

**KINGDOM OF CAMBODIA**

*Nation Religion King*

**MINISTRY OF AGRICULTURE, FORESTRY AND FISHERIES**

**FISHERIES ADMINISTRATION**



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

# **PROJECT GUIDELINES**

## **Guidelines for implementation of small-scale infrastructure projects**



2018

**Inland Fisheries Research and Development Institute**



**KINGDOM OF CAMBODIA  
NATION RELIGION KING**



**MINISTRY OF AGRICULTURE, FORESTRY AND FISHERIES  
FISHERIES ADMINISTRATION**



**MEKONG INTEGRATED WATER RESOURCES  
MANAGEMENT PROJECT (P148647)- M-IWRMP-Phase 3  
IDA 5777-KH**

**Component 1**

**Sub-Component 1.3: Enhancement of Fisher  
Community Livelihoods:**

**Guidelines for Implementation of Small-Scale  
Infrastructure Projects**

April 2018



## Table of Contents

Abbreviations .....	4
1. Introduction .....	5
1.1 Background and Legal Context .....	5
1.2 Purpose of these Guidelines .....	6
2. The Project Cycle .....	6
3. Procurement .....	11
3.1 Key Principles .....	11
3.1.1 Key Principles of the Procurement .....	11
3.1.2 Applicable World Bank Guidelines.....	11
3.2 Procurement Training for the CFI Executive Committees Members .....	11
3.3 Procurement Method and Detail Procedures.....	12
3.4 Procurement Review, Inspection and Auditing .....	13
4. Financial Management.....	16
4.1 Management Team Arrangements.....	16
4.2 FM Arrangements .....	17
4.3 CFI Committees and Functions .....	17
4.4 Financial Controls.....	20
4.5 Fund Flow .....	20
4.6 Bank Account .....	21
4.6.1 Opening the Bank Account .....	21
4.6.2 Steps.....	22
4.6.3 Authorized Signatories.....	23
4.7 Payments.....	23
4.7.1 Payments by Cheque.....	23
4.7.2 Payments by Cash .....	23
4.7.3 Payment Procedures .....	24
4.7.4 Disbursement Schedule .....	25
4.7.5 Payment/ Release of Tranche Procedures:.....	26
4.8 Budget and Duration.....	26
4.8.1 Phasing and Duration.....	26
4.9 Costing/ Budget Breakdown .....	27
4.9.1 Detailed Costing For Sub Project .....	27
4.9.2 Direct Costs and Indirect Costs .....	27
4.10 Book-keeping Accounting .....	27
4.11 Accounting Formats .....	29
4.12 Separate Records and Filing.....	29
4.13 Financial Reporting .....	30

4.14	Conditions and Limitations .....	30
4.15	Capacity Building and Training.....	30
4.16	On-Site Monitoring Support .....	31
4.17	Community Disclosure .....	31
4.18	Internal Audit .....	32
4.19	External Audit.....	32
4.20	Refunds of Ineligible Expenditures .....	32
4.21	Start-up Effective FM Action Plans .....	32
5.	Social and Environmental Safeguards .....	33
5.1	Introduction .....	33
5.2	Environmental Assessment.....	34
5.3	Key Safeguards Instruments .....	34
5.3.1	Resettlement Policy Framework.....	34
5.3.2	Indigenous People Planning Framework .....	34
5.3.3	Environmental and Social Management Framework .....	35
5.4	Screening Activities .....	35
5.5	Safeguard Implementation Arrangements .....	38
5.6	Grievance Redress Mechanism (GRM) .....	38
5.7	Gender Responsiveness .....	39
ANNEXES:	.....	40
Annex A:	PROCUREMENT SAMPLE FORMS .....	40
Annex B:	FINANCIAL MANAGEMENT FORMS AND TEMPLATES.....	60
Annex C:	SAMPLE STANDARD AGREEMENT BETWEEN NATIONAL LEVEL AUTHORITY AND COMMUNITY FOR THE IMPLEMENTATION OF COMMUNITY INFRASTRUCTURE .....	70
Annex D:	SAFEGUARDS FORMS .....	75

## Abbreviations

Abbreviation	Description
ADB	Asian Development Bank
BoQ	Bill of Quantities
CC	Commune Council
CDC	Council for the Development of Cambodia
CFC	Community Fisheries Committee
CFEC	Community Fisheries Executive Committee
CFi	Community Fisheries (or Community Fishery)
CIP	Commune Investment Plan
CMU	Component Management Unit
ECOP	Environmental Codes of Practice
EG	Ethnic Group
EIA	Environmental Impact Assessment
EMP	Environmental Management Plan
ESMF	Environmental and Social Management Framework
FiA	Fisheries Administration
GISSI	Guidelines for Implementation of Small-Scale Infrastructure
GoF	Group of Founders
GRM	Grievance Redress Mechanism
IEIA	Initial Environmental Impact Assessment
IPDP	Indigenous People Development Plan
IPPF	Indigenous People Planning Framework
IOC	Incremental Operating Cost
PFiA	Provincial Fisheries Administration
PIE	Provincial Infrastructure Engineer
PIT	Provincial Implementation Team
MAFF	Ministry of Agriculture Forestry and Fisheries
MoE	Ministry of Environment
NCDD	National Committee for Sub-National Democratic Development
NESS	National Environmental Safeguards Specialist
NGO	Non-Government Organisation
NGS	National Gender Specialist
NSSS	National Social Safeguards Specialist
PAD	Project Appraisal Document
PAP	Project Affected Persons
POM	Project Operation Manual
PV	Payment Voucher
RGC	Royal Government of Cambodia
RPF	Resettlement Policy Framework
SPF	Strategic Planning Framework for Fisheries
UXO	Unexploded Ordnance
WB	World Bank





# 1. Introduction

## 1.1 Background and Legal Context

These Guidelines for Implementation of Small-Scale Infrastructure (GISSI) have been prepared with reference to the following project documents and sub-component activities:

### Legal Documents:

- Financing agreement included “C” Community Participation Procedures, under section III of procurement, Section 2: Other Method of Procurement. The community procurement procedures (Financing Agreement in Page 14) for community fisheries (sub-projects) includes the need for the community to plan, program, and budget its subprojects. The Community Participation in Procurement Procedures which has been found acceptable to the association, and set forth in the Project Operation Manual (POM) approved by the World Bank.
- The Project Appraisal Document (PAD) included Sub-component 1.3 “Enhancement of Fisher Community Livelihoods, and the provision of ‘C’ Construction of small-scale infrastructure identified in Commune Development Plans, (PAD on Page 5).
- It is also an efficient way to empower the Fisher Communities and to enhance their ownership of their own community infrastructures and their participation in the rural infrastructure development.
- This approach is in line with the Government of Cambodia CCD type project under the NCDD, which establishes local Development Administration (DoLA).
- This approach is also in line with the Fisheries Administration, MAFF under the Strategic Planning Framework for Fisheries (SPF): Update for 2015-2024, which enable the CFI to implement their plans.
- The Community Fisheries Management plan enacted by the Royal Government of Cambodia, Sub-decree No. 25 OrNorkror, dated 20 March 2007 on the Management of Community Fisheries and Royal Decree No. Nor Sor/Ror Kor Tor/0505/240 dated 29 May 2005 on the Establishment of Community Fisheries.

