

**ASIAN DEVELOPMENT BANK
AIDE MEMOIRE**

**GRANT 0178-CAM: STRENGTHENING TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING (STVET)
Review Mission, 29 September-7 October 2011**

I. INTRODUCTION

1. The Strengthening Technical and Vocational Education and Training (STVET) was approved by the Asian Development Bank (ADB) on 13 November 2009 for \$24.5 million and became effective on 26 February 2010. The Project is expected to expand the employment-ready, national mid-level workforce in both rural and urban areas.

2. The expected outcome is an expanded, enterprise-endorsed and more integrated training system that will be better aligned with the basic and mid-level skills requirements of the formal and informal economies in mechanics, construction, and business services and information and communications technology. The Project will produce three outputs: (i) more industry-relevant formal training programs in mechanics, construction, and business and ICT; (ii) expanded and better quality nonformal training, and (iii) strengthened institutional capacity to plan and manage the TVET system.

3. An ADB Grant Review Mission¹ visited Phnom Penh from 29 September to 7 October 2011 to:

- (i) review progress on the actions agreed during the last review mission;
- (i) review implementation progress for each of the outputs and identify current key issues;
- (ii) review the issuance of land titles for PTC and RTC construction sites and procedures for ensuring that there are no resettlement issues (including resolution of the issue on the Mondolkiri site);
- (iii) review compliance with the Good Governance Framework and the complaints handling mechanism;
- (iv) review the work done so far on the development of skills standards to ensure adequate industry participation and consultation;
- (v) review the Gender Action Plan;
- (vi) review compliance with the Grant covenants;
- (vii) review progress on procurement and disbursement; and verify, based on a comparison of ADB's and the EA's records, the contracts awarded, and commitments and disbursements made;
- (viii) verify the statement of expenditure, including the documentation; and
- (ix) introduce Mr Hirosato as the new project officer.

4. The kick-off and wrap-up meetings were held on 29 September and 7 October, chaired by HE Pok Pann, Undersecretary of State, MOLVT and HE Pich Sophoan, Secretary of State, MOLVT respectively. A one-day field trip was undertaken to Kampot PTC, with stops along the way to visit community-based and enterprise-based training programs. The gender specialist

¹ The Mission comprised Wendy Duncan, Lead Education Specialist/Mission Leader, Yasushi Hirosato, Principal Education Specialist, Uzma Hoque, Gender Specialist and Mylene Camara-Crespo, Associate Project Analyst. Mr Samsideth Dy, Education Specialist, CARM, attended some of the meetings.

conducted a separate one-day field visit to Takeo PTC, also to observe the VSTP programs. The list of people met during the mission is in Appendix 1.

II. PROJECT MANAGEMENT

5. The Ministry of Labor and Vocational Training is the Executing Agency and the Directorate General of TVET implements the Project. The Secretary of State of MOLVT is the Project Director, and the Director of DGTVET is the Project Coordinator and heads the Project Coordination Unit (PCU). A total of 26 PCU staff have been appointed. The roles and responsibilities of each staff member and unit have been finalized. The inception mission had suggested that the PCU appoint an additional staff member to coordinate and support the substantial training program, but this has not yet happened. The M&E unit is now operating, as well as a VETMIS unit. One IT Specialist is needed to manage the VETMIS unit to ensure sustainability of the VETMIS.

6. **Consulting Services.** STVET is to provide 600 person months of consultants (160 person months of international and 440 person months of national consultants). The contract with SMEC was signed on 25 October 2010 and phased mobilization of consultants started on 1 December 2010. Of the 12 international consultant positions, four positions have been combined into two and filled by two of the existing consultants, yielding a total of 10 international consultants. All have been deployed. Of the 11 national consultants, 9 consultants have been deployed. One national social and gender consultant has been recruited but not yet deployed. One of the national VSTP positions will not be filled as it is judged unnecessary. The person months from this position will be reallocated to extend some other positions where additional inputs are required. With the deployment of all international consultants, progress has accelerated significantly.

7. One major concern is the frequent turnover and subsequent replacement of national and international consultants. Five of the 11 national positions have been replaced as consultants have declared themselves unavailable after being identified and/or approved. The PCU has been advised to identify the causes to help ensure that this situation does not continue.

8. The recruitment of three site engineers, out of seven advertised positions, has been approved but one candidate subsequently dropped out. Two site engineers are expected to sign contracts in the middle of October to work on each of the PTCs in Phase I. There is a dearth of candidates for the site engineer positions due to the 12-month duration of the engagement. The PCU will, however, continue the recruitment of engineers for the Phase II construction of RTCs.

9. The technical and financial evaluation for the consultants for the baseline study, estimated at \$80,000, will be completed and submitted by the middle of October. The recruitment for 5 regional training programs and study tours estimated at \$830,000 is ongoing. Deadline for EOIs was 26 August and the PCU is expected to send Submission #1 shortly.

10. **Procurement.** A total of six procurement packages amounting to \$338,000 – consisting of office furniture, equipment, motorcycles, pick-up vehicles and mini-bus – have been awarded. The bid evaluation report for the Phase I construction of two PTCs in Mondolkiri and Preah Vihear will be submitted to ADB for no objection.

11. The package for Phase II construction of 5 RTCs and three equipment packages – basic workshop equipment and automotive equipment upgrade for the existing 21 PTCs – as well as

VETMIS computer equipment for all 38 public TVET institutions are scheduled for procurement in 4th quarter and are planned for award by the end of the year.

12. The Mission updated the Procurement Plan and noted that the only significant change is on the estimates for the Phase I PTCs – these were originally costed at about \$144,000 but, due to a design change, will cost about \$240,000 each. Minor changes were noted in terms of changes in the number of contracts due to phased procurement of office equipment and vehicles, but which are still within the original budget.

13. **Imprest Account and Disbursements.** The imprest account was established and the initial withdrawal application amounting to \$1.0 million was disbursed on 17 June 2010. So far, the Project has made 9 withdrawal applications with a total incurred amount of \$1.7 million (net of imprest). There was a delay in the processing of WA#0008 when CTL noted the \$276,000 unliquidated advance. In order to avoid this in the processing of future WAs, the Mission suggested that a breakdown of unliquidated advances should always be attached to the WA.

14. The Mission conducted a random check of supporting documents, particularly for the basic ICT workshop, and noted that there was no contract for the resource person hired for the ICT workshop. The Mission recommended that a simple contract or letter of agreement should be signed for resource persons despite the short duration. A sample letter of agreement was shared with the PCU for their reference.

15. **Priority Operating Costs.** The POC was approved in principle by ADB in June 2010. The proposal covers 67 MOLVT staff, totaling \$142,680 for the period 1 July 2011 to 30 June 2012. The implementation agreement was signed in 25 July 2011 by the Ministers of Economy and Finance and MOLVT, Secretary General of the Council for Administrative Reform, and ADB Country Director for Cambodia. MOLVT issued the prakas on 23 September and is currently completing the signing of the individual contracts between the Project Director and the MOLVT staff nominated for POC. Clarification was sought on the retroactive payment of POC with MEF and ADB-CARM. MOLVT was advised that POC can be paid for each staff member from the date of contract signing. In view of this, the POC estimate until June 2012 is now \$103,410.

16. **Project Website.** The website has been developed but must be updated regularly. All current project documents are now being posted on the website, such as the quarterly progress reports and handbooks for project implementation, as well as the DMF, Gender Action Plan and the Good Governance Framework. It has been agreed during previous missions that the website will function as an archive, or a repository of key relevant documents such as the PPTA reports as well as reports from ESDP2 and even the Basic Skills Project under the category “Other Publications” to ensure that these documents are not lost. A focal person responsible for the identification and collection of these documents should be identified.

17. In addition, the mission specifically reminded the PCU of two mandatory requirements relating to the website: (i) public disclosure of procurement information, for example participating bidders, names of winning bidders, basic details on bidding procedures adopted, amount of the contracts awarded, lists of goods and services awarded to date; and (ii) the grievance redress mechanism specified in the grant covenants must be posted clearly, and the focal person for all complaints identified. This was rectified during the mission, so the website has a link for submitting grievances. The name of the person and the contact details are given. The person who would like to submit his grievance must give his name and email address and write down the grievance in the main body and press submit. There will be an autoreply stating *"Thanks for submitting your grievance. You should receive a response within 15 working days"*.

18. All PTCs and RTCs are also to set up complaint boxes. The Mission suggested that the project performance monitoring and evaluation data be made available in the project website as well.

III. OVERALL IMPLEMENTATION PROGRESS

19. The mission was pleased to see that good progress has been made on the action plan for the 6 months from June-October 2011. Of the 44 actions to be taken, 20 have been completed, and 7 have been partly completed. Some actions are not yet due. A report of these achievements is in Appendix 2.

20. **Overall Project Performance:** As of 30 September 2011, the overall implementation progress is estimated at 20% against an elapsed period of 33% from Grant approval date. The Project has achieved cumulative contract awards of \$5.27 million (21.5%), and cumulative disbursements of \$2.73 million (11%) including the advance of \$1.0 million, against the total grant amount of \$24.5 million. The project is currently rated amber for both contract awards and disbursements.

21. **2011 Contract Awards and Disbursements.** Annual contract awards and disbursement were projected to be \$4.7 million and \$4.0 million respectively. As of 30 September 2011, contracts are \$1.2 million and disbursements are \$1.4 million. The annual contract projections are expected to be met, if not exceeded, with the planned procurement of (i) Phase I construction of two PTCs at \$480,000; (ii) Phase II construction of 5 RTCs at \$1,661,000; (iii) basic workshop equipment for 21 existing PTCs at \$306,000; (iv) automotive equipment upgrade for the 21 existing PTCs at \$378,000; (v) VETMIS computer equipment for 38 public TVET institutions at \$232,000, (vi) consulting package for the baseline study at \$80,000; and (vii) 5 consulting packages for the regional training and study tours at \$832,000. This means that, by the end of the year, contract awards will no longer be rated amber.

22. However for annual disbursements, only \$2.5 million is expected to be achieved by year-end. The PCU is expecting to submit four more withdrawal applications for a total amount of \$1.0 million comprising VSTP, workshops, and payment to consultants. This means that disbursements will remain on amber until more contract payments are made in 2012.

23. **Grant Covenants:** Nine out of the 45 covenants are subject to one-time compliance while 36 are to be continuously complied with throughout the Project. Of the nine one-time covenants, five have been complied with, three are partly complied with, and one is not yet due. Those covenants with partial compliance relate to the conduct of policy studies, baseline survey, and regional training and study tours. These are in various stages of preparation and are expected to be in compliance by the 1st quarter of 2012. The one covenant that is not due yet is on the MOLVT assurance of support to the newly-constructed PTCs and RTCs (see Appendix 3 for the updated status on the grant covenants).

24. **Gender and Ethnic Minorities.** The Project has an assurance to ensure that women and ethnic minorities benefit equally from the Project. In line with the Gender and Ethnic Minority Analysis Action Plan, PCU has confirmed that priority in the selection of VSTP trainees and other training participants will be given to female and ethnic minority candidates. The targets for training and the selection criteria are in the Gender and Ethnic Minorities Plan. These must be monitored to ensure they are met (VSTP appears to be doing this well). During the next mission, progress on this Plan will be monitored.

25. The **Good Governance Framework**. The Mission has advised that this framework be reviewed by the project and incorporate in the 3rd Quarterly Project Report 2011.

IV. IMPLEMENTATION PROGRESS BY OUTPUT

1. Formal Programs that are More Relevant to Industry

Development of RTCs

26. Formal vocational programs will be expanded to provincial and rural areas through five RTCs. The project reported that the master plans for all RTCs have been finalized, and the soil testing completed. The detailed structural drawings for all five RTCs are almost complete. During the last mission, the mission was informed that no technical courses would be taught at Battambang, as the Polytechnic Institute of Battambang would focus on ICT and business courses. Earlier discussions during the PPTA had indicated that the RTC would most efficiently be operated from two sites: the site of the Polytechnic would be utilised for the RTC ICT and business courses, while the Battambang Institute of Technology would be utilised for the RTC construction and mechanics courses. A number of excellent mechanics programs are already offered at BIT, and the existing workshops can accommodate more students. The design of the RTC building for the Polytechnic includes new workshops for construction and mechanics. Given that the construction and mechanics courses are offered at BIT, where staff are also located, this decision of constructing only in PIB should be reconsidered in view of the need to ensure there is no duplication of courses and to optimize the use of resources.

Development of Skills Standards

27. There has been some good progress in this area but the strategy being followed needs to be reviewed urgently to fast-track the process so that the skills standards and training packages for the proposed 21 job positions in levels 2 – 4 are implemented by the end of 2012.

28. Three technical working groups have been formed in construction, mechanics, and ICT and business services. Each group has 6 or 7 members from the national centers of competence (NCCs)² and other vocational training institutions (NTTI, CIEDC, JVC and CTSDC) and DGTVET. The NCCs are responsible for development of the skills standards. There are also three expert groups comprising 21 construction industry workers, 17 mechanics industry workers and 11 ICT/Business Studies workers from 37 companies in all.

29. **Industry Involvement.** Three industry advisory groups (IAGs) have been constituted and are involved in the validation process. 19 members of the construction sector IAG from 14 construction companies, and 14 members of the mechanics sector IAG from 11 companies (mostly autorepair companies) participated in the review and endorsement of 4 construction skills standards and 3 mechanics skills standards. The IAG for ICT/business has been established but is not yet functional. The Mission advised the project that the role of the IAGs should not only be limited to the review and endorsement of the standards but in all stages as mentioned in previous missions. The IAGs will be established officially under the NTB and will form the basis of employment sector councils for construction, mechanics and ICT/business relevant to the needs of industry.

² Preah Kossamak Polytechnic Institute (PPI), the Industrial Technical Institute (ITI) and the National Institute of Business (NIB)

30. The development of the skills standards and supporting materials is guided by the basic principle in competency-based education and training that partnership between TVET institutions/training providers and industry should be strengthened and collaboration in developing market-driven training programs in accordance with the demand of the industry and economic development goals of the country is pursued.

31. Industry is also involved through the expert worker groups in construction and automotive. The construction group comprises 21 workers from 12 companies, and 16 workers from 14 companies in the automotive sector (garages). These groups helped identify the priority jobs in their sectors, and validate the work done by the TWGs in the light of actual industry requirements. The expert worker group for ICT/business has been involved in the validation of the units of competencies but have not been convened to validate the competency standards.

32. The TWGs are composed only of instructors from the NCCs. The TWGs, with the input of the expert workers, are tasked to develop competency standards, competency-based curricula, competency-based learning packages and competency assessment packages. In consultation with industry expert workers, and within the framework of the proposed NQF, the NCCs have identified seven priority jobs in each sector, which will be the focus of skills standards development, validation and endorsement and implementation.

Priority Jobs Selected for the Development of Competency Standards

Construction	Mechanics	ICT/Business
Rough mason	Automotive servicing mechanic	Computer technician
Finishing mason	Automotive electrician	PC operator/encoder
Rough carpenter	Auto air conditioning mechanic	Visual graphic designer,
Finishing carpenter	Motorcycle and small engine mechanic	Administrative assistant
Steel man/rebar man	Auto body painter	Human resources specialist
Building electrician	Auto body repairer	Accounting specialist
Plumber	Machinist	Customer service specialist

Note: in the original design it was not intended that mechanics would cover only automotive

33. **National Competency Standards.** Eleven competency standards are currently being developed for level 2 courses. Seven have so far been completed and reviewed and endorsed by the IAGs. These skills standards will be submitted to the National Training Board for approval and promulgation in its next meeting. The other four are still being developed. It is apparent from the following table that the progress in ICT/business is slower than the other two sectors.

**Status of Development of National Competency Standards for Priority Occupations,
Level 2**

Construction	Competency Standard	Mechanics	Competency Standard	ICT/Business	Competency Standard
Rough mason	Developing	Automotive servicing mechanic	Validated by expert workers	Computer technician	Ready for validation
Finishing mason	Validated by expert workers	Automotive electrician	Validated by expert workers	PC operator/encoder	Not begun
Rough carpenter	Validated by expert workers	Auto air conditioning mechanic	Validated by expert workers	Visual graphic designer,	Not begun
Finishing carpenter	Validated by expert workers	Motorcycle and small engine mechanic	Developing	Administrative assistant	Ready for validation
Steel man/rebar man	Validated by expert workers	Auto body painter	Developing	Human resources specialist	Ready for validation
Building electrician	Developing	Auto body repairer	Developing	Accounting specialist	Not begun
Plumber	Developing	Machinist	Developing	Customer service specialist	Ready for validation
Validated by Expert Workers	4		3		0

34. **Competency-based Curriculum.** The TWG members of each of the three National Centers for Competency have been trained on competency-based curriculum development in preparation for possible adapting or writing of competency-based curricula for mechanics, construction and ICT & business services. The work on competency-based curriculum is ongoing. Over a five day workshop, the TWGs have prepared the curriculum frameworks for the above seven job positions.

35. **Learning Packages.** A five day workshop on development of learning packages is planned to be conducted by the end of October 2011, after which the TWG members will commence the difficult task of preparing the learning packages.

36. **Issues.** There are two main issues in relation to this work:

1. **Overall Development Strategy.** Skills standards and the associated training packages (curriculum, learning packages, assessment) are to be developed for priority occupations in the three sectors for levels 2-4 (certificate level). So far, however, only level 2 standards have been developed for seven out of 21 occupations. The training materials have yet to be developed even for these seven occupations. Since the two skills standards specialists have completed 50% of their consulting inputs, there is serious concern that the skills standards and training packages will not be completed for all three levels within the allocated consulting input.

The strategy now being pursued of developing new standards and training packages in Cambodia, which is a time consuming task, must be reviewed immediately. The possibility of sourcing the remaining skills standards and training packages from another country, preferably in the region, should be explored to fast-track the process so that the competency skills

standards work as envisaged in the project is completed in the stipulated time frame. This will require the inputs of the two skills standards specialists to be staggered sequentially to extend the remaining consulting input. It is proposed that a meeting of the senior management of MOLVT be convened to examine the options urgently, and determine the best course of action.

2. NIB. There is currently no provision for consulting inputs to assist NIB in developing the skills standards and training packages, as agreed during the PPTA. However, current progress in the ICT/business sector does indicate a need for this. The PCU may request additional inputs in the form of new positions to cover this area.

