

KINGDOM OF CAMBODIA

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MINISTRY OF AGRICULTURE, FORESTRY AND FISHERIES

FISHERIES ADMINISTRATION



**Mekong Integrated Water Resources Management Project
Phase III – Component 1**

PROJECT GUIDELINES

Guidelines for Community Fisheries demarcation, infrastructure and equipment



2018

Inland Fisheries Research and Development Institute

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**Mekong Integrated Water Resources Management Project
Phase III – Component 1**

**Guidelines for Community Fisheries
Demarcation, Infrastructure and Equipment**

*Sub-Component 1.2: Fisheries Co-Management Infrastructure
and Equipment*

March 2018

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1 Introduction and Rationale

1.1 Introduction

The purpose of this manual contains three parts: (1) to provide guidance to assist the CFIs to physically demarcate the boundaries of their fishing areas; (2) to provide guidance to the CFIs on how to procure infrastructure, equipment and services needed to implement their Management Plan; and (3) to provide a guidance to each CFI to operate and maintain infrastructure and equipment to implement their Management Plan; in the two target provinces of Stung Treng and Kratie.

The Mekong Integrated Water Resources Management Project-Phase III, with a project cost amounting to SDR10.90 million equivalents to USD 15 million financed by IDA Credit to the Royal Government of Cambodia has the objective of establishing the foundation for effective water resource and fisheries management in the Project areas in the northeast of the Recipient's territory. The project life is five years with the effective date on August 8, 2016 and closing date on June 1, 2021.

Two designated Ministries will be the implementing agencies: Ministry of Agriculture, Forestry, Fisheries (MAFF) represented by the Fisheries Administration (FiA) will be the implementing agency for Component 1; and Ministry of Water Resources Management and Meteorology (MOWRAM) represented by Cambodia National Mekong Committee (CNMC) will be the implementing agency for Component 2. Each implementing agency will have fiduciary responsibility, financial planning and decision functions.

Component 1: Fisheries and Aquatic Resources Management in Northern Cambodia (US\$11 million): The objective of this component is to improve the management of fish resources in areas of Cambodia that contribute significantly to livelihoods, food security and biodiversity, at local, national and regional levels. Component 1 is comprised of four sub-components.

1.2 Rationale

The Project Appraisal Document (PAD) includes sub-component 1.1: "Establishment of Community Fisheries Management" and sub-component 1.2: Fisheries Co-Management Infrastructure and Equipment.

Fisheries are particularly important for Cambodia. The Ministry of Agriculture, Forestry and Fisheries (MAFF) discharges its overall responsibilities for fisheries management. MAFF created the Fisheries Administration (FiA) to oversee the fisheries sector. FiA has provincial cantonment offices under the Department of Agriculture, Forestry and Fisheries (DAFF). According to FiA, inland fisheries account for about 8-10 percent of the country's GDP. About five percent of the total population is engaged in inland fisheries on a full-time basis, and about thirty percent of the population is engaged in inland fisheries in some way. Fisheries also contribute to the food security in Cambodia; freshwater fish and aquatic animals from the Mekong contribute more than two thirds of the total protein intake for the Cambodian population. However, these resources are being threatened by basin development activities including hydropower dam construction, overexploitation arising from ineffective

management and lack of alternative livelihoods; critical fish habitat degradation; and climate change.

The National Fisheries Law was promulgated in 2006. In 2012 the Government of Cambodia revoked the concession of the inland fisheries licenses to the private sector and accelerated the establishment of community-based fisheries co-management through Community Fisheries (CFi). Community fisheries co-management, where communities share management roles with the Government is commonly regarded as more effective and equitable than traditional government management.

1.2.1 Opportunities and Challenges

The M-IWRMP-Phase III is one of seven projects specified in the World Bank Group's Cambodia Country Engagement Note (FY2016-2017), and is aimed at improving service delivery and reducing vulnerability. It would support the achievement of the World Bank Group's twin goals to reduce extreme poverty and promote shared prosperity by specifically targeting poor and vulnerable households as the primary beneficiaries. Through its emphasis on building well-functioning SHGs, producer groups and agricultural cooperatives, the project would enable poor households to improve their livelihoods, address poverty, and increase welfare in their communities. The beneficiaries' vulnerability to disaster and climate risks, in particular droughts and flooding, would also be mitigated through small-scale infrastructure investments in water resources management, water and sanitation services and small-scale irrigation investments

1.2.2 Sub-Component Activities

There will be three sections to this manual:

Section 1: Demarcation of Community Fishery Boundaries

Sub-Component 1.1: Establishment of Community Fisheries Management

This would support establishment of up to seventy (70) fully-functioning CFIs in two provinces of Cambodia (Kratie and Stung Treng) where fish and other aquatic resources are highly vulnerable to overexploitation and basin development, fisheries livelihood-dependency is high, alternative livelihoods are few, and where concentrations of critical fish habitat of local and regional significance exist.

Implementation of CFI Management Plan

The Management Plan will be implemented by the CFI, with the support of the FiA and the PIT. The proposed design for monitoring programs for co-managed fisheries, and for evaluating and adapting management plans for tropical river fisheries is based on previous accepted methodologies (Halls et al., 2005, Hoggarth, 1999, Hoggarth et al., 2006).

Demarcation of Community Fisheries Boundary

The project will assist the CFIs to physically demarcate the boundaries of their fishing areas. Work plans to be prepared by the PIT will include materials to demarcate CFI boundaries and installation of signs.

A budget of USD 6,000 is allocated to each CFI for this activity.

Section 2: Infrastructure and Equipment for CFi

Sub-Component 1.2: Fisheries Co-Management Infrastructure and Equipment

This sub-component aims to build capacity among the main management actors to more effectively co-manage fish resources in the project area and to plan and implement small-scale infrastructure development.

Infrastructure and Equipment for CFi: A total budget of approximately US\$4,000 will be allocated for each CFi to procure infrastructure, equipment and services needed to implement their Management Plan. Expenditure may include offices, surveillance and communication equipment, and items and services for information dissemination. Procurement of patrol boats and monitoring and surveillance equipment will be conducted by the FiA. All other infrastructure, construction materials and services, as stated above, will be procured by the CFi through this budget allocation. Arrangements and procedures to be followed are outlined in this manual.

Table 1: Infrastructure and equipment for CFi and budget allocation

Note on the World Bank technical comment dated July 26, 2018: CFi office and physical demarcation of the CFi fishing area explained on the GISSI (Guidelines for Implementation of Small-scale Infrastructure).

Section 3: Operating and Maintenance Expenses for Infrastructure and Equipment for CFi

Sub-Component 1.2: Fisheries Co-Management Infrastructure and Equipment

This sub-component aims to build capacity among the main management actors to more effectively co-manage fish resources in the project area and to plan and implement small-scale infrastructure development.

Operating and Maintenance Expenses for Infrastructure and Equipment for CFi

A budget of USD5 \$5,000 will be allocated to each CFi to operate and maintain infrastructure, equipment and services procured under *Infrastructure and Equipment of CFi* above. Maintenance and operation of infrastructure and equipment for CFi such as offices, surveillance and communication equipment, and items and services for information dissemination.

<u>Activity</u>	<u>Activity</u>	<u>Items</u>	<u>Budget</u>	<u>Procurement</u>
1. Demarcation of Community Fisheries Boundary	2	Poles		CFi
		Sign boards		
		Sub-total	\$6,000	
2. Infrastructure and Equipment	1	CFi office	\$3,000	CFi
	3	Engine-powered Patrol boats (x2)	\$3,000	FiA
	4	Monitoring and Surveillance Equipment (water quality kits, life jackets, radio walky-talky, flashlight, binoculars, spare propellers, digital cameras, and mechanical spanner sets).	\$1,000	FiA
		Sub-total	\$7,000	
3. Operation and Maintenance	5	Office expenses, meeting expenses, fuel, engine oil and boat maintenance.	\$5,000	CFi
		Total	\$18,000	

2 Demarcation of Community Fisheries Boundary

2.1 Introduction

2.1.1 Sub-Component 1.1: Establishment of Community Fisheries Management

This would support establishment of up to seventy fully-functioning CFIs in two provinces of Cambodia (Kratie and Stung Treng) where fish and other aquatic resources are highly vulnerable to overexploitation and basin development, fisheries livelihood-dependency is high, alternative livelihoods are few, and where concentrations of critical fish habitat of local and regional significance exist.

2.1.2 Implementation of CFi Management Plan

The Management Plan will be implemented by the CFi, with the support of the FiA and the PIT. The proposed design for monitoring programs for co-managed fisheries, and for evaluating and adapting management plans for tropical river fisheries is based on previous accepted methodologies (Halls et al., 2005, Hoggarth, 1999, Hoggarth et al., 2006).

2.1.3 Demarcation of Community Fisheries Boundary

The sub-project fund will be used to finance the mapping and demarcation of boundary of CFI Fishing Area fishing. Detailed costing and work plans to be prepared by the site engineer, CFI and PFI, which include construction materials, transportation, wages for labor, installation of signs, and local information networks. A budget of \$6,000 will be allocated for each CFI (one time off) in order to complete the demarcation of the CFI fishing area with quality and timeliness. To implement this activity, 5% of the total \$6,000 (a fixed amount of \$300) will be allocated for the operating costs to individual CFI. The CFI will implement this activity over the period between three to six months.

Legal Guidance on Demarcation

The demarcation of the community fisheries boundary is an important step in the establishment of the community fisheries. In the Sub-Decree on Community Fisheries Management and the *Prakas*, the following activities are stated:

In Chapter 1 (General Provisions) of the Sub-Decree on Community Fisheries Management, it is stated:

Article 3: The boundaries of each community fishing area shall be defined by proclamation of the Minister of Agriculture, Forestry and Fisheries.

In Chapter 6 (Community Fishing Area Agreement) of the Sub-Decree on community Fisheries, it is stated:

Article 24: Community Fishing Area Agreements shall have attached:

- A 1/50,000 scale map showing the areas requested for establishment of a community fishing area with clear coordinates.

In Chapter 6 (Determination of the community fishing area) of the *Prakas* on Guidelines for Community Fisheries, it is stated:

Article 17: The delineation of boundaries and mapping of community fishing areas must involve thorough consultation in the local area of the community fisheries. A Boundary Delineation Committee (BDC) to delineate the boundary, prepare the map of the community fishing area, and resolve conflicts shall be set up and led by the central-level Fisheries Administration with the following membership:

- | | |
|---|--------------------|
| - Director of the central-level Fisheries Administration or a representative | as chairman |
| - Fisheries Cantonment Chief | as deputy chairman |
| - Relevant District Chief | as deputy chairman |
| - Chief or member of the relevant commune/sangkat council | as member |
| - Village chiefs in the relevant local communities | as members |
| - Representatives of the community fisheries committee | as members |
| - Representatives of committees of community fisheries that adjoin the community fishing area | as members |

- Owners of fishing lots that are adjacent to the community fishing area as members
- Elder fishers in the area as members

If necessary, other stakeholders can be invited to participate in delineation of boundaries. In delineating the boundaries of the community fishing area, accurate minutes must be taken that give the location of boundary posts, specifying coordinates and all relevant features.

Additional Requirements on demarcation include the provisions of the World Bank’s policy on Involuntary Resettlement, the Policy on Indigenous People. For this purpose of this project these policy requirements have been operationalized in the form of a Resettlement Policy Framework (including an Access Restriction Process Framework) as well as an Indigenous Peoples Planning Framework, both of which apply to demarcation activities financed by this project. For additional guidance on how to operationalize these requirements in the case of demarcation please see the Guidelines on Community Fisheries Development in Cambodia.

2.2 Steps of Mapping for the Demarcation of CFi Boundaries

The process of mapping the CF boundaries comprises eight steps:

1. Review existing information on fishing communities and Community Fisheries held by Community Fisheries Development Unit (CFDU) and the PIT
2. Mobilize communities’ and other stakeholders’ inputs to boundary delineation
3. Establish CFi Boundary Delineation Committee (BDC)
4. Ground truth/reading coordinates of boundary by using GPS
5. Transfer and processing of GIS data & production of draft map
6. Review and correct draft map with all stakeholders
7. Distribute draft map to all stakeholders and post the map at least 30 days in different public places where it can easily be seen
8. Endorsement of draft map by stakeholders and attachment of the map to area agreement for approval (signature of stakeholders will be on the map).

All the techniques, processes and steps which are described are based on the CFi Boundary Delineation, Technical Guideline for Community Fisheries Facilitator (FiA, FAO, 2005).

As stated in the CFi Boundary Delineation technical guidelines, “The process of mapping of the CFi boundaries, going through steps 1 to 8, does not need to be conducted “in a row”. The facilitation team may conduct steps 1, 2 and 3 in different order before continuing to the next steps.”

The CFi boundaries should not be so large as to be unmanageable, nor so small as to be ineffective. The CFi boundaries should be large enough to accommodate an ecosystem or habitat, and small enough to accommodate a management unit. The management unit may be established from a small and clearly defined geographic area or ecosystem, or from a recognized social unit (i.e. local government) and its management area.

Planning and management boundaries are usually based on specific issues or problems that are addressed later in the planning process. A planning boundary should be sufficiently inclusive to ensure that important impact generating uses and activities are included, but not so large as to dilute the program. A management boundary denotes the area within which specific regulatory, developmental or other management activities are designed to occur in order to reduce adverse impacts on resources, reduce risks of hazards or increase opportunities for optimal resource use. Planning and management boundaries should be developed and validated with community participation and input during the CFi planning step.

Table 2: Steps of Mapping for the Demarcation of CFi Boundaries

Step No. 1	<i>Review existing Information on Fishing Communities and Community Fisheries held by Community Fisheries Development Unit - CFDU/PIT</i>
Objective(s)	<ol style="list-style-type: none"> 1. All existing and relevant information about situation of fishing community and community fisheries compiled and analyzed 2. Work plan for CFi boundary delineation developed 3. Background for step 2: Mobilizing communities and stakeholders prepared
Expected results	<ul style="list-style-type: none"> ▪ Relevant GIS mapping layers, maps and any other relevant information compiled. ▪ List of relevant authorities, their addresses, contact numbers, etc. ▪ “Working maps”¹ for concerned village/CFi prepared for use with local authorities ▪ Tools for “participatory mapping”² exercises prepared for use at village level ▪ Draft workplan for boundary delineation in target areas ▪ Relevant authorities and stakeholders are invited to support CFi boundary delineation procedures
Activities	<ul style="list-style-type: none"> ▪ Compile relevant information regarding target area and use of fishing grounds [existing (participatory) maps, official fishing lot maps, official fishing lot boundaries, SEILA maps or DelTum Map ToPo 2005, official GIS layers from Department of Geography, orthophotomaps³, minutes of process of releasing areas from fishing lots at the beginning of fisheries reform and the respective Proclamations] ▪ Identify critical aquatic habitats needing protection ▪ Analyze information ▪ Prepare “working maps” to facilitate boundary information generation with local authorities ▪ Prepare tools for “participatory mapping” to use with village level stakeholders

¹ “**Working map**” is a pre-prepared map which is used to generate in visual manner information on relevant boundary related issues with target groups.

² The process of beneficiary groups drawing maps from scratch or using the aforementioned “working maps” in order to generate relevant boundary information is referred to as “**participatory mapping**”.

³ **Orthophotomaps** are maps based on aerial photos and which are geo-referenced, i.e. that from each point on the photo the exact geographical coordinates are known.