### **Sub-component 1.3 Enhancement of Fisher Community Livelihoods and the Provision of Construction of small-scale infrastructure.**

The Community-Fisheries Committee (CFC) is democratically elected by the majority of the community fisheries members to represent the Community Fisheries (CFi) and the CFC is empowered to have control of decisions and resources on behalf of the community groups.

Eligible commune investments in the CFI hereinafter refers to ‘sub-project’ include storage or small warehouses, water supply and sanitation facilities, community access roads, and better water management, among others (Table 1).

These sub-projects will be selected from the Commune Investment Plan (CIP) based on the priority needs of the commune. The identification of priority sub-projects follows the existing annual participatory identification and planning process that provides opportunity for the beneficiaries to advocate their investment priorities and ensure that these are included in the Commune Investment Plan (CIP). The project will use the GISSI for the preparation and implementation of community sub-projects small scale infrastructures.

**TABLE 1 F THE TYPES OF SUB-PROJECTS THAT ARE ELIGIBLE AND NON-ELIGIBLE TO RECEIVE FUNDING**

<b>Investment Category</b>	<b>Eligible Commune Investments</b>	<b>Non-Eligible</b>
Access and Transport.	Bridges, footpaths, tracks, culverts, road repairs and up-grading, new road.	Rams, piers.
Water systems.	Wells, gravity water supply, ponds	Piped household water hookups.
Community Water Management	Weirs, canals, gates, and other structures.	Electrical pumps.
Markets, warehouse, community halls, and sanitation.	Buildings, drainage, latrines, wells, and furnishings.	Generators.
Community electrical supply.	Solar panel, wiring.	Gasoline or diesel generators.

## 1.2 Purpose of these Guidelines

The purpose of the Guidelines is to provide practical guidance for the FiA, Provincial Implementation Teams (PIT) and the Project consultants to support members of the CFi to identify and construct sub-projects in accordance with the policies and practices of the Royal Government of Cambodia (RGC) and the World Bank. The guidance described below aims to:

- **Reduce costs:** by using low cost rural labor, material and management capacities, and the cutting out of middlemen.
- **Use of local labor:** builds local capacity to ensure sustainability. The skills and materials needed to maintain the building are both sourced and developed locally.
- **Greater ownership:** as the CFi see the finished small-scale infrastructure as something they invested rather something belonging to the Government.
- **Greater empowerment:** as CFi successfully undertake the task of producing quality local infrastructure based CFi.
- **Communication/ relationship:** better dialogue and relationships between Government and CFi, through the process of working together.
- **Greater economic benefits:** as more of the work and money associated with small scale infrastructure investment flows through the CFi, rather than directly to private/ contracted contractors and suppliers.
- **Better basis for quality:** since the producers and the end-users are closely associated with each other, and often the same people.

## 2. The Project Cycle

The Project aims to support 70 community fisheries (CFi) in the target provinces of Kratie and Stung Treng. The CFC is responsible for administration, financial management, planning and implementation of the management plan (MP). In addition, considering the participation, ownership and CFC institutional building, the Component 1 considers involving CFC in small-scale infrastructure work as important. Recognizing these needs and reasons, the Project recommends that a Community Fisheries Executive Committee (CFEC) be established to manage and administer sub-projects. The CFEC structure consists of five people, four people are assigned from CFC and another one is nominated by the Commune Chief. The CFEC needs to be recognized by PFiA. The Guidance described below follows an 11-step process to identify and deliver sub-projects (Figure 1).

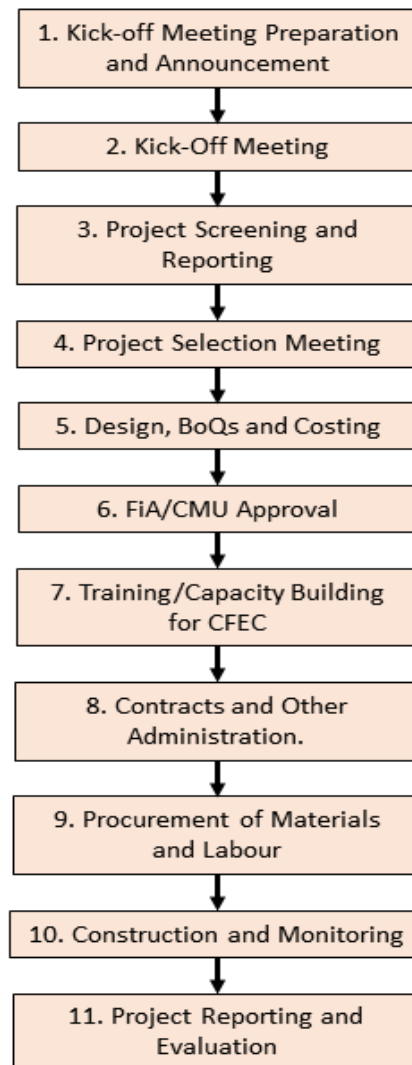


Figure 1: The eleven-step process forming the project cycle

### **1. Kick-Off Meeting Preparation and Announcement.**

**Lead:** PIT and CFi.

#### **Key Activities (incl. Safeguards):**

- The PIT should identify whether Ethnic Groups (or Indigenous People) are present in the Commune by applying the Indigenous People Screening Form provided in Annex D.
- The PIT should identify whether the sub-projects located in the sensitive areas/or critical habitats which require rigorous screening.
- The PIT should help the CFi to announce a kick-off meeting for this sub-activity. The announcement should clearly state the venue and date for the meeting, introduce the project, and describe the meeting purpose, planned activities (meeting agenda), and the expected outcomes. The announcement should state that all community members are welcome, whether or not they are community fisheries members. The announcement should also seek to inform the community fisheries members, including ethnic groups if present, about the procedures that will be employed during the meeting to elect the Community Fisheries Executive Committee (CFEC). The roles and responsibilities of the CFEC (see Section 4.3 below) should also be described, and nominations for members of the CFEC should be invited.

- An announcement should be prepared and made by the CFC to inform the community fisheries members about the meeting at the CFi office, village, and commune information board.
- During the period ahead of the meeting, the PIT and CFi should record nominations for CFEC and provide further information about the project and sub-project activities if requested by members of the Commune.
- The PIT should also work with the CFi and the Commune Council (CC) to obtain the most recent version of the Commune Investment Plan (CIP) that contains a list of Priority Infrastructure Projects identified by the members of the Commune.

## **2. Kick-Off Meeting / Orientation**

**Lead:** PIT; CFi; Provincial Infrastructure Engineer (PIE); National Gender Specialist (NGS); national Social Safeguards Specialist (NSSS); National Environmental Safeguards Specialist (NESS).