Gender Issues

37. To date, gender issues have been integrated into skills standards modules related to occupational safety and procedures, communication and participation in workplace meetings, code of conduct and standards to prevent workplace harassment. PCU has developed a six month action plan to implement activities in the gender action plan. The key activities include: (i) orientation of PCU and relevant Ministry staff on gender issues in TVET by October; (ii) training and support to the technical working groups and NTTI teachers on engendering the curricula and review and assessment of the developed curricula and learning packages by November; and (iii) training PTC Directors, and lead CDSs on mainstreaming gender in the training needs assessment framework and the development of the community training plan. More detailed recommendations from the gender team on ways to improve the gender focus of the formal training programs are in Appendix 4.

38. Dormitory construction. Construction of dormitories for women was a gender action plan output. As this component has been excluded from the project due to insufficient funds, the Gender Action Plan will be adapted accordingly (see Appendix 5 for the revised Gender Action Plan).

TVET Teacher Training

39. The TNA surveys have been completed for both RTC TVET teachers (138) and PTC TVET teachers (301) and the findings validated with the NTTI director, as well as relevant stakeholders. The preliminary results have raised a number of serious concerns related to teaching staff retention and teaching staff turnover in the institutions that were surveyed. If true, this will have serious implications for the sustainability of the teacher training inputs, especially for the RTCs, where the intention is to introduce high quality certificate programs. This issue needs to be investigated further, to formulate appropriate strategies to retain RTC and PTC teaching staff

40. Another serious issue is that almost 85% of RTC and PTC teachers are male, which strongly promotes the gender stereotypes in TVET. Appropriate strategies need to be formulated and steps need to be taken to accelerate female teacher recruitment to ensure better gender parity.

41. The Mission advised the project that international TVET teacher training consulting input at the stage when the skills standards related training packages have not yet been developed should be reconsidered. For greater effectiveness, staggered deployments should be considered so that the international consulting interventions occur at the appropriate time and maximize the effectiveness of the international consulting interventions.

42. Some of the challenges identified are: (i) gender stereotypes in TVET are prevalent (reinforced by the teaching staff), (ii) teaching of practical skills requires special competencies, and there is a need to find ways to introduce competencies into the teacher training curriculum, and (iii) the need to keep the curriculum in line with the NQF. **A more comprehensive analysis of teachers, their professional situation, their training needs, and concrete recommendations on how their inservice and preservice training can be improved should be available for the next mission.**

2. Expanded and Better Quality Nonformal Training

43. Nonformal training is being implemented through the Voucher Skills Training Program (VSTP). To expand the VSTP to all provinces, two new PTCs will be established in Mondolkiri and Preah Vihear. The contracts for both PTCs will be awarded in October/November 2011. The Master Plans for these two centers have been prepared, discussed and approved. The soil testing has been conducted. Bidding has been completed. The bid evaluation reports are ready for submission to ADB, but the issue of land ownership of Mondolkiri land has yet to be resolved to ADB's satisfaction. However, all the documents and reports shown to the Mission, indicate that the Mondolkiri property is Government land, which has been given for the construction of the PTC, and claims to this land by private parties are not supported by any legally binding documents. A public notice has been issued in accordance with government procedures. There was no claim or objection made within the stipulated deadline of 3 October. This issue will hopefully be solved soon so that the construction of the two PTCs can begin. The relevant documents supporting that both sites have been allocated to MOLVT are attached (see Appendix 6).

44. **VSTP Implementation.** Phase 1 of VSTP is currently being implemented in Battambang, Kampong Chhnang, Kampot, Siem Reap, Stung Treng, Svay Rieng and Takeo provinces by 745 training providers, of which 264 training providers are females. Of the total 41,800 targeted trainees, 34,848 trainees have completed their training. In the first phase, there is provision of 3,704,200 trainee-hours.

45. Phase 2, covering another 7 provinces of Kampong Cham, Kandal, Koh Kong, Kratie, Prey Veng, Pursat, and Sihanoukville, has commenced with the conduct of the TNA. Half of the training plans have been developed. Phase 2 will be implemented with a budget of \$1,110,912 to train 38,400 trainees in 192 communes. This second phase will be approved in the next NTB meeting, which will be held before the end of November 2011.

46. **Urban VSTP.** The urban VSTP will consist of two programs: The first, on micro-enterprise training is to be piloted by CIEDC. This will involve the training by CIEDC of selected NGOs, who will in turn develop the capacities of micro-enterprises and street vendors in 10 sangkats in Phnom Penh. It is proposed that 10 micro-enterprises are covered in each of the 10 selected sangkats, although this may increase. CIEDC will be accountable for the success of this program. It is important that good baseline data is collected for each micro-enterprise selected. Performance indicators should include income and the expansion of the business (employment of additional people). The second program will be implemented through JVC and will involve on-the-job training (apprenticeships) in mechanics in selected auto repair shops in Phnom Penh. This training will be supervised by JVC. The trainees will be trained for 6 months (2 per year in each repair shop).

47. Detailed design work for the two programs has not yet commenced. The design and agreements on the programs should be finalized before the end of Quarter 1, 2012 and

implementation is scheduled to commence by mid-2012. Separate Guidelines (based on the VSTP Financial Management Manual and VSTP Handbook) will be developed and finalized prior to commencement of the program.

48. **Financial Management Manual.** This has been finalised and will be translated in October in time for the Phase 2 VSTP implementation. The manual includes revised forms and is compatible with the VETMIS system to facilitate financial consolidation. Training contracts have been revised to incorporate more specific training durations, standards and expected learning outcomes and codes of conduct.

Issues

49. While the VSTP continues to be a highly successful program, some strategies for further improvement of the VSTP were identified during the mission:

1. **Enterprise-based Training Quality.** During the field trips undertaken by the Mission, a number of concerns surfaced in relation to enterprise-based training. The concerns related to

- (i) the type of training, which is very traditional and gender-segregated. It is important that more thorough and creative investigation of the opportunities available in local areas be used to broaden the range of training given, so that the market is not flooded with graduates all in the same occupations;
- (ii) there is a need for a more stringent definition of an enterprise, to ensure that trainees are receiving suitable on-the-job training in a workplace, rather than in a classroom-type setting;
- (iii) there should not be too many trainees per trainer, as this will also simulate a classroom situation and training will probably not be thorough;
- (iv) the quality of the training may be uneven, giving rise to different competencies being attained at the end of the training period. Simple and clear competencies for all courses need to be identified, and orientation on these competencies provided to the enterprise owners;
- (v) the training courses should only be extended when there is good justification. If the competencies have not been achieved, the reasons for this should be assessed carefully. The attainment of the set competencies could possibly be linked to an incentive payment.

2. **Linkage with Employment Opportunities.** The training plan should take into consideration the province-wide training requirements and the types of enterprises already existing in the area so that there is a better understanding of the range of skills and employment opportunities for local population. TENA should undertake industry profiling from existing government sources like the provincial departments of industry, mines and energy and the department of planning to support the development of the annual commune training plans and link industry needs for skills with commune level training. The CDSs need special training to undertake this task. Since Phase 2 and Phase 3 of VSTP will be implemented in PTCs which are weaker than the PTCs in the Phase 1 provinces, more capacity building will be required for the PTCs and the commune councils.

3. **Gender stereo-typing in training provision and limited range of occupations in which women receive training:** Women are clustered in traditional female areas. In

enterprise-based training, they are clustered in sewing, weaving, and wedding outfitting; and in community based training in chicken/pig raising, vegetable gardening, etc. The range of training given to women is even more limited than to men.

There are two issues related to this:

(i) *saturation of market demand*. With the same types of skills and related products being provided, the training is less likely to meet the end goal of increasing women's employability and income earning potential and lifting them out of poverty.

(ii) *stereotyping*. There is a lack of effort to expand poor women's skills to increase their employment options that meet the commune level labour market needs such as in telephone repair, TV repair, carpentry, tourism/hospitality, etc. This perpetuates cultural stereotypes regarding what women can learn and do amongst communities and women themselves, who then self-select into traditional marginal occupations. This also affects local enterprises and employers' perceptions regarding women's occupations, which affect their recruitment practices.

4. More effective monitoring mechanism required. The training courses are very input oriented – the CDSs are focused on providing support and monitoring the trainees during training courses. They are also required to undertake follow-up visits to graduates of center-based and enterprise-based training to assess whether the training and skills provided have achieved the aim of the output or outcome. In Takeo, there were 8 CDS assigned to a total of 38 communes, with two CDSs covering around 9 communes in a month. A total of 200 beneficiaries or trainees are trained under community, center and enterprise based training in each commune (a total approx. 1800 trainees for 9 communes). The CDSs have a very high burden of work. The CDSs monitor trainees under enterprise based training courses twice a month and also monitor the 5-day community based training, however they could not clearly say how many trainees they followed up on last month. No follow up has been undertaken of the trainees under the community based training component.

6. Women CDS should be increased and provided with adequate support. The current number of women CDS is low and needs to be increased. In Takeo, the women CDS were assigned to remote communes and highlighted difficulties related to travel, sharing one motorbike with a male co-worker, as well as security and familial barriers related to traveling to remote locations. This issue needs to be appropriately resolved. However, the practice of pairing the CDSs to undertake monitoring was highlighted as a good strategy to support the mobility of women CDSs.

Recommendations for Improving VSTP

50. The following key actions were identified by the gender team during the mission and were discussed with the Director NTTI and Director PTC and CDSs, Takeo:

- Development of the Commune training development plan should include a **comprehensive assessment of provincial industries, enterprises and markets** for products within the commune as well as the province and beyond. Data should be available through the TENA (enterprise profiling), provincial investments plans and provincial industry data. Analyses to be undertaken of the assessment and commune skill development plans are to be developed which ensure provision of training through community, enterprise and PTCs/ center based (for non-formal) to cover the range of

skills required. CDS are to be supported to undertake this assessment through training (by NTTI) and on-the-job support and guidance by PTCs, as much as possible.

- Ensure that **technical level of training** provided to women in traditionally female occupations meet labour market needs. For example, many women are provided with enterprise-based training in sewing and weaving. These courses could be supplemented by a few days of centre- or enterprise-based training on fashion and design (provided by PTCs) and marketable designs for weaving for silk and garment markets.
- At present **business start up and management training** is provided to the trainees. These include a 5 day training for 4-6 months' for center and enterprise based trainees. And, a one day training for 5 day community based trainees. It is recommended that the 5-day training should include as its output a business start-up and development plan for the trainees. It is further recommended that trainees are supported with registration and provided information on government service providers, credit institutions, etc. These should be included as part of a standardized training package. It is also recommended to set up support networks for the trainees with local entrepreneurs to ensure ongoing guidance and support as well as peer exchange.
- **Information on markets:** This seems to be lacking or very weak. The CDSs and relevant commune personnel need to be trained on supporting trainees with relevant market information. This could also be supported through the support networks, as suggested above
- **Training of CDSs.** Ensure that in the development of standard training packages for community development specialists, specific gender training modules are included related to their roles. More detailed suggestions on the training needs of CDSs are in Appendix 7.
- **Training of all management staff on gender issues.** While the development of this is underway, it would be beneficial to the current VSTP process to ensure that the PTC Directors of Phase 1 and 2 and other relevant staff are provided with a briefing on gender issues to facilitate and ensure that women's needs and interests are adequately integrated within the ongoing VSTP process. The Commune Chiefs could also be invited to these briefings. The Project gender specialists can undertake this training with support from VSTP consultants and the provincial gender focal points, wherever available.

51. All the above issues indicate the need for a thorough review of the quality issues, competency levels in the different training programs, capacity building needs and the inter-related gender issues. Training content, especially for VSTP, needs to be improved with less emphasis on traditional roles and occupations and increased focus on better employment outcomes. Enrolments in VSTP programs (other than community based) will remain low unless more girls and women join the training programs. Skills standards for VSTP training should be established as benchmarks for the enterprise training component. Training plans should be more reflective and responsive to local industry demands. **As some of the national VSTP consultancy inputs will not be utilized, the Mission agreed that an international non-formal entrepreneurial training specialist be recruited to assist the PTCs and the CDS to develop improved training programs, with a less traditional gender focus and greater emphasis on employment outcomes.**

3. Strengthened Institutional Capacity to Plan and Manage TVET

52. The Mission was informed about progress in finalizing the NQF, which was submitted to NTB on 27 December 2010. The proposed NQF has been intensely debated in an inter-ministerial committee over the past 9 months. The framework has now been finalized and will be presented in the next NTB meeting for adoption and promulgation.

53. A three day national workshop on “Strategic Planning, Leadership and TVET Management” was conducted. It was well attended. The feedback received indicated that overall the training was useful and enlightening and more training on all three aspects should be conducted in smaller groups to make the training even more effective. During the wrap-up meeting, HE Pich Sophoan urged the consulting team to put a lot of effort into capacity-building of their counterpart staff.

54. The first draft of the TNA survey of mid-level DGTVET staff and Provincial Directors has been prepared. The findings will be discussed extensively so as to prepare a training plan according to the needs of those surveyed. This training plan should complement the regional training. The recruitment process for the regional training is expected to commence by the end of this month.

55. The Mission advised the project to submit the terms of reference for the two policy studies on “Future Directions for TVET” and “TVET Financing” so that the recruitment of a firm to undertake these studies can commence as soon as possible.

56. It came to the attention of the mission that a new TVET National Development Plan has not been developed. This is a requirement of the DMF. A strategy for the development of this new plan must be developed. The project will be part of the implementation of the TVET National Development Plan. Annual operational plans are also required.

Monitoring and Evaluation

57. The STVET M&E framework, including a Weighted Physical Accomplishment Matrix has been developed to assess the physical accomplishment till the end of the 3rd quarter of 2011 (attached as Appendix 8). The DGTVET QA-M&E framework for quality monitoring TVET and PTCs has been prepared. This is in the final stages of approval by DGTVET. The QA-M&E committee has been established. The DGTVET QA-M&E Framework will be translated and training is expected to commence before the end of the year, and a RTC/PTC quality audit is to be completed by February 2012. Training on the QA-M&E system will be rolled out from November 2011.

58. The baseline study, which is critical for the M&E work, is in the second and third submission stage. The mission advised the project to expedite the submission of the 2nd and 3rd stages and to finalize the selection and contract award by mid-November so that the baseline study can start by the end of the year.

VETMIS

59. The mission was informed about progress made in the development of the upcoming information system VETMIS. Since the deployment of the international VETMIS IT Analyst, some progress has been made on defining functions of VETMIS and its underlying data structure. Harmonization of classifications, codes and standards are among the achievements.

The allocation of a dedicated room for VETMIS and the formal establishment of a VETMIS team show that this system is taking shape. The technical discussions on VETMIS are proceeding and should lead to an implementation phase in early 2012 with a first pilot phase planned in March 2012.

60. Some inconsistencies were noted between the assignments of the VETMIS IT Analyst and the Database Specialist. In order to provide a better continuity among consultancies regarding the development of VETMIS, the terms of references of the *Database Specialist* have been revised. The revisions were made with the objective of producing more pragmatic deliverables in line with a system development life cycle. The eventual deployment of the Database Specialist in early 2012 will ensure that the database and applications components of VETMIS are operational for a first pilot phase.

LMIS

61. A survey of the available literature on the Cambodian labor market and on the existing LMIS and Observatory has been conducted. A more complete and precise work plan to ensure that a well functioning and sustainable labor market LMIS will be delivered by August 2012 has been drafted and will be submitted for approval by DGTVET and ADB by the end of October 2011.

62. The creation of the data map is underway while data on labour market and demography provided by international organizations have been collected and stored. The first ideas and indications on how to organize the database and the website have been developed and discussed with the aid of examples based on ILO data and indicators.

63. The training in labour economics, labour statistics and labour policies for NEA and MoLVT officers, who will be in charge of utilizing the LMIS and provide to its up keeping has already been going on for three weeks. Strong collaboration with NEA counterparts has been established.

V. OTHER ITEMS

64. **Donor Coordination.** The mission attended an informal meeting of some of the donors involved in TVET (World Bank, ILO, JICA, UNESCO) convened by CARM. It was agreed that some sort of donor forum is needed, meeting perhaps on a monthly basis to discuss common issues, although the exact form was not determined. Further follow-up is needed, with MOLVT involvement.

VI. ACTIONS TO BE TAKEN

65. **Consulting Services.** Of the allocated 160 international and 440 national consulting months, about 30 international and 76 national consulting months have been utilized. All the 10 international consultants and nine national consultants have been deployed.

66. A number of quality issues with regard to VSTP has already been pointed out. Based on the findings of the field trips and after discussion with the project, the project proposed and the Mission agreed to utilize the savings from the unutilized inputs of one national VSTP position to recruit an international non-formal entrepreneurial specialist for 6 months.

67. The international M & E consultant, for some unavoidable reasons, could not complete his first input of 3 months. As he is unable to come back till early next year, and given the urgency of finalizing the M & E framework, the physical accomplishment weightage as well and quality assurance activities, the project has proposed and the Mission agreed that 3 months of input be reduced from the remaining input of the M & E international consultant and the period calculated from the differential billing rated be allocated to the international Project Finance Specialist, who has extensive M & E experience.

68. The international VETMIS IT System Analyst has the responsibility of Database Specialist with a total combined input of 6 months. Based on the work-plan presented, the Mission agreed that the TORs as existing were not appropriate to complete the VETMIS work. The time allocation of 6 months was also not adequate for both development and implementation of VETMIS system. Since the objective is to have this VETMIS system up and running, it was considered advisable to pilot the system before making it fully operational. The project proposed a change in the TORs with additional 2 months input, and the Mission agreed to the change in the TORs and 1 more month to be added for piloting the VETMIS system and 1 month to be added for technical backstopping. Balance of savings from national VSTP positions will be utilized for re-allocation of 2 months to VETMIS Database specialist.

69. Four consulting positions are related to LMIS. The total allocated input is 20 person months. At present, the Labour Market Information and Statistics Specialist has 6 months input, the LMIS Development and Training Specialist has 10 months and LMIS Website Specialist has 4 months. Compared to the original allocation of 6 months to VETMIS, the allocation to LMIS is over 3 times. It has been agreed that, since the TORs as existing may not achieve the objective of having a fully operational LMIS, therefore, these TORs will be revised to ensure that at the end of 20 person months of international consulting inputs, the LMIS will be fully operational. The steps to attain this will be clearly spelt out along with the responsibility. Since development and implementation will take up almost equal allocation, it has been agreed in principle that the 20 months will be shared by the two consultants to achieve the objective of having a fully operational LMIS by the end of the consulting inputs. The Mission advised the project to submit a request on all the contract variations to ADB for approval.