Step No. 1	<i>Review existing Information on Fishing Communities and Community Fisheries held by Community Fisheries Development Unit - CFDU/PIT</i>
	<ul style="list-style-type: none"> ▪ Develop scenarios for CFi boundaries based on analysis of existing information ▪ Prepare workplans for CFi boundary delineation [select sites, prepare invitations, logistics, DSA, etc.] ▪ Contact relevant authorities according to workplan and inform/invite them to support CFi boundary delineation activities within their jurisdiction. Invite community members as well. Ensure that villagers are informed well in advance. ▪ In the case that GIS maps have already been produced for a CFi in the past, copies of the map should be sent in advance to all relevant stakeholders and to the villages in preparation for the first meeting. In many fishing communities, NGOs, Fisheries officers have provided substantial support to CFi development and participatory maps are available and/or digital layers of CFi boundaries have been created. Providing the maps already available in advance of the meeting is meant as reconfirmation of the existing relationship.
Participants & their roles	<ul style="list-style-type: none"> ▪ CFDD/PIT: compilation and analysis of information ▪ FiA: provide official layers of fishing lot boundaries, fish sanctuaries, orthophotomaps ▪ NGOs: share information of fishing communities where they operate ▪ Department of Geography: provide official GIS layers of target area (administrative boundaries, roads, locations, etc.) ▪ SEILA and Ministry of Land Management, Urban Planning and Construction (MLMUPC): share mapping information of target area, if available ▪ Other relevant authorities: support CFi boundary delineation within their jurisdiction and competence, share relevant information and collaborate where necessary within their mandate
Materials & Tools	<ul style="list-style-type: none"> ▪ Official GIS layers ▪ Lists of relevant local and provincial authorities ▪ “Participatory mapping” tools ▪ Catalog of commune boundaries from Ministry of Interior
Time required	<ul style="list-style-type: none"> ▪ Depending on the current status of CFi organizational development. The more work already conducted the more detailed this step can be executed. Estimated time: 1-2 working days for 2-3 project staff team

Step No. 2	<i>Mobilizing Community's and other stakeholders' inputs to Boundary Delineation</i>
Objective(s)	<ol style="list-style-type: none"> 1. Boundary Delineation as requirement of SDCFM introduced 2. Area limits of local fishing grounds used by fishers and other natural resource users in target village are determined through participatory mapping and agreements on landmark points (and their names) are reached 3. Draft hand-drawn boundary area map produced
Expected results	<ul style="list-style-type: none"> ▪ The plenary of fishing community and local authorities are informed about the requirements of the CFi Sub-Decree and its Fishing Area Agreement, ▪ Different target groups at village level and local authorities generate comprehensive information about the limits of their fisheries and natural resource use areas, including conflict potentials and sharing of resources with other fishing communities, ▪ Preliminary decision on the delineation of the boundary of the community fisheries.
Activities	<ul style="list-style-type: none"> ▪ Establish rapport with fishing community and local authorities. ▪ Undertake specific stakeholder identification activities, such as stakeholder analysis, to establish the relevant stakeholders and ensure the inclusion of under-represented groups, the poor/poorest, women and ethnic minorities in the formation of the CFi stakeholder group that will be the focus of the delineation activities. ▪ Facilitate a plenary meeting in the target fishing community with local authorities. Ensure that all the stakeholder groups and representatives of all villages in the CFi are present. Present the requirements of the CFi Fishing Area Agreement as outlined in the Sub-decree on CFi Management. In the plenary, discuss the scale at which the CFi should be organized (one village, several villages, and commune). This scale might be different from the scale that the CFi has already been organized. This meeting should determine which villages should be involved in the mapping exercise (and the next plenary discussion) ▪ Several days later, again facilitate a similar plenary discussion to come up with a draft map to be discussed in the working groups (see below). In the event that there is already a draft map, present it to plenary and discuss whether it can be used for discussion in the groups or if it needs to be modified first. ▪ "Participatory mapping" tools and/or "working maps" should be used to generate boundary information. Form different separate working groups that are as much as possible homogeneous, consisting of, for example, women, poor/poorest, CFi members, members of the pagoda committee, CFC members together with the village chief and other relevant local authorities. Facilitate consultation on the draft map that was developed in the plenary to

Step No. 2	<i>Mobilizing Community's and other stakeholders' inputs to Boundary Delineation</i>
	<p>come up with proposed CFi boundaries by each working group in each of the villages in the CFi area.</p> <ul style="list-style-type: none"> ▪ Organize a plenary meeting where each village working group presents its participatory map. Each presentation should include: <ul style="list-style-type: none"> ○ Where people in each village fish in the flood and dry seasons, ○ Contentious issues or areas where conflicts have happened in the past, ○ Critical aquatic habitats, ○ Fishing grounds shared seasonally with other communities. ▪ The emerging discussion should generate proposals on how to address past conflicts and their causes (associated with different ideas with respect to boundaries). The plenary should reach agreement on: boundary of fishing ground, boundary landmarks, borderlines, contentious issues, and sharing of fishing grounds. ▪ Prepare minutes and document results and agreements of discussion. The minutes are signed by a representative of CFDD, PFiA, the CFC chief, participating local authorities and representatives of working groups.
Participants & their roles	<ul style="list-style-type: none"> ▪ <u>CFDD/PIT</u>: Dissemination of key information contained in Sub-Decree; facilitation of meetings and group work; reporting ▪ <u>CFC and local authorities</u>: participants in group and plenary discussions; reporting ▪ <u>CF members</u>: participants in group and plenary discussions ▪ <u>Traditionally under-represented groups</u> [ethnic minorities residing in the village, women, poor/poorest]: participants in group and plenary discussions
Materials & Tools	<ul style="list-style-type: none"> ▪ Most conveniently, the facilitation team of consultants and PIT would use a LCD projector, laptop, electric power generator, screen to project digital draft map (= orthophoto maps) on a big screen (rather than wasting much paper and ink). Maps are expensive to print and the projector would be a better way to present the information to everyone equally. These tools are great for working with a group. You can zoom in and consider portions of the management area in great detail. The GIS person can also adjust (on the laptop) boundaries according to group consensus with everyone as witness. ▪ Alternatively: Materials for “participatory mapping” exercise with village-based target groups: flipchart paper, markers ▪ Pre-prepared “working maps” to be used for facilitating discussion with local authorities. ▪ Orthophotos
Time required	<ul style="list-style-type: none"> ▪ Depending on intensity of previous contacts with local authorities, CFi and other community target groups; estimated time (total): 1 or 2 days (needs good preparation) ▪ Information dissemination: 1-2 hours

Step No. 2	<i>Mobilizing Community's and other stakeholders' inputs to Boundary Delineation</i>
	<ul style="list-style-type: none"> ▪ Working group "mapping exercise": 2-3 hours ▪ Community plenary meeting: 1-2 hours

Note:

SDCFM - Sub-Degree on Community Fisheries Management

CFDD - Community Fisheries Development Department

CFDU - Community Fisheries Development Unit

PIT - Provincial Implementation Team

Step No. 3	<i>Establish CFi Boundary Delineation Committee (BDC)</i>
Objective(s)	<ol style="list-style-type: none"> 1. An authorized committee that represents the existing range of relevant stakeholders formed; 2. Participation of BDC in boundary delineation is assured 3. Valid boundary landmark coordinates and waypoints using GPS are registered (recorded)
Expected results	Boundary Delineation Committee is convened
Activities	<ul style="list-style-type: none"> ▪ Prepare invitations for relevant authorities to collaborate and support the CFi boundary delineation process in a specific fishing community [including planned dates and locations of boundary delineation activities]. ▪ Inform relevant authorities about the specific requirements of the Sub-Decree on CFi Management, in particular on the stipulations of the CFi Fishing Area Agreement. ▪ Provide BDC participants with the minutes on decisions and agreements of stakeholder representatives [previous step 2] ▪ Facilitate in a transparent manner the selection of fishing community representatives [representatives of relevant fisheries and natural resources user groups] to participate in the BDC
Participants & their roles	<p>It is proposed that the BDC comprise one chairman, and two deputy chairmen as follows:</p> <ul style="list-style-type: none"> - Director of the central-level Fisheries Administration or a representative as chairman - Fisheries Cantonment Chief as deputy chairman - Relevant District Chief as deputy chairman - Chief or member of the relevant commune/sangkat council as member - Village chiefs in the relevant local communities as members - Representatives of the community fisheries committee as members

Step No. 3	<i>Establish CFI Boundary Delineation Committee (BDC)</i>
	<ul style="list-style-type: none"> - Representatives of committees of _____ as members community fisheries that adjoin the community fishing area - Elder fishers in the area _____ as members <p>Any other villager or CFI member willing to observe or witness the boundary delineation procedures may be allowed to come along.</p>
Materials & Tools	<ul style="list-style-type: none"> ▪ Invitation letters, phone calls, if possible, personal visits, if necessary ▪ Text of Sub-Decree on CFI Management, other information material as deems convenient ▪ Issues will be decided by majority vote.
Time required	<p>This step is basically an information/dissemination exercise.</p> <p>Estimated time: 2-3 days for FiA</p>

Step No. 4	<i>Obtain/Record Coordinates of boundary by using GPS / Ground trothing</i>
Objective	<p>1. GPS coordinates of as many land marks of CFI boundary lines as needed to delineate the management area in order to minimize potential border disputes with neighboring CFIs and/or fishing lots.</p>
Expected results	<ul style="list-style-type: none"> ▪ Comprehensive list of precise coordinates of boundary line, with a description of each relevant coordinate ▪ List of comments, observations, dis/agreements and discussions of BDC members. This list should be signed by all BDC members. ▪ First draft boundary area map drawn into an orthophoto map
Activities	<ul style="list-style-type: none"> ▪ BDC reviews the results of the working groups (as referred to in step 2) on CF boundary delineation for their orientation. Any proposed revisions must be approved by a 2/3 vote of the CFC. If the CFC does not approve the revisions, and the PFIA requires that the revisions be made, then a dispute resolution mechanism must be implemented; it must ensure that the voice of the entire community is heard. Only after the members of the BDC reach agreement should the BDC proceed to the next activity. (What would dispute resolution involve? Is it triggered by the CFC not reaching a consensus or majority? "It must ensure that the voice of the entire community is heard" –does that mean a village election?) ▪ Explain / train BDC participants in the functioning and use of GPS by CFDD and consultant ▪ BDC mobilizes into the boundary area and takes coordinates of agreed important landmarks. Make marks on the ground (trees, etc.) using spray-paint or other markers so that each waypoint can be verified later if necessary. Demarcate important boundary points while taking the coordinates using white flags, long poles, etc. For each waypoint with particular significance, note the name as it is known by villagers, describe vegetation, water, reference

Step No. 4	<i>Obtain/Record Coordinates of boundary by using GPS / Ground trothing</i>
	<p>and approximate distance to other outstanding features, etc. Take note of any important comments, disagreements and discussions.</p> <ul style="list-style-type: none"> ▪ All coordinates are marked on a pre-prepared “working map” using orthophotos as base layer. ▪ The hand drawn boundary line (“working map”) is presented in all of the villages in the CFi and compared to the preliminary map prepared in Step 2. Discuss disagreements and attempt to resolve them. If disagreements remain, then a process is initiated for resolving them (refer to foot note 9) before going on to the next step ▪ Make minutes of the mapping activity
Participants & their roles	<ul style="list-style-type: none"> ▪ <u>CFDD/PIT mapping specialists</u>: explaining functioning and handling of GPS to BDC members. Mapping specialists are responsible for correct reading (truthing) of coordinates of relevant land marks and waypoints as agreed to in step 2. ▪ <u>BDC co-chair and deputy chair</u>: lead the mapping procedures ▪ <u>BDC members</u>: give advice if there is disagreement on waypoints or specific landmarks. ▪ <u>Observers/witnesses</u>: observe and witness; express their concerns if they think their interests are involved.
Materials & Tools	<ul style="list-style-type: none"> ▪ All BDC members are equipped with minutes and working maps reflecting the results of step 2 ▪ GPS, orthophoto maps, markers ▪ Visual demarcation materials (white flags, long poles, other necessary instruments) ▪ Travel expenses, boats, fuel
Time required	Depending on the size, contours and physiographic conditions of the boundary area. Generally total estimated time: 2-3 days per CFi

Step No. 5	<i>Transfer and processing of GIS data & production of draft map</i>
Objective	First GIS draft boundary map of CFi fishing ground boundaries prepared
Expected results	<ul style="list-style-type: none"> ▪ Draft CFi boundary area map at 1/50,000 (or 1/100,000) scale ▪ Summary report on boundary delineation process, including open issues that still need to be addressed.
Activities	<ul style="list-style-type: none"> ▪ Transfer of recorded information by GPS to the computer ▪ Initially, store all data in MapSource programme ▪ Export data into ArcGIS 10.3 ▪ Process data and create GIS layer of CFi boundary ▪ Use this new draft boundary layer to craft a new draft map using orthophotos and other layers adding relevant information. ▪ Print draft CFi boundary map at 1/50,000 scale. Depending on the size of the delineated area a scale of 1/100,000 may be used.
Participants & their roles	<ul style="list-style-type: none"> ▪ CFDD/CMU1/PIT mapping specialists: transfer and process raw data collected with GPS and produce draft boundary map

Step No. 5	<i>Transfer and processing of GIS data & production of draft map</i>
	<ul style="list-style-type: none"> ▪ Component Management Unit 1 (CMU1) (FiA) GIS specialists: supervise process and backstop mapping process in order to guarantee the standards required by FiA
Materials & Tools	<ul style="list-style-type: none"> ▪ Field notes, working maps used in the field ▪ GPS, computer, color printer (preferably A3 size) ▪ GIS layers compiled under step 1 ▪ Map Source programme ▪ ArcGIS Software
Time required	Depending on the skill of mapping specialist and the amount of data that need to be processed. Estimated total time: 1-2 days

Step No. 6	<i>Review and correct draft map with all stakeholders</i>
Objective	<ol style="list-style-type: none"> 1. Correctness of the GIS map reflects inputs from all stakeholders. 2. The work of the BDC is transparent and democratic.
Expected results	An agreed preliminary Fishing Area boundary map of CFi fishing grounds
Activities	<ul style="list-style-type: none"> ▪ Invite BDC members to review the draft map. Note adjustments that need to be made. This can happen especially in cases where BDC cannot physically walk (or go by boat during the flooded season) all the way along the boundary due to physiographic constraints. ▪ In each village in the CFi, invite all stakeholders to a plenary meeting to present the draft map. If there are disagreements, facilitate discussions to try to resolve them. If there is still no agreement, initiate conflict resolution process. ▪ If necessary, the BDC takes additional field measurements. Final revisions are made to the map and it is presented again to the BDC and village-level stakeholders. ▪ Once agreement is reached, prepare minutes of meeting to be signed by BDC members and representatives of relevant community stakeholder groups. Leave copies of this document with CFC (and other relevant stakeholders if necessary).
Participants & their roles	<ul style="list-style-type: none"> ▪ <u>CFDD/PIT</u>: presenter of draft map and facilitator of meeting ▪ <u>BDC</u>: give comments ▪ <u>Village plenary</u>: give comments
Materials & Tools	<ol style="list-style-type: none"> 1) Copies of draft CF boundary area map (scale 1/50,000) 2) [alternatively: LCD projector, laptop, electric power generator, screen to project digital draft map on a big screen]
Time required	One day of review meeting; need to be well prepared

Step No. 7	<i>Distribute draft map to all stakeholders and post the map at least 30 days in different public places where it can easily be seen</i>
Objective	Agreements on CFi boundary by providing all stakeholders with the preliminary CFi boundary area map are made transparently and democratically. Display of the map for at least 30 days in open public places.
Expected results	All stakeholders are properly informed about the fishing ground boundary by means of widely distributed preliminary draft maps. Objections to the proposed boundary are collected.
Activities	<ul style="list-style-type: none"> ▪ Make sufficient print-outs of new preliminary CFi boundary area map according to the stipulated number of stakeholders, including villagers, authorities and other stakeholders. If one stakeholder group is numerous, print more copies for distribution among group members. ▪ Arrange for meeting with stakeholders and provide copies of the new map ▪ Visit households of “traditionally under-represented” and provide them with copies of the map. ▪ Display maps in public places throughout the community, commune and district where they can be easily seen and everyone visits regularly for a notification period of at least 30 days. ▪ Perhaps an announcement about the review periods and about meetings should be read over the radio or printed on leaflets that are distributed house-to-house. It might also make sense to hold the 30 review period (#7) prior to the review meeting (#6). More people might show up at the meeting once they see the map. ▪ Instructions should be given for how to submit comments/objections to the proposed boundary (in guidelines for drafting by-laws). ▪ Collect objections to the proposed boundary.
Participants & their roles	<ul style="list-style-type: none"> ▪ <u>CFDD/PIT</u>: take stakeholder concerns into account, adjust map, and distribute to all stakeholders ▪ <u>All stakeholders</u>: receive the preliminary draft CF boundary area map
Materials & Tools	<ul style="list-style-type: none"> ▪ Copies of the new draft map ▪ Logistics to distribute copies of the maps to all stakeholders
Time required	<ul style="list-style-type: none"> ▪ Depending on the size of the community and logistical facilities. Estimated total time: 1-3 days

Step No. 8	<i>Endorse draft map by stakeholders and attach map to area agreement for approval (Signature of stakeholders will be on the map)</i>
Objective	Preliminary CFi boundary area map with countersignatures of all stakeholders are publicly endorsed
Expected results	<ul style="list-style-type: none"> ▪ All stakeholders endorse the draft boundary map. ▪ CFC attaches the preliminary CFi boundary area map to the request to FiA for approval of CF Area Agreement
Activities	<ul style="list-style-type: none"> ▪ Prepare several copies of preliminary CFi boundary area map [number of copies to be decided in consultation with stakeholders] ▪ At the end of the thirty-day period, collect all objections to the proposed boundary that have been submitted. ▪ Arrange for public meetings in each village in the CFi to hear objections to the proposed boundary of the CFi. If the objections cannot be resolved, then a dispute resolution process is initiated and mapping redone. ▪ If objections are resolved, stakeholders and their representatives underwrite several copies of the preliminary CFi boundary area map. If they are not resolved, the commune council facilitates resolution of the conflict. ▪ Countersigned copies are distributed to key stakeholders as agreed upon previously ▪ [this event could also be used for further dissemination of government fisheries policies, procedures for CFi management planning, etc. depending on the current organizational status of the CFi organization] ▪ CFC attaches the preliminary CFi boundary map to its request to FiA for approval of CFi Area Agreement. ▪ The GIS Shapefile for the CFi boundary is made publicly available by FiA. (Mechanisms need to be defined by FiA; please note that according to the conditions of compliance with loan covenant. The Borrower (FiA) shall ensure and shall cause the executing agency to ensure that all maps and database products developed under Project will be made available to all interested parties.)
Participants & their roles	<ul style="list-style-type: none"> ▪ CFDD/PIT: prepare the map copies and arrange for the meeting ▪ CFC: Co-arrange for the meeting, countersign the maps and assure that all stakeholders and their representatives at village level are informed and invited to the meeting ▪ All other <u>stakeholders</u> or their representatives: undersign the copies of the map
Materials & Tools	Sufficient hard copies
Time required	Depending on the proper preparation, information dissemination and invitation. Estimated total time: 1 day

Procedures and process of the pole installation in community fishing grounds

After all stakeholders agree and recognize boundaries, including getting the signatures of the Provincial Fisheries Administration Cantonment, on the map, it is submitted to the provincial administration to be formally registered at MAFF.

The final activity includes the physical boundaries demarcation of the communities' fisheries with land- and water-based poles. The numbers & size of pillars (column), based on the CFI's guidelines of the Fisheries Administration, is divided by two types: (1) land poles and (2) water poles for use for community fisheries.