### **Key Activities (incl. Safeguards):**

- Introduce the sub-component activity to the community and describe process and activities to be followed;
- Present the list of 'Eligible Commune Investments' sub-projects (Table 1) and available funds;
- Present and review the CIP.
- Agree on a shortlist of priority sub-project(s) by a 'show-of-hands' (voting).
- Review the CFEC nominations received and elect CFEC to be responsible for management and administration (incl. procurement) of infrastructure investment projects. This election process might also adopt a 'show-of-hands' (voting).
- The PIT should prepare meeting minutes including a list of participants.
- If Ethnic Groups (EG) are present in the Commune, ensure free, prior and informed consultations are held with them in a culturally appropriate manner (See annex D, for format to document consultation).
- Ensure that women and vulnerable members of society are able to actively participate in the meeting and that their views and opinions are reflected in decisions and the nominations for the CFEC members.

## **3. Project Screening**

**Lead:** PIE; CFEC; CC; NESS; NSSS; Community Fisheries Development Officer (PFiA).

### **Key Activities (incl. Safeguards):**

- The PIE should undertake a site survey for each of the priority infrastructure sub-projects shortlisted during the Kick-Off Meeting to Conduct Environmental and Social Eligibility (Screening) Assessment of each project, including land acquisition and resettlement screening. Forms has been provided for this purpose (see Annex D).
- The PIE should estimate (approximately) the cost of each priority infrastructure project.
- The PIE should prepare a short report of the findings of these activities.
- When working with communes in the Stung Treng Ramsar Site, special consideration should be given to the requirements and restrictions described in the Management Plan for this site. (see the Project's ESMF for further guidance). The NESS to also provide advice if necessary.

## **4. Project Selection Meeting**

**Lead:** PIT; CFC; CFEC; PIE.

### **Key Activities (incl. Safeguards):**

- The PIT should plan and announce a follow-up meeting with the community to present the findings of Steps 2 and 3 and to select with them the final sub-project(s) for construction accounting for project cost and the results of the screening activities.
- The meeting should seek to verify community support for the proposals by a show-of-hands (a 70 % majority of the meeting participants is required).

- In the communities where there are ethnic groups present the meeting should be documented in a way that demonstrates broad community support (See format in Annex D page 74), and prepare a short Ethnic Minority Development Plan (See Annex D for proposed content).
- The PIT should prepare meeting minutes and list of participants.
- Following the meeting, the CFEC should inform the CC and CFi which sub-projects have been selected.
- Note: If the short-listed sub-projects do not pass the screening process or are too costly to construct and/or anticipate the adverse impacts on natural critical habitats and Indigenous People in the communities and surrounding areas, the meeting should select alternative sub-projects. The alternative sub-projects should then be screened and costed following Step 3, the outcomes presented again at a second Project Selection Meeting and reported in meeting minutes.

## **5. Design, BoQs and Costings.**

**Lead:** PIT; PIE; CFC; NESS; NSSS

### **Key Activities (incl. Safeguards):**

- The PIE should prepare a detailed proposal for each infrastructure sub-project including engineering designs, bills of quantities (BoQs), detailed cost estimates, and a workplan. The completed Environmental and Social Eligibility Assessment Forms should be appended.
- Generic EMP/ECOPs should be incorporated in the bidding documents
- The set of proposals for each CFi should be submitted to the PIT for review and approval.
- The PIT to submit the approved set of proposals for each CFi to the CMU/FiA for final approval.

## **6. CMU/FiA Approval**

**Lead:** CMU/FiA

### **Key Activities (incl. Safeguards):**

- The CMU/FiA should formally review and approve the infrastructure sub-project proposals prepared for each selected commune. Fund flow should follow the modality in Section 4.5 below.

## **7. Training/Capacity Building for CFEC**

**Lead:** PIT; PIE; National Procurement, Financial and Management Specialists; (with support from/advice of WB counterpart specialists).

### **Key Activities (incl. Safeguards):**

- The PIT, with assistance of the Component Coordinator, will organize and facilitate training activities for the CFEC with the support and advice of the respective National consultants and counterpart WB Specialists in the following fields:
  - i. Infrastructure project administration and management;
  - ii. Infrastructure contract management;
  - iii. Procurement (See Section 3 below);
  - iv. Financial management (See Section 4 below);
  - v. Safeguards instruments such as EMP or ECoPs and ES screening form (See Section 5 below and Annex D for forms);
  - vi. Project oversight, including planning, on-site supervision, monitoring and reporting; and
  - vii. GRM (See Section 5.6 below).
- Further guidance on these training activities are provided in Section 4.15.

## **8. Contracts and Other Administration**

**Lead:** PIT/PFiA and CFEC.

### **Key Activities (incl. Safeguards):**

- The PIT/PFiA should prepare and issue a contract to the CFEC for the infrastructure sub-projects approved by the CMU/FiA. The CFEC to sign the contract. (see contract form in Annex C).
- The PIT/PFiA should support the CFEC to establish bank account to receive and administer the funds for the sub-projects. Section 4.6 below provides further guidance with respect to these activities.

## **9. Procurement of Materials and Labour**

**Lead:** CMU; PIT; CFEC.

### **Key Activities (incl. Safeguards):**

- The CFEC should procure the materials and labour required for the sub-projects. Detailed guidance for this Step is provided in Section 3.3 below. The World Bank Procurement and Finance Specialists will also provide oversight.
- The CFEC should not be allowed to procure any harmful products or pesticides which might be used during the construction or operation.

## **10. Construction and Monitoring**

**Lead:** CFEC; CMU; PIT; PIE; NESS; NSSS; and/or Chief of Commune

### **Key Activities (incl. Safeguards):**

- During this Step, the CFEC will:
  - i. Manage and administer the construction activities;
  - ii. Manage and Administer the project finances and procurement activities;
  - iii. Monitor and report construction activities in compliance with the EMP;
  - iv. Provide project oversight.
- Further Guidance for this Step is provided in Section 4.16 below.

Support for the Community Fisheries Executive Committee will be provided by the Project during this phase. When, the Community Fisheries Executive Committee implement sub-projects, they would have practical questions and identify further areas to support, for example how to fill in forms, how to resolve complaints of villagers who have land close to proposed small-scale infrastructure, etc. Therefore, the PITs/the Support Unit (Procurement, Finance and Safeguards), national infrastructure engineer consultants and other concerned technical staff will continue helping the Community Fisheries Executive Committee to effectively implement activities. Moreover, follow up / refresher trainings (including training on sub-project environmental and social impacts screening and EMP) might be considered when the Fisheries Administration Cantonments/Fisheries Administration learn that there will be a need and request from the Community Fisheries Executive Committee.

In addition, the PIE, NSSS and the NESS will monitor construction and sub-project compliance with the agreed documents for community infrastructure, including project engineering designs and the implementation of the EMP and other safeguards documents. If any deviances are found, the PIE, NSSS and NESS, in conjunction with FiA will develop a plan to quickly rectify the problem, in consultation with the World Bank.