70. A 6-month action plan has been developed. It is important that the PCU implements this plan to avoid continued poor risk ratings.

Action Plan October 2011 – March 2012

PLANNED ACTIVITY	Time line	Responsible
Formal programs		
<i>Skills Standards</i>		
• Complete competency-based curriculum (CBC) for seven competency standards (Level 2) for priority jobs in construction and mechanics (automotive) industry sectors	30 Nov 2011	Directors of PPI & ITI
• Start adapting or writing competency-based learning packages (Levels 2) for priority jobs in construction and mechanics (automotive) industry sector	30 March 2012	Directors of PPI & ITI
• Start adapting or writing seven (7) competency standards (Levels 3 and 4) for priority jobs in the construction and mechanics (automotive) industry sectors	30 March 2012	Directors of PPI & ITI

PLANNED ACTIVITY	Time line	Responsible
<i>Curriculum Development</i>		
• Finalize review of curriculum being implemented by 23 PTCs and make appropriate recommendations	04 Nov 2011	PTC Directors
• Review and refine Khmer versions of competency-based curriculum (CBC) – Level 2 for priority jobs in the construction and mechanics (automotive) industry sectors	30 November 2011	Directors of PPI & ITI
• Review and refine Khmer versions of competency standards (Level 3) for priority jobs in the construction and mechanics (automotive) industry sectors	30 March 2012	Directors of PPI & ITI
• Review and refine Khmer versions of competency-based learning packages (Level 2) for priority jobs in the construction and mechanics (automotive) industry sectors	30 March 2012	Directors of PPI & ITI
<i>TVET Teacher Training</i>		
• Conduct Training Seminar on “Soft Skills” for NTTI pre-service teachers.	31 Oct 2011	NTTI
• Finalize NTTI’s teaching team modules for modification to a competency based curriculum for TVET teachers.	30 November 2011	NTTI
• Conduct Training Seminar on “ Skills Upgrading” for PTC teachers	30 Dec 2011	NTTI
• Conduct Training Seminar on “ Skills Upgrading” for RTC teachers	31 Jan 2012	NTTI
• Conduct Training Seminar on “ Skills Upgrading” for PTC teachers	28 Feb 2012	NTTI
<i>Non-Formal programs (VSTP)</i>		
• PTB to approve the annual commune training plans of VSTP 2nd phase (Year 1)	31 Oct 2011	PTCs/Commune council
• Conduct orientation workshop on VSTP implementation guideline	31 Oct 2011	PCU/PTC
• Select trainees and select training providers for 7 provinces of VSTP 2nd phase (Year 1)	31 Nov 2011	PTC/Commune council
• Start implementation VSTP 2nd phase in 192 communes (Year 1)	15 Dec 2011	PCU/PTCs/Commune Council
• Develop annual commune training plan 1st phase (Year 2)	31 Dec 2011	PTCs/Commune council
• Start implementation VSTP 1st phase (Year 2)	28 Feb 2012	PCU/PTCs/Commune Council
<i>Institutional Development</i>		
<i>TVET Institute management</i>		
• Development STVET 2012 Annual Operational Planning	15 Dec 2011	PCU
• Training on Strategic Planning and Annual Operational Planning (full module)	1-2 Dec 2011	PCU
• Completion of 1 st Submission of Regional Training	15 Oct 2011	PCU
• Completion of 2 nd & 3 rd Submission of Regional Training	31 Dec 2011	PCU
• Training on Leadership and TVET Management for smaller groups	31 Jan 2012	PCU
<i>TVET Systems Development</i>		
• Approve NQF by NTB	31 Dec 2011	PCU
• Completion of Capacity Development Plan for Mid-level Management of DGTVET and TVET institution based on TNA survey	30 Nov 2011	PCU

PLANNED ACTIVITY	Time line	Responsible
• Completion of 2 nd and 3 rd Submission of Baseline Study	22 Oct 2011	PCU
• Contract Signing of Baseline Study	16 Dec 2011	PCU
• Start of Baseline Survey	17 Jan 2012	PCU
• Start recruitment of Consulting Firm to undertake Policy studies on “Future Directions for TVET in Cambodia ”and “TVET Financing”	23 Oct 2011	PCU
• Completion of 1 st Submission on Policy Studies	31 Dec 2011	
• Completion of 2 nd and 3 rd Submission on Policy Studies	15 Mar 2012	PCU
<i>TVETMIS & LMIS & Database</i>		
• First Stakeholder Meeting	30 Nov 2011	LMISS/SDT
• Training in labour economics, labour statistics and labour policies for NEA and MoLVT officers (First Quarter or 2)	20 Dec 2011	LMISS
• Initial map of available labour market information	15 Dec 2011	LM ISS/SDT
• Survey data collection and storage commenced	10 Oct 2011	LMISS/SDT
• Final map of available labour Market information	15 Mar 2012	LMISS/SDT
• Survey data collection and storage completed	30 Mar 2012	LMISS/STD
• Development of VETMIS training plan for the VETMIS team	1 Nov 2011	PCU
• Finalize VETMIS forms and reports sample with supporting matching E/R models.	10 Nov 2011	PCU
• Submission of all VETMIS Analysis documentation	17 Nov 2011	PCU
• Implementation of VETMIS: physical design of database and coding web application	27 Feb 2012	PCU
• Conduct VETMIS 1 st pilot phase	16 Mar 2012	PCU
<i>IT Training</i>		
• Advanced ICT Training Workshop	30 Nov 2011	PCU
<i>M&E</i>		
• Promulgation and implement of M&E System	31 Oct 2011	PCU/QA-M&E Committee
• Workshop on Data input and M&E procedure	30 Nov 2011	PCU/QA-M&E Committee
• Commence PTC QA Audit	31 Dec 2011	PCU/QA-M&E Committee
• Analysis of TVET and PTC QA assessment	29 Feb 2012	PCU/QA-M&E Committee
• Feedback workshop on QA-M&E reports	31 Marc 2012	PCU/QA-M&E Committee
<i>Social and Gender</i>		
• Training Workshop on Engendering the Curriculum (Part 1)	20-21 Oct 2011	PCU
• Review Workshop on Engendering the Curriculum (Part 2)	3-4 Nov 2011	PCU
• Training Workshop on Mainstreaming Gender in the TNA framework of VSTP	15 Nov 2011	PCU
• ToT on enterprise development and management	15 Dec 2011	PCU
<i>Project Finance Specialist</i>		

PLANNED ACTIVITY	Time line	Responsible
• Training VSTP Finance Management & Procurement Continuing input into VETMIS (Finance & M&E)	31 Oct 2011	VSTP/IPFS
• Finalise FMM, Procurement manuals, obtain endorsement & oversee translation	31 Oct 2011	PCU/IPFS
<i>Procurement</i>		
<i>Civil Works</i>		
• Contract signing and start of contract of 2 site engineers to supervise 2 new PTCs	10 Oct 2011	PCU, PU
• Contract award of 1st Phase Civil Works (PTCs in Mondolkiri and PreahVihear)	22 Oct 2011	PCU,PU
• Contract Award of 2 nd Phase of Civil Works – 5 RTCs	31 Dec 2011	PCU, PU
<i>Equipment</i>		
• Award of VETMIS Computers package	15 Dec 2011	PCU, PU
• Finalize list of the basic, automotive workshop equipment for existing PTCs and VETMIS computer equipment for all 38 public TVET institutions	15 Oct 2011	PCU,PU
• Contract signing for Basic and Automotive workshop equipment for PTCs	31 Dec 2011	PCU, PU
<i>Workshop</i>		
• Conduct Workshop to TVET and RTCs-PTCs on the Project Procurement Guideline	1 Dec 2011	PCU, PU

71. The Mission wishes to thank the PCU, DGTVET and MOLVT for the excellent cooperation and assistance extended to the Mission. As always, the time spent was enjoyable and fruitful. This is my last mission before retirement. It has been a great pleasure working with you and getting to know about TVET in Cambodia. I hope we meet again in the future.

72. The next review mission will be carried out by Mr Yasushi Hirosato, who will be taking over as the new STVET project officer. It is scheduled for April/May 2012.

Wendy A. Duncan

Wendy Duncan
Mission Leader/Lead Education Specialist
Asian Development Bank

Signed on 7 October 2011 in Phnom Penh

LIST OF PERSONS MET

Ministry of Labour and Vocational Training

H.E. Pich Sophoan, Secretary of State (Project Director)
 H.E. Pok Pann, Under Secretary of State (EA Representative)
 H.E. Roth Bunla, Advisor

Directorate General of Technical and Vocational Education and Training

H.E. Laov Him, Director General (Project Coordinator)
 Mr. Tep Oeun, Deputy Director General (Executive Admin Officer)

Directorate General of Admin and Finance

Department of Finance and State Property

Mr. Haing Tola, Director (Chief of Finance)

Department of Technical and Vocational Education and Training Management

Mr. Khin Chantha, Director (Chief of Technical Team)
 Mr. Hing Sideth, Deputy Director (Procurement Officer)
 Mr. Kheng Khemara, Deputy Director (Assistant Procurement Officer)
 Mrs. Nong Kanika, Deputy Director (Administrative Officer)
 Mrs. Sau Sokunkethya, Chief Office (VSTP Officer)
 Mrs. Hou Sokunveary, Vice Chief Office (TENA Officer)
 Mr. Chhuor Viset, Chief Office (Construction Officer)
 Mr. Chin Virak, Vice Chief Office (Assistant Administrative Officer)
 Mr. Long Paulett, Vice Chief Office (Accountant)
 Mr. Thorng Samon, Officer (M&E Officer)
 Mr. Tann Sambath, Officer (M&E Officer)
 Mr. Heng Sokhorn, Officer (Assistant Finance Officer)
 Mr. Phalla Chanpiseth, Officer (CDS Officer)
 Mr. Chan Pheakdey, Officer (VSTP Officer)
 Mr. Ros Chantha, Officer (VSTP Officer)

Department of National Competency Standards

Mr. Iem Koundy, Deputy Director
 Mr. An Thaysocheat, Deputy Director
 Mr. Khim Yorm, Chief Office, (Curriculum Officer)

Department of Labor Market Information

Mr. Or Kimthan, Chief Office, (MIS Officer)

National Technical Training Institute

Mr. York Sothy, Director

National Employment Agency

H.E. Hong Chhoeun, Director
 Mr. Sokkhon David, Deputy Chief of I.C.D

Preah Kossomak Polytechnic Institute

Mr. Moeung Viriya, Deputy Director

National Institute of Business

Mr. Ly Sothea, Director
 Mr. Tear Ivhout, Deputy Director

Industrial Technical Institute

Mr. Ouk Dara, Director

Cambodia-India Entrepreneurship Development Centre

Mr. Pann Nora, Director
Mr. Teang Sak, Deputy Director

JVC

Mr. Sim Sorin, Director

Cambodia Thai Skills Development Center

Mr. Ros Peth, Deputy Director

Kompot Institute of Polytechnic (KIP)

Mr. Chhrun Kimleng, Director
Mrs. Mork Chomnan, Deputy Director
Mr. Sim Sith, Deputy Director KIP
Mrs. Norn Solom, Deputy Director
Mr. Yim Sarath, Officer
Mr. Sreng Chankosal, Technical Teacher
Ms. Khim Soklina, Technical Teacher
Mr. Neak Nan, Technical Teacher
Ms. Mey Sothea, Technical Teacher
Ms. Brak Nart, Technical Teacher
Mr. Leng CheangLy, Technical Teacher
Mr. Ouk Neng, Technical Teacher
Mr. Kheiv Ketchomnan, CDS Officer kip
Ms. Bhon Chanthet, CDS Officer
Mr. Saom Som Ol, CDS Officer
Mr. Som Sang, CDS Officer
Mr. Nok Sovatha, CDS Officer
Mr. Bhou Som Art, Technical Teacher
Mr. Phoeuk Chanthy, Technical Teacher
Mr. Dam Bunthon, Technical Teacher

Takeo PTC

Mrs. Sok Ranny, Director
Mr. Chhum Sokkon, Deputy Director
Mr. Pak Rattanak, Teacher
Mr. Reen Vibol, Teacher
Mr. Cheor Soknach, Teacher
Mr. Ngy Syleap, Teacher
Mr. Choub Sambath, Teacher
Mr. Mearch Borith, CDS Officer
Mr. Teng Youra, CDS Officer

Counterparts STVET Project

Mr. Samrith Vy, Policy Management and Institutional Development
Mr. Nhim Sokny, Policy Management and Institutional Development
Mr. Pen Montana, Skill Standards & Curriculum, Business and ICT
Mr. Enn Vuthy, Skills Standards & Curriculum, Mechanics
Mr. Mam Pich, Curriculum Development
Mrs. Ieng Sochanthy, Gender and Social
Mrs. Long Sophan, VSTP Implementation
Mr. Kit Sopheap, VETMIS IT Systems Analyst
Mr. Khat Promsopheaktra, LMIS Counterpart
Mr. Samlok Seima, In-Service TVET Teacher Training
Mr. Chheang Channa, PCU Project Finance
Mr. Kong Nhin, TVET Teacher Training
Mrs. Phuon Phoury, Gender and Social

Mr. Phun Sopheak, VSTP
Mrs. Mann Mithona, VSTP
Mr. Bean Han, M&E
Mr. Seng Saramany, Gender and Social

Consultants, STVET Project

International

Dr. Sriram B Mathe, Team Leader/Policy, Management & Institutional Development Specialist
Mr. Perry Daroesman, PCU-Project Finance Specialist
Mr. Antonio D. Alegria, Skills Standards and Curriculum, Construction Specialist
Mr. Emeterio D. Cedillo Jr., Skills Standards and Curriculum, Mechanics Specialist
Mr. BRUCE Hince, TVET Teacher Training Specialist
Mr. BRUNI Michele, LM Information and Statistics Specialist
Mr. RENE Poirier, VETMIS Consultant
Mrs. Mercedes Logarta, Social Gender Consultant
Mr. Ashley Marron, LMIS Web Site Specialist

National

Mr. Seng Hong, Policy Management and Institutional Development Specialist/Deputy Team Leader
Mr. Sok Chanrithy, M & E Specialist
Mr. Ly Pannaphea, Community Development Specialist
Mr. Rath Sophak, Civil Works and Procurement Specialist
Mr. Heng Dara, ICT Specialist
Mr. Lay Socheat, VSTP Specialist
Mr. Hem Sayon, In-Service TVET Teacher Training Specialist
Mrs. Ung Kimsan, Curriculum Development Specialist
Mr. Ouchpath Akmathak, VSTP implementation Specialist

Ministry of Economy and Finance

Mrs. Veng Youlm, Deputy Chief
Mrs. Siv Sinyda, Official

Asian Development Bank

Mr. Y. Hirosato, Principal Education Specialist, ADB
W. Duncan, Lead Education Specialist, ADB
Mrs. Mylene Crespo, Project Analyst
Mrs. Uzma Hoque, Gender Specialist
Mr. Dy Sam Sideth, Education Specialist, CARM-ADB
Mrs. Chea Chandy, Gender Specialist

PROGRESS IN TERMS OF ACTION PLAN GIVEN IN AIDE MEMOIRE OF ADB REVIEW MISSION OF MAY 2011

PLANNED ACTIVITY	Time line	Status
Formal programs		
Skills Standards		
<ul style="list-style-type: none"> Complete draft of eleven (11) competency standards (English and Khmer versions) of the three priority industry sectors and validate the standards in consultation with Industry Advisory Groups (IAGs) at all critical stages, and submit to the National Training Board (NTB) for approval and promulgation 	29 Jul 2011	Endorsed by IAGs to be submitted to NTB for approval
<ul style="list-style-type: none"> Complete draft of eleven (11) competency-based curriculum (English and Khmer versions) and validate by IAGs and submit to national Training Board (NTB) for approval and implementation 	30 Sep 2011	Completed, but need to be endorsed by IAGs and approved by NTB
<ul style="list-style-type: none"> Start writing of competency-based learning packages for mechanics (automotive), construction and ICT and Business services 	10 Oct 2011	To start at the end of October 2011
Curriculum Development		
<ul style="list-style-type: none"> Complete survey of TVET Programs and courses offered by PTCs 	30 Jun 2011	Completed
<ul style="list-style-type: none"> Complete curriculum Profile of all TVET institutions and submit recommendations on improvement of TVET curriculum 	29 Jul 2011	Ongoing
TVET Teacher Training		
<ul style="list-style-type: none"> Complete the TVET teacher profiles of all TVET institutions 	30 May 2011	Completed, but needs to be revised
<ul style="list-style-type: none"> Develop Competency standards for TVET teachers 	29 Jul 2011	Completed, but needs to be validated
<ul style="list-style-type: none"> Identify training needs of TVET teachers of RTCs and PTCs 	30 Aug 2011	Completed
<ul style="list-style-type: none"> Develop draft training programs for in-service and skills upgrading of NTTI, RTC and PTC teachers based on TNA results 	30 Sep 2011	Completed
<ul style="list-style-type: none"> Finalise improvements in NTTI's curriculum for TVET teacher training 	31 Oct 2011	Work started
Non-Formal programs (VSTP)		
<ul style="list-style-type: none"> Workshop for DGTVET managers and stakeholders 	30 Jun 2011	Completed
<ul style="list-style-type: none"> VSTP Implementation and Guidelines Workshop 	30 June 2011	Postponed to Oct 2011
<ul style="list-style-type: none"> Train PTC staff of VSTP1st and 2nd Phase on VSTP monitoring and follow up, and basic SPSS 	30 Jun 2011	Completed
<ul style="list-style-type: none"> Train staff of VSTP 2nd Phase and DGTVET staff on TENA and VSTP implementation 	30 Jun 2011	Completed
<ul style="list-style-type: none"> Conduct TENA survey, identify skills for 2nd Phase VSTP provinces 	31 Jul 2011	Completed along with final report
<ul style="list-style-type: none"> PTB to approve the annual commune training plans of VSTP 2nd Phase 1st Year 	31 Aug 2011	Postponed to Nov 2011
<ul style="list-style-type: none"> Select trainees and select training providers for 7 provinces of VSTP 2nd Phase 	30 Sep 2011	Postponed to Nov 2011
<ul style="list-style-type: none"> Start implementation 2nd Phase VSTP in 192 Communes 	15 Nov 2011	Delayed to Dec 2011
Institutional Development		
TVET Institute management		
<ul style="list-style-type: none"> Conduct training on Strategic Planning for DGTVET mid level managers and TVET institution Directors 	30 Jun 2011	Completed
<ul style="list-style-type: none"> Conduct training on Leadership for DGTVET mid-level Managers and TVET Institution 	30 Sep 2011	Completed