The following steps guide the process to install the boundary demarcation poles:

Table 3: Steps to guide the process to install the boundary demarcation poles

Step No. 1	<i>Conduct consultation meeting</i>
Objective	To identify points to install demarcation poles including number of poles and types of poles on the CFI map boundary.
Expected results	Agreement by stakeholders on points on map to install poles with minutes of meeting
Activities	<ul style="list-style-type: none"> ▪ Invite participants to a consultation meeting to review the boundary map. ▪ Hold discussion on locations of points on the CFI boundary map where poles should be installed on land and water ▪ Hold discussion on the number and types of poles to be installed ▪ Once agreement is reached, prepare minutes of meeting to be signed by BDC members and representatives of relevant community stakeholder groups. Leave copies of this document with CFC (and other relevant stakeholders if necessary).
Participants & their roles	BDC, CFC members, CFI members, NGOs, and the Project team Facilitators: CFDD/PIT
Materials & Tools	CFI boundary map Fishing area agreement
Time required	One-half day of review meeting; need to be well prepared

Step No. 2	<i>Ground truthing</i>
Objective	To verify, agree on locations of the poles; and set up temporary poles
Expected results	Agreement by stakeholders on GPS waypoints on land and water to install poles with report of the way-points minutes of meeting
Activities	<ul style="list-style-type: none"> ▪ Invite stakeholders to go to CFI boundary area with map and travel around the area with a GPS identifying locations to place demarcation poles. ▪ Take a GPS waypoint at each location and record it in a notebook ▪ Prepare a report on the activity including all GPS waypoints
Participants & their roles	BDC, CFC members, CFI members, NGOs, and the Project team Facilitators: CFDD/PIT
Materials & Tools	CFI boundary map GPS Temporary wooden poles
Time required	One day of to travel around CFI boundary and prepare report

Step No. 3	<i>Conduct second consultative meeting</i>
Objective	To explain purpose of CFi boundary and location of poles to stakeholders and to get agreement from BDC and concerned land owners on pole location
Expected results	Agreement by stakeholders on GPS waypoints on land and water to install poles with report of the way-points minutes of meeting Estimates of the number of poles (and costs) required to demarcate Fishing Area.
Activities	<ul style="list-style-type: none"> ▪ Invite participants to a consultation meeting to explain the purpose of the boundary and location of poles. ▪ Hold discussion with stakeholders and answer questions and concerns ▪ Make any necessary changes to location of poles ▪ Once agreement is reached, prepare minutes of meeting to be signed by BDC members and representatives of relevant community stakeholder groups. Leave copies of this document with CFC (and other relevant stakeholders if necessary).
Participants & their roles	BDC, CFC members, CFi members, NGOs, concerned landowners, and the Project team Facilitators: CFDD/PIT
Materials & Tools	Fishing area agreement Report of first consultative meeting Report of GPS waypoints
Time required	One-half day of consultative meeting; need to be well prepared

Step No. 4	<i>Installation of poles</i>
Objective	To install permanent poles
Expected results	All poles installed at agreed points
Activities	<ul style="list-style-type: none"> ▪ Construct poles based on FiA specifications ▪ Install poles using CFi boundary map, GPS waypoints and
Participants & their roles	BDC, CFC members, CFi members, NGOs and the Project team Facilitators: CFDD/PIT
Materials & Tools	Boundary map Report of GPS waypoints GPS Poles Poles installation equipment
Time required	One or two days

3 Infrastructure and Equipment for CFi

3.1 Introduction

The guidelines for Infrastructure and Equipment for CFi related to the implementation of the community fisheries management plan is based on Sub-Component 1.2:

3.1.1 Sub-Component 1.2: Fisheries Co-Management Infrastructure and Equipment

This sub-component aims to build capacity among the main management actors to more effectively co-manage fish resources in the project area and to plan and implement small-scale infrastructure development.

3.1.2 Infrastructure and Equipment for CFi:

A budget of approximately US\$4,000 will be allocated to each CFi to procure infrastructure, equipment and services needed to implement their Management Plan. Expenditures are for construction of offices, surveillance and communication equipment, and items and services for information dissemination. Procurement of patrol boats and hydrology and water quality equipment will be conducted by the FiA and not part of this budget allocation. All other infrastructure, construction materials and services, as stated above, will be procured by the CFi through this budget allocation.

The project fund will finance construction of one building, which can be used for multiple purposes including CFi office space, for meetings, and for guarding/ preventing illegal fishing or poaching activities in the fishing area and fisheries conservation zones (FCZ). Detailed costing and work plans to be prepared by the site engineer, CFi and PFiA which will include construction materials, transportation, and wages for labors. A budget of \$3,000 will be allocated for each CFi for one time off. This proceed is granted to CFi to manage the construction activities by itself. To implement this activity, a 5% of the total \$3,000 (a fixed amount of \$150) will be allocated to each CFi for operating costs. The CFi will implement this activity for the period of three months. Refer to the Rural Infrastructure Guidelines for guidance on procedures for procurement and safeguards for the physical demarcation of the CFi Fishing Area and for the construction of the CFi Office.

In addition, on behalf of the CFi, the FiA will procure equipment for CFi in surveillance and these items will be distributed to selected CFis in Kratie and Stung Treng. The procurement of equipment will be managed by FiA Procurement Unit in Phnom Penh and will apply the WB's procurement guidelines. The purpose of the equipment is to use for surveillance activities, for communication and for information dissemination. The estimated costs of \$1,000 will be sufficient to buy a set of equipment for each CFi including water quality kits, life jackets, radio walky-talky, flashlight, binoculars, spare propellers, digital cameras, and mechanical spanner sets. The budget for equipment is set for one time off. When CFis receive the equipment from FiA, the hand-over letter should be signed between the FiA and the CFi.

The FIA will procure two engine boats for surveillance activities. The procurement of engine boats will be managed by FiA Procurement Unit in Phnom Penh and will apply the WB's procurement guidelines. The engine boats will be distributed to selected CFis in Kratie and Stung Treng. The two engine boats are used for conducting surveillance in the CFi conservation zone: A small boat will be used to drive off illegal fishing and poaching activities because it is faster, where a big boat is used for surveillance and for patrolling. The estimated costs of \$3,000 will be allocated to CFis for one time off. This estimated budget will be sufficient to buy boats (locally produced), which equipped with "gasoline/ diesel" engines. The engine boats have been delivered and received by CFi, the hand-over letter should be signed between the FiA and the CFi.

4 Operating and Maintenance Expenses for Infrastructure and Equipment for CFi

4.1 Introduction

The guidelines for operating and maintenance expenses for infrastructure and equipment for CFi which related to the implementation of the community fisheries management plan is based on Sub-Component 1.2:

Sub-Component 1.2: Fisheries Co-Management Infrastructure and Equipment.

This sub-component aims to build capacity among the main management actors to more effectively co-manage fish resources in the project area and to plan and implement small-scale infrastructure development.

The project fund will be allocated \$5,000 to each selected CFi for operation and maintenance (O&M). The budget amount of \$5,000 covers O&M for the period 4 years (2018-2021). The budget for O&M will be managed directly by CFi including office expenses, office stationery, meeting expenses, reasonable materials, fuel, engine oil and boat maintenance. Cost breakdown for each year will include a key indicator “a number of surveillance”.

5 Procurement

The procurement for this sub-project will follow the Community Participation Procedures cited above. The Demarcations, Infrastructures and Equipment will be managed by the Community Fisheries located in Kratie and Stung Treng provinces with the technical assistance offered through the national infrastructure engineer consultants, and other concerned technical staff/experts assigned by the Fisheries Administration. The roles and responsibilities of the CFi Committees is described in 6.3.

5.1 Key Principles

5.1.1 Key principles of the procurement are as follow:

- **Economy and Efficiency:** Procurement of works, goods, non-consulting services, and consulting services are carried out in the most efficient and economical way possible;
- **Equal opportunity to all bidders:** All eligible bidders are given equal opportunities and same information to compete in providing goods, works, non-consulting services, and consulting services. Uniform evaluation procedures must be followed.
- **The importance of transparency in the procurement process:** All procurement shall be carried out in an open manner through which all concerned community members can see how the process is followed. Procurement notices and contract awards shall be displayed in a prominent place in the CFi, and Commune/Sangkat office.
- **Accountability:** All members of the CFi participating in any aspect of procurement, construction, and financial management shall be accountable for their actions.
- **Conflict of interests:** Procurement from close relatives and friends of the members of CFC shall be avoided. No member of the CFi shall accept directly or indirectly any undue benefit due to procurement actions.

5.1.2 Applicable World Bank Guidelines

- All procurement under M-IWRM-3, CMU1 including the procurement associated with the demarcations, infrastructures and equipment shall be carried out in accordance with the World Bank's "Guidelines: Procurement of Goods, Works, and Non-Consulting Services under IBRD Loans and IDA Credits & Grants by World Bank Borrowers" dated January 2011, revised July 2014; and "Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers" dated January 2011, revised July 2014.
- All activities shall be carried out in accordance with the provisions of the Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants, dated October 15, 2006, and revised in January 2011.
- In case of any conflict between the provisions in this C-DIET and the MIWRM-P3 Financing Agreement, the M-IWRM-3 Financing Agreement will take precedence and govern.

5.2 Procurement Training for the CFi Committees members

CMU1-FiA will organize a 2-3day training program for CFCs/CFi with the support of the World Bank's staff if needed. The training will cover the procurement procedures, construction norms and procedures, financial management, and other tasks associated with the demarcations, infrastructures and equipment. It is expected that the training will include information for the execution of activities covered in this Guideline, as well as the other Guidelines governing this M-IWRMP-3 Component.

5.3 Procurement Method and Detailed Procedures

Table 4: Procurement Method and Detail Procedures

Procurement Method	When to use each method?	Steps of procurement
Community Force Account	The CFi will build/rehabilitate demarcations or infrastructure using local resources (skilled and unskilled labour) and contribute in kind the management/supervision of the construction/rehabilitation of the demarcation or infrastructure.	<ol style="list-style-type: none">1. The CFi signs an Agreement with FiA and the agreed price list should be based on the local market rates and as established by FiA.2. The CFi will hire skilled and unskilled labour such as mason, carpenters, bricklayers, painters, electricians, and plumbers etc. based on the standard pay rates/price list prepared by FiA or any other authentic source acceptable to FiA.3. The CFi purchases the construction materials (cement, sand, steel, bricks, zinc, etc.) and related services from the local suppliers following one of the following methods.

Procurement Method	When to use each method?	Steps of procurement
Local Shopping	This method is used when (i) the market price of an item is higher than the unit price of that item in the agreed price list in the agreement between FiA and the CFi, or (ii) the total price of all items is more than US\$ 500 equivalent. This method will also be used for purchasing an eligible material that is not included in the foresaid Price List as the case applicable.	<ol style="list-style-type: none"> 1. Preparing the invitation for quotations. The invitation for quotations shall indicate the description and quantity of the materials, as well as desired delivery time and place. Factors such as quality, availability, and transportation costs must be taken into account in determining the lowest offer. 2. Sending invitation for quotations directly to qualified and eligible suppliers, and advertising through local methods such as public announcement, by placing notices in the common places (CFi compound, and community, etc.), announcement in the community meetings. At least 7 days shall be provided to bidders for preparation of their quotations. 3. Receiving quotations before the closing date of quotations submission, and then comparing the quotations in public. If the CFi receives less than three quotations, the quotations comparison should still be continued if the advertisement has already been done and sufficient time for quotation submission has been provided to the bidders. The comparison of quotations and the recommendation for award should be done using Form 3. 4. Signing Purchase Order or Contract with the selected bidder who has the lowest evaluated price and responsive quotation based on Form 4.
Direct Contracting	This method is used when: (i) there is only one source available, or (ii) when the market price of each item is less than or equivalent to the unit price of that item in the agreed Price List prepared by FiA and included with the agreement between FiA and the community, or (iii) the total price of all items is less than US\$ 500 equivalent.	<ol style="list-style-type: none"> 1. Receiving quotation and negotiating the price; 2. Signing purchase order with the supplier;

Procurement Method	When to use each method?	Steps of procurement
	In case of more than one suppliers are available in the CFI to supply some items and to avoid any possible conflicting in the community, the CFI may choose to follow the local shopping method for such items regardless of each unit price and total price.	1. Apply Local Shopping Method as described above

5.4 Procurement Review, Inspection and Auditing

The Procurement Unit of CMU1-FiA will randomly post review 20% of all community procurement packages at the community level and at least once per year.

All documents related with the community procurement including bidders' quotations shall be kept at the respective facility (CFi office or the house of the head of the CFI) and made available to the CMU1-FiA for their post reviews and also for integrated financial audit and procurement post review by the External Auditor engaged by CMU1-FiA. These documents shall be kept at least 3 years after the completion of MIWRM-P3 project.

The CFI shall permit and shall cause all the materials suppliers to permit the World Bank and/or persons appointed by the World Bank to inspect the Sites and/or all accounts and records relating to the performance of the Contract and the submission of the quotations to supply the materials/services, and to have such accounts and records audited by auditors appointed by the World Bank if requested by the Bank. The CFI's attention is also drawn to the **attachment 1** on Bank's Policy-Corruption and Fraudulent Practices that will be applied for MIWRM-3 project including all community procurement activities financed by MIWRM-P3 project.

Attachment 1: Bank's Policy – Corrupt and Fraudulent Practices *(text in this Appendix shall not be modified)*

Guidelines for Procurement of Goods, Works, and Non-Consulting Services under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, dated January 2011:

"Fraud and Corruption:

- 1.16 It is the Bank's policy to require that Borrowers (including beneficiaries of Bank loans), bidders, suppliers, contractors and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or suppliers, and any personnel thereof, observe the highest standard of ethics during the procurement and execution of Bank-financed contracts.⁴ In pursuance of this policy, the Bank:
- (a) defines, for the purposes of this provision, the terms set forth below as follows:

⁴ In this context, any action to influence the procurement process or contract execution for undue advantage is improper.

- (i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;⁵
- (ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;⁶
- (iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;⁷
- (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;⁸
- (v) “obstructive practice” is:
 - (aa) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
 - (bb) acts intended to materially impede the exercise of the Bank’s inspection and audit rights provided for under paragraph 1.16(e) below.
- (b) will reject a proposal for award if it determines that the bidder recommended for award, or any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (c) will declare misprocurement and cancel the portion of the loan allocated to a contract if it determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement or the implementation of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;

⁵ For the purpose of this sub-paragraph, “another party” refers to a public official acting in relation to the procurement process or contract execution. In this context, “public official” includes World Bank staff and employees of other organizations taking or reviewing procurement decisions.

⁶ For the purpose of this sub-paragraph, “party” refers to a public official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

⁷ For the purpose of this sub-paragraph, “parties” refers to participants in the procurement process (including public officials) attempting either themselves, or through another person or entity not participating in the procurement or selection process, to simulate competition or to establish bid prices at artificial, non-competitive levels, or are privy to each other’s bid prices or other conditions.

⁸ For the purpose of this sub-paragraph, “party” refers to a participant in the procurement process or contract execution.

- (d) will sanction a firm or individual, at any time, in accordance with the prevailing Bank's sanctions procedures,⁹ including by publicly declaring such firm or individual ineligible, either indefinitely or for a stated period of time: (i) to be awarded a Bank-financed contract; and (ii) to be a nominated¹⁰;
- (e) will require that a clause be included in bidding documents and in contracts financed by a Bank loan, requiring bidders, suppliers and contractors, and their sub-contractors, agents, personnel, consultants, service providers, or suppliers, to permit the Bank to inspect all accounts, records, and other documents relating to the submission of bids and contract performance, and to have them audited by auditors appointed by the Bank."

6 Financial Management

6.1 Financial Management Arrangements

The FM arrangements for the sub-component 1.2 Fisheries Co-Management Infrastructure and Equipment activities is to be implemented by the CFIs. A book-keeping accounting and recording system aims to have adequate control in place including (i) fund received, (ii) cash in bank, and (iii) payments, recording and reporting. Payment is linked to outputs-based activities and aligned with the procurement method of "force account".

6.2 Implementing Agency

The selected CFIs in Kratie and Stung Treng will be the implementing agencies. The designated CFIs will have fiduciary responsibilities and financial decision making (financial plan, procurement, payments, accounting and reporting). The CFI's organizational structure and staff will be assigned including a treasurer to administer financial management of the sub-project. CFIs agree to undertake and perform the work as set forth in the sub-project agreement. After the sub-grant agreement has been signed, CFI will have overall responsibilities to manage sub-project activities including administration bank account, procurement of construction materials, hiring laborers, and make payments. CFIs will collaborate and coordinate implementation of the sub-project activities to produce outputs contributing toward achievements as agreed in the sub-project agreement. The provincial FiA and the FiA in Phnom Penh will provide technical support to CFI in managing the sub-project activities.

6.3 Source of Funds

FiA received funding with the total amount of US\$ 11 million from the World Bank through the Ministry of Economy and Finance to implement Component 1 as part of M-IWRMP-3. Part of this proceed will be allocated approximately US\$ 1,260,000 for the sub-component 1.2, Fisheries Co-Management Infrastructure and Equipment activities.

⁹ A firm or individual may be declared ineligible to be awarded a Bank financed contract upon: (i) completion of the Bank's sanctions proceedings as per its sanctions procedures, including, inter alia, cross-debarment as agreed with other International Financial Institutions, including Multilateral Development Banks, and through the application the World Bank Group corporate administrative procurement sanctions procedures for fraud and corruption; and (ii) as a result of temporary suspension or early temporary suspension in connection with an ongoing sanctions proceeding. See footnote 14 and paragraph 8 of Appendix 1 of these Guidelines.

¹⁰ A nominated sub-contractor, consultant, manufacturer or supplier, or service provider (different names are used depending on the particular bidding document) is one which has either been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

6.4 Budget Allocation

The budget allocation to CFIs in Kratie and Stung Treng will be made from the proceeds of Component 1 under M-IWRMP- Phase III, as ‘a grant’, which was approved by the WB and FiA per the Financing Agreement dated August 2016. The grant will finance project activities as indicated in table below:

Table 5: Budget allocation

Activities	Total budget by outputs	Responsible by
Activity 1: Complete one building for CFI	\$3,000	CFi
Activity 2: Complete boundary demarcation lines of FCZ	\$6,000	CFi
Activity 3: Procurement of two engine boats for surveillance	\$3,000	FiA
Activity 4: Procurement of Equipment for surveillance	\$1,000	FiA
Activity 5: Operation & maintenance for surveillance	\$5,000	CFi
Total budget allocation for each CFI	\$18,000	

Note: Please see below the explanation who will responsible for each activity.