## **11. Project Reporting and Evaluation**

**Lead:** PIE; PIT; NESS; NSSS; CFEC; Chief of Commune.

### **Key Activities (incl. Safeguards):**

- Following the completion of the construction activities, the PIE will a Prepare Project Completion and Evaluation Report. This will confirm that the project has been constructed according to the proposed design and in compliance with the required safeguards. The EMP monitoring reports should be included (See Annex D).

### 3. Procurement

The procurement for this sub-project will follow the Community Participation Procedures cited above. The small-scale infrastructure works will be managed by the Community Fisheries Executive Committee 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 Executive Committees are described in Section 4.3.

#### 3.1 Key Principles

##### 3.1.1 Key Principles of the Procurement

- ✓ **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 Community, and Commune/Sangkat office.
- ✓ **Accountability:** All members of the CFi Executive Committees 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 Executive Committees shall accept directly or indirectly any undue benefit due to procurement actions.

##### 3.1.2 Applicable World Bank Guidelines

All procurement under MIWRM-P3, CMU1 including the procurement associated with the small scale infrastructure works 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 GISSCI and the MIWRM-P3 Financing Agreement, the MIWRM-P3 Financing Agreement will take precedence and govern.

#### 3.2 Procurement Training for the CFi Executive Committees Members

After the CMU/FiA have formally reviewed and approved the infrastructure project proposals prepared for each CFi, training activities will begin (Step 7). These training activities will be organized by the CMU/FiA with the support of the World Bank's staff as required.

### 3.3 Procurement Method and Detail Procedures

Procurement Method	When to use each method?	Steps of procurement
<b>Community Force Account</b>	The CFI will build/rehabilitate small scale infrastructure using local resources (skilled and unskilled labor) and contribute in kind the management/supervision of the construction/ rehabilitation of the small scale infrastructure.	<ol style="list-style-type: none"> <li>1. The CFI Executive Committee signs an Agreement with FiA and the agreed price list should be based on the local market rates and as established by FiA.</li> <li>2. The CFI Executive Committee 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.</li> <li>3. The CFI Executive Committee purchases the construction materials (cement, sand, steel, bricks, zinc, etc.) and related services from the local suppliers following one of the following methods.</li> </ol>
<b>Local Shopping</b>	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"> <li>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.</li> <li>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.</li> <li>3. Receiving quotations before the closing date of quotations submission, and then comparing the quotations in public. If the CFI Executive Committee 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 in annex A); and</li> </ol>



Procurement Method	When to use each method?	Steps of procurement
		4. Signing Purchase Order with the selected bidder who has the lowest evaluated price and responsive quotation based on (Form 4 in annex A).
<b>Direct Contracting</b>	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 <b>US\$ 500</b> equivalent.	1. Receiving quotation and negotiating the price; 2. Signing purchase order with the supplier;
	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 Executive Committee may choose to follow the local shopping method for such items regardless of each unit price and total price.	3. Apply Local Shopping Method as described above

### 3.4 Procurement Review, Inspection and Auditing

The Procurement Unit of CMU/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 Executive Committees), and made available to the CMU/FiA for their post reviews and also for integrated financial audit and procurement post review by the External Auditor engaged by CMU/FiA. These documents shall be kept at least 3 years after the completion of MIWRM-P3 project.

The CFI Executive Committees 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 Executive Committees' attention is also drawn to the **attachment 1** on Bank's Policy-Corruption and Fraudulent Practices that will be applied for M-IWRMP-3 project including all community procurement activities financed by M-IWRMP-3 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.<sup>1</sup> In pursuance of this policy, the Bank:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (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;<sup>2</sup>
  - (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;<sup>3</sup>
  - (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;<sup>4</sup>
  - (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;<sup>5</sup>
  - (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

---

<sup>1</sup> In this context, any action to influence the procurement process or contract execution for undue advantage is improper.

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> 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.

<sup>5</sup> For the purpose of this sub-paragraph, "party" refers to a participant in the procurement process or contract execution.

- (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 mis-procurement 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;
- (d) will sanction a firm or individual, at any time, in accordance with the prevailing Bank's sanctions procedures,<sup>6</sup> 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 nominated<sup>7</sup>;
- (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."

---

<sup>6</sup> 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.

<sup>7</sup> 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.

## 4. Financial Management

### 4.1 Management Team Arrangements

This chapter covers structures, staffing, and responsibility for the small-scale infrastructure under Sub-component 1.3: Enhancement of Fisher Community Livelihoods, and the provision of ‘C’ Construction of small-scale infrastructure identified in Commune Development Plans. The implementation for this sub-project involves the project management team at national level and the provincial level of FiA, they have program responsibilities as the following table 2:

FiA at the National level	FiA at the provincial level	Quantity	Terms
Component Director	Sub- Component Manager	2	Operational only
Component Manager	Technical unit	2	Operational only
Fiduciary units	Fiduciary units	6	Operational only
Technical unit	On-Site Engineers (consultants)	2	Operational only
Safeguard		1	Operational only
Environmental		1	Operational only
Gender		1	Operational only

#### Sub-component responsibilities:

- CMU/FiA, oversee the implementation and provide strategic direction, technical support, coordinate implementation, and allocating resources.
- PIT/PFiA, selection of CFi, provide implementation support, technical support, and coordinate implementation of sub-project activities.

#### Basic Eligibility for Sub-project:

- In order to qualify for Sub-project funding, CFi shall have been completed registration and obtained legal recognition.
- At least 5 CFi executive committee members. The catchment areas must be located along the Mekong river. The catchment areas of the Commune/Sangkat comprised of at least one CFi.
- Officially registered CFi recognized by FiA/MAFF.

**The Provincial Site Engineers.** The site engineer (consultant) will have responsibility for quality and timely operational support at the provincial level, including information dissemination, assistance to CFi in developing investment planning, sub-project planning, technical design, and costing for sub-project activities. The Provincial Site Engineers will be based in the Provincial FiA, and will report to the Component Director and Sub-Component Manager. It is envisaged that they will travel extensively, monthly to the sub-project sites and on a regular basis to the CFi in target Commune/ Sangkat. The site engineer must have architectural or engineering qualification, and be recruited nationally.

**Contracting Body.** The legal representative of the CFi shall be the Executive Committees; and the Component Director and the Sub- Component Manager are the party to the Contract (Sub-project Contract Agreement). The sub-project agreement can be renewed annually and based on the performance. Please find the ANNEX C of sample sub-project agreement between the national and sub-national authorities and the representative of the (Executive Committee) for the implementation of community infrastructure.

## 4.2 FM Arrangements

The FM arrangements for the sub-component 1.3 Small-Scale Infrastructure based on Commune Development Plans is to be implemented by the CFI Committee. 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”.