PLANNED ACTIVITY	Time line	Status
Directors		
<i>TVET Systems Development</i>		
<ul style="list-style-type: none"> Conduct TNA survey of mid-level TVET officers/Managers and directors of TVET institutions and DGTVET 	21 Jul 2011	Completed first draft
<ul style="list-style-type: none"> Start of Baseline Survey 	15 Sep 2011	2 nd & 3 rd Submission in Oct 2011
<ul style="list-style-type: none"> Complete recruitment of Consulting Firms to undertake Policy studies on "Future Directions for TVET in Cambodia "and "TVET Financing" 	31 Oct 2011	Draft Terms of reference prepared subject to DGTVET approval
<i>TVETMIS & LMIS</i>		
<ul style="list-style-type: none"> Conduct Training on CAMINFO / TVETINFO database production and administration 	31 May 2011	Completed
<ul style="list-style-type: none"> Establish system of localized standard classifications for occupations and industries compatible with NIS, ISCO and ISIC 	30 Jun 2011	Ongoing
<ul style="list-style-type: none"> Develop strategy for relating LMIS to NEA 	15 Aug 2011	Ongoing
<ul style="list-style-type: none"> 2nd Training on CAMINFO / TVETINFO database production and administration 	31 Aug 2011	Postponed
<ul style="list-style-type: none"> Create data structures, codes and terminology or relevant data to enable data collection 	30 Oct 2011	Work started
<i>IT Training</i>		
<ul style="list-style-type: none"> Conduct basic IT training for DGTVET, TVET institutes and Provincial Officers 	15 Jul 2011	Completed
<ul style="list-style-type: none"> Conduct advanced ICT training for DGTVET, TVET Institutes and provincial Officers 	31 Oct 2011	Planned for end of October
<i>M&E</i>		
<ul style="list-style-type: none"> Finalise M&E/QA Guidelines and responsibilities of QA-M&E Committee 	31 May 2011	Completed
<ul style="list-style-type: none"> Conduct 2 day workshop on data collection instrument and reporting forms 	30 June 2011	Completed
<ul style="list-style-type: none"> Finalise Quality Assurance Management Handbook and translate into Khmer 	31 July 2011	Postponed to Oct 2011
<ul style="list-style-type: none"> Conduct 3 day workshop on QA-M&E procedure 	31 Aug 2011	Postpone to Oct 2011
<ul style="list-style-type: none"> Complete QA-M&E Audit of 3 RTCs (Battambang, Kampot and Takeo) 	30 Oct 2011	Planned for end of November 2011
<i>Procurement</i>		
<ul style="list-style-type: none"> Complete bidding documents and start of bidding of 1st Phase (PTCs in Mondolkiri and Preah Vihear) 	31 May 2011	Bid Evaluation Reports ready
<ul style="list-style-type: none"> Complete Bidding documents for 1 minibus and 2nd Phase motorcycles, and start of bidding of minibus and 2nd Phase motorcycles 	18 Jun 2011	Completed
<ul style="list-style-type: none"> Contract award for minibus and 2nd Phase motorcycles 	18 Jul 2011	Completed; ; motorcycles delivered; minibus pending
<ul style="list-style-type: none"> Start 1st Phase of construction 	31 July 2011	Postponed to November 2011
<ul style="list-style-type: none"> Complete recruitment of 2 site engineers 	31 July 2011	Completed
<ul style="list-style-type: none"> Complete Bidding documents and start bidding of 2nd Phase (RTCs in Battambang, Siem Reap & Takeo) 	15 Sep 2011	Postponed to Nov. 2011
<ul style="list-style-type: none"> Complete bidding documents and start of bidding of 3rd Phase (RTCs in kampot and Svay Rieng) 	31 Oct 2011	Postponed to Nov. 2011

GRANT COVENANTS

Updated 6 October 2011

No	Reference in the Grant Agreement	Covenants	Current Status	Compliance
Sector				
1	GA Schedule 4 para 5	The Recipient shall cause MoLVT to ensure that policy studies on future directions for TVET and TVET financing shall be carried out in accordance with the terms of reference for those studies and the studies' recommendations are used in the development and implementation of future TVET policies and strategies. The Recipient shall cause MOLVT to develop a TVET Development Plan, a Medium Term Expenditure Framework 2012–2014 and Annual Operational Plans for 2010 to 2015.	The TORs for the policy studies on "Future Directions of TVET " and "TVET Financing" will be submitted and the consultant recruitment process should start by the beginning of October. The TVET Development Plan and Medium Expenditure Framework will be based on the policy studies. The Ministry has an action plan 2009 – 2013 and annual financial plans with activities, but not comprehensive Annual Operational Plans.	Partly complied
2	GA Schedule 4 para 6	The Recipient shall cause MOLVT to ensure that, not later than 12 months after the Effective Date, an initial baseline survey in accordance with the Project's Design and Monitoring Framework is conducted and a detailed implementation plan for monitoring performance results throughout the Project is submitted to ADB.	M&E framework submitted to ADB on 15 February 2011; revised QA-M&E submitted on 2 May 2011. Weighted physical accomplishment matrix has been finalized and the physical accomplishment till end of September has been completed Revised guidelines and responsibilities of QA-M&E Committee have been finalized subject to DGTJET approval. Quality Management Handbook has been developed and is subject to further discussion. Consultant recruitment for baseline survey was advertised in middle of March; EOIs received on 20 April; the 1 st submission was completed; the technical and financial proposal from the 1 st ranked firm was received on 3 October. The firm is expected to be awarded the contract by the end of November	Partly complied
3	GA Schedule 4 para 9	The Recipient shall ensure that financial and operational support is provided for VSTP after Project support is completed in each province.	VSTP financial procedure and monitoring workshop was conducted on 16-17 March 2011 and financial guidelines have been finalized. Revised VSTP financial management manual has been produced. This can be further improved from lessons learnt from the next two phases and can be used even after project support is completed. MoLVT proposes using existing National Training Fund (NTF) to continue support VSTP after project completion.	Not Due; as the 1 st phase of VSTP is being implemented 30% of Phase 1 completed; phase two should start by early next year

No	Reference in the Grant Agreement	Covenants	Current Status	Compliance
4	GA Schedule 4 para 10	The Recipient shall ensure that officers in relevant positions and with appropriate technical expertise and necessary language skills are selected for regional training and study tours. With the support of the Project consultants, the Recipient shall undertake capacity development for NTB, MoLVT, Project Beneficiary Institutions, and the PTBs.	<p>Candidates have been nominated by the institutions for regional training (there is no provision for international training)</p> <p>Three national workshops on (i) annual plan, (ii) Inception Report and (iii) Strategic Planning, Leadership and TVET Management have been conducted.</p> <p>An additional 26 capacity building workshops related to the 3 project outputs have been organized : (i) 4 workshops related to planning, leadership, policy issues; (ii) 9 workshops related to skill standards development, including 4 validation workshops by industrial experts and 1 consultation workshop by IAG; (iii) 1 workshop on VSTP; (iv) 2 workshops related to teacher training and pedagogy; (v) 8 workshops on CAMINFO/DEVINFO, ICT, LMIS; and (v) 5 workshops on various other topics</p>	Partly complied
5	GA Schedule 4 para 11	By the end of the first year of Project implementation, the Recipient shall ensure that an industry advisory group for each targeted industry sector is established.	The Industrial Advisory Groups (IAGs) have been nominated by the National Centers for Competence (NCCs); IAGs have been established.	Complied
Environment				
6	GA Schedule 4 para 13	The Recipient shall cause MoLVT to ensure that design, construction and operation of the PTCs and RTCs shall be done in accordance with the Recipient's laws and regulations and ADB's <i>Environment Policy</i> (2002), including the requirements for environmental assessment (if any). All Works contracts shall contain standard requirements for environmental impact mitigation.	<p>All construction projects are comparatively small and will all be built on Ministry owned land; these construction works do not have adverse environmental repercussions; the designs and operations will comply with existing laws and regulations.</p> <p>The bid evaluation reports for 2 new PTCs have been completed and are ready to be submitted to ADB for approval; there has been delay in submission due to land ownership issue with regard to Mondolkiri land.</p> <p>The detailed drawings for 5 RTCs are underway.</p>	<p>Being complied</p> <p><i>(throughout project period)</i></p>
Financial				
7	GA Article III, Section 3.01	The Recipient shall cause the proceeds of the Grant to be applied to the financing of expenditures on the Project in accordance with the provisions of the Grant Agreement.	The proceeds of the Grant have and will be applied in accordance with Grant agreement.	<p>Being complied</p> <p><i>(throughout project period)</i></p>
8	GA Article III, Section 3.02	The Goods, Works, consulting services and other items of expenditure to be financed out of the proceeds of the Grant and the allocation of amounts of the Grant among different categories of such Goods, Works, consulting services and other items of expenditure shall be in accordance with the provisions of Schedule 2 to the Grant Agreement, as such Schedule may be amended from time to time by agreement between the Recipient and ADB.	All categories of Good, Works and Consultant Services and other items of expenditure are in accordance with the provisions of schedule 2 to the Grant Agreement.	<p>Being complied</p> <p><i>(throughout project period)</i></p>

No	Reference in the Grant Agreement	Covenants	Current Status	Compliance
9	GA Article III, Section 3.03	Except as ADB may otherwise agree, all Goods, Works and consulting services to be financed out of the proceeds of the Grant shall be procured in accordance with the provisions of Schedule 3 to the Grant Agreement.	All Goods, Works and consulting services to be financed out of the proceeds of the Grant have and will be procured in accordance with the provisions of Schedule 3 to the Grant Agreement.	Being complied <i>(throughout project period)</i>
10	GA Article III, Section 3.04	Withdrawals from the Grant Account in respect of Goods, Works and consulting services shall be made only on account of expenditures relating to (a) Goods which are produced in and supplied from and Works and consulting services which are supplied from such member countries of ADB as shall have been specified by ADB from time to time as eligible sources for procurement; and (b) Goods, Works and consulting services which meet such other eligibility requirements as shall have been specified by ADB from time to time.	Withdrawals from the Grant Account in respect of Goods, Works and consulting services have shall conform to eligible sources of procurement.	Being complied <i>(throughout project period)</i>
11	GA Article IV, Section 4.02 (a)	The Recipient shall (i) maintain, or cause to be maintained, separate accounts for the Project; (ii) have such accounts and related financial statements audited annually, in accordance with appropriate auditing standards consistently applied, by independent auditors whose qualifications, experience and terms of reference are acceptable to ADB; (iii) furnish to ADB, as soon as available but in any event not later than 6 months after the end of each related fiscal year, certified copies of such audited accounts and financial statements and the report of the auditors relating thereto (including the auditors' opinion on the use of the Grant proceeds and compliance with the financial covenants of the Grant Agreement as well as on the use of the procedures for imprest accounts/statement of expenditures), all in the English language; and (iv) furnish to ADB such other information concerning such accounts and financial statements and the audit there of as ADB shall from time to time reasonably request.	The accounts and financial statements are being maintained as per stipulations. The audit for FY 2010 and 2011 will be undertaken together, for which ADB has already given its approval.	Being complied <i>(throughout project period)</i>
12	GA Article IV, Section 4.02 (b)	The Recipient shall enable ADB, upon ADB's request, to discuss the Recipient's financial statements for the Project and its financial affairs related to the Project from time to time with the auditors appointed by the Recipient pursuant to Section 4.02 (a) here above, and shall authorize and require any representative of such auditors to participate in any such discussions requested by ADB, provided that any such discussion shall be conducted only in the presence of an authorized officer of the Recipient unless the Recipient shall otherwise agree.	The project shall accommodate ADB's request, whenever it is made related to financial statements and audit reports.	No request from ADB as yet
13	GA Article IV, Section 4.03	The Recipient shall enable ADB's representatives to inspect the Project, the goods financed out of the proceeds of the Grant, and any relevant records and documents.	The project shall accommodate ADB's request with regard to the inspection of goods procured under the project, whenever it is made.	No request from ADB as yet

No	Reference in the Grant Agreement	Covenants	Current Status	Compliance
14	GA Schedule 2 para 4	Except as ADB may otherwise agree, the Grant proceeds for financing Goods, Works, consulting services and other items shall be disbursed in accordance with the Loan Disbursement Handbook.	The Grant proceeds are being disbursed in accordance with Loan Disbursement Handbook.	Being complied <i>(throughout project period)</i>
15	GA Schedule 2 para 5 (a)	<p>Except as ADB may otherwise agree, the Recipient shall</p> <p>(i) establish, immediately after the Effective Date, an imprest account at the National Bank of Cambodia, and</p> <p>(ii) cause MoLVT to establish, immediately after the Effective Date, an SGIA at a commercial bank acceptable to ADB.</p> <p>The imprest accounts shall be established, managed, replenished and liquidated in accordance with the Loan Disbursement Handbook and detailed arrangements agreed upon between the Recipient and ADB. The currency of the imprest accounts shall be Dollars. The amount to be deposited into the imprest account shall be equivalent to the estimated expenditure to be financed through the imprest account for the next 6 months of Project implementation, but in any event shall not exceed two million Dollars (\$2,000,000). The amount to be deposited from the imprest account into the SGIA shall be equivalent to the initial deposit into the imprest account. Each transfer from the imprest account to the SGIA shall take place within 2 weeks of deposit into the imprest account.</p>	<p>The imprest account in the National Bank of Cambodia and SGIA account in ACLEDA Bank have already been established and are already operational.</p> <p>The Imprest accounts are being managed, replenished and liquidated as per ADB's Handbook and as agreed between ADB and Recipient.</p>	<p>Complied</p> <p>Being complied <i>(throughout project period)</i></p>
16	GA Schedule 2 para 5 (b)	The statement of expenditures procedure may be used for reimbursement of eligible expenditures for any individual payment not exceeding \$100,000, and to liquidate advances provided into the imprest account in accordance with the Loan Disbursement Handbook and detailed arrangements agreed upon between the Recipient and ADB.	The SOE procedure is being used for eligible payments.	Being complied <i>(throughout project period)</i>
17	GA Schedule 2 para 5 (c)	Funds for VSTP shall be transferred directly from the SGIA to the bank accounts of the 24 VSTP implementing institutions, each of which shall be authorized to make payments and reimbursements agreed under the VSTP and provided under the VSTP Financial Handbook. The statement of expenditure procedure shall not be used by the VSTP implementing institutions, and all supporting documents including evidence of expenditures shall be retained by the PCU.	The budget for 209 communes in 7 provinces of 1 st phase VSTP was approved by NTB on 27 December 2010, and subsequently approved by ADB amounting to \$1,209,274. First advance of \$225,000 was transferred to the provincial accounts. The accounts are being replenished regularly and the records are being kept as stipulated.	Being complied <i>(throughout VSTP implementation period)</i>
18	GA Schedule 2 para 6	Notwithstanding any other provision of the Grant Agreement, no deposit shall be made from the Grant Account into the imprest account until the SGIA has been established.	This has been complied with.	Complied

No	Reference in the Grant Agreement	Covenants	Current Status	Compliance
19	GA Schedule 2 para 7	Notwithstanding any other provision of the Grant Agreement, the Recipient shall ensure that no withdrawal shall be made from the SGIA if a misprocurement has occurred or other procurement action by MoLVT, the PCU or a Project Beneficiary Institution has been identified as irregular until such misprocurement or other irregularity has been corrected by the PCU to the satisfaction of the Recipient and ADB.	No such misprocurement issue has arisen and will not arise in future as well as the PCU will comply with all the existing financial regulations.	Not due
20	GA Schedule 3 para 1	All Goods, Works and consulting services to be financed out of the proceeds of the Grant shall be subject to and governed by the Procurement Guidelines, and the Consulting Guidelines, respectively.	This is an ongoing process and is and will be complied.	Being complied <i>(throughout project period)</i>
21	GA Schedule 4 para 15	The Recipient shall ensure that the implementation arrangements and funds flow mechanisms agreed between the Recipient and ADB shall remain the same throughout the Project implementation period and shall not be affected by the Recipient's decentralization and deconcentration processes.	The implementation arrangement and funds flow mechanisms shall remain the same throughout the project period.	Being complied <i>(throughout project period)</i>
22	GA Schedule 4 para 16	Without limitation to the overall application of Section 4.02 of the Grant Agreement, the Recipient shall cause MoLVT to ensure that (a) audit of the Project account by an independent auditor acceptable to ADB is timely undertaken using international accounting and auditing standards; (b) consolidated audit reports are submitted to ADB within 6 months of the close of the Recipient's fiscal year; and (c) the audit opinion includes: (i) an assessment of the adequacy of accounting and internal control systems regarding Project expenditures and transactions to ensure safe custody of Project-financed assets; (ii) a determination as to whether the Recipient, MOLVT, and all Project Beneficiary Institutions have maintained adequate documentation for all financial transactions, specifically including the statement of expenditure and imprest account procedures; and (iii) confirmation of compliance with the Project financial management system and ADB's requirements for Project management.	The audit is not due yet, but when it is due, the stipulations shall be complied with.	Not due
23	GA Schedule 4 para 17	The Recipient shall cause MoLVT to require each Project Beneficiary Institution to keep separate accounts and evidence of expenditures (the Project-related accounts) and to submit these for review to the PCU quarterly and annually. The Recipient shall cause MoLVT to ensure that the PCU: (a) reviews and retains supporting documents including evidence of expenditures; and (b) undertakes spot checks on the Project-related accounts at Project Beneficiary Institutions through semi-annual audits of accounts and records. In cases where financial or other irregularities have occurred in relation to project funds, the PCU may suspend project supported activities at the institution involved until the case is resolved to the satisfaction of the PCU. Matters of funds recovery shall be determined on the advice of the PCU in collaboration with ADB.	This is being complied with.	Being complied <i>(throughout project period)</i>
Social				