6.5 Activities and timeline

Activity #1: Complete construction for one CFI Building based on the standard design of FiA. The project fund will finance construction of one building, which can be used for multiple purposes including CFI office space, for meetings, and for guarding/ preventing illegal fishing or poaching activities in the fisheries conservation zones (FCZ). Detailed costing and work plans to be prepared by the site engineer, CFI and PFIA which will include construction materials, transportation, and wages for labors. A budget of \$3,000 will be allocated for each CFI for one time off. This proceed is granted to CFI to manage the construction activities by itself. To implement this activity, a 5% of the total \$3,000 (a fixed amount of \$150) will be allocated to each CFI for operating costs. The CFI will implement this activity for the period of three months.

Activity #2: Demarcation of community fisheries boundary line

The sub-project fund will be used to finance demarcate the boundaries lines of CFI fishing areas and conservation zones (FCZ). Detailed costing and work plans to be prepared by the site engineer, CFI and PFIA, which include construction materials, transportation, and wages for labors and installation of signs and local information networks. A budget of \$6,000 will be allocated for each CFI (one time off) in order to complete the demarcation of the CFI conservation zone with quality and timeliness. To implement this activity, a 5% of the total \$6,000 (a fixed amount of \$300) will be allocated for the operating costs to individual CFI. The CFI will implement this activity for the period between three to six months.

Activity #3: Two engine boats for surveillance activities

The FIA will procure two engine boats for surveillance activities. The procurement of engine boats will be managed by FiA Procurement Unit in Phnom Penh and will apply the WB’s procurement guidelines. The engine boats will be distributed to selected CFIs in Kratie and Stung Treng. The two engine boats are used for conducting surveillance in the CFI conservation zone: A small boat will be used to drive off illegal fishing and poaching activities because it is faster, where a big boat is used for surveillance and for patrolling. The estimated costs of \$3,000 will be allocated to CFIs for one time off. This estimated budget will be

sufficient to buy boats (locally produced), which equipped with “gasoline/ diesel” engines. The engine boats have been delivered and received by CFI, the hand-over letter should be signed between the FiA and the CFI.

Activity #4: Equipment for CFI in surveillance

The FiA will procure equipment for CFI in surveillance and these items will be distributed to selected CFIs in Kratie and Stung Treng. The procurement of equipment will be managed by FiA Procurement Unit in Phnom Penh and will apply the WB’s procurement guidelines. The purpose of the equipment is to use for surveillance activities, for communication and for information dissemination. The estimated costs of \$1,000 will be sufficient to buy a set of equipment for each CFI including water quality kits, life jackets, radio walky-talky, flashlight, binoculars, spare propellers, digital cameras, and mechanical spanner sets. The budget for equipment is set for one time off. When CFIs receive the equipment from FiA, the hand-over letter should be signed between the FiA and the CFI.

Activity #5: Operation and maintenance for CFI

The project fund will be allocated \$5,000 to each selected CFI for operation and maintenance (O&M). The budget amount of \$5,000 covers O&M for the period 4 years (2018-2021). The budget for O&M will be managed directly by CFI including office expenses, office stationery, meeting expenses, reasonable materials, fuel, engine oil and boat maintenance. Cost breakdown for each year will include a key indicator “a number of surveillance”.

6.6 Financial Controls

The available fund for disbursement to CFIs is important in contributing to the effective and timely implementation of sub-project activities. FM team of the FiA at the National level must have a good planning because it would affect the volume of fund disbursements and cash flow requirements at the sub-project level.

- a) Whether the CFI sub-project agreement have been approved and costing/ budget breakdown and implementation plan are available,
- b) Whether the selected CFIs have opened bank accounts at the nearby ACLEDA bank branch and the bank account information are accurate and reliable, and
- c) Whether fund disbursement for each province is in line with the approved AWPB and the volume of fund release.

Certain situation might make it necessary to move forward some works, for example to anticipate the rainy season then CFI activities for infrastructure and demarcation might start earlier than planned. It means that most of the fund is absorbed by season (raining season, dry season) demanded by fisher Communities. All disbursement of fund to CFI should be approved by the RGC delegation.

6.7 Funds Flow

The selected CFIs are required to open bank accounts at the nearest branch of ACLEDA Bank to receive funds from Component 1. Fund will be released directly from the designated account of the FiA in Phnom Penh to the individual recipients (CFIs) Bank account held at the ACLEDA bank through bank transfer (money order transfer). Each fund transfer to CFI will follow the agreed terms and condition and disbursement schedule, which is stipulated in the sub-project agreement.

CFIs can withdraw the money from the bank accounts to pay to the suppliers for eligible expenditures according to the detailed costing/ budget and work plan approved by FiA. Major expenditures including construction materials which are available from the shelf at the local shop/ warehouse, and payments to laborers (foreman, mason, builder, carpenter, welder, etc.). Please see fund flow chart for more detailed information.

Legends of fund flow diagram (Chart 1)

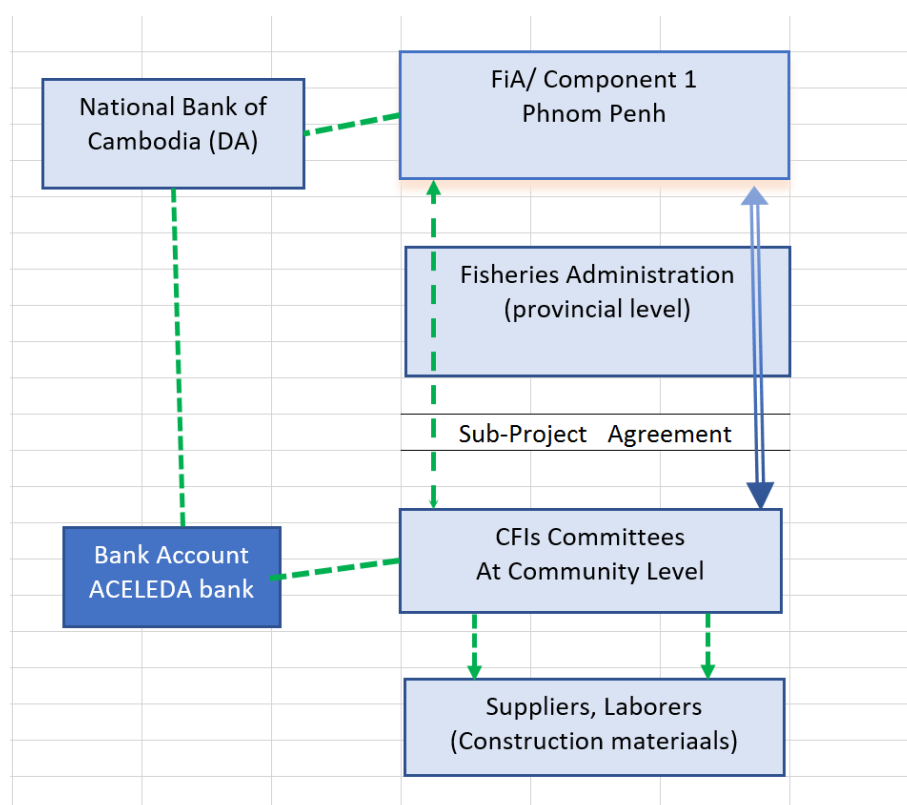
Blue line:

Technical supervision, reporting line and legal relationship

Green line:

request for payments, release of funds, and payments

Chart 1: Fund flow chart



6.8 Bank Account

a) Bank Account

The CFi needs to open a bank account in the name of its community at the nearest branch of ACLEDA Bank “a current account” to receive fund from the FiA. The account holder is the CFi committee and they can withdraw the money from the ACLEDA bank to make payments either by cheque or by cash payments.

The bank account should be opened in US dollar currency and all payments can be made in US dollar or “Cambodian Riels with equivalence to USD dollar using an official exchange rate” for the sub-project activities. Personal uses of this bank account or using ATM card is not

allowed. After the month-end, the CFI can collect the Bank statements from the ACLEDA bank to verify how much money has been spent and the remaining balance.

Custody of cash and cheques should be the responsibility of the treasurer. CFI is not allowed to withdraw all the available money in one go (one time) and leaving Bank balance with zero balance. The cash out of the money from the Bank is limited to \$1,000 per week according to the list of expenditures.

There is no restriction on frequency of payments to supplier if the Payment is made by cheque. If possible, CFI should pay to the supplier by cheque, rather than by physical cash. CFI should not retain or keep large amount of cash in their deposition as there is a risk of loss, theft and damage.

b) Authorized Signatories

A CFI committee is the account holder. The existing structure and CFI committee will be participated in managing the sub-project activities. The CFI committee will decide collectively for their internal rules and make decision who will be the authorized person for financial related matters. This authorized person to sign the cheque will appear on the specimen signature of the ACLEDA Bank.

The head of CFI and its committee is required to establish delegations of authorities who can sign off the cheque and approve for payments. Any changes of authorized person/or delegations require FiA's prior approval.

Approval (signing the cheques) can be proceeded to ensure that:

- o the payment is correct (the amount in the Payment Voucher corresponds to the supporting documents);
- o Only 02 of 03 selected committee members (Head of Committee, Procurement Coordinator, and on-site Supervisor) are authorized to sign the cheque. Before signing, he/she must ensure that supporting documents are complete and correct.
- o Each payment is in line with budget and work plan approved by FiA

6.9 Payments

a). Payments by Cheques

- **Payments to Suppliers.** Payment to supplier mainly related to goods/ construction materials. Payments to suppliers should be made by cheque, if possible. If payment by cheque, there is no restriction for frequency of payment or the amount in the cheque. Each payment should be supported by documentation and must be authorized. Payment must be signed and approved by the authorized signatories. After cheque payment has been signed, promptly dispatch of the signed cheque to the supplier. The treasurer should record payment promptly in the cash book register.
- **Goods Received Note (GRN).** GRN is used to record of goods received at the point of receipt. This form is used to confirm all goods have been received and often compared to a purchase order before payment is issued. CFI should ensure that after receipts of goods (construction materials from the supplier), GRN form should be used. This

meant that goods or construction materials has been delivered and received at the satisfaction of CFI and there is no missing items or damaged items. Thus, the suppliers and the CFi should signed the GRN form to certify goods have been received adequately and sufficiently at the satisfaction of CFis.

b). Payments by Cash

- **Payments for Wages of Labors.** Cash can be paid for wages of laborer on weekly basis. The treasure will prepare payment vouchers for each payment out of cash book. The voucher will include the date, the amount, what it intended for and whom was paid to. The payer and the payees must both sign the voucher and these two people should be a different person. There should not be the same person for example a person who received the payment and a person who made the payment. The pay roll should be attached to the voucher and filed. The date, amount, telephone, time sheet, and daily rate must also be written in the pay roll. The form for pay rolls and time sheet for laborer is provided by FiA and CFi should use this form when make payment to laborers.
- **Payments for Operating Costs.** Cash should only be paid for purchased items and it shall be for the group's work, not for purchase for individual purpose. The pay slip is provided by FiA for incurred expenses related to operating costs such as food, travel, meeting expenses and other miscellaneous expenses.
- However, buy stationery, buy fuel (gasolines/ diesel and engine oil), and boat repair/ maintenance. The invoice and receipts must require for purchase of these items.
- The pay slip form can be used for other expenses such as purchase of goods and construction materials.

Table 6: Payment Procedures

Type of Expenses	Procedures	Supporting Documents on File
Weekly wages of laborers	1) Processing of weekly payroll shall be on Thursday, to allow time to collect money from the Bank on Friday morning. The weekly payroll shall cover for the whole week of work and payment to laborers shall be on Friday afternoon. 2) The Treasurer shall prepare a payroll sheet and payment voucher for approval by the Head of the CFi Committees. 3) Based on approved payment voucher, prepare a cheque for the total amount of payroll. 4) Collect cash from the Bank by presenting the signed cheque.	1) Payment Voucher with the attached Payroll Sheet, approved by CFi committee the Head of the Committees and with signature of laborers who received the payment 2) Time sheet of labor

Type of Expenses	Procedures	Supporting Documents on File
	5) Pay each laborer in cash and let each one sign on the payroll sheet to acknowledge receipt of payment.	
Payment to Suppliers for construction materials	<p>1) Treasurer get the original copies of the suppliers' invoice/receipt signed by the CFI member who received the materials delivered.</p> <p>2) If all materials appearing in the approved Purchase Order has been delivered, prepare a Payment Voucher.</p> <p>3) Based on approved payment voucher, the Treasurer prepares the cheque in the name of the Supplier.</p> <p>4) The signed cheque is released to the Supplier who should sign on the payment voucher to indicate receipt of payment.</p> <p>5) The supplier either issue a separate receipt upon receiving the payment or stamp the supplier invoice with the word "PAID" with the date of payment.</p> <p>6) The Supplier collects the cash from the Bank by presenting the signed cheque.</p> <p>7) Goods/ construction materials more than USD 301 → paid by cheque</p> <p>8) Goods/ construction materials less than 300 → paid by cash</p> <p>8). If possible, payments to the suppliers should be made by cheque. CFIs is not allowed to write a cheque in the name of CFIs and to withdraw the money from the Bank on behalf of the suppliers.</p>	<p>1) Payment voucher</p> <p>2) Purchase Order of CFI</p> <p>3) Supplier's Invoice with name and signature of CFI members who received the materials and the date of receipt.</p> <p>4) Supplier's Receipt of Payment or the invoice should be stamped "PAID" by the supplier with the date of payment.</p>
CFIs' Operating Cost (such as meeting expense, stationery, travel/ transportation, communication & miscellaneous expenses or 5% of the total amount	<p>1)The Treasurer shall prepare an itemized list of expected operating expenses for one (1) month.</p> <p>2) Prepare a payment voucher in the name of the Treasurer and attach the itemized list for approval of the CFI Head.</p> <p>3) Based on the approved payment voucher, prepare a cheque for the monthly total amount.</p>	<p>1) Payment Voucher</p> <p>2) Approved monthly list of operating expenses</p> <p>3) If there is no official receipt, "a pay slip form" can be used and it is allowed due to remote community (CDD type activities)</p>

Type of Expenses	Procedures	Supporting Documents on File
for outputs #1 and #2 Note: it is not allowed to spend operating costs exceeding 5%.	4) The cheque shall be in the name of the Treasurer. 5) The Treasurer collects the cash from ACLEDA Bank by presenting the signed cheque. 6) Payment for each item of operating expense shall be in cash.	4) Lump-sum payment for local travel and communication to each CFI members approved by the Head of the CFI Committees.

Remarks:

- If there is a remaining fund from operating expenses and other construction activities (expected to be small amount – less than 20%) under the CFI's Bank account by the completion of the sub-project, the CFI can use the remaining amount for specific development activities in their communities. The CFI is not required to transfer the remaining amount to the FiA Phnom Penh. If the remaining balance is more than 20%, FiA should seek for Bank's advice and suggestion for best use of the remaining fund by the CFIs.
- If there is any (interest earned) from the CFI Bank account gained during the life of the sub-project, such interest gained will be the asset of the Community and can be used for other development activities in their communities. The CFI is not required to return the interest gained to the FiA Phnom Penh.
- Upon completion of the sub-project activities, the CFI's Bank account will become the property of the CFI. The CFI with the majority of decision of their members can decide to close the Bank account, or to keep the Bank account for their further needs.

6.10 Book-keeping Accounting

Treasurer. The CFI committee must nominate an appropriate Treasurer to take responsibility for recording of financial transactions. However, the whole CFI committee is collectively responsible for the sub-project funds, not just only the treasurer. The treasurer will receive adequate training on book keeping accounting and reporting. The CFI committee will also be invited to participate in the finance training held by FiA or PFIA.

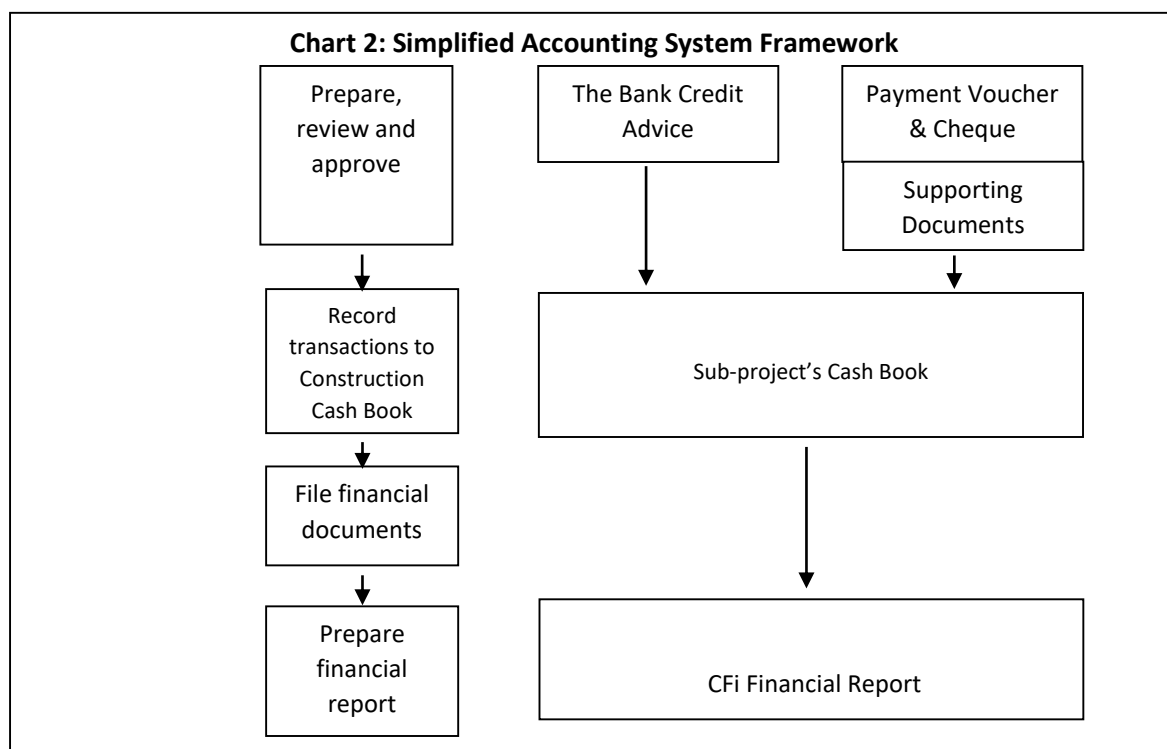
Separate Cash Book Register. All funds received by the CFI should be updated in the cash book register after collecting the credit advice from the ACLEDA Bank. CFI can withdraw from the bank with \$1,000 per week. Every time withdrawal of fund from the Bank, treasurer must record this transaction in the cash book register. It is very important to keep an up to date record of all the money received, payment incurred, and balance of the cash book register.