The selected CFI Committees in Kratie and Stung Treng will be the implementing agencies. The designated Community Fisheries Committee (CFC) 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. CFC agrees to undertake and perform the work as set forth in the sub-project agreement. After the sub-project agreement has been signed, CFC will have overall responsibilities to manage sub-project activities including administration bank account, procurement of construction materials, hiring laborers, and make payments. CFC will collaborate and coordinate implementation of the sub-project activities 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. In general, the CFEC will be composed of:

- CFEC head (Head of Community Fisheries)
- On-site Supervisor (CFC member)
- Commune Facilitator (Commune Council)
- Procurement Coordinator (CFC member); and
- Cashier/ treasurer (Cashier of CFI; Women is preferable)

The head of CFEC can delegate authority to either on-site supervisor or Procurement Coordinator when he/she absent from the duties.

In case the commune has two CFI, the CFEC will be composed as below:

- CFEC head (Head of Community Fisheries). The CFI will be assigned from the CFI that get more direct benefits from the sub-project.
- On-site Supervisor (CFC member). He/She will come from another CFI.
- Commune Facilitator (Commune Council)
- Procurement Coordinator (CFC member). He/She will come from another CFI; and
- Cashier/treasurer (Cashier of CFI). The cashier will be assigned from the CFI that get more direct benefits from the sub-project.

In case the commune has three CFI, the CFEC will be composed as below:

- CFEC head (Head of Community Fisheries). The CFI will be assigned from the CFI that get more direct benefits from the sub-project.
- On-site Supervisor (CFC member). He/She will come from the second CFI.
- Commune Facilitator (Commune Council)
- Procurement Coordinator (CFC member). He/She will come from the third CFI; and
- Cashier/ treasurer (Cashier of CFI). The cashier will be assigned from the CFI that get more direct benefits from the sub-project.

## 4.3 CFI Committees and Functions

The CFEC will be the implementing agencies. The CFEC is responsible for managing of sub-project activities, procurement, financial management and social and environmental safeguards of the Small-Scale Infrastructures. Specific roles and responsibilities of the CFEC and its Members are listed below Table 3:

Title	Duties/ Responsibilities
CFEC	<p>Overall responsibilities of the CFEC</p> <ul style="list-style-type: none"> <li>• Identify needs such as services/laborers and goods (construction materials, tools, equipment) for the small-scale infrastructure works;</li> <li>• Carry out all procurement activities, construction, safeguards implementation and financial management activities associated with the small-scale; infrastructure works. This includes maintaining proper records related to sub-project documents (including meeting/ consultation and training);</li> <li>• Prepare progress reports for the identified infrastructure works (including progress of safeguards implementation);</li> <li>• Regularly meet with beneficiaries to update the progress and to receive feedback for improvement;</li> <li>• Closely coordinate with staff/consultants assigned by CMU/FiA;</li> <li>• Maintain all procurement related documents to be reviewed by CMU/FiA, the World Bank, Auditor assigned by CMU/FiA; and</li> <li>• Other tasks if required.</li> </ul>
Head of the CFEC (chairman)	<p>Overall responsibilities including Procurement</p> <ul style="list-style-type: none"> <li>• Act as focal person in coordinating with staff/consultants assigned by CMU/FiA.</li> <li>• Overall coordination and responsibility for all procurement, construction, safeguards and FM related activities;</li> <li>• Facilitate and coordinate with other members of the CFEC;</li> <li>• Coordinate closely with the facility beneficiaries to address any concerns and suggestions related to construction facilities.</li> </ul> <p>Overall responsibilities including Financial Management</p> <ul style="list-style-type: none"> <li>• Have overall responsibilities to manage and supervise sub-project per the sub-grant agreement and coordinate responsibility for all procurement, construction, and FM related activities;</li> <li>• Overall coordination and responsibility for all procurement, construction, and FM related activities;</li> <li>• Oversee and monitor, control and manage resources;</li> <li>• Ensure to run the sub-project successfully per the available funds;</li> <li>• Together with the Treasurer, open a bank account at the nearest commercial bank, preferably, ACLEDA Bank branch nearest to the community;</li> <li>• Review and approve funding requests for CFEC to FiA</li> <li>• Review and sign invoice / payments;</li> <li>• Review and approve payment vouchers;</li> <li>• Sign each cheque in payment for construction expenses;</li> <li>• Review and approve financial reports;</li> <li>• Cooperate with FiA/MAFF technical, financial and administrative staff, consultants and auditors during monitoring visit;</li> <li>• Ensure effective communication and sharing information, and</li> <li>• Coordinate closely with the facility beneficiaries to address any concerns and suggestions associated with the construction of the facility.</li> </ul>
On-Site Supervisor (in charge of civil	<ul style="list-style-type: none"> <li>• Participate in the identification and selection of small-scale infrastructure activity from Commune Investment Plan/Commune Development Plan;</li> </ul>

Title	Duties/ Responsibilities
work activities at the charter)	<ul style="list-style-type: none"> <li>• Cooperate with the CFEC to provide inputs on planning, implementation, and monitoring of construction of small RI including progress of safeguards implementation;</li> <li>• Take lead in site supervision to ensure smooth implementation of activity and in line with agreed procedures and standards;</li> <li>• Ensure activities are implemented according sub-project agreements and contract management;</li> <li>• Supervise day-to-day construction work and ensure the progress are in line with the detailed design and implementation schedule;</li> <li>• Monitor the construction works, laborer/ workers and construction materials related to architectural or engineering works;</li> <li>• Certify milestone of progress in order to confirm for next fund request;</li> <li>• Assist the CFEC to ensure compliance with the agreed procedures (Financial Management Procedures and Procurement Procedures), Specifications and drawings if applicable, and record keeping requirements; and</li> <li>• Assist the CFEC as required.</li> </ul>
Commune Facilitator (Focal person/liaison with Commune Administration, social and safeguard and Gender)	<ul style="list-style-type: none"> <li>• Participate in the identification and selection of small-scale infrastructure activity from Commune Investment Plan/Commune Development Plan;</li> <li>• Cooperate with the CFEC to provide inputs on planning, implementation and monitoring;</li> <li>• Assist with the development and implementation of the small-scale infrastructure by coordinating with local authorities including site screening;</li> <li>• Facilitate meaningful relationship with local authorities and commune authorities to discuss on the commune development plan;</li> <li>• Coordinate and facilitate to resolve issues related on social and environmental issues with villagers, local authorities and sector institutions;</li> <li>• Maintain communication with commune authorities, social and environmental safeguard and gender and ensure all stakeholder are informed of the sub-projects location/construction;</li> <li>• Attend the meeting with Commune and local authorities to ensure ownership of the construction of the community;</li> <li>• Coordinate and seek cooperation related works with commune councils; and</li> <li>• Assist the CFEC as required.</li> </ul>
Procurement Coordinator	<ul style="list-style-type: none"> <li>• Carry out all procurement activities to be done by the CFi;</li> <li>• Coordinate with other members of the CFi and staff/consultants assigned by FiA to ensure availability of technical inputs (including specifications, drawings, price list, etc.) for the procurement goods or/and services if any;</li> <li>• Act as minute taker for all procurement related meetings;</li> <li>• Provide the necessary supports required during the procurement meetings, trainings and workshops arranged by FiA;</li> <li>• Undertaking other responsibilities assigned to him/her together with other members; and</li> <li>• Maintain proper records of associated procurement documents.</li> </ul>
Cashier/ treasurer	<ul style="list-style-type: none"> <li>• Together with the Head of CFi Executive Committee, open a bank account, preferably with ACLEDA Bank branch, which is not far away to the community center/town;</li> <li>• Prepare invoice and billing statement to support fund request from FIA;</li> <li>• Prepare cheque and payment voucher and attach supporting documents;</li> <li>• Release payment to construction laborers and to suppliers of materials;</li> </ul>