No	Reference in the Grant Agreement	Covenants	Current Status	Compliance
24	GA Schedule 4 para 4	The Recipient shall ensure that construction of the new PTCs and RTCs shall be on the sites identified and agreed between MoLVT and ADB. The Recipient shall ensure that these sites are not changed. In the event that land acquisition and resettlement is required for any activities funded under the Project, the Recipient shall ensure that land acquisition and resettlement is carried out in accordance with ADB's <i>Involuntary Resettlement Policy</i> (1995).	The location of new construction in the 2 new PTCs and 5 RTCs have been agreed, master plans for all 7 sites have been completed; construction of 2 new PTCs will commence soon as the bid evaluation report has been completed; there is no resettlement issue. However during the last month and half, there has been a complaint with regard to Modulkiri province. There does not seem to be any legal basis for this complaint. Hopefully, this will be resolved soon so that the construction can start soon. The detailed drawings for 5 RTCs are in process; the bidding for the 5 RTCs is expected to start in November 2011.	Being complied <i>(throughout construction period)</i>
25	GA Schedule 4 para 7	The Recipient shall cause MoLVT to ensure that all civil works undertaken, including the construction of multi-story buildings, comply with relevant building and safety standards.	This will be complied with. The designs for 2 new PTCs have been completed and do comply with safety standards. The detailed designing of the 5 RTCs will also comply with the safety standards.	Being complied <i>(throughout construction period)</i>
26	GA Schedule 4 para 8	The Recipient shall cause MoLVT to ensure that the necessary funding and expertise shall be in place so that newly constructed PTCs and upgraded RTCs, as well as all equipment and machinery obtained under the Project, are maintained in accordance with sound maintenance practices.	This will be complied with.	Not due.
27	GA Schedule 4 para 12	The Recipient shall cause MOLVT to ensure that the Project shall be carried out in accordance with ADB's <i>Policy on Gender and Development</i> (1998) and ADB's <i>Policy on Indigenous Peoples</i> (1998), and that the Gender and Ethnic Minorities Analysis and Action Plan agreed for the Project between the Recipient and ADB is fully implemented, including specifically that: (a) at least 50% of the recipients of training under VSTP and at least 50% of enrollments in each PTC are women; (b) women comprise at least 30% of newly hired teaching and administrative staff at each RTC and the two new PTCs; (c) women comprise at least 50% of enrollments in business and ICT at each RTC; (d) at least 30% of teaching staff in ICT and business shall be women; (e) at least 25% of the members in each advisory group shall be women; (f) at least 25% of NTB, PTB and senior MOLVT officials, and at least 50% of senior DGTNET and Project Beneficiary Institutions staff, selected as regional study tour participants are women; (g) at least 30% of provincial Labor and Vocational Training Department staff selected for regional training are women; and (h) at least 40% of enrollments at the newly constructed PTC in Mondulkiri are ethnic minorities.	In 1 st phase VSTP, the women constitute more than 50% of the trainees. The gender and ethnic policy will be adhered to with regard to the other targets.	Being complied <i>(throughout project period)</i>

No	Reference in the Grant Agreement	Covenants	Current Status	Compliance
28	GA Schedule 4 para 14	The Recipient shall ensure that the construction contractors: (a) provide timely payment of wages and safe working conditions to all workers and are monitored by the PCU; (b) promote women's employment, where appropriate; (c) pay equal wages to men and women employees for the same kind of work; (d) do not employ child labor as required by the relevant laws and regulations of the Recipient; (e) maximize the employment of local poor people who meet the job and efficiency requirements for construction and maintenance of the Project facilities; and (f) include specific provisions to give effect to this clause in the Works contracts and strictly monitor its compliance.	This shall be complied with.	Not due
Others				
29	GA Schedule 3 para 3	The methods of procurement are subject to, among other things, the detailed arrangements and threshold values set forth in the Procurement Plan. The Recipient may only modify the methods of procurement or threshold values with the prior agreement of ADB, and modifications must be set out in updates to the Procurement Plan.	The procurement plan has been finalized; the procurement undertaken so far comply with ADB's stipulation on thresholds; future procurement shall also comply with the stipulations.	Being complied (throughout project period)
30	GA Schedule 3 para 4	The Recipient and ADB shall ensure that, prior to the commencement of any procurement activity under national competitive bidding, the Recipient's national competitive bidding procedures are consistent with the Procurement Guidelines. Any modifications or clarifications to such procedures agreed between the Recipient and ADB shall be set out in the Procurement Plan. Any subsequent change to the agreed modifications and clarifications shall become effective only after written approval of such change by the Recipient and ADB.	So far, six bidding documents for national shopping of goods and one bidding document for national competitive bidding of vehicles have been submitted for ADB's review and approval. One NCB document for civil works has also been approved by ADB. All bidding shall comply with the Procurements Guidelines and Procurement Plan, which will be amended from time to time as required.	Not due
31	GA Schedule 3 para 5	The Recipient shall not award any Works contract financed under the Grant until it shall have confirmed that no land acquisition or resettlement is required at the relevant Project site.	All construction works will be on MoLVT owned property and as such there is no land acquisition and resettlement issue.	Being complied (throughout construction period)
32	GA Schedule 3 paras 6 and 7	Except as ADB may otherwise agree, the Recipient shall apply quality- and cost-based selection for selecting and engaging consulting services. The Recipient may apply Consultant's Qualification Selection (CQS) for selecting and engaging the following consulting services, in accordance with, among other things, the procedures set forth in the Procurement Plan: (i) conducting policy studies on the development and financing of the TVET sector; (ii) conducting baseline, midterm and final Project evaluations; and (iii) providing out-of-country training and study tours. The Recipient shall recruit individual consultants as needed in accordance with procedures set forth in the Procurement Plan.	QCBS was applied for selection of the main consulting contract. CQS is being used for selection of consulting firms for baseline survey and regional training and will also be used for the policy studies.	Complied Being complied (throughout project period)
33	GA Schedule 3 para 8 (a)	The Recipient shall ensure that all Goods and Works procured (including without limitation all computer hardware, software and systems, whether separately procured or incorporated within other goods and services procured) do not violate or infringe any industrial property or intellectual property right or claim of any third party.	This is and will be complied with.	Being complied (throughout project period)

No	Reference in the Grant Agreement	Covenants	Current Status	Compliance
34	GA Schedule 3 para 8 (b)	The Recipient shall ensure that all contracts for the procurement of Goods and Works contain appropriate representations, warranties and, if appropriate, indemnities from the contractor or supplier with respect to the matters referred to in subparagraph (a) of this paragraph.	This is and will be complied with.	Being complied (throughout project period)
35	GA Schedule 3 para 9	The Recipient shall ensure that all ADB-financed contracts with consultants contain appropriate representations, warranties and, if appropriate, indemnities from the consultants to ensure that the consulting services provided do not violate or infringe any industrial property or intellectual property right or claim of any third party.	This is and will be complied with.	Being complied (throughout project period)
36	GA Schedule 3 para 10	All contracts procured under international competitive bidding procedures, the first two sets of bidding documents for Goods and Works contracted through national competitive bidding procedures, the first contract for Goods and Works procured through Shopping, and all contracts for consulting services shall be subject to prior review by ADB, unless otherwise agreed between the Recipient and ADB and set forth in the Procurement Plan.	The procurement of consulting services was reviewed by ADB at all critical stages; 6 sets of national shopping of goods have been reviewed by ADB; 1 NCB document for vehicles has also been reviewed by ADB; 1 NCB document for civil works has also been reviewed. All bidding documents in future will be as per the already approved bidding documents.	Being complied (throughout project period)
37	GA Schedule 4 para 1	MoLVT shall be the Project Executing Agency for the Project responsible for the overall implementation and coordination of the Project. The Secretary of State, MOLVT shall be the Project director, and shall oversee Project implementation.	This has been complied with.	Complied
38	GA Schedule 4 para 2	DGTVET shall be the implementing agency, and shall establish a PCU within it. The PCU shall be headed by a project coordinator (the Director General, DGTVET), who shall be responsible for day-to-day Project implementation, planning and budgeting, procurement, disbursement, monitoring, supervising, overseeing of implementation in the training institutions, and submitting required reports to the Recipient and ADB. The Project coordinator shall be supported by an executive administrative officer. The PCU shall have at least 15 staff members, including specialists in procurement, finance, monitoring, and reporting, and administrative staff. Technical specialists from each department of DGTVET shall support the implementation of the Project's technical programs. PCU activities shall be assisted by an international finance consultant, an international and national M&E consultant, and a national consultant in civil works and procurement.	This has been complied with.	Complied
39	GA Schedule 4 para 3	The NTB shall act as the Project Steering Committee. The NTB is chaired by a Deputy Prime Minister and includes senior representatives of all ministries involved in economic development and training, and private sector membership. It shall provide guidance to the Project on general policy and strategic directions, and ensure coordination with the concerned ministries and institutions.	This has been complied with.	Complied

No	Reference in the Grant Agreement	Covenants	Current Status	Compliance
40	GA Schedule 4 para 18	The Recipient shall cause MOLVT to ensure that the PCU prepares and submits to ADB and DGTJET quarterly reports on the status and progress in Project implementation, and use of funds in Project implementation, within 1 month of the completion of each quarter. The reports shall be in a format acceptable to ADB and indicate: (a) progress made against established targets; (b) status of performance against stated indicators; (c) financial and procurement-related information; (d) problems encountered and remedial actions taken; (e) compliance with Grant covenants; and (f) proposed program of activities for the following quarter. The Recipient shall ensure that within 3 months following the physical completion of the Project, MOLVT shall prepare and submit to ADB a Project completion report in the agreed format.	Inception Report and 1 st and 2 nd Quarterly 2011 Reports have been submitted. The 3 rd Quarterly 2011 report will be submitted by the middle of October 2011.	Being complied <i>(throughout project period)</i>
41	GA Schedule 4 para 19	During Project implementation, the Recipient shall apply, and cause MOLVT and DGTJET to apply, ADB's Anticorruption Policy, it being understood that ADB reserves the right to investigate directly, or through its agents, any possible corrupt, fraudulent, collusive or coercive practices relating to the Project. To support these efforts, the Recipient shall ensure that (a) MoLVT includes in the bidding documents for the Project, and in all contracts financed by ADB in connection with the Project, the provisions specifying the right of ADB to audit and examine the records and accounts of MoLVT, the PCU, Project Beneficiary Institutions and all contractors, suppliers, consultants and other service providers as they relate to the Project; (b) periodic inspections of the contractors' activities related to fund withdrawals and settlements under the Project are carried out; and (c) the Project auditors have the right to conduct random or spot audits for contract implementation activities under the Project. The cost of this auditing shall be borne by the Project. The Recipient shall ensure that MOLVT complies with all provisions of the Good Governance Framework agreed to with ADB for the Project in a timely manner.	The project is complying with all the requirements so that the procedures and implementation are transparent and accountable.	Being complied <i>(throughout project period)</i>
42	GA Schedule 4 para 20	Within 12 months of the Effective Date, the Recipient shall cause MoLVT to create a Project webpage linked to the MoLVT and/or NTB website to disclose information about various matters on the Project, including procurement. Information on the list of participating bidders, name of the winning bidder, basic details on bidding procedures adopted, amount of contract awarded, and the list of Goods, Works and services procured shall be disclosed on the Project webpage.	STVET project website is established and operational, and has a lot of information related to project activities; the website is regularly updated. Procurement details will be uploaded and regularly updated. The website can be reviewed at www.ntb.gov.kh/stvet/	Being complied <i>(throughout project period)</i>

No	Reference in the Grant Agreement	Covenants	Current Status	Compliance
43	GA Schedule 4 para 21	Within 12 months of the Effective Date, the Recipient shall cause MoLVT to ensure that there is a grievance redress mechanism at the PCU, RTCs and PTCs to review and address stakeholder grievances and reports on misuse of funds and other irregularities in relation to the Project, any of the service providers, or any person responsible for carrying out the Project and shall ensure that the existence of this mechanism is publicized. The Recipient shall also ensure that the existence of ADB's Office of Anticorruption and Integrity, which investigates allegations of fraud, corruption and abuse in ADB-financed projects, is widely publicized within Project Beneficiary Institutions and MoLVT.	The grievance redress mechanism is incorporated in all bidding documents and a grievance mechanism has also been uploaded in the website.	Being complied (throughout project period)
44	GA Schedule 4 para 22	The Recipient shall cause MOLVT to ensure that a comprehensive and gender-disaggregated project management and evaluation system shall be designed for the Project. The PPMS shall be operated throughout Project implementation to: (a) examine the Project's technical performance; (b) evaluate delivery of Project facilities; (c) assess achievement of the Project's objectives; and (d) measure the Project's social, economic, financial, and institutional impacts. The PCU shall be responsible for carrying out PPMS activities. The PCU shall establish a PPMS baseline based on surveys to be conducted in the first year of Project implementation. Annual PPMS reports shall be prepared by the PCU and submitted to ADB.	The selection of consulting firm to undertake baseline survey is ongoing; the firm is expected to start the baseline survey before the end of 2011. A detailed project monitoring framework and weighted physical accomplishment matrix have been established. The weightage matrix has been applied to assess the performance till the end of September 2011. Annual performance reports will be submitted by the PCU to ADB.	Being complied (throughout project period)
45	GA Schedule 4 para 23	The Recipient and ADB shall jointly review the Project's progress and MoLVT's use of funds at least twice a year. The Recipient and ADB shall jointly undertake a midterm review shortly after the PCU's submission of the third annual report. The midterm review shall focus on overall project strategy and achievements, which may require adjustments of targets and processes and reallocation of resources. Specifically, the midterm review shall (a) review the Project scope, design, implementation arrangements, institutional development, and capacity building; (b) assess Project implementation against projections and performance indicators; (c) review compliance with Grant covenants; (d) identify critical issues, problems, and constraints; and (e) recommend changes in Project design or implementation. The Recipient shall ensure that 1 month before the review, the PCU shall submit to ADB a comprehensive report on each of these issues.	7-11 June 2010 Inception Mission; 11-18 November 2010 : 8-13 May 2011 and 29 Sep – 7 October 2011 Review Missions have been completed	Being complied (throughout project period)

KEY OBSERVATIONS/ ISSUES AND RECOMMENDATIONS RELATED TO GENDER

1) **Output 2: Non –Formal and VSTP:** Field visit was undertaken in Takeo – one of the 7 provinces where the program was rolled out with support of STVET.

Gender stereo-typing in training provision and limited range of occupations in which women receive training: Women are clustered in traditional female areas: (i) In enterprise based training: sewing, weaving, wedding outfitting; (ii) community based training: chicken/pig raising, vegetable gardening, etc. There are two issues related to this:

(i) saturation of market demand related to the same types of skills and related products and an increasing probability of the failure of trainings provided to meet the end goal of increasing women's employability and income earning potential and lifting them out of poverty.

(ii) a lack of effort to expand poor women's skills to increase their employment options that meet the commune level labour market needs such as in telephone repair, TV repair, carpentry, tourism/hospitality, etc. This perpetuates cultural stereotypes regarding what women can learn and do amongst communities and women themselves who self select into traditional marginal occupations. This also affects local enterprises and employers' perceptions regarding women's occupations which affect their recruitment practices.

Linkage with Employment Opportunities: The enterprise and center based trainings are very commune focused. There has been a lack of comprehensive assessment of the variety of industries and corresponding range of skills and employment opportunities for local populations. The Community Development Specialists (CDSs) were clueless about this. This suggests that the industry profiling component of TENA was not used to support the development of the annual commune training plan and link industry needs for skills with commune level training.

More Effective Monitoring Required: The trainings are very input oriented – the CDSs are focused on providing support and monitoring the trainees during training courses. No support or follow up is provided to see if the training and skills provided have achieved the aim of the output or outcome. In Takeo, there were 8 CDS assigned to a total of 38 communes. This means that 2 CDSs need to cover around 9 communes in a month. A total of 200 beneficiaries or trainees are trained under community, center and enterprise based trainings in each commune (a total approx. 1800 trainees for 9 communes). This also suggests that the burden of work on the CDSs is very high. The CDSs monitor trainees under enterprise based trainings twice a month and are at the 5 day community based training. No follow up has been undertaken of the trainees under the community based training component. The CDSs could not clearly say how many trainees they followed up on last month.

Female CDS should be increased and provided adequate support: As per NTTI, at present there are 1562 teacher trainees, of which 302 are women. In Takeo, the female CDS was assigned to remote communes and highlighted difficulties related to travel, sharing just one motorbike with a male colleague, security and familial barriers related to traveling to remote locations. When asked why the woman CDS was assigned to remote communes, it was gleaned that assignments were made through a lottery! However, the practice of pairing the CDSs to monitor was highlighted as a good strategy to support the mobility of women CDSs.

Recommendations:

Key actions discussed with the NTTI Director and PTC Director and CDSs, Takeo include the following:

- Process of the formulating the Annual Commune Training Plan needs to include a **comprehensive assessment of provincial industries, enterprises and markets** for products within the commune as well as the province and beyond. Data should be available through the TNA enterprise profiling, the commune, district and provincial development and investments plans and provincial industry data. Analyses to be undertaken of the assessment and commune skill development plans are to be

developed which ensure provision of training through community, enterprises and PTCs to cover the range of skills required. CDS are to be supported to undertake this assessment through training and on-the-job support and guidance by PTCs, as much as possible.

- Ensure that **technical level of training** provided to women in traditionally female occupations meet labour market needs. For example, many women are provided with enterprise based training on sewing and weaving. These trainings could be supplemented by a few days centre or enterprise based training on fashion and design (provided by PTCs) and marketable designs for weaving for silk and garment markets.
- At present **business start up and management training** is provided to the trainees. These include a 5-day training for 4-6 months' for center and enterprise based trainees. And, a one day training for 5 day community based trainees. It is recommended that the 5-day training should include as its output a business start-up and development plan for the women trainees. It is further recommended that women trainees are supported with registration and provided information on government service providers, credit institutions, etc. These should be included as part of a standardized training package. It is also recommended to set up support networks for the women trainees with local women entrepreneurs to ensure ongoing guidance and support as well as peer exchange.
- **Information on markets:** This seems to be lacking or very weak. The CDSs and relevant commune personnel need to be trained on supporting women trainees with relevant market information. This could also be supported through the support networks, as suggested above.
- A GAP intervention includes **training of all management staff on gender issues**, while the development of this is underway, it would be beneficial to the current VSTP process to ensure that the PTC Directors and the Commune Chiefs of the first and second phase and other relevant staff are provided briefing on gender issues to facilitate and ensure that women's needs and interests are adequately integrated within the ongoing VSTP process. The Project gender specialists can undertake this training with support from VSTP consultants and the provincial gender focal points, wherever available.
- **Training programs for the CDSs to include:**
 - o A sensitivity module on gender.
 - o Training to identify training needs and programs for female trainees will ensure that women are briefed on the range of opportunities available within the commune, nearby communes, districts and in the province. Efforts will be made to break the occupational segregation and expand women's skill development in locally lucrative occupations. It was also suggested to use examples of women working in a range of occupations and female role models, such as PTC Directors, Female Civil engineering lecturer and Deputy Director of NTTI, etc.
 - o Training to include modules on developing industry linkages, on identifying and following up with local industries for apprenticeships and employment of women, eg. in shoe-making, silk and garment factories, small furniture-making/ carpentry, etc.
 - o Guidance and a clear mechanism for monitoring as well as follow up needs to be developed to ensure support to trainees to use their skills to start business, obtain employment, etc.
 - o Institution of an in-service refresher training for CDSs – to come together to discuss issues and refresh their understanding and skills to be undertaken by NTTI
- **Roll out of phase 2 VSTP with 7 new provinces:** It is suggested that prior to the roll out of this phase, the CDSs are trained and supported to carry out the comprehensive assessment of industries and markets and match these with communes skill development needs. If it is not possible to halt the process until the development of the CDS training materials, it is suggested that VSTP development team together with Project gender specialist provide briefings to the relevant PTCs, VSTP coordinator

and CDSs on appropriate methodology and on the integration of gender issues. The gender specialists (both international and national) could mentor and support the processes in some of the communes.