Maintain Cash Book Regularly. The treasurer must ensure that all financial transactions (Fund received and payments) must be recorded in the Cashbook accurately and timely. The CFI head must ensure that the Cash Book is updated by Treasurer when an expense has occurred or a transaction has taken place and this must be recorded.

Major financial transactions related to sub-project activities are related to fund received from FiA, and the payments (wages for laborers, materials and operating expenses). All financial transactions will be recorded in the separate Cash Book register. The treasurer will use the information from the Cash Book to prepare a CFI Financial Report (CFR). The report shall be submitted to the CFI head for approval before public display it in the public noticeboard.

Perform a month-end account closure after receiving the Bank statements from ACLEDA bank.

The following chart illustrates the framework of the simplified accounting system of the CFI:



6.11 Accounting Formats

The Basic book-keeping accounting for the CFI is based on cash basis accounting. This established recording system aims to simplified process of fund received and payments. The recording system intended for user friendly but must meet the Bank's principles of accountability and transparency.

The cash book register contains (bank book and payments) will be used to record daily transactions by the CFIs.

Below are the simplified accounting formats available to be used by the CFIs:

Accounting records	Vouchers	Formats
1- Cash book register	1-Payment Voucher (PV)	1-Payroll
2- Bank reconciliation Statements	2-Cash Receipt voucher (CRV)	2-Time sheet
3 Bank statements	3-Invoice (request for fund transfer)	3-Pay slip (only for operating costs)

Table7: Disbursement Schedule

The fund disbursed to CFis will be made in tranches based on estimated amount stated in the sub-project contract agreement.

Invoices	Amounts	Supporting Documents
Invoice 1 – 1 st tranche Outputs #1	\$3,000	<p>a. Certification from CFi and Site Engineer that CFi is ready to start construction</p> <p>b. Copy of contract, nominations of officers and implementation schedule</p> <p>c. CFi Bank Account Detailed information and Copy of the Bank Document for Opening Bank Account with Specimen Signature</p> <p>Note: As soon as the above arrangements (a, b and c) have been firmed up, the first tranche can be processed and released.</p>
Invoice 2 – 2 nd tranche Outputs #2	\$6,000	<p>a. Certification from CFi and Site Engineer that CFi is ready to start construction</p> <p>b. Copy of contract, nominations of officers and implementation schedule</p> <p>c. Outputs #1 has been completed/ delivered with Photos of the whole structure with the Site Engineer.</p> <p>d. Financial report for Output #1 has been documented and reported by site engineer.</p> <p>Note: As soon as the above arrangements (a, b, c, and d) have been completed/delivered and confirmed by the site engineer, the second tranche can be processed and released.</p>
Invoice #3 Tranche to be released by year as a cash advance		<p>Tranche #1- USD 1,250 (2018)- cash advance</p> <p>Tranche #2- USD 1,250 (2019)*</p> <p>Tranche #3- USD 1,250 (2020)*</p> <p>Tranche #4- USD 1,250 (2021)*</p> <p>Note (*): submission summary of financial report is required for year 1 prior to the release of funds for subsequent year.</p>

Payment/ release procedures:

- 1) The invoice with the supporting documents shall be submitted to FIA in Phnom Penh by PFIA after the Site Engineer has been certified on it.

- 2) The Certification of Site Engineer together with the invoice and supporting documents from the CFi, is forwarded to FiA Finance Unit (FU) in Phnom Penh for processing of fund release.
- 3) FiA FM team in Phnom Penh prepares DV and submit it for approval of Component Director/ Manager.
- 4) Fund release to CFIs will be treated as ‘an expense’ in the book of account for Component 1 and include in the Statement of Expenditures (SOE) for DA replenishment with the WB Manila Office.

6.12 Separate Records and Filing

The treasurer is responsible for record and filing of sub-project. A separate record for sub-project activities should be properly filed and retained at the CFi for 5 years.

The Provincial FiA in Kratie and Stung Treng shall retain original copies at the National FiA Office for audit purposes.

The FM Unit (National and provincial offices) shall be responsible for the filing system. A separate **two folders** shall be maintained for **five years** after the completion of sub-project activities. Each folder shall contain the following documents (Table 8):

1. Technical File Folder	2. Financial File Folder
<ol style="list-style-type: none"> 1. Sub-project agreement 2. Detailed costing/ budget and implementation plan 3. Technical and engineer design 4. Etc. 	<ol style="list-style-type: none"> 1. ACLEDA Bank Account Details & Documents 2. Cheque payment 3. Money Order Transfer 4. List of Beneficiaries with Bank account information 5. ACLEDA Bank Statement 6. Payment Vouchers with attached supporting documents 7. Financial Report

6.13 Financial Reporting

The treasurer will prepare monthly financial report after month-end account closure. The monthly financial report is the summary of the “funds received” and “payments”. A copy of the monthly financial report should be posted to the Community Public Board on monthly basis.

The following guidelines for preparing the monthly financial report are presented below:

- 1) After month-end closure, check the total expense and balance in “Bank book”.
- 2) Check “total Fund Received” and the “Total Payments”, use this data to prepare financial report.
- 3) Collect Bank statements from ACLEDA bank
- 4) Perform monthly bank reconciliation statements

In addition, the treasurer shall use the template of monthly finance report (a template is provided by FiA) to fill in the information.

7 Project Management

Fisheries Administration is the public organization under the Ministry of Agriculture, Forestry and Fisheries (MAFF). The Component Management Unit/National FiA Project Implementation Team and the Project Implementation Team in Kratie and the Project Implementation Team in Stung Treng are formally established to manage and implement the M-IWRM-3/Component 1.

In addition, a Procurement Review Committee (PRC) and Bid Evaluation Committee (BEC) were formed based on the MAFF Minister's decision dated October 19, 2016. The committees execute their duties in accordance with stated roles, responsibilities and authorities.

At the community level, the Community Fisheries Committees (CFC) represent their Community Fisheries (CFi). The CFi is a legal institution recognized under Sub-Decree on the Management of Community Fisheries No. 25 OrNorkror dated March 20, 2007 and Royal Decree No. NorSor/RorKorTor/0505/240 dated May 29, 2005 on the Establishment of Community Fisheries. The CFi organization has its mandate to plan, implement and report progress and assigned accountability line. The CFC is chaired by CFC head and has members of all Community Fisheries Committees. The Community Fisheries Committee has authority to lead and manage community fisheries.

In order to enable effective implementation of the project activity on CFi infrastructure and equipment, the Project determines roles and responsibilities for the concerned teams as below:

7.1 CMU/FiA

CMU/FiA is responsible for the following aspects:

Project cycle management	Summary of Roles & Responsibilities
Planning	<ol style="list-style-type: none">1. In cooperation with PFiAs, provide technical assistance for CFC to have skills on preparation of CFi grant agreement, financial management, procurement and monitoring/reporting. The works include helping CFCs to develop quality and acceptable CFi grant proposal and grant agreement.2. In cooperation with PFiAs, provide technical training on social and environmental assessment, site supervision. The works include preparation of reports as supporting document to the CFi grant agreement.3. In cooperation with PFiAs, provide technical assistance for CFCs and CFi members to identify and prepare list of selected CFi infrastructure and equipment.4. Be responsible for planning of the procurement and distribution of engine boats and CFi kits for participating CFis.

Project cycle management	Summary of Roles & Responsibilities
	5. Perform other tasks as requested by the project management, PFiAs and CFCs.
Implementation	<ol style="list-style-type: none"> 1. Provide support and facilitate to enable effective implementation of the activity. 2. Review and endorse CFI grant agreement. 3. Procure and distribute engine boats and CFI kits for participating CFIs. 4. Facilitate to transfer budget to respective CFC bank account. 5. Perform other tasks as requested.
Monitoring, Reporting	<ol style="list-style-type: none"> 1. In cooperation with PFiAs and CFCs, conduct regular monitoring to assess progress of the activity implementation and resolve any emerging challenges and issues. 2. Consolidate activity progress report including financial statement as part of the Quarterly Project Progress Reports/IFRs.
Internal Auditing	<ol style="list-style-type: none"> 1. Internal auditor conduct audit and prepare report for the project management. 2. Facilitate external auditing firm to conduct audit.

7.2 Project Implementation Team (PIT)/PFiA

PIT is responsible for the following aspects:

Project cycle management	Summary of Roles & Responsibilities
Planning	<ol style="list-style-type: none"> 1. Assist in CFCs to have skills on preparation of CFI grant agreement, financial management, procurement and monitoring/reporting. The works include helping CFCs to develop quality and acceptable CFI grant agreement and workplan. 2. Assist Safeguards Specialists and National Infrastructure Engineer Consultant to conduct training on sub-project screening, mitigation plan/measures and, site supervision. The works include conduct site visits and preparation of reports as supporting document to the CFI grant agreement / CFI grant proposal. 3. Assist CFCs to open the Bank account at nearest ACLEDA Bank. 4. Assist in CFCs to have skills and able to develop the activity plan to effectively implement the grant proposal. 5. Ensure all CFCs well understand and rightly apply policies and procedure on financial management and procurement management. 6. Perform other tasks requested by FiA and CFCs.

Project cycle management	Summary of Roles & Responsibilities
Implementation	<ol style="list-style-type: none"> 1. Provide support and facilitate to enable effective implementation of the activity. 2. Assist in CFC and CFI members to identify and prepare list of selected CFI infrastructure and equipment. 3. Facilitate in the distribution of engine boats and CFI kits for participating CFIs. 4. Ensure the budget for CFCs are transferred to their bank accounts on time. 5. Perform other tasks as requested.
Monitoring, Reporting and Auditing	<ol style="list-style-type: none"> 1. Assist CFCs to conduct regular monitoring to assess progress of the activity implementation and facilitate to resolve any emerging challenges and issues. 2. Consolidate activity progress report including financial statement as part of the Quarterly Project Progress Reports/IFRs. 3. Assist in an internal auditor to conduct audit and prepare report for the project management. 4. Facilitate external auditing firm to conduct audit.

7.3 Community Fisheries Committee (CFC)

CFC is responsible for the following aspects:

Project cycle management	Summary of Roles & Responsibilities
Planning	<ol style="list-style-type: none"> 1. Participate in trainings on CFI grant proposal, CFI grant agreement, financial management, procurement and monitoring/reporting. 2. Ensure all CFC well understand and rightly apply policies and procedure on financial management and procurement management. 3. Prepare CFI grant agreement and other supporting documents as required by the Fisheries Administration. 4. Be responsible in opening the CFC bank account at the nearest ACLEDA Bank. 5. Be responsible for preparation good workplan to effectively execute CFI infrastructure and equipment activity. 7. Perform other tasks requested by PITs and CFI members.
Implementation	<ol style="list-style-type: none"> 1. Be responsible for effectively day to day execution of the activity. 2. Be responsible for mobilizing communities, representatives of CBOs and invite local authorities to participate and support the activity.

Project cycle management	Summary of Roles & Responsibilities
	<ol style="list-style-type: none"> 3. Facilitate CFI members, communities and local authorities to identify, prepare and agree on list of selected CFI infrastructure and materials. 4. Be responsible for procurement of CFI infrastructure and equipment approved on the CFI grant agreement. Keep and maintain all records and documents. 5. Establish filing system and keep important reports and supporting documents in compliance with the RGC and World Bank policies and procedures as instructed by the Fisheries Administration. 6. Consider good use and maintaining of CFI equipment (boats, CFI kits, etc.) and others supported by the project. 7. Cooperate with PIT, CMU to effectively implement the activity. 8. Coordinate and collaborate with development partners, NGOs and generous individuals/entities to mobilize resources to support community fisheries. 9. Coordinate and collaborate with local authorities and technical departments that have common concern the sector. 10. Perform other tasks as requested.
Monitoring, Reporting and Auditing	<ol style="list-style-type: none"> 1. Conduct regular monitoring to assess progress of the activity implementation and facilitate to resolve any emerging challenges and issues. The work could be done by CFC and/or with assistance of PIT/CMU. 2. Prepare activity progress report including financial report for submission to PFIAs/FiA. 3. Assist in an internal auditor and external auditing firm to conduct audit.

Annexes:

Annex 1: Procurement Sample Forms

Annex 2: Gender

Annex 3: Social & Environmental Safeguard

Annex 4: CFI Agreement

Annex 5: Project Monitoring Template

ANNEX 1: PROCUREMENT SAMPLE FORMS

Form 1: Invitation for Quotations for Goods

Province: _____
District/Khan: _____
Commune/Sangkat: _____
Community/Village: _____ Date: _____

To: _____

1. Our Community Fisheries (insert name of the CFi) has received a budget from MIWRM-3 Project of the CMU1-FiA financed by the World Bank and we intend to apply this budget to eligible payments for the rehabilitation/construction of insert name of the CFi.....
2. Our Community Fisheries request you to quote your prices for the items listed in Schedule of Items below. Your quotation **in the Form 2 attached** shall be submitted at or before hours on ____/____/201__ to address _____. Late quotations will be rejected. All quotations will be compared athours on ____/____/201__, at the(insert the name of the CFi) _____ in the presence of at least three members of the Community Fisheries and the Bidder representatives who choose to attend.

Schedule of Items

Item No.	Description & Details	Unit	Unit price	Quantity	Total

Total Amount: _____

Total Amount in words: _____

3. Quotation must be valid and fixed for 30 days from the deadline of quotation submission;
4. The delivery period is 7 days from the date of Purchase Order;
5. The Quoted Price shall include taxes, duty, transportation, and costs incidental to delivery of the goods to the construction site,
6. The quotation shall be done for 100% quantity of each item and the **quotations comparison and award shall be done on the item by item basis.**
7. Quotations will be evaluated by making any correction for any arithmetic errors as follows:
 - (a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;

- (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;

If a Bidder refuses to accept the correction, his quotation will be rejected.

8. The Supplier is required to mention the brand name/make/model (as applicable) of the materials to be supplied.
9. It is the World Bank's policy to require that Borrowers (including beneficiaries of the Bank loans), bidders, suppliers, contractors and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or suppliers, and any personnel thereof, observe the highest standard of ethics during the procurement and execution of World Bank-financed contracts.
10. All materials suppliers and service providers shall permit the World Bank and/or persons appointed by the World Bank to inspect the Site and/or all accounts and records relating to the performance of the Contract and the submission of the quotations to supply the materials/services and to have such accounts and records audited by auditors appointed by the World Bank if requested by the World Bank.

Head of Community Fisheries Committee

Signature: _____

Name: _____

ទម្រង់បែបបទទី ១៖ លិខិតអញ្ជើញសម្រាប់ការដាក់ពាក្យដេញថ្លៃទំនិញ

ខេត្ត:.....

ស្រុក:.....

ឃុំ:.....

សហគមន៍/ភូមិ:

កាលបរិច្ឆេទ _____

ជូនចំពោះ: _____

- ១- គណៈកម្មាធិការប្រតិបត្តិសហគមន៍នេសាទ.....បានទទួលថវិកាពី
គម្រោងគ្រប់គ្រងធនធានទឹកចម្រុះទន្លេមេគង្គដំណាក់ទី៣ អនុវត្តដោយរដ្ឋបាលជលផលនៃ
ក្រសួងកសិកម្ម រុក្ខាប្រមាញ់ និងនេសាទ ដែលជាគម្រោងហិរញ្ញប្បទានដោយធនាគារពិភព-
លោក ហើយជំនួយនេះប្រើប្រាស់សម្រាប់ការទូទាត់លើការសាងសង់គម្រោង
.....។
- ២- គណៈកម្មាធិការប្រតិបត្តិសហគមន៍នេសាទ សូមស្នើឱ្យលោក លោកស្រី ដាក់តម្លៃសម្រាប់
ដេញថ្លៃលើទំនិញដែលមានរាយឈ្មោះក្នុងបញ្ជីខាងក្រោម។ តារាងតម្លៃរបស់លោកអ្នកមាន
នៅក្នុងទម្រង់បែបបទទី២ដែលភ្ជាប់មកជាមួយនេះ ត្រូវដាក់ជូនត្រឹម ឬមុនម៉ោង.....
នៅថ្ងៃ.....ខែ.....ឆ្នាំ.....មកកាន់អាសយដ្ឋាន.....
ស្ថិតក្នុងភូមិ ឃុំ..... ស្រុក.....
ខេត្ត.....។ ការដាក់ពាក្យដេញថ្លៃណាមួយត្រូវដាក់កាលបរិច្ឆេទខាងលើនឹងត្រូវ
បដិសេធមិនទទួលយកឡើយ។ តម្លៃទាំងអស់នឹងធ្វើការប្រៀបធៀបនៅម៉ោង.....
និង.....នាទីព្រឹក ថ្ងៃ.....ខែ.....ឆ្នាំ..... តាមអាសយដ្ឋានខាងលើ
ដោយមានវត្តមានសមាជិកគណៈកម្មាធិការប្រតិបត្តិសហគមន៍នេសាទយ៉ាងតិចបីរូប និង
តំណាងអ្នកដេញថ្លៃដែលចង់ចូលរួម។

តារាងមុខទំនិញ

ល.រ	ការពណ៌នា និងសេចក្តីលម្អិត	ឯកតា	បរិមាណ	តម្លៃឯកតា	តម្លៃសរុប
១	កូនឈើជន្ទូល	ដើម	22.00		
២	ក្តារពុម្ព	ម ^៣	0.25		
៣	ថ្ម 4x6	ម ^៣	2.50		
៤	ថ្ម 1x2	ម ^៣	3.00		
៥	ខ្សាច់គ្រឿម	ម ^៣	3.50		
៦	ស៊ីម៉ង់ត៍	បាវ	30.00		
៧	ដែកមូលលាត ៥6mm	គីក្រ	90.00		
៨	ដែកថ្នាំងអំពៅ ៥10mm	ដើម	10.00		
៩	ដែកថ្នាំងអំពៅ ៥12mm	ដើម	30.00		
១០	ដែកគោល ប្រវែង 5cm	គីក្រ	6.00		
១១	លួសចំណង Steel wire	គីក្រ	10.00		
១២	ឥដ្ឋតាន់ Solid Brick	ដុំ	800.00		
១៣	ដីបាក់បំពេញខ្សែនគរ Soil Filling	ម ^៣	16.20		
	ចំនួនទឹកប្រាក់សរុប:				