Title	Duties/ Responsibilities
	<ul style="list-style-type: none"> <li>• Release payment for operating cost;</li> <li>• Record each fund received from FIA and each cheque and payment voucher to the Sub-Project Cash Book;</li> <li>• Prepare periodic financial report for submission to FIA and posting to the community bulletin;</li> <li>• Maintain proper filing of technical and financial documents and records;</li> <li>• Cooperate with FiA/MAFF technical, financial and administrative staff, consultants and auditors during monitoring visit; and</li> <li>• Perform other tasks.</li> </ul>

#### 4.4 Financial Controls

The available fund for disbursement to CFi 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 CFi 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.

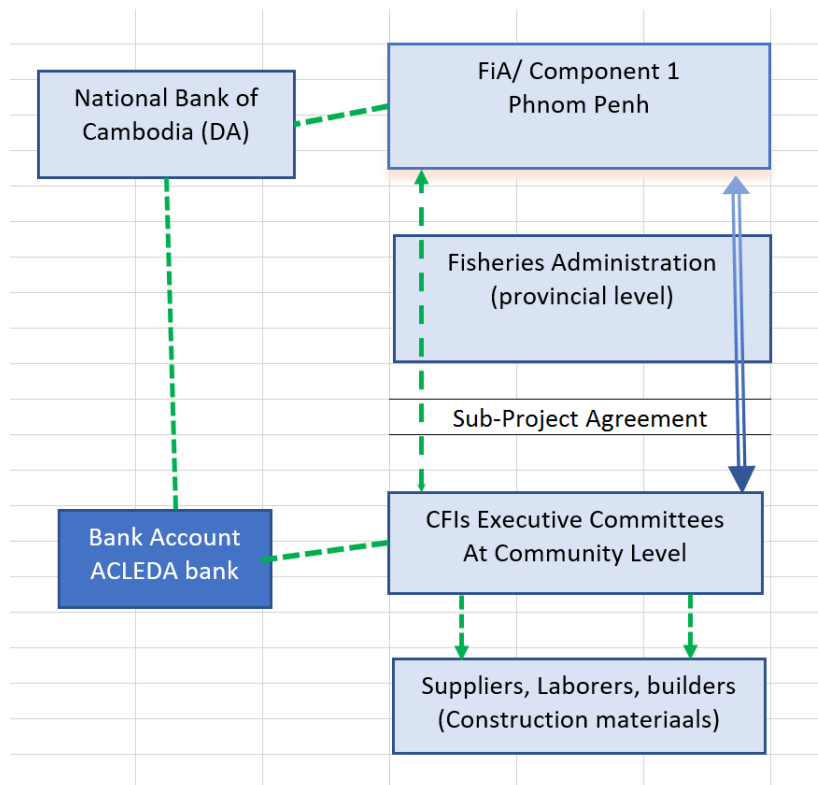
#### 4.5 Fund Flow

The below Fund Flow modality is to facilitate in processing for timely payments:

There two levels of fund flows:

- a. Level one: fund will flow directly from the FiA designated Account to the sub-project Bank account opened at the nearby ACLEDA Bank. This means that funding to support the Small-scale infrastructure activities shall be transferred directly to the individual account of the CFi held at the ACLEDA bank according to the agreed terms and condition of the sub-project agreement and disbursement schedule.
- b. Level two: The CFEC can withdraw of funds from their Bank account to pay to suppliers, goods, materials, labor and other operating expenses according to the detailed costing/ budget breakdown and work plan approved by FiA. Major expenses include construction materials which are available from the shelf at the local shop/ warehouse, and make payments for wages of labors (foreman, builders, carpenters and welder etc.).





### Legends of Fund Flow Diagram

#### Blue line:

Technical supervision, reporting line and legal relationship

#### Green line:

request for payments, release of funds, and payments

## 4.6 Bank Account

### 4.6.1 Opening the Bank Account

The CFC 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 CFC and they can withdraw the money from the ACLEDA bank to make payments either by cheque or by cash.

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.

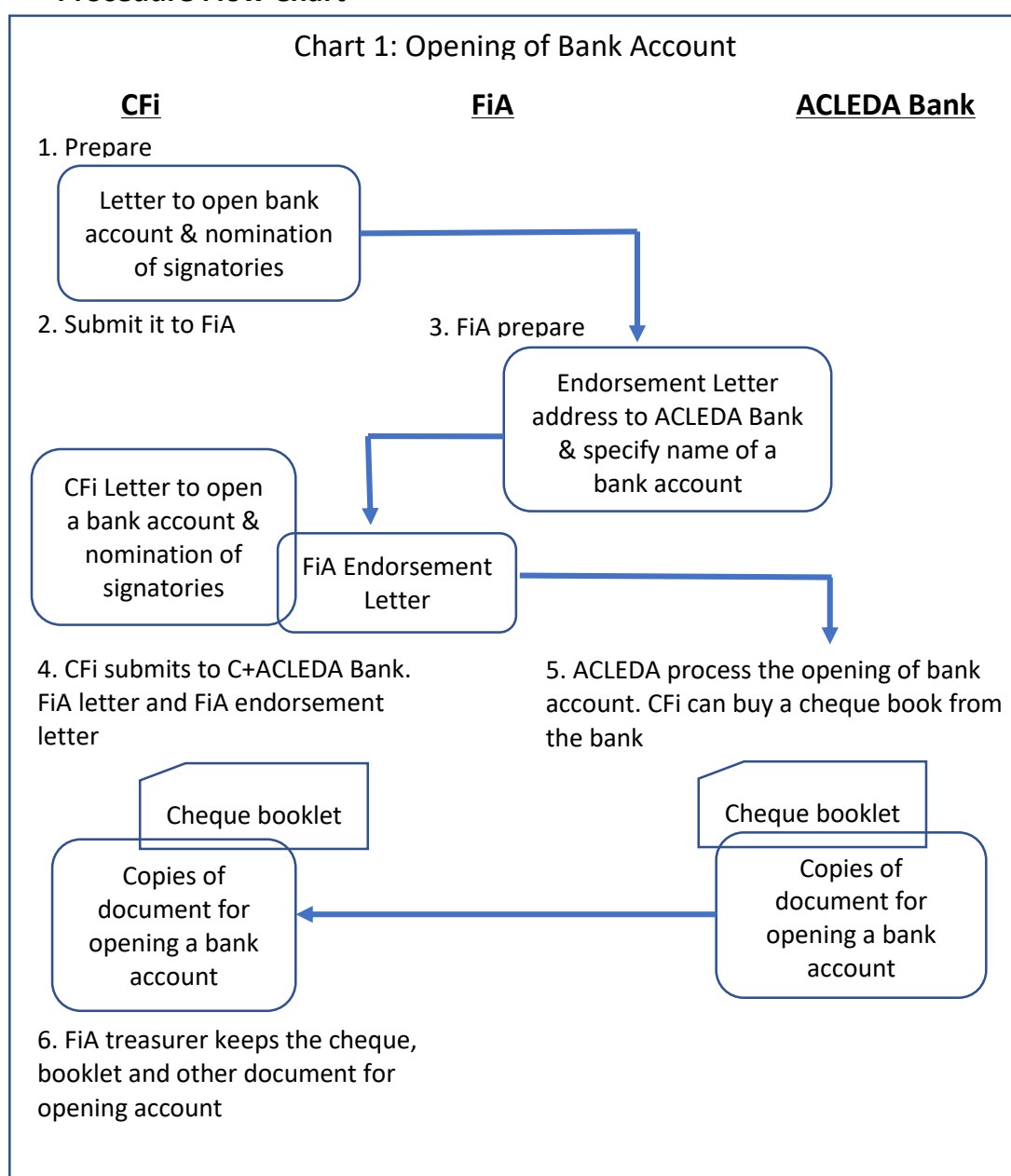
Custody of cash and cheques should be the responsibility of the treasurer. CFI is not allowed to withdraw all the available money in one go (one time) and leaving Bank balance with zero balance. The cash out of the money from the Bank is limited to \$1,000 per week according to the list of expenditures.