A plan needs to be developed to train the existing CDSs of the 7 provinces (of phase 1) on the revised VSTP TNA framework. It is assumed that the CDSs for the consecutive phases will be provided training through the PTCs.

Increasing the number of Women CDSs: Discussion with the NTTI Director highlighted that activities are undertaken to increase enrollment of students in teacher training and other courses. However, that the numbers of women were always low because of perceptions related to the TVET courses amongst the public. It was suggested to publicize opportunities for women's employment as CDSs as part of the outreach/ information activities.

2) Output 1: Formal Programs are more Industry Relevant:

Updates:

- Skills standards have been developed for Mechanics and Construction study programs. Gender Specialist mainstreamed gender issues in modules related to occupational safety and procedures, communication and participation in workplace meetings, code of conduct and standards to prevent workplace harassment and grievance mechanism etc.
- Dormitory construction: Construction of dormitories for women was a gender action plan output. As this component is scrapped from the project due to insufficient funds, the Gender Action Plan will be adapted accordingly.
- The Gender Action Plan includes some repetitions. It has been adapted accordingly with adequate justification. (See attached appendix).

3) Implementation arrangements: It is suggested that the International and National Gender Specialists work directly with relevant counterparts responsible for the various outputs, and not be limited to the three currently assigned counterparts whose job tasks are not directly related to any of the project outputs. This would be an effective strategy for building sustainable capacity within the relevant government units.

4) General:

- It is recommended and has been discussed with the Project International Gender Specialist that she will with support from Project Team leader and relevant government counterparts develop a strategy for:
- Increasing female teachers and students in the project sectors both formal and non-formal: these will include a review and recommendations on : social and equity policies of RTCs, PTCs and NTTI, career guidance and outreach programs, development of curricula, gender sensitive recruitment, staff development and management procedures, other issues as relevant, etc.

5) A National Gender Specialist should be recruited immediately to facilitate the implementation of the gender action plan. The International Gender Specialist should be available to provide inputs during strategy formulation and capacity building phases of the project as well to supervise monitoring of the gender actions.

6) A six-month work plan for the International and National Gender Specialist is attached.

GENDER AND ETHNIC MINORITIES ANALYSIS AND ACTION PLAN

1. This gender and ethnic minorities analysis and action plan (GEMAP) is based on social analysis and stakeholder consultations and highlights specific actions that will be implemented and monitored during implementation. The elements have been integrated into the project design, and indicators are included in the design and monitoring framework. The GEMAP was prepared in accordance with the *Policy on Gender and Development* (1998) and *Policy on Indigenous Peoples* (1998) of the Asian Development Bank's (ADB).

A. Background

2. Cambodia has made progress in improving gender equity and equality. The importance of gender equity is reflected in National Strategic Development Plan (NSDP), 2006–2010. In 1999 the Ministry of Women's Affairs launched its first 5-year strategy, *Neary Rattanak* (Women are Precious Gems). This was followed by *Neary Rattanak II* (2004-2008), and *Neary Rattanak III* which will be finalized in 2009. Gender mainstreaming action groups have been established in most technical ministries since 2004, including the Ministry of Education, Youth and Sport (MOEYS), chaired by a secretary or undersecretary of state. The gender mainstreaming strategic plan in education was updated in 2007 for the period 2006–2010 to increase women's participation in the management and delivery of educational services at all levels, and to create positive social attitudes toward girls' education and gender equality. MOEYS is currently preparing a gender mainstreaming policy for education. The gender mainstreaming action plan for the labor and vocational training sectors 2008–2010 was developed in January 2008 and is currently being implemented.

B. Gender and Ethnic Issues in Technical Vocational Education and Training (TVET)

3. Because of the growing mandate for an educated and skilled workforce, vocational and technical training, workforce training outside the classroom, and nonformal basic education are increasing in importance. In the past, girls have been minority participants in these programs. Despite improvements in education outcomes in recent years, there continue to be significant sociocultural and economic obstacles to girls' education in Cambodia. Although enrollment rates for girls and boys are similar at the primary school level, significant disparities exist at the secondary level and girls' enrollments are lower across all income and school levels. There is also significant gender stereotyping at the TVET level. Female TVET enrollments are low compared with those of men and trainees are concentrated in traditionally female-dominated occupational areas. This is due to a number of factors, including the concentration of women in traditional female occupations and the lack of TVET training opportunities beyond traditional female skill areas. The global economic crisis is likely to exacerbate these problems given its significant impact on sectors which employ disproportionate numbers of women in Cambodia.

4. Most of the indigenous ethnic minorities in Cambodia live in the four northeastern provinces of Ratanakiri (where they represent 66% of the population), Mondulakiri (71%), Stung Treng (7%), and Kratie (8%). Overall, ethnic minorities represent 1% of the country's population. One of the new PTCs will be built in Mondulakiri.

C. Legal Framework and Regulations

5. Promotion of gender equality is one of the nine Cambodian Millennium Development Goals to be achieved by 2015. This goal focuses on the elimination of gender disparities in basic education, elimination of gender disparities in wage employment in all sectors, increased representation of women in decision making and public administration, and elimination of all forms of violence against women. The Government's Rectangular Strategy for Growth states that the Government will implement a systematic policy aimed at establishing skills training networks for the poor, linked to employment assistance, especially for young people and new graduates in response to labor market needs. Government and MOEYS policy is to enable and facilitate a strongly demand-side approach to TVET and youth skills training through strong public-private partnership. MOEYS will effectively coordinate with the Ministry of Labor and Vocational Training (MOLVT) in the implementation of policies and programs. Strategies for TVET were developed in 1999, which encouraged private sector participation in providing a large range of programs and activities.

6. The NSDP includes the creation of decent work in both formal and informal sectors, the creation of vocational training networks for both men and women in the workforce, the establishment of a labor force database system with data disaggregated by sex, a guarantee of better working conditions for the labor force, especially women workers inside and outside the country, addressing wage differentials between men and women and the enforcement of the Labor Law and Social Security Law. The MOLVT 5-year strategic plan, 2006–2010 focuses on four areas: (i) job creation, (ii) guarantee of better working conditions, (iii) promoting the enforcement of the law on social security, and (iv) capacity development of TVET skills for Cambodians.

Table A12: Gender and Ethnic Action Plan

Project Output	Actions Proposed	Remarks/Adapted Action
Output 1: Formal Programs are More Industry Relevant		
1.1. Upgrade five PTCs to RTCs	<p>Ensure that women comprise at least 30% of newly hired teaching and administrative staff at each upgraded RTC</p> <p>Ensure that women comprise at least 50% of enrollments in business and ICT at each newly upgraded RTC</p> <p>Construct separate hostels for women as well as boundary walls in the five RTCs to encourage greater female participation and retention</p> <p>Construction of separate latrine, washing and changing facilities for women – in separate locations from those for men.</p> <p>MOLVT to ensure that at least 50 scholarships per year (out of 300 Government scholarships per year) are provided for women to undertake training in mechanics, construction and business and ICT. Make efforts to encourage more female applicants in mechanics and construction, where women are not currently enrolled. Applicants from ethnic minority groups will be encouraged.</p> <p>Ensure that newly upgraded RTCs' planning processes include provisions for ethnic and gender equity and development</p> <p>Review training programs to identify key reasons for why female enrollment and retention is low and recommend ways to increase the number of female applicants.</p> <p>Develop strategies to increase female and ethnic minority enrollments in the upgraded RTCs, specifically in mechanics and construction where current enrollments are zero.</p>	These actions are scrapped due to insufficient funds
1.2. Develop skills-standards based training modules and train teachers	<p>MOLVT will try to get at least 30% of assessors for each industry to be female.</p> <p>Review of existing PTC and RTC curriculum will consider access and quality issues from a gender and ethnic minority perspective.</p> <p>New PTC and RTC curriculum and learning materials will be developed free of gender and ethnic bias (i.e., promote females and ethnic minorities in positive roles, especially in sectors where they are under-represented).</p> <p>If necessary, specific modules will be developed to help teachers interact with female and ethnic minority students (i.e., sensitivity training)</p> <p>At least one of the two lead teachers in business and ICT sent for technical training at a regional training institute will be women</p> <p>At least one of the two NTTI teacher trainers sent for training at a regional training institute will be women</p> <p>At least 12.5% of NTTI subject specialists trained will be women (industry-specific).</p> <p>At least 30% of PTC and RTC teaching staff in business and ICT who receive training will be women.</p> <p>MOLVT will provide opportunities to female teachers in the other two industries, if qualified women express interest during implementation.</p> <p>Existing female teachers will have access to training programs for the new standards</p>	
1.3. Increase industry involvement in	<p>At least 25% of the members in each industry advisory group will be women.</p> <p>Review standards, curriculum and training development from a gender and ethnic</p>	

Project Output	Actions Proposed	Remarks/Adapted Action
development and implementation of training programs	minority perspective. Include gender- and ethnic-minority specific recommendations in all reviews and assessments.	
1.4 Strengthen NTTI for system upgrading	At least 25% of industry advisory group members will be women. Review standards, curriculum and training development from a gender and ethnic minority perspective. Include gender- and ethnic-minority specific recommendations in all reviews and assessments.	The actions are repetitions of the above as a result of wrong formatting The following action was intended: Ensure that women make up at least 25% of NTTI staff trained
Output 2: Expanded and Better Quality Non-Formal Training		
2.1. Establish, construct and equip new PTCs in Preah Vihear and Mondulkiri	Ensure that women comprise at least 30% of teaching and administrative staff at each of the newly constructed PTCs in Mondulkiri and Preah Vihear Ensure that ethnic minorities comprise at least 20% of teaching and administrative staff at the newly constructed PTC in Mondulkiri Develop strategies to increase female and ethnic minority enrollments in the newly constructed PTCs. Ensure that ethnic minorities comprise at least 40% of enrollments at the newly constructed PTC in Mondulkiri Ensure that women make up at least 50% of enrollments in each PTC Ensure that latrine and washing facilities are in separate locations for men and women	
2.2 Extend VSTP to all provinces	Ensure that at least 50% of the recipients of training under the expanded VSTP are women (total is 210,000)	
2.3. Develop PTC directors	Females and ethnic minorities will be encouraged to participate in the management of VSTP (e.g., apprenticeships, community outreach, career guidance). Female PTC directors will play a key role in the training and mentoring strategy for other PTC directors. A strategy will be developed during implementation in coordination with the PCU and the gender working group in MOLVT.	
2.4. Upgrade skills-standards based training in PTCs	Ensure that skill standards, instructional materials and training programs are sensitive to gender and ethnicity and free of gender and ethnic minority bias Mentoring and compliance visits by NTTI technical staff and DGT VET will include a review of the number of female PTC instructors trained	
2.5. Increase accessibility to structured skills training	New courses (including curricula and standards) will include mechanisms to attract greater numbers of female and ethnic minority students. Workable strategies to allow standards to progress from nonformal to mid-level formal programs will incorporate the obstacles faced by female and ethnic minority students in accessing formal programs.	
Output 3: Strengthened Institutional Capacity to Plan and Manage TVET		
3.1. Strengthen management capacity at training institutions, provincial training boards and DGT VET	Ensure that all female mid-level DGT VET officers are selected for regional training Ensure 30% of provincial MOLVT staff selected for regional training are women Ensure that 50% of senior DGT VET and polytechnic participants in regional study tours are women	
3.2. Improve TVET information systems including	Develop and incorporate gender and, where relevant, ethnicity disaggregated indicators, including those related to TVET outcomes, efficiency and effectiveness, in the VETMIS and LMIS	

Project Output	Actions Proposed	Remarks/Adapted Action
VETMIS and LMIS	Ensure women will have access to VETMIS training	
3.3 Strengthen capacity of DGTVET as Secretariat of NTB	Ensure that at least 25% of NTB, PTB and senior officials selected as regional study tour participants are women	
3.4 Develop NVQF and skills standards	Ensure that the NVQF is gender-sensitive and free of gender bias	
3.5. Develop and implement career information systems	Develop career guidance materials targeted to females Conduct outreach activities to encourage females to take up training in non-traditional areas Provide gender and ethnic minority sensitivity training to selected staff for career advice	

DGTVET = Directorate General of Technical and Vocational Education and Training; LMIS = labor management market information system; MOEYS = Ministry of Education, Youth and Sport; NQF = national qualifications framework; NTB = National Training Board; NTTI = National Technical Training Institute; NVQF = national vocational qualifications framework; PTB = provincial training board; PTC = provincial training center; RTC = regional training center; TVET = technical and vocational education and training; VETMIS = vocational education and training management information system; VSTP = Voucher Skills Training Program.

Source: Asian Development Bank.

D. Implementation Arrangements

7. Implementation arrangements and estimated costs of the GEMAP have been integrated into the overall arrangements and total project budget. The project coordination unit (PCU) will include a staff member with responsibility for overseeing gender activities and monitoring the GEMAP. The national gender and social development specialist consultant will conduct gender and ethnicity awareness training as required, will support the establishment of gender- and, where relevant, ethnicity-disaggregated indicators for project performance monitoring and evaluation, and will coordinate with other specialists during project preparation and implementation. The national gender and social development specialist will also prepare a study highlighting efforts to promote gender balance and ethnic balance within the project, including highlighting successful programs and their impact on gender and ethnic balance within TVET.

8. The PCU will incorporate GEMAP monitoring in its quarterly progress reports to ADB. The PCU will invite the Ministry of Women's Affairs to send representatives to attend meetings. The monitoring and evaluation consultants will mainstream gender actions into their activities (e.g., disaggregate performance indicators and progress information by sex in reports, develop an monitoring and evaluation system that can accommodate gender and ethnicity disaggregated data, conduct baseline surveys with male and female recipients and ethnic minorities, and train male and female staff and members of ethnic minorities).

9. This GEMAP is based on social analysis and stakeholder consultations and highlights specific actions that will be implemented and monitored during implementation. Its elements have been integrated into the project design, and indicators on gender and ethnic minorities are included in the design and monitoring framework. The GEMAP was prepared in accordance with ADB's *Policy on Gender and Development*.

**KINGDOM OF CAMBODIA
NATION RELIGION KING**

**MINISTRY OF LABOUR AND VOCATIONAL TRAINING
PROJECT CO-ORDINATION UNIT (PCU)**

TO

H.E SECRETARY OF STATE AND STVET PROJECT DIRECTOR

Objective: Observation Mission Report on Mondulkiri Land for the proposed Construction of a New PTC

Reference: PCU Mission Order no. 156 ក្រសួងស្រូវ និង រុក្ខាប្រមាញ់ លេខ ១៥៦ ចុះថ្ងៃទី ២១ ខែ កញ្ញា ឆ្នាំ ២០១១ on 21 September 2011

PCU Mission Order no. 157 ក្រសួងស្រូវ និង រុក្ខាប្រមាញ់ លេខ ១៥៧ ចុះថ្ងៃទី ២១ ខែ កញ្ញា ឆ្នាំ ២០១១ on 21 September 2011

PCU Mission Order no. 59 ក្រសួងស្រូវ និង រុក្ខាប្រមាញ់ លេខ ៥៩ ចុះថ្ងៃទី ២១ ខែ កញ្ញា ឆ្នាំ ២០១១ on 21 September 2011

In accordance to the PCU Mission Order, we are pleased and honored to report to H.E Secretary of State and STVET Project Director that between 22-24 September 2011, the TVET Department Officers and National STVET Consultant undertook a mission to Mondulkiri Province with the *“aim to verify the allocation of land for the construction of a new PTC.”* The team met with the Provincial Governor, Local Authorities and Provincial Line Departments at the provincial meeting hall.

1. The Discussions during The meeting:

- H.E Deputy Provincial Governor welcomed those participating in the meeting and clarified that the land provided by the Provincial authority along with Order letter is for the construction of the new PTC. The clarification of the provincial authority is consistent with the Order letter to provide 1 hectare to the Provincial Department of Labour and Vocational Training (PoLVT) to construct a new PTC, and the provincial authority guarantees that it will solve any issue in accordance to the law.
- Provincial Director of PoLVT Department made a report and summary on the history of the allocated land, the issues that have arisen, and the actions of the department in coordination with the land authority and line departments to speed up the resolution on the land issue according to the regulations and to obtain the land title as soon as possible.
- The Sen Monorom City Governor also explained that the land was initially provincial reserve land, which was provided to the provincial department, which did not have its own land for the construction of the PTC. The land is also under the supervision of the Monorom water-fall resort community for conservation and, therefore, people are not allowed to build their houses or to use the land. The Provincial authority has issued an Order letter to provide this land to PoLVT for construction of the new PTC.
- The Sangkat council representative also informed the meeting that the Sangkat till now has never provided any certification letter or recognized any other owner, because this land is in provincial reserve land and no one has been living on this location since 1960 and after Victory on Genocide (end of Khmer Rouge regime) in 1979.

- The Chief of Office of Land Management, Urban Planning and Construction of Sen Monorom City, certified that based on Article 09 of Sub-decree No. 80, the first step in the process of registration of land ownership is to publicly announce that anyone who wishes to claim or object to the establishment of the land boundary must do so within 14 days. Article 13 of Sub-decree No. 47 states that following establishment of the land measurements, the Construction working group of Office of Land Management, Urban Planning, conducts the identification and mapping of the land, and publicly post the applicant's name for 30 days. The Provincial Department of Labour and Vocational Training has already applied for land registration. Article 84, of the law on land management, states that any conflict of any property will be investigated by established procedure.
- The Deputy Director of Land Management, Urban Planning and Construction Provincial Department, stated that he has lived in the province since 1960 and returned after Victory on Genocide (end of Khmer Rouge regime) in 1979 and asserted that the land for this PTC construction is provincial land reserve and no people have lived there or cultivated the land.

