Hou Nirmitta Director of Women & Health, and Member of the Gender and Climate Change Committee (GCCC)
99		Mrs. Ros Sivanna Deputy Director of Women & Education, and Member of the Gender and Climate Change Committee (GCCC)

100		Ms. Sao Sithou Deputy Director of Gender Equality, and Member of the Gender and Climate Change Committee (GCCC)
101		Mr. Tem Phiyary Deputy Director of Planning & Statistics , and Member of the Gender and Climate Change Committee (GCCC)
102		Ms. Cheng Chinneth Deputy Direct of Gender Equality, and Member of the Gender and Climate Change Committee (GCCC)
103		Ms. Thoeun Sarkmarkna Deputy Director of Economic Development , and Member of the Gender and Climate Change Committee (GCCC)
104		Ms. Maly Socheatta Deputy Division of CNCW , and Member of the Gender and Climate Change Committee (GCCC)
105		Mr. Sok Pisith Chief Office of Policy , and Member of the Gender and Climate Change Committee (GCCC)
106		Ms. Ly Pharavy Vice Chief of S & M Business Development, and Member of the Gender and Climate Change Committee (GCCC)
107		Ms. Té Tevy Vice Chief of follow-up plan , and Member of the Gender and Climate Change Committee (GCCC)
108		Mr. Toun Chanrith Vice Chief of International Fund , and Member of the Gender and Climate Change Committee (GCCC)
109		Ms. Kong Samnith Officer , and Member of the Gender and Climate Change Committee (GCCC)
110		Ms. Tap Chinsimoly Assistant Officer , and Member of the Gender and Climate Change Committee (GCCC)
111		Ms. Claudie Ung Technical Assistant Cabinet Ministry of Women's Affairs

112		Ms. Kasumi Nishigaya Consultant
113		Ms. Mak Solieng Consultant
	Ministry of Environment	
114		H.E. Thuk Kroeun Vutha, Secretary of State, Coordinator of PPCR/SPCR
115		Dr. Tin Ponlok Deputy Director General and PRC Member, Administration for Nature Conservation and Protection (GDANCP) Department
116		Mr. Meas Sophal Program Director Pilot Programme for Climate Resilience and Strategic Programme for Climate Resilience
117		Mr. Sum Thy Director, Climate Change Department, and Technical Officer of PPCR
118		Mr. Chea Chan Thou Deputy Director, Climate Change Department
119		Mr. Hak Mao Programme Manager Pilot Programme for Climate Resilience and Strategic Programme for Climate Resilience
120		Ms. Khlok Vichet Ratha Vice Chief Office of Education and Outreach Climate Change Department, and Gender Focal Point
121		Parng Bonuch Deputy Director of the Department
122		Mr. Ek Sereysopeap Deputy Director of the Department
123		Mr. Mean Sokoun Deputy Director of the Department

124		Mr. Long Sokha Bony Deputy Director MOE (ASEAN)
125		Ms. Chann Mary National Procurement Officer PPCR
126		Ou Chansohearith Officer
127		Leang Sophal Officer
128		Peter James MCNAMEE Consultant Hatfield, PPCR
	Line Ministry and Institution Officials	
129		H.E. Chan Theara Secretary of State Ministry of Commerce
130		H.E Kim Sovann Under Secretary of State Ministry of Interior
131		H.E. Mao Touch Under Secretary of State Ministry of Interior
132		H.E. Dr. Sen Lymens Under Secretary of State Ministry of Rural Development
133		Mr. Vathana Khun Acting Head MoWRAM
134		Mr. In Saveoun Deputy Vice Chief MOI
135		Mr. Sun Bunna Deputy Director

		MoEYS
136		Keo Sovathapheap Deputy Director MoWRAM
137		Soth Sothun Deputy MAFF
138		Kong Munypiseth Vice Chief Office MoP
139		Mr. Chea Savorn Chief Department MoC
140		Mr. Prum Chen Ministry of Information
141		Dr. Soth Kimkolmony Deputy Director National Committee for Disaster Management
142		Mr. Seng Sochenda CDC
143		H.E. Kol Vathana Deputy Secretary General Mekong River Commission
144		Mr. Khay Sathya Head Officer Cambodian Agriculture Research Development Institute (CARDI) Council Ministry
145		Mr. Samrorng Dyvichet Director Phnom Prech Wildlife Sanctuary/Mondulkiri
146		Mr. So Nak Deputy Provincial Rattanakiri
147		Mr. Chhim Chhorn Deputy Provincial

		Kompong Chhnang
148		Sean Phal Staff Provincial Siem Reap
149		Mr. Chhay Youb Director DoE/Battambang
150		Mr. Khoy Khunchanrath Director DoE/Preash Vihea
151		Mr. Sim Song Staff Preash Sihanouk National Park/Sihanoukville
152		Mr. Yem Ly Staff Banteay Meanchey
153		Mr. Say Socheat Deputy Provincial Koh Kong
154		Mr. Sea Moeun Officer Stung Treng
155		Mr. Kuy Phoeun Officer Kompot
156		Mr. Chum Sakhem Deputy Dep DoWA/Kompong Thom
157		Mr. Ou Bosphoan Director DoAFF/Kompong Thom
158		Mr. Sam Thea Director DoE/Prey Veng
159		Mr. Kheng Socheat

		Director Kolen Prumteb WS/ Oudor Meanchey
160		Mr. Yorng Phearum Director Phres Monivong Bokor National Park/Kompot
161		Mr. Sok Soeun Deputy Office Kompong Spue
162		Ms. Suy Lin Staff Kratie Province
163		Mr. John Carter Consultant Climate Change Alliance (CCA)