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.

#### 4.6.2 Steps

- a) CFEC shall prepare a nomination letter for opening a bank account at the nearest branch of ACLEDA Bank. In general, CFI Committees should nominate three (3) Executive Committee members as the signatories to the bank account, of which any two of the nominated signatories shall sign every cheque prepared and issued.
- b) The nomination letter should be signed by all Executive Committees members.
- c) Based on the CFC nomination letter, the FiA shall prepare an endorsement letter addressed to the nearest branch of Bank to open a current (cheque) account in the name of the CFEC.
- d) The bank account name shall be: \_\_\_\_\_(name of community) CFi- for the small scale construction per the sub-project agreement.
- e) The Bank will issue a cheque booklet (current account) to the CFEC. The cheque booklet shall be kept in a secure place by the Treasurer.
- f) Flow Chart Activities

#### Procedure Flow Chart



### 4.6.3 Authorized Signatories

The Community Fisheries Executive Committee is the account holder. The designated structure of CFI will be participate in managing the sub-project. The selected CFC includes a Head of Committee, Commune Facilitator, Procurement Coordinator, and Treasurer. The community members must collectively decide on the rules and procedures under which they will operate (laid out in this Guidelines for Implementation of the Small-Scale Infrastructure).

To ensure smooth financial flows, the CFEC needs to establish delegations of duties and financial authorities to sign-off all community financial documentation. The authorized signatories will appear on the specimen signature of the ACLEDA bank. Any changes of authorizations and/or delegations require FiA's prior approval.

The authorized signatories to the cheque will be Head of Committee, Procurement Coordinator, and on-site supervisor. To avoid conflicting interest, treasurer/ cashier is not allowed to be a signatory for any cheque payments.

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

- The payment is correct (the amount in the Payment Voucher corresponds to the supporting documents);
- 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.
- Each payment is in line with budget and work plan approved by FiA

## 4.7 Payments

### 4.7.1 Payments by Cheque

Payment to suppliers:

- 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 (Form to be developed). 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. GRN must be attached to the receipt/ invoice. Thus, the suppliers and the CFI should signed the GRN form to certify goods have been received adequately and sufficiently at the satisfaction of CFI.

### 4.7.2 Payments by Cash

Payments for Wages of Labors:

- Cash can be paid for wages of laborer on weekly basis. The treasurer 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 it 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. The standard pay slip form for operating costs and any expenditures should follow the approved budget breakdown. The pay slip form can be used for other expenses.

#### 4.7.3 Payment Procedures

Type of Expense	Procedure	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 CFEC. 3) Based on approved payment voucher, prepare a cheque for the total amount of payroll. 4) Collect from the Bank the cash by presenting the signed cheque. 5) Pay each laborer in cash and let each one sign on the payroll sheet to acknowledge receipt of payment.	1) Payment Voucher with the attached Payroll Sheet, approved by CFI Executive the Head of the Committees and with signature of laborers who received the payment 2) Time sheet of labor
Payment to Suppliers of construction materials	1) Treasurer get the original copies of the supplier's invoice/receipt signed by the CFI member who received the materials delivered. 2) If all materials appearing in the approved Purchase Order has been delivered, prepare a Payment Voucher. 3) Based on approved payment voucher, the Treasurer prepares the cheque in the name of the Supplier. 4) The signed cheque is released to the Supplier who should sign on the payment voucher to indicate receipt of payment. 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. 6) The Supplier collects the cash from the Bank by presenting the signed cheque. 7) Goods/ construction materials more than USD 301 → paid by cheque (if possible) 8) Goods/ construction materials less than 300 → paid by cash.	1) Payment voucher 2) Purchase Order of CFI 3) Supplier's Invoice with name and signature of CFI members who received the materials and the date of receipt. 4) Supplier's Receipt of Payment or the invoice should be stamped "PAID" by the supplier with the date of payment.

Type of Expense	Procedure	Supporting Documents on File
	9) If possible, payments to the suppliers should be made by cheque. CFi is not allowed to write a cheque in the name of CFi and to withdraw the money from the Bank on behalf of the suppliers.	
CFi' Operating Cost (such as meeting expense, stationery, travel/ transportation, communication & miscellaneous expenses not exceed (\$500 or 5%) of the total sub-project amount)	1) The Treasurer shall prepare an itemized list of expected operating expenses for one (1) month. 2) Prepare a payment voucher in the name of the Treasurer and attach the itemized list for approval of the CFi Head. 3) Based on the approved payment voucher, prepare a cheque for the monthly total amount. 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.	1) Payment Voucher 2) Approved monthly list of operating expenses 3) If there is no official receipt, "a pay slip form" can be used and it is acceptable due to remote community (CDD type activities) 4) Lump-sum payment for local travel and communication to each CFi members approved by the Head of the CFEC.

Remarks:

- If there are remaining funds from operating costs or other construction activities (expected to be small amount - less than 20% of the allocated operating costs) under the FEC's Bank account at the end of the sub-project, the FEC can use the remaining amount for specific development activities in their communities. The FEC is not required to transfer the remaining amount to the FiA Phnom Penh. If the remaining account is more than 20%, FiA should seek for Bank's advice and suggestion for best use of the remaining fund by the CFi.
- If there is any (interest earned) from the FEC's 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 FEC is not required to return the interest gained to the FiA Phnom Penh.
- Upon completion of the sub-project activities, the FEC's Bank account will become the property of the CFi. The FEC with the majority of votes of their fisher members can decide to close the Bank account, or to keep the Bank account for their further needs.