2. The Results of the Meeting:

- Approval to issue letter of clarification on the land for PTC construction by provincial authority.
- Approval to push the provincial land dispute committee to solve the land title issue as soon as possible
- Push on the land ownership registration for PTC construction as soon as possible

After the meeting, the representatives visited the site to verify the area against the measurements as stated in the provincial order. The Committee also confirmed that the area bulldozed is the correct land area size as in the order letter. (Refer to attachment)

We submit this report and information in accordance to the Instructions of H.E Secretary of State.

Submitted with the Highest regards to H.E Secretary of State.

Phnom Penh, Date 29 September 2011

1. Mr. Hing Sideth.....
2. Mr. Rath Sophak
3. Mr. Chhuor Vises

**Kingdom of Cambodia
Nation Religion King**

**Report on
Visit to Construction Site for Mondulkiri Provincial Training Center**

On 22 September 2011 at 5:30 PM, a delegation led by H.E Deputy Provincial Governor went to examine the construction site for Mondulkiri Provincial Training Center, which is located in Chrey Sen village, Sangkat Monorum, Sen Monorum city, Mondulkiri province.

Result of the examination of the site is as follows:

- The land, which has been bulldozed, is within the area as given in the instructions in the provincial order.
- There was a public announcement of claim of land ownership registration on the construction site put out by city hall.
- There were boundary benchmarks as indicated in the plan and registration.
- North and east boundaries are facing reserved land of the province, south and west boundaries are facing the main and laterite road (which is being asphalted).
- There were no evidence of any plantation within the land or around the boundary.
- The zinc shed, which was on the land, was disassembled and is available in the city hall to be handed over the person who built the shed and has verbally claimed the property
- None of the persons who have claimed the land were present.
- The overall bulldozed land, which is bigger than the actual land area, was bulldozed by city hall to make boundary for other provincial reserved land.
- A provincial committee will set out the boundary posts once the provincial land dispute committee has resolved this issue.

Sen Monorum City September 22, 2011
For construction site examination committee

Acting Provincial Governor

SVAY SAM EANG

**Kingdom of Cambodia
Nation Religion King**

**Minutes of Meeting in Provincial Hall
With Regard to Construction Site in Monduliri Provincial Training Center**

On 22 September 2011 at 3:00 PM, at Monduliri Provincial Hall, a meeting, chaired by H.E SVAY SAM EANG, Deputy Provincial Governor was held with regard to the construction site for Monduliri Provincial Training Center.

Meeting attendees:

- 1- Ministry of Labour and Vocational Training
 - a. Mr. Hing Sideth - Deputy Director of D.TVETM and procurement officer of STVET project
 - b. Mr. Rath Sophak – National Civil Works and Procurement consultant
 - c. Mr. Chhou Vises - Head of Administration Office of D.TVETM and PCU engineer of STVET project
- 2- Provincial Department of Labour and Vocational Training
 - a. Mr. Noy Sron - Director of Provincial Department
 - b. Mr. Vann Pheary - Deputy Director of Provincial Department
 - c. Mr. In Dory - Head of Finance of Provincial Department
 - d. Mr. Kor Kim An - Official of Vocational Training Center
- 3- Provincial Cabinet of Governor:
 - a. Mr. Dim Ny - Chief of Administration of Provincial Cabinet
- 4- Sen Monorum City
 - a. Mr. Peng Sambath - Sen Monorum City Mayor
- 5- Sangkat Monorum
 - a. Ms. Sok Sothearith - Member of Sangkat Monorum Council
- 6- Land Management Urban Planning and Construction Office:
 - a. Mr. Ngam Pheng – Deputy Director of Provincial Department of Land Management, Urban Planning and Construction
 - b. Mr. Yim Vanna – Head of office of Sen Monorum City Land Management, Urban Planning and Construction

H.E Svay Sam Eang, Deputy Provincial Governor welcomed delegates from the Ministry and all participants. He stated that Mondoliri province was happy to receive ADB grant for building the provincial training center through STVET project. One hectare of land was allocated for building the PTC with recognition from village, Sangkat and city. After the allocated land was transferred to PoLVT, it was noted that there were three persons seeking claims on the property without any legal or official documents. The province agreed in allocating one hectare of land for building the PTC as mentioned in provincial order. If anyone objects to this order and tries to illegally grab the state land, the province will ensure that the property belong to PTC/PoLVT and will resolve the issue through legal procedure.

The Director of Provincial Department of Labour and Vocational Training welcomed all participants to the meeting, briefed the meeting of what has happened and explained his commitment in

resolving the issue with related authorities in order to have the land title document in hand as soon as possible.

Mr. Hing Sideth Deputy Director of D.TVETM briefed the meeting that the purpose of STVET PCU visit is to push for resolution of the land issue and obtain land title document as soon as possible. In 2009, there was a meeting between a delegation of international consultants and officials from Ministry of Labour and Vocational Training with H.E Provincial Governor on the land for construction of provincial training center.

At that time, H.E Provincial Governor agreed to allocate one hectare of state land to PoLVT for building the new PTC. A delegation of international consultants and officials from Ministry of Labour and Vocational Training went to examine the allocated land and observed that the land is forest land without any house nor cultivation. However, recently three people have claimed to own the land and have expressed their claim through CTN television. Furthermore, these persons sent an email to the Cambodia ADB Resident Mission, resulting in ADB seeking detailed clarification on ownership of the land. On behalf of MoLVT, the Project Coordination Unit of STVET proposed to H.E Deputy Governor, as chairperson of the meeting, to brief and report to H.E. Governor, about the purpose of the meeting, and request all the related departments to work together to urgently solve the problem, and specifically to provide the land title for this construction project as soon as possible based on law and procedure.

Mr. Rath Sophak, the civil work and procurement national consultant of STVET, said that the new PTC construction has been delayed due to the ownership claim. He noted that ADB policy stated that no construction can be undertaken if there is land or resettlement issue. If there is such a problem, the issue should be resolved as soon as possible. After this, Mr. Rath Sophak read out the questions which have been prepared to clarify the land issue so that the construction of the PTC can proceed.

H.E Svay Som leng, Deputy Provincial Governor, said that the actual land will be set out by a Provincial Land Management committee, comprising of representatives from community, Sangkat, City, and Land Management office. The Provincial Government has encouraged the authorities to process and issue land titles for both government and private land. The PoLVT has submitted request for registration and Land Title, which is subjected to 15 days period for counterclaims or objections.

Madame Sok Sothearith, a member of Sangkat Monorom Council, stated that the land allocated for the PTC construction has never been provided to anybody until now, because this land is reserved for Provincial use and no body has lived there since King Norodom Sihanoukh regime (1960s). Also, the community and sangkat authority has never certified issuance of any land ownership certificate of the provincial land reserve to anyone.

Mr. Peng Sambath, the City Governor of Sen Monorom City, certified that this land falls under community protected Monorom Water Fall Resort land, and the provincial authority has allocated some parts of the land to provincial departments and some of provincial organizations which do not have land for constructing their offices. In accordance with this, Provincial authority has issued the order to provide the land ownership to Labour and Vocational Provincial Department for PTC construction.

Mr. Yim Vanna, Chief of Office of Land Management, Urban Planning and Construction of Sen Monorom City, explained that Article 09 of Sub-decree No. 80, specifies that in proposing the registration of land ownership, the first step is to publicly announce that any person who wants to claim to the establishment of the land boundary should do so within 14 days. He also stated that Article 13 of Sub-decree No. 47 specifies that, after establishing land area, the working group of Office of Land Management, Urban Planning and Construction conducts the identification and mapping of the land, list the land ownership's name, and post this in public within 30 days. The Provincial Department for Labour and Vocational Training has already proposed and applied for

land registration. According to the law on land management, Article 84 states that any conflict of any property will be investigated by established procedures.

Mr. Gnagn Pheng, Deputy Director of Provincial Department for Land Management, Urban Planning and Construction, said that the land for this PTC construction is provincial land reserve and no people had lived there or cultivated any crop on this land.

H.E Svay Sam leng mentioned that this land area is provincial reserved land and assured that this (1 hectare) land area has been provided to the Provincial Department of Labour and Vocational Training in Mondolkiri for PTC construction.

❖ **Results of Meeting:**

- Approval to issue the proposed letter of clarification on the land for PTC construction by provincial authority.
- Approval to push the provincial land dispute committee to solve the problem of the land for PTC construction as soon as possible.
- Expedite the land ownership registration of PTC as soon as possible

The meeting finished around 5:30 pm on the same date in a cordial and friendly atmosphere.

Seen and approved

Chair of Meeting

Svay Sam leng
Deputy Provincial Governor

Meeting Taker

Noy Sron
Director, PoLVT

**Kingdom of Cambodia
National Religion King**

**Sen Monorom City Hall
Sangkat Sen Monorom**

Sangkat Chief

To

Head of Labour and Vocational Provincial Department at Mondolkiri

Objective: About reporting of posting information action to the public

Ref: Announcement Nr. 378/011 SCN/MKH on 12 September, 2011 of Sen Monorom City Hall,
Mondolkiri Province.

As mentioned above with respect to the objective and reference, I would like to report to the head of provincial department that, after getting the above announcement from Provincial Hall, Sangkat Sen Monorom has ordered the Chief of Chrey Sen community in Sangkat Monorom to post the information in the main public areas (especially at PTC site and in the houses of the people, who are involved with the land issue, to get an acknowledgement from 13 -30 September 2011, almost 20 days, and during the period of announcement, we do not get any claim at our Sangkat Sen Monorom at all.

Therefore, I would like to request acknowledgement of this report from the head of provincial department.

Yours Sincerely,

Chief of Sangkat Monorom

Prak Sear

Seen and respect to **H.E Minister of MoLVT (for information}**

Mondulkiri, 30 September, 2011

Chief of Provincial Department Head

Noy Sron

**Kingdome of Cambodia
Nation Religion King**

**Ministry of Interior
Provincial Governor Mondulkiri**

No.145 LS/MK

Mondulkiri, Date 23rd September 2011

Mondulkiri Provincial Governor

Respect to

H.E. Minister of the Ministry of Labour and Vocational Training

Subject: Clarification of land with reference to previous provincial order related to 1 hectare of land that Provincial Governor of Mondulkiri offered to the Department of Labour and Vocational Training for constructing the provincial training center.

Reference:

-Provincial order number 012 DK/MK dated 17th August 2009 from the Provincial Governor about 1 hectare land provided to the Provincial Department of Labor and Vocational training to construct the provincial training center.

- Minutes of meeting dated 15th July 2010 related to transfer of movable and immovable property by inter-ministry committee to Ministry of Labor and Vocational Training.

- Request letter dated 5th September 2011 by the Department of Labour and Vocational Training in Mondulkiri for registration of land title, reference 103 KB/MK.

- Minutes of activities dated 30th August 2011 of provincial committee supervising the bulldozing of the land.

- Minutes of meeting dated 22nd September 2011 between representatives from MoLVT and Provincial authority.

Regarding to the subject and reference above, I would like to inform H.E. Minister that 1 hectare (100 meters x 100 meters) from provincial reserved land has been provided to the Provincial Department of Labour and Vocational Training by provincial order for the construction of provincial training center under the Ministry of Labour and Vocational Training financed though grant from Asian Development Bank (ADB).

With regard to above, on behalf of provincial local authority, I would like to clarify that this 1 hectare of land belongs to Government, and this land has been provided by the provincial authority to the Provincial Department of Labor and Vocational Training for construction of the Provincial Training Center in Modulkiri; and this land is not related to any private ownership.

H.E. Minister please receive my high respects.

Svay Sam-Eang

Actg. Provincial Governor

**Kingdome of Cambodia
Nation Religion King**

**Ministry of Labor and Vocational Training
Mondolkiri
No: 111 KB/MK Mondulkiri,**

Date 23rd September 2011

Director, Provincial Department of Labor and Vocational Training

Respect to

H.E. Minister of the Ministry of Labour and Vocational Training

Subject: Reporting about management of land for Provincial Training Center in Mondulkiri province.

Reference: Provincial Order number 012 DK/MK dated 17th August 2009 offering land (100 m x 100 m) to the Provincial Department of Labor and Vocational Training for construction of the provincial training center in Mondulkiri.

With regard to the above subject and reference, I have a great honor to report to H.E. Minister as follows:

1. The land is provincial reserved land for provincial development, and is located in an area where there is former residence of the king and Sen Monorom water fall resort, with a total size of 108 hectares of land, and the map of this property has been posted since 1993 by Sangkat Monorom around the area and forbids people to use this for living. For 16 years no one lived in the area, but in 2010 and 2011 some people constructed a shed and farming illegally on the reserved land of the Government. The Department and Provincial authority requested them not to use this reserved land.
2. After the Provincial Department received the provincial order, the provincial department has applied to the Office of Land Management, Sen Monorom City, to receive land title. The Office of Land Management asked to wait until they receive the delegated power from the Ministry of Land Management. Before, all applications for land titles are sent to Phnom Penh but the Provincial Office was waiting to get the delegated power.
3. In 2010 and 2011, Pa Chanthy (female) and Meng Lim (male) have illegally cultivated and build a shed on this state land, belonging to the Provincial Department of Labour and Vocational Training. The Provincial Department forbade them many times and complained to the sangkat and city land dispute committee to solve this problem. The committee investigated and asked the claimants to furnish supporting legal documents, but they do not have any legal documents except for one paper of buying and selling, but not certified by village, commune or city (this paper is attached with this report).

- On 29th - 30th August 2011, Provincial Department coordinated with Sen Monorom city authority to clear the land. During that time, two police officers, holding the ranks of Major and Lieutenant Colonel, came to the site and stated that this land belongs to the claimants mentioned above (their photos are attached).

4. On 2nd September 2011, Provincial Department has applied for land title with agreement with the approval of Sangkat Monorom authority.
5. On 5th September 2011, Provincial Department requested the provincial authority to expedite the land title process in the Provincial Department of Land Management. Since

that date, the city office has publicly advertised for 23 days from 12th September 2011 to 4th October 2011 that this land is in the process of registration. After this, the process of verification of land area will be followed by issue of land title.

With regard to the report above, H.E. Minister, please receive the information as given in this report.

H.E. Minister, please accept my highest respects.

Noy Sroon

Provincial Director of PoLVT

Ministry of Interior
Mondolkiri Provincial Office
No. 012 ជំរក់/មគ្គី

Kingdom of Cambodia
Nation Religion King

ORDER on
Providing 01 Hectare of Land to Provincial Department of Labour and Vocational Training for
Construction of Mondulkiri Provincial Training Center

Mondolkiri Provincial Governor

- Having seen the Royal Decree No. នស៊/រក្ខត 0509/545 dated 26 June 2009 on the Appointment of Mondulkiri Provincial Governor
- Having seen Prakas No. 031 រ្យុ.ក្តី dated 15 February 1994 of Ministry of Interior on rights and municipal and provincial administration structure
- Letter No. 149/09 dated 17 August 2009 of Provincial Department of Labour and Vocational Training
- Provincial Governor needs

Hereby Decides

Article 1: Provide a plot of land sized 100 meters x 100 meters with UTM coordinates: 735315-1376923, 735442-1376937, 735302-1376799, 735435-1376803 located in Chhrey Sen village, Sangkat Monorom, Sen Monorom city, Mondolkiri province to Provincial Department of Labour and Vocational Training for construction of Mondolkiri Provincial Training Center.

Article 2: Provincial Department of Labour and Vocational Training must properly manage this land and register this in state asset inventory.

Article 3: Provincial cabinet chief, Provincial Department of Labour and Vocational Training, Sen Monorom city governor, Sangkat Monorom chief must effectively implement this order from the date of signature.

Sen Monorom, 13 August 2009

Provincial Governor

(signed and sealed)

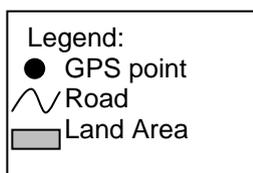
CHAN YOEUN

Copied to :

- Ministry of Interior
- As mentioned in article 3
- Documentation-Chronologies

**Kingdom of Cambodia
Nation Religion King**

Map showing land area belonging to Provincial Training Center of Provincial Department of Labour and Vocational Training, total area 1.25 hectares, located in Chhrey Sen village, Sangkat Monorom, Sen Monorom city, Mondolkiri province. This is attachment to order No. 012 ជំពូក/មតិ ៧ dated 17 August 2009 of Mondolkiri Provincial Governor.



Participants

- 1- Mr. Noy Srun (signed)
- 2- Mr. Malang Chorn (signed)
- 3- Mr. Chom Sory (signed)
- 4- Mr. In Dory (signed)

Measured by Land Management Office of
Sen Monorom City

No. 69/09
Having seen and forwarded to Sen
Monorom City Governor for
examination and decision.

21 August 2009
Sangkat Monorom Chief

(signed and sealed)

CHIM CHAN

(signed)
YIM VANNA

No. 57/09
Having seen and forwarded to H.E
Provincial Governor for examination
and decision.

21 August 2009
For Sen Monorom City Governor

Deputy City Governor

(signed and sealed)

YOU SREYPOV

No. 658 អនុញ្ញាត
Having seen and agreed.

25 August 2009

Provincial Governor

(signed and sealed)

CHAN YOEUN

**Kingdome of Cambodia
Nation Religion King**

Provincial Hall Preah Vihear

No.070 LP/KR

Preah Vihear, Date 5th October 2011

Provincial Governor

Respect to

H.E. Minister of the Ministry of Labour and Vocational Training

Subject: About Management and Legal Ownership of land area size 7,798 m² belonging to Preah Vihear Provincial Authority.

Reference: Letter number 1272 CNLP dated 24th August 2009 issued by Preah Vihear Provincial Authority.

Regarding to the subject and reference above, I would like to inform H.E. Minister that, based on the need to develop and construct Preah Vihear Provincial Vocational Training Center financed by ADB grant, the Provincial Authority has decided to provide 7,798 m² of land, managed and legally owned by Provincial Authority, to the Ministry of Labour and Vocational for project implementation. We also certify that this land has been registered in the provincial property inventory and is under the process of land title registration and the land title will be given soon.

H.E. Minister please receive this information.

H.E. Minister please receive my high respects.