ចំនួនទឹកប្រាក់សរុប:

សរសេរជាអក្សរ:

តារាងមុខទំនិញ(ត)

ល.រ	ការពណ៌នា និងសេចក្តីលម្អិត	ឯកតា	បរិមាណ	តម្លៃឯកតា	តម្លៃសរុប
១	ស៊ីម៉ង់ត៍ Cement Portland C-150 Type - I	Sac	15.00		
២	ខ្សាច់គ្រឿម Coarse Sand	m³	3.00		
៣	ឥដ្ឋប្រហោង Hollow Brick	Psc	3,200.00		
៤	ថ្ម 1x2 , Crushed Stone	m³	1.00		
៥	ដែកលាតØ6mm , Re-bar	Kg	20.00		
៦	ដែកថ្នាំងអំពៅ Ø 12mm, Re- bar	Psc	12.00		
៧	ដែកគោល ប្រវែង 5cm , Nail	Kg	5.00		
៨	លួសចំណង , Steel wire	Kg	2.00		
៩	ដែកទី៣ជ្រុង 50x100 ,Steel ◇ Section t=2.5mm	Psc	2.50		
១០	ដែកទី៣ជ្រុង 40x80 , Steel ◇ Section t=2.5mm	Psc	5.00		
១១	ដែកទី៣ជ្រុង 30x30 ,Steel ◇ Section t=2.mm	Psc	28.00		
១២	ដែកអិល 40x40 ,Steel L Section t=2.5mm	Psc	1.50		
១៣	សង្កសីដំបូល Roof Zinc t=0.35mm	m²	58.32		
១៤	សង្កសីព្រំដំបូល Zinc Cover the roof t=0.35mm	m	18.00		
១៥	សង្កសីបិទបង្អួចផ្ទាំង Zinc fascia board t=0.35mm	m	28.00		
១៦	គ្រាប់រឹសបាញ់សង្កសី	Kg	1.00		
ចំនួនទឹកប្រាក់សរុប:					

ចំនួនទឹកប្រាក់សរុប:

សរសេរជាអក្សរ:

តារាងមុខទំនិញ (ត)

ល.រ	ការពណ៌នា និងសេចក្តីលម្អិត	ឯកតា	បរិមាណ	តម្លៃឯកតា	តម្លៃសរុប
១	ខ្សាច់ម៉ត់ Fine Sand	m ³	6.00		
២	ស៊ីម៉ង់ត៍ Cement Portland ASTM C-150 Type-I	Sac	65.00		
៣	ខ្សាច់គ្រឿម Coarse Sand	m ³	6.50		
៤	ឥដ្ឋតាន់ Solid Brick	Psc	450.00		
៥	ថ្ម 1x2 , Stone	m ³	3.50		
៦	ថ្ម 4x6 , Stone	m ³	5.00		
៧	ដែកលាត៨6mm , Re-bar	Kg	5.00		
៨	ដែកគោល ប្រវែង 5cm , Nail	Kg	1.00		
៩	ដែកបន្ទះពាសសន្លឹកទ្វារ Steel Plate	m ²	1.20		
១០	សំណាញ់ដែកក្រឡា, Steel grill 40x40 ៨3mm	m ²	12.60		
១១	ថ្នាំស្ត្រូ ឡាគ្រីម Acrylic Emulsion Paint U-90	Kg	54.00		
១២	ថ្នាំច្រោះ Anti-corosion paint	Kg	4.00		
១៣	ថ្នាំប្រេង Oil Paint U-90	Kg	4.00		
១៤	ជក់លាបថ្នាំ Paint brush	Unit	1.00		
១៥	រ៉ូឡ័រ	Unit	2.00		
១៦	ដែករនាប 20x20 , t= 4mm	Psc	20.00		
ចំនួនទឹកប្រាក់សរុប:					

ចំនួនទឹកប្រាក់សរុបរួម

សរសេរជាអក្សរ:

- ៣- ពាក្យដេញថ្លៃមានសុពលភាព ៣០ថ្ងៃ ក្រោយពីកាលបរិច្ឆេទដាក់ពាក្យ
- ៤- ការដឹកជញ្ជូនដល់គោលដៅគឺមានរយៈពេល៧ថ្ងៃ គិតចាប់ពីថ្ងៃនៃការបញ្ជាទិញ
- ៥- តម្លៃនៅក្នុងការដេញថ្លៃត្រូវដាក់បញ្ចូលទាំងពន្ធអាករ ការដឹកជញ្ជូន និងតម្លៃដែលទាក់ទងទៅនឹងការដឹកជញ្ជូនទំនិញទៅកាន់ការដ្ឋានសំណង់
- ៦- ការដេញថ្លៃ ត្រូវធ្វើឡើងសម្រាប់ចំនួនសរុប ១០០% នៃមុខទំនិញនីមួយៗ។ ការប្រៀបធៀបតម្លៃនិងការផ្តល់កិច្ចសន្យាត្រូវធ្វើការប្រៀបធៀបតាមមុខទំនិញនីមួយៗ។
- ៧- ការវាយតម្លៃ នឹងធ្វើការកែតម្រូវដូចខាងក្រោម៖

- (ក) ក្នុងករណីមានការខុសគ្នារវាងចំនួនសរសេរជាលេខ និងចំនួនសរសេរជាអក្សរនោះ ចំនួនសរសេរជាអក្សរជាចំនួនដែលយកជាបានការ។
- (ខ) ក្នុងករណីមានភាពខុសគ្នារវាងតម្លៃឯកតា និងតម្លៃសរុបដែលបានមកពីការគណនានៃការគុណតម្លៃឯកតាជាមួយបរិមាណនោះ តម្លៃដែលយកជាបានការ គឺផ្អែកតាមតម្លៃឯកតាដែលមានក្នុងការដេញថ្លៃ។
ប្រសិនបើអ្នកដេញថ្លៃមិនព្រមទទួលកំហុស នោះសំណើដេញថ្លៃរបស់អ្នកដេញថ្លៃនឹងត្រូវបដិសេធ ។
- ៨- អ្នកផ្គត់ផ្គង់គឺតម្រូវឱ្យបង្ហាញឈ្មោះក្រុមហ៊ុន/ប្រភេទ/ម៉ូត(ដូចដែលបានអនុវត្ត)នៃសម្ភារដែលត្រូវផ្គត់ផ្គង់។
- ៩- ជាគោលការណ៍របស់ធនាគារពិភពលោក ដែលតម្រូវឱ្យប្រទេសខ្ចីបំណុល (រួមទាំងអ្នកទទួលប្រាក់កម្ចីរបស់ធនាគារពិភពលោក) ទីប្រឹក្សា និងទីភ្នាក់ងាររបស់ពួកគេ (ទោះបីគាត់បានប្រកាស ឬមិនប្រកាស) អ្នកម៉ៅការបន្ត អ្នកផ្តល់ទីប្រឹក្សាបន្ត ឬអ្នកផ្គត់ផ្គង់ និងបុគ្គលិកណាមួយ របស់អ្នកទាំងនោះ គោរពក្រមសីលធម៌ខ្ពស់បំផុតពេលដេញថ្លៃ និងប្រតិបត្តិ កិច្ចសន្យាដែលទទួលបានពីហិរញ្ញប្បទានដោយធនាគារពិភពលោក។
- ១០- អ្នកផ្គត់ផ្គង់សម្ភាររបស់សហគមន៍ និងអ្នកផ្តល់សេវានានាទៀត ត្រូវអនុញ្ញាតឱ្យមន្ត្រីរបស់ធនាគារពិភពលោក បានចូលពិនិត្យការដ្ឋានសាងសង់ និងបានពិនិត្យមើល កិច្ចបញ្ជីការគណនេយ្យនិងកំណត់ត្រាពាក់ព័ន្ធនឹងការបំពេញការងារ និងសំណើដេញថ្លៃសម្ភារសំណង់ ឬសេវាកម្ម និងមានលទ្ធភាពពិនិត្យមើលរបាយការណ៍សវនកម្ម ដោយសវនករ ដែលចាត់តាំងដោយធនាគារពិភពលោក ប្រសិនបើមានសំណើពីធនាគារពិភពលោក ។

ប្រធានសហគមន៍នេសាទ.....
 ហត្ថលេខា.....
 ឈ្មោះ:

Form 2: Quotation Form

Name of the Bidder _____

Date: _____

Address _____

Phone Number _____

To: Community Fisheries _____

Village _____ Commune/Sangkat.....

District.....Province.....

We received the Request for Quotation and offer to supply materials as shown in the table below:

Item No.	Description & Details	QTY	Unit	Unit Price (USD)	Amount (USD)
1					
2					
3					
4					
	Total Amount:				

Total Amount: _____

Total Amount in words: _____

This Quoted Price includes taxes, duty, transportation, and costs incidental to delivery of the goods to the construction site;

We undertake, if our Quotation is accepted, to deliver the materials within 7 calendar days from the date of receipt of your Purchase Order.

We are not participating as Bidders in more than one Quotation in this bidding process. Our Quotation shall be valid for 30 calendar days after the deadline for submission of Quotation.

We understand that your written Purchase Order shall be in writing and constitute the acceptance of our Quotation and shall become a binding contract between us.

We agree to observe the highest standard of ethics during this procurement, and the execution of the purchase order. And we will permit the World Bank and/or persons appointed by the World Bank to inspect the Site and/or all accounts and records relating to the submission of our quotations and the performance of the purchase order, and to have such accounts and records audited by auditors appointed by the World Bank if requested by the World Bank.

Name and Signature of Bidder _____

ទម្រង់បែបបទទី ២៖ ទម្រង់នៃតារាងសម្រង់តំលៃ

ឈ្មោះអ្នកដេញថ្លៃ _____ កាលបរិច្ឆេទ៖ _____

អាសយដ្ឋាន _____

លេខទូរស័ព្ទ _____

ជូនចំពោះ៖ សហគមន៍នេសាទ.....ស្ថិតនៅភូមិ.....ឃុំ.....

ស្រុក.....ខេត្ត.....

ខ្ញុំបាទ នាងខ្ញុំបានទទួលសេចក្តីជូនដំណឹងពីការដេញថ្លៃ និងមានបំណងដេញថ្លៃសម្ភារ ដូចមានក្នុងតារាងខាងក្រោម៖

គិតជាដុល្លារអាមេរិក

តារាងមុខទំនិញ

ល.រ	ការពណ៌នា និងសេចក្តីលម្អិត	ឯកតា	បរិមាណ	តម្លៃឯកតា	តម្លៃសរុប
១	កូនឈើជន្ទុល	ដើម	22.00		
២	ក្តារពុម្ព	ម3	0.25		
៣	ថ្ម 4x6	ម3	2.50		
៤	ថ្ម 1x2	ម3	3.00		
៥	ខ្សាច់គ្រឿម	ម3	3.50		
៦	ស៊ីម៉ង់ត៍	បារ៉ា	30.00		
៧	ដែកមូលលាត $\varnothing 6\text{mm}$	គក្រ	90.00		
៨	ដែកថ្នាំងអំពៅ $\varnothing 10\text{mm}$	ដើម	10.00		
៩	ដែកថ្នាំងអំពៅ $\varnothing 12\text{mm}$	ដើម	30.00		
១០	ដែកគោល ប្រវែង 5cm	គក្រ	6.00		
១១	លួសចំណង Steel wire	គក្រ	10.00		
១២	ឥដ្ឋតាន់ Solid Brick	ដុំ	800.00		
១៣	ដីបាក់បំពេញខឿនអគារ Soil Filling	ម3	16.20		
	ចំនួនទឹកប្រាក់សរុប៖				

ចំនួនទឹកប្រាក់សរុប៖

សរសេរជាអក្សរ៖

តារាងមុខទំនិញ (ត)

លរ	ការពណ៌នា និងសេចក្តីលម្អិត	ឯកតា	បរិមាណ	តម្លៃឯកតា	តម្លៃសរុប
១	ស៊ីម៉ង់ត៍ Cement Portland C-150 Type - I	Sac	15.00		
២	ខ្សាច់គ្រឿម Coarse Sand	m³	3.00		
៣	ឥដ្ឋប្រហោង Hollow Brick	Psc	3,200.00		
៤	ថ្ម 1x2 , Crushed Stone	m³	1.00		
៥	ដែកលាតØ6mm , Re-bar	Kg	20.00		
៦	ដែកថ្នាំងអំពៅ Ø 12mm, Re- bar	Psc	12.00		
៧	ដែកគោល ប្រវែង 5cm , Nail	Kg	5.00		
៨	លួសចំណង , Steel wire	Kg	2.00		
៩	ដែកទី៣ជ្រុង 50x100 ,Steel ◇ Section t=2.5mm	Psc	2.50		
១០	ដែកទី៣ជ្រុង 40x80 , Steel ◇ Section t=2.5mm	Psc	5.00		
១១	ដែកទី៣ជ្រុង 30x30 ,Steel ◇ Section t=2.5mm	Psc	28.00		
១២	ដែកអិល 40x40 ,Steel L Section t=2.5mm	Psc	1.50		
១៣	សង្កសីដំបូល Roof Zinc t=0.35mm	m²	58.32		
១៤	សង្កសីព្រំដំបូល Zinc Cover the roof t=0.35mm	M	18.00		
១៥	សង្កសីបិតចុងផ្ទាំង Zinc fascia board t=0.35mm	M	28.00		
១៦	គ្រាប់រឹសបាញ់សង្កសី	Kg	1.00		
១៧	ថ្នាំប្រេះ Anti-corosion paint	Kg	10.00		
១៨	ថ្នាំប្រេង Oil Paint U-90	Kg	14.00		
១៩	ជក់លាបថ្នាំ Paint Brush	Unit	4.00		
	ចំនួនទឹកប្រាក់សរុប:				

ចំនួនទឹកប្រាក់សរុប:

សរសេរជាអក្សរ:

តារាងមុខទំនិញ (ត)

លរ	ការពណ៌នា និងសេចក្តីលម្អិត	ឯកតា	បរិមាណ	តម្លៃឯកតា	តម្លៃសរុប
១	ខ្សាច់ម៉ត់ Fine Sand	m ³	6.00		
២	ស៊ីម៉ង់ត៍ Cement Portland ASTM C-150 Type-I	Sac	65.00		
៣	ខ្សាច់គ្រឿម Coarse Sand	m ³	6.50		
៤	ឥដ្ឋតាន់ Solid Brick	Psc	450.00		
៥	ថ្ម 1x2 , Stone	m ³	3.50		
៦	ថ្ម 4x6 , Stone	m ³	5.00		
៧	ដែកលាត៥6mm , Re-bar	Kg	5.00		
៨	ដែកគោល ប្រវែង 5cm , Nail	Kg	1.00		
៩	ដែកបន្ទះពាសសន្លឹកទ្វារ Steel Plate	m ²	1.20		
១០	សំណាញ់ដែកក្រឡា, Steel grill 40x40 ៥3mm	m ²	12.60		
១១	ថ្នាំស្តេត្រូ Acrylic Emulsion Paint U-90	Kg	54.00		
១២	ថ្នាំប្រែ៖ Anti-corosion paint	Kg	4.00		
១៣	ថ្នាំប្រេង Oil Paint U-90	Kg	4.00		
១៤	ជក់លាបថ្នាំ Paint brush	Unit	1.00		
១៥	រ៉ូឡេត្យ	Unit	2.00		
១៦	ដែករនាប 20x20 , t= 4mm	Psc	20.00		
១៧	បន្ទះដែកស្លាកឈ្មោះ Sign Board for Pre-School	Psc	1.00		
១៨	ក្រដាសខាត់	Psc	20.00		
១៩	ប្រេងសាំង Gasoline	Litre	16.00		
២០	ឈើជើងដំរី	Psc	1.00		
	ចំនួនទឹកប្រាក់សរុប៖				

ចំនួនទឹកប្រាក់សរុប៖

សរសេរជាអក្សរ៖

តម្លៃក្នុងតារាងប្រកាសនេះរួមបញ្ចូលទាំងពន្ធអាករ ការដឹកជញ្ជូន និងតម្លៃដែលទាក់ទងនឹងការដឹកជញ្ជូនទំនិញទៅកាន់ការដ្ឋានសំណង់។

ប្រសិនបើតារាងដេញថ្លៃរបស់ខ្ញុំត្រូវបានទទួលយកខ្ញុំសូមធានារ៉ាប់រងក្នុងការដឹកជញ្ជូនក្នុងរយៈពេល៧ថ្ងៃ គិតចាប់ពីថ្ងៃដែលទទួលបានការបញ្ជាទិញរបស់លោកអ្នក ។ ខ្ញុំចូលរួមក្នុងការដេញថ្លៃនេះ តាម

រយៈពេលដេញថ្លៃតែមួយគត់។ តារាងដេញថ្លៃរបស់យើងនឹងមានសុពលភាព៣០ថ្ងៃ បន្ទាប់កាលបរិច្ឆេទដាក់ពាក្យចុងក្រោយ។

ខ្ញុំដឹងថា ការបញ្ជាទិញរបស់លោកអ្នកដែលបានសរសេរជាលាយលក្ខណ៍អក្សរ ត្រូវចាត់ទុកជាការទទួលយកនូវការដេញថ្លៃ និងត្រូវក្លាយជាកិច្ចសន្យាជាប់កាតព្វកិច្ចរវាងយើង។