Provincial Governor

Um Mara

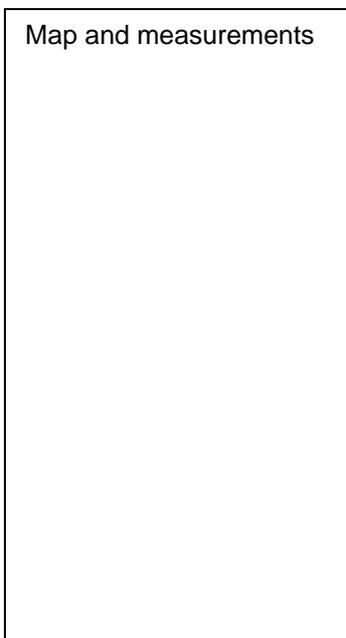
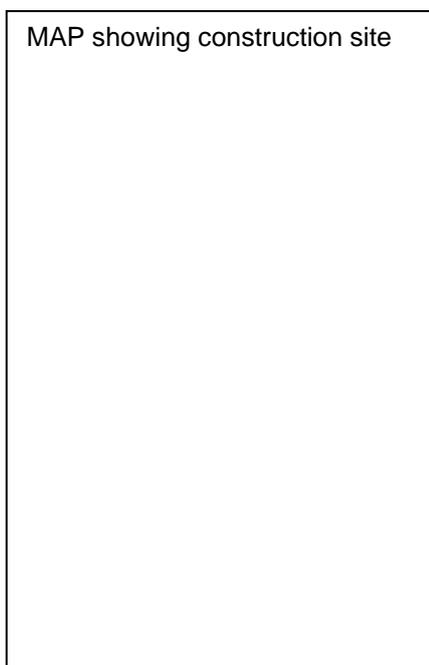
(Signed and Sealed)

Preah Vihear Provincial Office
Provincial Governor

**Kingdom of Cambodia
Nation Religion King**

**Map showing land belonging to Preah Vihear Provincial Office provided to Ministry
of Labour and Vocational Training for construction of
Preah Vihear Provincial Training Center
(Under ADB grant Project)**

Area: 7,798 square meters



No. 115/09
Preah Vihear City, 24 August 2009

For City Governor
Deputy governor

Sangkat Chief
(signed and sealed)

TOUCH VONG

No. 1272 ចំណាត់ថ្នាក់
Preah Vihear, 24 August 2009

Provincial Governor

(signed and sealed)

OUM MARA

TRAINING PROGRAMS FOR THE CDS

These should include:

- A sensitivity module on gender.
- Training to identify training needs and programs for female trainees will ensure that women are briefed on the range of opportunities available within the commune, nearby communes, districts and in the province. Efforts will be made to break the occupational segregation and expand women's skill development in locally lucrative occupations. It was also suggested to use examples of women working in a range of occupations and female role models, such as PTC Directors, Female Civil engineering lecturer and Deputy Director NTTI, etc.
- Training to include modules on developing industry linkages, on identifying and following up with local industries for apprenticeships and employment of women, eg., in shoe-making, silk and garment factories, small furniture-making/ carpentry, etc.
- Guidance and a clear mechanism for monitoring as well as follow up needs to be developed to ensure support to trainees to use their skills to start business, obtain employment, etc.
- Institution of an in-service refresher training for CDSs – to come together to discuss issues and refresh their understanding and skills.

1. **Roll out of phase 2 VSTP with 7 new provinces:** It is suggested that prior to the roll out of this phase, the CDSs are trained and supported to carry out the comprehensive assessment of industries and markets and match these with communes skill development needs. If it is not possible to halt the process until the development of the CDS training materials, it is suggested that VSTP development team together with Project gender specialist provide briefings to the relevant PTCs, VSTP coordinator and CDSs on appropriate methodology and on the integration of gender issues. The gender specialists (both international and national) could mentor and support the processes in some of the communes.

A plan needs to be developed to train the existing CDSs of the 7 provinces (of phase 1) on the new CDS curriculum. It is assumed that the CDSs for the consecutive phases will be provided training through the PTCs.

2. **Increasing the number of Women CDSs:** Discussion with the NTTI Director highlighted that activities are undertaken to increase enrollment of students in teacher training and other courses. However, that the numbers of women were always low because of perceptions related to the TVET courses amongst the public. It was suggested to publicize opportunities for women's employment as CDSs as part of the outreach/information activities.

- The Gender Action Plan includes some repetitions. It has been adapted accordingly with adequate justification. (see attached Appendix 5).

3. **Implementation arrangements:** It is suggested that the International and National Gender Specialists work directly with relevant counterparts responsible for the various outputs. This would be an effective strategy for building sustainable capacity within the relevant government units.

4. **General:** It is recommended and has been discussed with the Project International Gender Specialist that she will, with support from Project Team Leader and relevant government counterparts develop a strategy for:

- Increasing female teachers and students in the project sectors both formal and non-formal: these will include a review and recommendations on: social and equity policies of RTCs, PTCs and NTTI, career

guidance and outreach programs, development of curricula, gender sensitive recruitment, staff development and management procedures, other issues as relevant, etc.

5. National Gender Specialist should be recruited immediately to facilitate the implementation of the gender action plan. The International Gender Specialist should be available to provide inputs during strategy formulation and capacity building phases of the project as well to supervise monitoring of the gender actions.
6. A six month work plan for the International and National Gender Specialist is attached.

Strengthening Technical Vocational Educatin and Training Project (STVET)

PROJECT STATUS -September 2010
(ADB funded components only)

PHYSICAL TARGETS VS. ACCOMPLISHMENTS from Start to Setember 2010

TOTAL PROJECT ACCOMPLISHMENT to date : 19.71

COMPONENT	OUTPUT INDICATOR	Est. Cost (PAM)	Ref in PAM	Unit	Target	Wghts	AGGREGATE			Wghted value per sub-indicator	Data Input Achievement
							TOTAL Targets	DONE To date: 2011	% per indicator		
C.1 Formal Programs are more relevant to Industry		3483200				0.30				4.36	
c.1.1.1	Add skills workshop in three industry sector (mechanics, construct, business and ICT) to each RTC by 2015	1661600	1.1.1	Cost		15	15	0.00	0.00		0.00
	>Add skills workshops in the three industry sectors										
c.1.1.2	Equip new skills workshops in RTCs by 2015	900000	1.1.2	Cost		9	9	0.00	0.00		0.00
c.1.1 Upgrade five PTCs to RTCs by 2015		2561600	22.1%			22.10	2		0.00	0.00	
c.1.2.1	Appoint four Phnom Penh institutions as national centers as national centers, one for each sectors by end 2012			Institutions		4	4	4.00	1.00		4.00
c.1.2.2	Train two senior trainers in regional training programs in standards, curriculum and teaching skill in target programs by end 2010			Trainers				2	0.00	0.00	
c.1.2.3	Develop competency standards for the target programs by end 2011			Standards		11	33	11.00	0.33		11.00
	> 11 New competency standards (certificate 1, 2 &3)										
c.1.2.4	Develop and produce RTC and PTC curriculum and learning materials for the target industry sector by end 2014			Curricula			66	22.00	0.33		22.00
	> 11 competency base curriculum and learning packages (certificate 1, 2 &3)										
c.1.2.5	Equip new PTCs and RTCs by end 2014	300000	1.2.5	Cost		9	9	0.00	0.00		0.00
c.1.2.6	Train skill assessor for new standards in the target industry sectors and commence assessment by end 2012			Trainees		11	40	0.00	0.00		0.00
	> Train 20 perspective assessors from TVET			Trainees				40	0.00	0.00	
	> Train 20 perspective assessors from companies										0.00
c.1.2 Develop and introduce competency-based training modules in the target sectors by end 2012		300000	2.6%			2.60	5		1.67	0.87	
c.1.3.1	Train all teachers in the target programs, pre-service and in-service, in new curriculum by end 2014					11	66	0.00	0.00		0.00
	> 22 TVET teacher have undergone pre-service training such as DACUM, Skill standard, Competency base curriculum, development course, and learning package development course by end 2011			Trainees				66	44.00	0.67	
	> 22 TVET teacher have undergone in-service training such as competency assessment package development course, and competency assessor course by end 2011			Trainees							
c.1.3 Train trainers for standards based training in the target industry sectors by end 2014		26250	0.23%			0.230	1		0.67	0.15	
c.1.4.1	Establish three industry advisory group and ensure functioning by end 2010			AIG		11	3	3.00	1.00		3.00
c.1.4.2	Industry advisory groups to have formally endorsed competency standards that meet local industry requirement at the appropriate qualification level by end mid-2011	31500	1.4.2					11	0.00	0.00	
c.1.4 Increase industry involvement in development and implementation of training programs by end 2012		31500	0.27%			0.27	2		1.00	0.14	
c.1.5.1	Appoint three institutions in NTTI complex as national centers for trainer and community development specialist pre-service and in-service training, by end 2010			Institution			6	6.00	1.00		6.00

PHYSICAL TARGETS VS. ACCOMPLISHMENTS from Start to September 2010

PHYSICAL TARGETS VS. ACCOMPLISHMENTS from Start to September 2010					TOTAL PROJECT ACCOMPLISHMENT to date : 19.71				
COMPONENT	OUTPUT INDICATOR	Est. Cost (PAM)	Ref in PAM	Unit Target	Wghts	AGGREGATE			Data Input Achievement
						TOTAL Targets	DONE To date: 2011	% per indicator	
C.1.5.2	Train five senior trainers in regional programs in training methodologies, lifelong learning, and career guidance by end Q1, 2012	380250	1.5.2	Training		15	0.00	0.00	0.00
C.1.5.3	Develop new TVET trainer-training curriculum, including technical skills upgrading, pedagogy, microenterprise development and career guidance by end 2012 (Basic competency and Core competency)	183600	1.5.3	Curriculum		2	2.00	1.00	2.00
c.1.5	Strengthen NTTI complex for system upgrading, including enterprise-endorsed skill standards, upgraded training programs and materials, trainer training, and instructional monitoring and development, and support national implementation by end 2012	563850	4.86%		4.80	3		2.00	3.20
C. 2 Expanded and better quality non-formal training					0.48				8.70
C.2.1	Establish, construct and equip two new PTCs by end 2011	485000	2.1	Cost		22	12.00	0.55	12.00
c.2.1	Establish, construct and equip two new PTCs by end 2011	485000	9%		9.00	1		0.00	0.00
c.2.2.1	Train all PTC staff in VSTP operation by end 2013 (46 trainees include director and deputy director)	6900	2.2.1	Trainees		46	14.00	0.30	14.00
c.2.2.2	Implement new VSTP program in three phases	1246912	2.2.2			23	7.00	0.30	7.00
c.2.2	Extend VSTP to all province, including an urban pilot in Phnom Penh, and monitor outcome, by end 2015	1253812	23.5%		23.50	2		0.61	7.15
C.2.3.1	Provide continuing support to all PTCs and complete strengthening of less able PTCs through intensive coaching program by 2012 (14PTCs/RTCs by 2011 and 9PTCs by 2012)	25500	2.3.1	Training		23	7.00	0.30	7.00
c.2.3	Develop, deliver and coach PTC directors for implementation of VSTP	25500	0.5%		0.50	1		0.50	0.25
2.4a	Upgrade competency based training programs and materials, PTC trainer training and institutional monitoring and development through NTTI complex	135000	2.4			1	0.00	0.00	
C.2.4	Rehabilitate existing PTCs using a competitive selection process	572500	2.4			10	2.00	0.20	2.00
c.2.4	Rehabilitate existing PTCs using a competitive selection process	707500	13%		13.00	2		0.20	1.30
C.2.5	Implementing PTC trainer training, and institutional monitoring and development, through NTTI complex by 2015	120000	2.5			1	0.00	0.00	0.00
c.2.5	Implementing PTC trainer training, and institutional monitoring and development, through NTTI complex by 2015	120000	2%		2.00	1		0.00	0.00

PHYSICAL TARGETS VS. ACCOMPLISHMENTS from Start to September 2010

TOTAL PROJECT ACCOMPLISHMENT to date : 19.71

COMPONENT	OUTPUT INDICATOR	Est. Cost (PAM)	Ref in PAM	Unit	Target	Wghts	AGGREGATE			Wghted value per sub-indicator	Data Input Achievement
							TOTAL Targets	DONE To date: 2011	% per indicator		
C.3	Strengthened institutional capacity to plan and manage TVET	1689300				0.12				4.84	
c.3.1.1	Conduct training needs assessment for all manager in PTCs and DGTVET (110 manager inPTCS and DGTVET)						4	3.30	0.83		3.30
c.3.1.2	Train all PTC directors in institutional management	40000	3.1.1				23	23.00	1.00		23.00
c.3.1.3	Train 60 provincial officers in regional program in TVET system	40000	3.1.2				60	0.00	0.00		0.00
c.3.1.4	Complete regional study tour on TVET policy for 12 senior GTVET officers and polytechnic director (total 12) by end 2010	380250	3.1.4				12	30.00	1.00		30.00
c.3.1.5	Train 48 finance officer from PTCs (2*24 Institutions) and 6 finance officer from DGTVET in basic account by end 2011	12950	3.1.5				110	7.30	0.07		7.30
c3.1.6	Train relevant 60 DGTVET officers in program performance monitoring (particularly VSTP) by mid 2010	6750	3.1.6				62	1.00	0.02		1.00
c.3.1.7	Produce a project finance and procurement manual by mid-2010	479950	3.1.7				2	2.00	1.00		2.00
c.3.1	Strengthen management capacity at training institutions, provincial training boards and DGTVET by end 2014	959900	6.8%			6.82	7	3.91		3.81	
c.3.2.1	Improve ICT facilities in training institutions, provide offices and MoLVT by end 2010 for implementation of new information systems	232400	3.2.1				4	0.40	0.10		0.40
c.3.2.2	Improve ICT skill of personnel in training institutions, provincial office and MoLVT and implement new information systems	17000	3.2.2				330	110.00	0.33		110.00
c.3.2.3	Establish system of localized standard classification for occupations and industries compatible with NIS, ISCO, and ISIC	12000	3.2.3				2	1.80	0.90		1.80
c.3.2.4	Develop data structures, codes and terminology of relevant data to enable data collection for LMIS	12000	3.2.4				2	1.00	0.50		1.00
c.3.2.5	Develop VETMIS and capacity to operate the system by end 2013	24000	3.2.5				8	2.10	0.26		
c.3.2.6	Develop LMIS and capacity to operate the system by 2014	30000	3.2.6				6	2.50	0.42		2.50
c.3.2	Improve TVET information system include VETMIS and LMIS by 2013	327400	2.33%			2.33	6	2.51		0.98	
c.3.3.1	NTB, PTB, and senior MoLVT officers and polytechnic directors to have completed regional study tour on TVET policy review by end 2010	325000	3.3.1				4	0.00	0.00		0.00
c.3.3.2	Initiate annual NTB, TVET workshop policy reviews by mid 2011	12000	3.3.2				1	0.00	0.00		0.00
c.3.3.3	Formulate new medium-term TVET development plan, 2011-2015 and approval by NTB	12000	3.3.3				1	0.00	0.00		0.00
c.3.3.4	Complete medium-term expenditure framework, 2011-2015 for TVET and approval by NTB	12000	3.3.4				1	0.00	0.00		0.00
c.3.3.5	Complete annual TVET development plans for each year from 2010	12000	3.3.5				5	0.50	0.10		0.50
c.3.3	Strengthen capacity of DGTVET as secretariat of NTB by end 2011	373000	2.65%			2.65	5	0.10		0.05	
c.3.4.1	Train 15 DGTVET and provincial officers in regional programs in the management and sue of NVQF by end 2010	6000	3.4.1				38	0.00	0.00		0.00
c.3.4.2	Complete user manual on the management and operation of the Cambodia NVQF by 2014	6000	3.4.2				1	0.00	0.00		0.00
c.3.4	Develop NVQF by 2014	12000	0.1%			0.10	2	0.00		0.00	
c.3.5.1	Develop and implement systems for career information	6000	3.5.1				2	0.30	0.15		0.30
c.3.5.2	Launch web portal for dissemination of career information and guidance by end 2012	6000	3.5.2				1	0.00	0.00		0.00
c.3.5.3	Print Career guides and distribute to TVET institutions by end 2011	5000	3.5.3				2	0.00	0.00		0.00
C.3.5	Implement national system for career guidance by end 2012	17000	0.1%			0.10	3	0.15		0.01	

PHYSICAL TARGETS VS. ACCOMPLISHMENTS from Start to September 2010						TOTAL PROJECT ACCOMPLISHMENT to date : 19.71					
COMPONENT	OUTPUT INDICATOR	Est. Cost (PAM)	Ref in PAM	Unit	Target	Wghts	AGGREGATE			Wghted value per sub-indicator	Data Input Achievement
							TOTAL Targets	DONE To date: 2011	% per indicator		
PM. Project management and Institutionalization						0.10				1.81	
	PM4.03 Develop strategy within DGTNET to establish a system for monitoring PTCs, 31 Jan 2011	65000									
	> 3 two days workshop to establish a system monitoring PTCs with 60 participants	15000	4.03				3	3.50	1.00		3.50
	PM.4.04 Completed soil testing	7000	4.04								
	>Complete soil testing of 1st pashe of civil work at 2 news PTCs in Modulkiri and Preahvihea						2	0.00	0.00		0.00
	>Complete soil testing of 2nd pashe of civil work at 2nd phase in Batatambang, Svay Rieng, and Takeo,						3	0.00	0.00		0.00
	PM.4.05 Prepare bidding document of 2nd phase civil work contract by 31 May 2011										
	> 2nd phase civil work contract of BT, SVR, and Takeo (procurement of 5 difference packages)	300000	4.05				5	2.5	0.50		2.50
	PM.4.(Project Management	307000	4.72%				4.72	3		0.50	0.79
	PM.4.4.1 Policy directions	120000	4.4				8	0.5	0.06		0.05
	PM.4.4.2 Financialing alternatives	50000	4.4				8	0.5	0.06		0.05
	PM.4. Commission studies on	170000	2.62%				2.62	2		0.13	0.16
	PM.4.5.1 M&E procedure and strategy										
	> 3 two days workshop to establish a system of monitoring PTCs with 60 participants	150000	4.4				5	1.00	0.20		1.00
	PM.4. Establish M&E unit and M&E work plans and develop procedure and M&E strategy that is validated against design targets and	150000	2.31%				2.31	1		0.33	0.75
	PM.4.6.1 Baseline studies and evaluation studies	23000	4.6				8	5.00	0.63		5.00
	PM.4. Undertake and disseminate monitoring studies and evaluation as per design and monitoring framework including baseline, midterm, and final evaluations	23000	0.35%				0.35	1		0.33	0.11