យើងយល់ព្រមគោរពក្រមសីលធម៌ខ្ពស់បំផុតលើការអនុវត្តកិច្ចលទ្ធកម្ម និងការបញ្ជាទិញទំនិញទាំងអស់ ។ មិនតែប៉ុណ្ណោះ យើងក៏យល់ព្រមឱ្យធនាគារពិភពលោក ឬមន្ត្រីរបស់ធនាគារពិភពលោកបានចូលពិនិត្យផ្ទាល់ការដ្ឋានសាងសង់ និងបានពិនិត្យរបាយការណ៍គណនេយ្យ កំណត់ត្រាដែលពាក់ព័ន្ធនឹងការដាក់សំណើសុំដេញថ្លៃនិងការអនុវត្តការបញ្ជាទិញ ហើយមានលទ្ធភាពពិនិត្យមើលរបាយការណ៍សវនកម្ម ដោយសវនករ ដែលចាត់តាំងដោយធនាគារពិភពលោក ប្រសិនបើមានសំណើពីធនាគារពិភពលោក ។

ឈ្មោះ និងហត្ថលេខាអ្នកដេញថ្លៃ

Form 3: Minutes of Quotations Comparison and Recommendation for Award

Name (Community):and Location _____,
 Community Fisheries _____
 Village _____ Commune/Sangkat _____,
 District/Khan _____ Province _____

Reference is made to the invitation for quotation dated ____/____/____

The quotation comparison took place publicly on ____/____/____, at ____ hours, at the _____, Commune/Sangkat_____, District/Khan: _____, Province: _____
 _____. The results are shown in the table below:

No.	Description & Details	Read Out Bid Price and Corrected					
		Bidder A's Price		Bidder B's Price		Bidder C's Price	
		Read out	Corrected	Read out	Corrected	Read out	Corrected
1							
2							
3							
4							
5							
Bidder's Signature							

Signature and name of Recorder: _____

Recommendation for Contract Award by the CFi:

For the Community Fisheries

- Title: _____, Name and signature: _____
- Title: _____, Name and signature: _____
- Title: _____, Name and signature: _____
- Title: _____, Name and signature: _____
- Title: _____, Name and signature: _____

**ទម្រង់បែបបទទី ៣៖ កំណត់ហេតុនៃការប្រៀបធៀបតម្លៃ និង
ការផ្តល់យោបល់ដល់អ្នកទទួលបានកិច្ចសន្យា**

ឈ្មោះសហគមន៍នេសាទ..... និងទីតាំង៖ ស្ថិតក្នុងភូមិ.....
 ឃុំ..... ស្រុក..... ខេត្ត.....
 យោងសេចក្តីអញ្ជើញអ្នកចូលរួមដាក់ពាក្យដេញថ្លៃនាថ្ងៃទី..... ខែ..... ឆ្នាំ.....
 ការប្រៀបធៀបតម្លៃ បានធ្វើឡើងជាសាធារណៈ នៅថ្ងៃទី..... ខែ..... ឆ្នាំ.....
 ក្នុងរយៈពេល..... នៅ..... ស្ថិតក្នុងភូមិ.....
 ឃុំ..... ស្រុក..... ខេត្ត..... ។
 លទ្ធផលត្រូវបានបង្ហាញក្នុងតារាងខាងក្រោម៖

តារាងមុខទំនិញ

លរ	ការពណ៌នា និងសេចក្តីលម្អិត	ប្រកាសតម្លៃដេញថ្លៃនិងកែតម្រូវ					
		តម្លៃអ្នកដេញថ្លៃ (ក)		តម្លៃអ្នកដេញថ្លៃ (ខ)		តម្លៃអ្នកដេញថ្លៃ (គ)	
		ប្រកាស	កែតម្រូវ	ប្រកាស	កែតម្រូវ	ប្រកាស	កែតម្រូវ
១	កូនឈើជន្ទុល	33.00					
២	ក្តារពុម្ព	105.00					
៣	ថ្ម 4x6	40.00					
៤	ថ្ម 1x2	63.00					
៥	ខ្សាច់គ្រឿម	21.00					
៦	ស៊ីម៉ង់ត៍	150.00					
៧	ដែកមូលលាត $\varnothing 6\text{mm}$	63.00					
៨	ដែកថ្នាំងអំពៅ $\varnothing 10\text{mm}$	55.00					
៩	ដែកថ្នាំងអំពៅ $\varnothing 12\text{mm}$	217.50					
១០	ដែកគោល ប្រវែង 5cm	7.50					
១១	លួសចំណង Steel wire	12.50					
១២	ឥដ្ឋតាន់ Solid Brick	40.00					
១៣	ដីចាក់បំពេញខឿនអគារ Soil Filling	40.50					
ហត្ថលេខាអ្នកដេញថ្លៃ							

តារាងមុខទំនិញ(ត)

លរ	ការពណ៌នា និងសេចក្តីលម្អិត	ប្រកាសតម្លៃដេញថ្លៃនិងកែតម្រូវ					
		តម្លៃអ្នកដេញថ្លៃ (ក)		តម្លៃអ្នកដេញថ្លៃ (ខ)		តម្លៃអ្នកដេញថ្លៃ (គ)	
		ប្រកាស	កែតម្រូវ	ប្រកាស	កែតម្រូវ	ប្រកាស	កែតម្រូវ
១	ស៊ីម៉ង់ត៍ Cement Portland C-150 Type - I	75.00					
២	ខ្សាច់គ្រឿម Coarse Sand	18.00					
៣	ឥដ្ឋប្រហោង Hollow Brick	160.00					
៤	ថ្ម 1x2, Crushed Stone	21.00					
៥	ដែកលាត \varnothing 6mm, Re-bar	14.00					
៦	ដែកថ្នាំងអំពៅ \varnothing 12mm, Re- bar	87.00					
៧	ដែកគោល ប្រវែង 5cm, Nail	6.25					
៨	លួសចំណង, Steel wire	2.50					
៩	ដែកទី៣ជ្រុង 50x100 ,Steel \diamond Section t=2.5mm	37.50					
១០	ដែកទី៣ជ្រុង 40x80, Steel \diamond Section t=2.5mm	55.00					
១១	ដែកទី៣ជ្រុង 30x30,Steel \diamond Section t=2.mm	98.00					
១២	ដែកអិល 40x40, Steel L Section t=2.5mm	13.50					
១៣	សង្កសីដំបូល Roof Zinc t=0.35mm	186.62					
១៤	សង្កសីព្រំដំបូល Zinc Cover the roof t=0.35mm	32.40					
១៥	សង្កសីបិតចុងផ្ទាំង Zinc fascia board t=0.35mm	22.40					
១៦	គ្រាប់រឹសបាញ់សង្កសី	2.81					
១៧	ថ្នាំប្រែ៖ Anti-corosion paint	20.00					
ហត្ថលេខាអ្នកដេញថ្លៃ							

តារាងមុខទំនិញ(ត)

លរ	ការពណ៌នា និងសេចក្តីលម្អិត	ប្រកាសតម្លៃដេញថ្លៃនិងកែតម្រូវ					
		តម្លៃអ្នកដេញថ្លៃ (ក)		តម្លៃអ្នកដេញថ្លៃ (ខ)		តម្លៃអ្នកដេញថ្លៃ (គ)	
		ប្រកាស	កែតម្រូវ	ប្រកាស	កែតម្រូវ	ប្រកាស	កែតម្រូវ
១	ខ្សាច់ម៉ត់ Fine Sand	42.00					
២	ស៊ីម៉ង់ត៍ Cement Portland ASTM C-150 Type-I	325.00					
៣	ខ្សាច់គ្រឿម Coarse Sand	39.00					
៤	ឥដ្ឋតាស់ Solid Brick	22.50					
៥	ថ្ម 1x2 , Stone	73.50					
៦	ថ្ម 4x6 , Stone	80.00					
៧	ដែកលាតØ6mm , Re-bar	3.50					
៨	ដែកគោល ប្រវែង 5cm , Nail	1.25					
៩	ដែកបន្ទះពាសសន្លឹកទ្វារ Steel Plate	6.00					
១០	សំណាញ់ដែកក្រឡា, Steel grill 40x40 Ø3mm	37.80					
១១	ថ្នាំស្ត្រូ Acrylic Emulsion Paint U-90	81.00					
១២	ថ្នាំច្រែះ Anti-corosion paint	8.00					
១៣	ថ្នាំប្រេង Oil Paint U-90	10.00					
១៤	ជក់លាបថ្នាំ Paint brush	1.00					
១៥	រ៉ូឡ័រ	4.00					
១៦	ដែករនាប 20x20 , t= 4mm	60.00					
១៧	បន្ទះដែកស្លាកឈ្មោះ Sign Board for Pre-School	20.00					
១៨	ក្រដាសខាត់	4.00					
ហត្ថលេខាអ្នកដេញថ្លៃ							

ហត្ថលេខា និងឈ្មោះអ្នកកត់ត្រា៖ _____

ការផ្តល់យោបល់សម្រាប់អ្នកទទួលបានកិច្ចសន្យាពី គណៈកម្មាធិការប្រតិបត្តិសហគមន៍នេសាទ

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គណៈកម្មាធិការប្រតិបត្តិសហគមន៍នេសាទ

១. តួនាទី _____ ឈ្មោះ និង ហត្ថលេខា: _____

២. តួនាទី _____ ឈ្មោះ និង ហត្ថលេខា: _____

៣. តួនាទី _____ ឈ្មោះ និង ហត្ថលេខា: _____

Form 4: Purchase Order

Purchase Order No:	Purchase Order Date: ____/____/2017
Name and location (insert name of the CFI): Village: _____, Commune/Sangkat: _____, District/Khan: _____, Province: _____	
To: [name and address of the Supplier]	[Contact person, Telephone Number Fax Number e-mail address supplier reference]

The Communities Fisheries (insert name of the CFI) accepted your Quotation dated ____ / ____ / ____ for the supply of Goods in the quantity, units and the delivery deadline below:

No	Description and Detail	Unit	Quality	Quantity	Total Cost
	Total				

The CFI and the Supplier agree to observe the highest standard of ethics during the execution of this purchase order. We also agree to keep, and shall make all reasonable efforts to cause its Sub-suppliers/service providers, if any, to keep accurate and systematic accounts and records associated with this purchaser order. And we will permit, and will cause our sub-suppliers/service providers, if any, to permit the World Bank and/or persons appointed by the World Bank to inspect the Site and/or all accounts and records relating to the submission of the quotation and the performance of this purchase order, and to have such accounts and records audited by auditors appointed by the World Bank if requested by the World Bank.

For the Supplier:

For the Community Fisheries.....

Head of CFC.....

Signature: _____

Signature: _____

Name: _____

Name: _____

ទម្រង់បែបបទទី ៤៖ ការបញ្ជាទិញ

ការបញ្ជាទិញលេខ៖	កាលបរិច្ឆេទបញ្ជាទិញ៖
ឈ្មោះនិងទីតាំងសហគមន៍នេសាទ ៖ ស្ថិតក្នុងភូមិ	
ឃុំ ស្រុក..... ខេត្ត.....	
ជូនចំពោះ ៖ [ឈ្មោះនិងអាសយដ្ឋានអ្នកផ្គត់ផ្គង់]	លោកលោកស្រី ឈ្មោះ តួនាទី ស្ថិតក្នុងភូមិ ឃុំ ស្រុក..... ខេត្ត.....
ចំនួនសរុប៖	កាលបរិច្ឆេទដឹកជញ្ជូន៖

សហគមន៍នេសាទ.....បានយល់ព្រមទទួលយកសំណើសុំដេញថ្លៃរបស់លោកអ្នកចុះថ្ងៃទី.....សម្រាប់ការផ្គត់ផ្គង់ទំនិញ តាមបរិមាណនិងឯកតាដែលភ្ជាប់មកជាមួយ ការបញ្ជាទិញនេះ និងស្នើថា អ្នកត្រូវផ្គត់ផ្គង់ទំនិញនៅថ្ងៃ ឬមុនកាលបរិច្ឆេទដឹកជញ្ជូនដែលបានលើកឡើងខាងលើ ។

លរ	ការពណ៌នា និងសេចក្តីលម្អិត	ឯកតា	បរិមាណ
១	កូនឈើជន្ទុល	ដើម	22.00
២	ក្តារពុម្ព	ម៣	0.25
៣	ថ្ម 4x6	ម៣	2.50
៤	ថ្ម 1x2	ម៣	3.00
៥	ខ្សាច់គ្រឿម	ម៣	3.50
៦	ស៊ីម៉ង់ត៍	បាវ	30.00
៧	ដែកមូលលាត Ø6mm	គក្រ	90.00
៨	ដែកថ្នាំងអំពៅ Ø10mm	ដើម	10.00
៩	ដែកថ្នាំងអំពៅ Ø12mm	ដើម	30.00
១០	ដែកគោល ប្រវែង 5cm	គក្រ	6.00

សហគមន៍នេសាទ.....និងអ្នកត្រូវផ្គត់ផ្គង់ទំនិញយល់ព្រមប្រកបដោយក្រមសីលធម៌ ខ្ពស់បំផុតលើការអនុវត្តកិច្ចលទ្ធកម្ម និងការបញ្ជាទិញទំនិញទាំងអស់។ យើងក៏យល់ព្រម

ផងដែរ ក្នុងការធ្វើយ៉ាងណាឱ្យអ្នកផ្គត់ផ្គង់បន្ត ឬ អ្នកផ្តល់សេវាក្សានូវបញ្ជីការគណនេយ្យ និងកំណត់ត្រានានា ដែលពាក់ព័ន្ធ នឹងការបញ្ជាទិញនេះឱ្យបានត្រឹមត្រូវ។ មិនតែប៉ុណ្ណោះ យើងក៏យល់ព្រមឱ្យធនាគារពិភពលោក ឬមន្ត្រីរបស់ធនាគារ ពិភពលោកបានចូល ពិនិត្យផ្ទាល់ ការដ្ឋានសាងសង់ និងបានពិនិត្យរបាយការណ៍គណនេយ្យ កំណត់ត្រាដែលពាក់ព័ន្ធនឹងការ ដាក់សំណើសុំ ដេញថ្លៃ និងការបញ្ជាទិញ ហើយមានលទ្ធភាពពិនិត្យមើលរបាយការណ៍ដោយសេរី ដែលចាត់តាំងដោយ ធនាគារពិភពលោកប្រសិនបើ មានសំណើពីធនាគារពិភពលោក

ចំពោះការយល់ព្រមការបញ្ជាទិញនេះ សូមចុះហត្ថលេខាខាងក្រោម និងបញ្ជូនមកសហគមន៍នេសាទក្នុងរយៈពេល ៣ថ្ងៃ នៃថ្ងៃធ្វើការ បន្ទាប់ពីមានការឯកភាពចំពោះការបញ្ជាទិញនេះ ។

សម្រាប់អ្នកផ្គត់ផ្គង់

សហគមន៍នេសាទ.....

ANNEX 2: GENDER

2.1 Women's participation in CFi Demarcation, Infrastructure and Equipment

- Women are strongly encouraged to participate in the training on construction and O&M course. The FDGs and women groups are separately conducted to identify the women needs, barriers and opportunities.
- All women in CFC are to be offered capacity building and training on selected and approved infrastructure, equipment and services.
- Around 30% to 50% of women in CFC are empowered to provide inputs and labors in construction and civil work.
- Male and female unskilled workers will receive equal pay for equal work
- Ensure women in CFC participate in identifying operating and maintenance needs and expenses for each item, participate in estimating in monthly budget for operating and maintenance expenses for each item, in preparing a total monthly operating and maintenance budget is prepared, in organizing and holds meeting with CFi members to review estimated monthly and annual budget and obtain approval. And their voice will be heard.
- At least 50% of women participate in the public village's meeting and they are able to raise their needs and boundary of the CF. The minority people are empowered in the public village meeting.
- Provide training on gender equity and equality in construction and O& M for construction contractors.

2.2 Consult progress report of labor and gender mainstreaming in construction and O& M, list down challenges and check if solutions proposed have been implemented and results obtained, identify challenges that still need to be addressed in the project.

ANNEX 3: SAFEGUARDS

Environmental Safeguards (primarily for installation/demarcation of fishing area/zone; and construction of CFi office or guard posts)

The Environment safeguards have to be built to the local communities, especially with Community Fisheries Committees to ensure that all the activities and equipment related to physical demarcation of boundary (and construction of CFi office and guard posts) are not impacting on environment and/or critical natural habitats. And, the Committees (with the support of FiA's consultants from national level) have to develop the Environment Management Plan for physical activities including demarcation/delineation of CFi boundary with clear monitoring and evaluation plan. Where demarcation of fishing area/zone may fall into/or adjacent with RAMSARRAMSA site; protected areas and/or disputed lands, because the fishing boundary maps that were prepared may not be accurate or may change overtime, an "EMP that specifies mitigation measures" will be developed by communities to ensure that the fishing activities will not cause adverse impacts on existing environment (see EMP template attached).

The Community Fisheries Committee has to carry out environmental and social screening prior the commencement of demarcation of fishing zone and civil works. The screening form (attached below) is borrowed from ESMF of M-IWRM 3, which is subject for updating to reflect a diversified nature of activities.

Checklist Potential Social and Environmental Risks			
INSTRUCTIONS: The risk screening checklist will assist in answering questions of the Screening Template. Answers to the checklist questions help to (1) identify potential risks, (2) determine the overall risk categorization of the project, and (3) determine required level of assessment and management measures.			
Important considerations: <ul style="list-style-type: none">• Project activities are screened for their inherent social and environmental risks before the application of mitigation and management measures. It is necessary to form a clear picture of potential inherent risks in the event that mitigation measures are not implemented or fail.• Screening for potential adverse social and environmental risks and impacts encompasses all activities outlined in the project documentation and includes review of potential direct and indirect impacts in the project's area of influence.			
1. Natural Environment	No	Yes	Comments
1.1 Physical Resources			
1.1.1 Soil			
1. Will the project increase soil erosion?			
2. Will the project have a negative impact on the public lands?			
3. Does the project pose a risk of degrading soils?			
4. Will the project promote soil conservation?			

5. Will the project converse or degrade productive agricultural lands?			
1.1.2 Climate			
1. Will the proposed Project result in significant greenhouse gas emissions or may exacerbate climate change?			
2. Would the potential outcomes of the Project be sensitive or vulnerable to potential impacts of climate change?			
3. Is the proposed Project likely to directly or indirectly increase social and environmental vulnerability to climate change now or in the future (also known as maladaptive practices)?			
1.1.3 Air quality			
1. Is the project being restricted to sealed or dedicated areas?			
2. Is project complying with emission standard (i.e. emission not visible for more than 10 seconds)?			
3. Will the project increase the level of noise and vibration?			
1.1.4 Hydrology			
1. Are projects installed in appropriate locations and secure with environmental water protection?			
2. Will the project negatively affect the ground water?			
3. Will the project have a negative impact on watershed?			
1.1.5 Resource efficiency and pollution prevention			
1. Would the Project potentially result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts?			
2. Would the proposed Project potentially result in the generation of waste (both hazardous and non-hazardous)?			
3. Will the proposed Project potentially involve the manufacture, trade, release, and/or use of hazardous chemicals and/or materials?			
4. Does the Project propose use of chemicals or materials subject to international bans or phase-outs?			
5. Will the proposed Project involve the application of pesticides that may have a negative effect on the environment or human health?			
6. Does the Project include activities that require significant consumption of raw materials, energy, and/or water?			
1.2 Biological Resources			
1.2.1 Forest			
1. Does the project involve natural forest harvesting or plantation development without an independent forest certification system for sustainable forest management?			
2. Will the project destroy the forest?			

3. Would the project involve significant conversion or degradation of critical forest areas or related critical natural habitats?			
1.2.2 Species			
1. Would Project activities pose risks to endangered species?			
2. Does the Project involve the production and/or harvesting of fish populations or other aquatic species?			
1.2.3 Habitats			
1. Would the project involve significant conversion or degradation of critical natural habitats?			
2. Will the project maintain ecological services of natural habitats?			
1.2.4 Biodiversity and ecological systems			
1. Would the Project potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services?			
2. Are any Project activities proposed within or adjacent to critical habitats and/or environmentally sensitive areas, including legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities?			
3. Does the Project involve changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)			
4. Would the Project pose a risk of introducing invasive alien species?			
5. Does the Project involve harvesting of natural forests, plantation development, or reforestation?			
6. Does the Project involve significant extraction, diversion or containment of surface or ground water?			
7. Does the Project involve utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)			
8. Would the Project generate potential adverse transboundary or global environmental concerns?			
9. Would the Project result in secondary or consequential development activities which could lead to adverse social and environmental effects, or would it generate cumulative impacts with other known existing or planned activities in the area?			
1.2.5 Wetland systems			
1. Will the project degrade and destroy the wetland?			
2. Will the project comply with the wetland regulation?			
1.3 Socio-economic aspects			
1.3.1 Demography and settlement			
1. Would the Project potentially involve full or partial physical displacement?			

2. Is there a risk that the Project would lead to forced evictions?			
3. Would the Project possibly result in economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?			
4. Would the proposed Project possibly affect land tenure arrangements and/or community- based property rights/customary rights to land, territories and/or resources?			
1.3.2 Economic status			
1. Will the project increase the out-migration?			
2. Will the project employ more international staff than local staff?			
1.3.3 Land use			
1. Will the project involve inappropriate allocation of land use?			
2. Will the project comply with land use regulation?			
3. Will people's livelihoods be affected in any way, therefore requiring some form of compensation?			
1.3.4 Water use			
1. Will the project harm the water use?			
2. Will the project negatively affect the water quality?			
1.3.5 Energy use			
1. Will the project improve energy efficiency to mitigate the greenhouse gas emission?			
2. Will the project contribute to the energy security?			
1.3.6 Infrastructure			
1. Will the project construct or rehabilitate infrastructure located in areas prone to natural hazards?			
2. Will the construction of the infrastructure be built the resilience to the climate change impacts?			
3. Will the plan of the construction be designed by the technical departments or line-ministries?			
1.3.7 Education			
1. Will the project provide the opportunities of training and development for the stakeholders, including community?			
2. Will the project mainstream climate change responses into the sub-national planning process?			
1.3.8 Cultural heritages, historical monuments, ancient temples, pagodas, customs/ traditions, ethnic minority or indigenous people, etc.			
1. Will the proposed Project result in interventions that would potentially adversely impact sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: Projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)			

2. Does the Project propose utilizing tangible and/or intangible forms of cultural heritage for commercial or other purposes?			
3. Are indigenous peoples present in the Project area (including Project area of influence)?			
4. Is it likely that the Project or portions of the Project will be located on lands and territories claimed by indigenous peoples?			
5. Would the proposed Project potentially affect the rights, lands and territories of indigenous peoples (regardless of whether Indigenous Peoples possess the legal titles to such areas)?			
6. Does the proposed Project involve the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?			
7. Is there a potential for forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources?			
8. Would the Project adversely affect the development priorities of indigenous peoples as defined by them?			
9. Would the Project potentially affect the traditional livelihoods, physical and cultural survival of indigenous peoples?			
10. Would the Project potentially affect the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices?			
1.3.9 Tourism destination			
1. Will the project have a negative impact on tourism destination?			
2. Will the project contribute to sustainable tourism development?			
1.3.10 Labour and working conditions			
1. Will the project provide the fair treatment, non-discrimination, and equal opportunity?			
2. Will the project use forced labour or child labour?			
3. Will the project comply with the labour law?			
1.3.11 Community health, safety and security			
1. Would elements of Project construction, operation, or decommissioning pose potential safety risks to local communities?			
2. Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?			
3. Does the Project involve large-scale infrastructure development (e.g. dams, roads, buildings)?			

4. Would failure of structural elements of the Project pose risks to communities? (e.g. collapse of buildings or infrastructure)			
5. Would the proposed Project be susceptible to or lead to increased vulnerability to earthquakes, subsidence, landslides, erosion, flooding or extreme climatic conditions?			
6. Would the Project result in potential increased health risks (e.g. from water-borne or other vector-borne diseases or communicable infections such as HIV/AIDS)?			
7. Does the Project pose potential risks and vulnerabilities related to occupational health and safety due to physical, chemical, biological, and radiological hazards during Project construction, operation, or decommissioning?			
8. Does the Project involve support for employment or livelihoods that may fail to comply with national and international labor standards (i.e. principles and standards of ILO fundamental conventions)?			
9. Does the Project engage security personnel that may pose a potential risk to health and safety of communities and/or individuals (e.g. due to a lack of adequate training or accountability)?			
10. Will the project design and implement in a way that avoids significant negative impacts on public health?			
11. Will the project avoid adverse impacts on the health and safety of the affected community?			
1.3.12 Land acquisition and involuntary settlement			
1. Will the project avoid or minimize the need for involuntary resettlement?			
2. Will the project avoid forced eviction?			
3. Will the project improve living conditions among displaced persons by providing adequate housing and security of tenure?			
1.3.13 Compliance with the law			
1. Will the project comply with all applicable domestic and international law?			
1.3.14 Access and equity			
1. Will the project provide fair and equitable access to benefits in a manner that is inclusive and does not impede access to basic health services, clean water and sanitation, energy, education, housing, safe and decent working conditions, and land rights?			
1.3.15 Marginalized and vulnerable groups			
1. Will the project avoid imposing any disproportionate impact on marginalized and vulnerable groups including children; women and girls; the elderly; indigenous people; tribal groups; disabled people; and people at risk of, or affected by, HIV/AIDS?			
1.3.16 Human Rights			
1. Could the Project lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or			

cultural) of the affected population and particularly of marginalized groups?			
2. Is there a likelihood that the Project would have inequitable or discriminatory adverse impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups?			
3. Could the Project potentially restrict availability, quality of and access to resources or basic services, in particular to marginalized individuals or groups?			
4. Is there a likelihood that the Project would exclude any potentially affected stakeholders, in particular marginalized groups, from fully participating in decisions that may affect them?			
5. Have local communities or individuals, given the opportunity, raised human rights concerns regarding the Project during the stakeholder engagement process?			
6. Is there a risk of significant stakeholder grievances? (e.g. significant concerns or disputes raised during the stakeholder engagement process).			
7. Is there a risk that the Project would exacerbate conflicts among and/or the risk of violence to project-affected communities and individuals?			
1.3.17 Gender Equality and Women's Empowerment			
1. Is there a likelihood that the proposed Project would have inequitable adverse impacts on gender equality and/or the situation of women and girls?			
2. Would the Project potentially discriminate against women or other groups based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?			
3. Would the Project have impacts that could adversely affect women's and men's ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services?			

An Environment Management Plan (EMP) should be prepared to ensure the effective implementation of mitigation measures of the project implementation at the ground level and influence the policy maker as well. The EMPs should include:

- Implementation arrangements
- Schedule coordinated with construction and operation
- Budget
- Institutional responsibilities for implementation
- Indicators for monitoring EMP implementation and outcomes
- Training and capacity building needs

The sample of EMP is attached below.

Key Issues (selected potentials negative impacts/issues from screening work)	Mitigating Measure	Cost of Mitigation (if Substantial)	Responsibility (who is responsible to take remedy actions)	Start Date	End Date

ANNEX 4: CFi AGREEMENT

Agreement

Between Fisheries Administration (FiA)

And

..... [insert name of the Community Fisheries Committee (CFC)]

for

CFi infrastructure and equipment (insert name of livelihood sub-grant) Financed by the M-IWRM-III Agreement description:

CFi Infrastructure and Equipment Name and Location:

Village _____, Commune _____, District _____, Province _____

1. MAIN PARTIES TO THE AGREEMENT

1.1 The Fisheries Administration (FiA) represented by its Project Director, officially based at No. 186, Norodom Boulevard, Sangkat Tonle Basac, Khan Chamkar Mon, Phnom Penh, Cambodia; and

1.2 The-----**(insert name of CFC/CFi)**, will be represented by the CFC consists of members named below for the purpose of this contract:

1. Ms/Mr. _____, Head of the CFCs
2. Ms/Mr. _____, Deputy Head of CFCs
3. Ms/Mr. _____, Cahier / treasurer
4. Ms/Mr. _____, Member
5. Ms/Mr. _____, Member

2. PURPOSES OF THE AGREEMENT

M-IWRM-III will finance this agreement implementation as requested by the Community Fisheries (CFi) represented by the Community Fisheries Committees (CFCs) above and in accordance with the provisions of this agreement and documents attached hereto.

3. RIGHTS AND OBLIGATIONS OF THE PARTIES

3.1 The Community Fisheries Committees (CFCs)

- a) Shall be responsible for implementing this agreement through the Community Participation according to manuals and procedures. Guidelines for CFi Demarcation, Infrastructure and Equipment;
- b) Shall maintain an "Instruction and Record Book", and shall comply with all guidelines/instructions stated therein, which shall be made available to any Fisheries Resources Specialist/Community Fisheries Specialist, Provincial Project Engineer Consultant, FiA/PFiAs assigned by FiA and other authorized World Bank's personnel;
- c) Shall permit, the World Bank and/or persons appointed by the World Bank to inspect the Site and/or all accounts and records relating to the performance of CFi infrastructure and equipment implementation of the activity in this agreement and to have such accounts and records audited by auditors appointed by the World Bank and/or FiA;

- d) Shall ascertain and conform in all respects with the provisions of laws, rules and regulations of the Royal Government of Cambodia, which may be applicable to this contract. These will include promotion and adherence to social and environmental safeguards, as well as policies and requirements of the Bank;
- e) Shall be responsible for implementing, monitoring and managing the agreement with the CFI members and concern stakeholders including representatives of community-based organizations (CBOs) and local authorities;
- f) Be highly responsible towards the agreement which requires the involvement and participation by the CFI household members.

3.2 FiA

- a) Shall be responsible for financing this agreement and for disbursements of the agreed amount to the CFC delivered as per schedule;
- b) Shall provide necessary support and training to the CFCs including the training on the resources channeled to the community; financial management; procurement, site supervision, monitoring & reporting and the project Grievance Redress System.
- c) Shall have the final responsibility for suspension or cancellation of the agreement, if deemed necessary;
- d) Shall have the right to supervise the execution of the agreement from the start till completion, and to inspect the related activity anytime;
- e) Shall stop any activity that might affect environment and social aspects.

4. ATTACHMENTS TO THE AGREEMENT

The following documents shall constitute as parts of this agreement

- a. CFI Agreement including detailed workplan of CFI infrastructure activity and time frame;
- b. List of selected CFI infrastructure and materials with estimated budget;
- c. Any documents of drawing / design of related CFI infrastructure (CFI building and Demarcation area)
- d. If available - report on Economic, Social and Environmental, ...
- e. Other related documents (if any)

5. PAYMENT PROVISION

The total amount of this agreement is US\$8,000 (in words _____), which shall be paid based solely on the outputs based approved by FiA. The payment will be transferred through CFC's ACLEDA bank account. The payment tranches are as below:

5.1 First Payment:(amount in word.....) of the total agreement amount will be paid up once the CFC have attended the training, opened bank account, and signed contract agreement.

Amount for the following outputs:

- Activity/output 1: CFI boundary demarcation poles with the amount of USD _____ or _____%
- Activity/output 2: CFI office building with the amount of USD _____ or _____%
- Advance for CFI's Operations and Maintenance, the contract is arranged to advance 6 months per each time. The Project considers advancing cash for O&M in every six month. Through the Project Implementation Team (PIT), CFC prepares advance request for following next six-month advance. When requesting a new advance, CFC is requested to submit necessary supporting spending documents

5.2 Second Payment:(amount in word.....) of total agreement amount will be paid up on completion of the following milestones: *(Insert complete milestone detail from DoC)*.

Amount for the following outputs:

- Activity/output 1: CFI boundary demarcation poles with the amount of USD _____ or _____%
- Activity/output 2: CFI office building with the amount of USD _____ or _____%
- Advance for CFI's Operations and Maintenance

5.3 Third Payment:(amount in word.....) of total agreement amount will be paid up on completion of the following milestones: *(Insert complete milestone detail from DoC)*.

Amount for the following outputs

- Activity/output 1: CFI boundary demarcation poles with the amount of USD _____ or _____%
- Activity/output 2: CFI office building with the amount of USD _____ or _____%
- Advance for CFI's Operations and Maintenance

5.4 Fourth Payment:(amount in word.....) of total agreement amount will be paid up on completion of the following milestones: *(Insert complete milestone detail from DoC)*.

Amount for the following outputs:

- Activity/output 1: CFI boundary demarcation poles with the amount of USD _____ or _____%
- Activity/output 2: CFI office building with the amount of USD _____ or _____%
- Advance for CFI's Operations and Maintenance

6. DISBURSEMENT PROCEDURES

- 6.1 All disbursements under this agreement shall be carried out by means of direct bank transfer to the CFC's ACLEDA account at the nearest branch.
- 6.2 All disbursements shall be made only after carrying out the following procedures:
 - a) The CFC requests for payment by submitting an invoice to the FiA for approval. This invoice shall include certification of the work progress by Fisheries Resources Specialist/Community Fisheries Specialist, Provincial Project Engineer;
 - b) Each payment from the FiA to the CFC shall be done within 15 working days of the request by the CFC.

7. AGREEMENT TERMINATION

- 7.1 This Agreement may be canceled based on the following conditions:
 - a) Breach of obligation by any of the parties to this agreement.
 - b) If at any time, it is determined that any party of the agreement has engaged in any corrupt or fraudulent, coercive, collusive, or obstructive practices.
 - c) If the quality of equipment/materials supplied or works completed is not compliant to the required technical specifications and drawings.
- 7.2 In the event that the FiA decides to end this agreement, it may request the CFC to rectify mistakes made by the CFC and/or its labor and suppliers within a given period of time.
- 7.3 In the event of the agreement termination, any unspent funds shall be returned to FiA.

8. AMENDMENTS TO THE AGREEMENT

Amendment to the provisions of this agreement can be made only with the mutual consent of all parties, who are signatories of this agreement.

9. AUTHORIZED SIGNATORIES

Any request or report directed to any of the parties to this agreement must be signed for only by the designated representatives of both parties.

10. AGREEMENT DURATION

The CFC commits to complete the execution of this agreement withinmonths (Months), commencing from the effective date of this agreement.

11. SETTLEMENT OF DISPUTES

Any conflicts or disputes arising out of or in connection with the interpretation or implementation of this agreement, which cannot be settled amicably by the parties, shall be decided through judicial proceedings in accordance with the Laws of Kingdom of Cambodia.

12. AGREEMENT EFFECTIVENESS

This agreement shall be effective from the date of signature entered into upon by all concerned parties.

Verification: For Fisheries Administration Cantonment: Signed on this date ____/____/____	For the Community Fisheries Committee: Signed on this date ____/____/____
Signature: _____ Name: _____ Sub-Component Manager	1. Title: Head of CFC _____ Name and signature: _____ 2. Title: Deputy Head of CFC _____ Name and signature: _____ Title: _____ Name and signature: _____ 3. Title: _____ Name and signature: _____ 4. Title: _____ Name and signature: _____ 5. Title: _____ Name and signature: _____

For Fisheries Administration: Signed on this date ____/____/____
Signature: _____ Name: _____ Component Director

ANNEX 5: PROJECT MONITORING TEMPLATE

Monitoring Form

Village:	Commune:	District: Province:
Date of monitoring:		
Type of monitoring:		
Monitoring staff:		

Objectives of monitoring:		
Proposed Activities	Progressing	Challenging

- Key Observations:
 -
 -
 -
- Recommendations and Conclusion:

- Next step:

Background

The project “Mekong Integrated Water Resources Management - Phase III” is funded by the World Bank. The objective of this project is to establish the foundation for effective water resource and fisheries management in the northeast of Cambodia.

Within this project, Component 1 (Fisheries and aquatic resources management in Northern Cambodia) is executed by the Fisheries Administration and implemented by the Inland Fisheries Research and Development Institute. The objective of this component is to improve the management of fish and aquatic resources in selected areas in Kratie and Stung Treng provinces.