#### 4.7.4 Disbursement Schedule

The fund release to CFi will be made in three tranches (advance payments). CFi will request for fund transfer through submission of an invoice to FiA and PFiA. Each request of fund transfer is based the amount and percentage stated in the sub-project agreement (table #5).

Invoice	% of Payments	Supporting Documents
Invoice 1 - 1 <sup>st</sup> tranche (Advance payment #1) Stage #1	20% of contract amount	a. Certification from CFi and Site Engineer that CFi is ready to start construction b. Copy of contract, nominations of officers and implementation schedule

Invoice	% of Payments	Supporting Documents
		c. CFI Bank Account Detailed information and Copy of the Bank Document for Opening Bank Account with Specimen Signature Note: As soon as the above arrangements (a, b and c) have been firmed up, the first payment can be processed and released.
Invoice 2 - 2 <sup>nd</sup> tranche (Advance payment #2) Stage #2	50% of contract amount	d. Certification from FiA Site Engineer of at least percentage (50%) of construction progress and major work items of "Stage #1" e. Photos of the work items completed with the Site Engineer on the photo Note: As soon as the above arrangements (d and e) have been confirmed by the site engineer, the second payment can be processed and released.
Invoice 3 - 3 <sup>th</sup> tranche (Advance payment #3)	30% of contract amount	f. Certification from FiA Site Engineer of at least percentage (70%) of the construction progress and major work items of Stage #2. g. Photos of the whole structure with the Site Engineer and CFEC Note: As soon as the above arrangements have been confirmed by the site engineer, the third payment can be processed and released.

#### 4.7.5 Payment/ Release of Tranche Procedures:

The invoice with the supporting documents shall be submitted to FIA in Phnom Penh by PFIA after the Site Engineer has been reviewed and certified. The Certification of Site Engineer together with the invoice and documents from the CFI, is forwarded to FIA Finance Unit (FU) in Phnom Penh for processing of fund release. FIA FM team in Phnom Penh prepare DV and submit it for approval to the Component Director/ Manager.

## 4.8 Budget and Duration

### 4.8.1 Phasing and Duration

The M-IWRMP- 3 (component 1) has a maximum duration of five years. The project became effective on August 2016 and has a closing date on June 1, 2021.

The Sub-component 1.3 for Small-scale infrastructure activities has a planned duration of 3 to 4 year. Therefore, sub-component activities 1.3 must be completed/ delivered before the project closing date by June 1, 2021.

The sub-project activity is expected to complete within the period of six to eight months of time, from the contract commencement and the completion of civil work activities.

The Sub-Component 1.3 will be kicked off at the same time in two target provinces (Kratie and Stung Treng), despite the CFI communes based location will be staggered supervision capacity.

There is expected that there will be a slow start to implement the Small-scale infrastructure activities and coordination issues. To address this, specific mechanisms/measures should be put in place by the FIA Management Team on how to accelerate the sub-project activities, if possible.

## 4.9 Costing/ Budget Breakdown

The budget allocation to CFI in Kratie and Stung Treng will be made from the proceed of Component 1 at the approximately USD 1,476,000, as “a grant”. The grant amount will finance rural Infrastructure activities based on commune development plans. Please refer to a Quotation from Project Appraisal Document (PAD).

*Small-Scale Infrastructure Based on Commune Development Plans:* Funds of the approximately US\$10,000 per commune per year over a period of three to four years will be allocated for priority infrastructure needs for communes that are actively participating and supporting their CFI. It is estimated that the 70 to-be identified CFI will be located in around 33 communes, i.e. an average of two CFI's per commune. The proposed investment should benefit the Commune as a whole, as well as benefit the Commune's fisher community. The PIT will provide support to select priority small-scale infrastructure investments.

### 4.9.1 Detailed Costing For Sub Project

The detailed costing for specific sub-project will be developed by the CFI with the assistance of provincial site engineer. The detailed costing should be developed based on bill of quantity and this will form an integral part of the sub-project agreement. The detailed costing and implementation plan for sub-project prepared by CFI committee, inputs from technical team and approved by Component Director. The Detailed costing for sub-project should be included in both the direct costs and the indirect costs.

### 4.9.2 Direct Costs and Indirect Costs

Detailed costing for sub-project activities may be classified as the direct costs and the indirect costs (Table 6).

Direct Costs	Indirect Costs
Direct costs can be defined as costs which can be accurately traced to a cost object.  For example, goods, construction materials, machinery, and wages for labors.	Operating costs is allocated not more than 5% of the total amount of the signed sub-project agreement. This operating expense will be allocated for CFEC for managing the infrastructure activities.
Note: This expense shall be charged to civil work category.	Note: The operating costs is part of the sub-project agreement, so it shall be charged to civil work category.

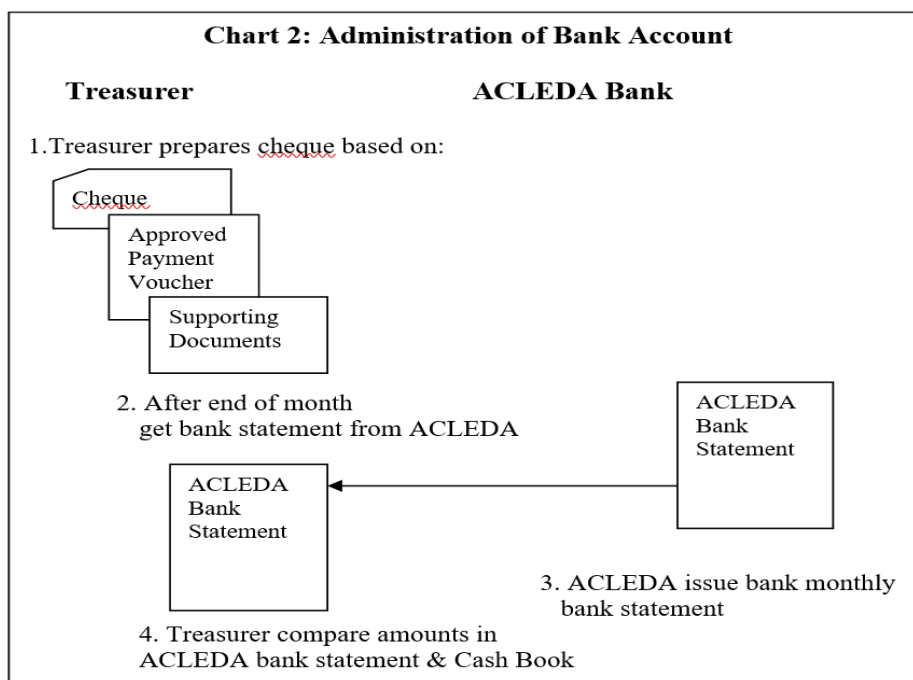
Remarks: Salary/ wages for the CFI Executive Committee and its members are not allowed.

## 4.10 Book-keeping Accounting

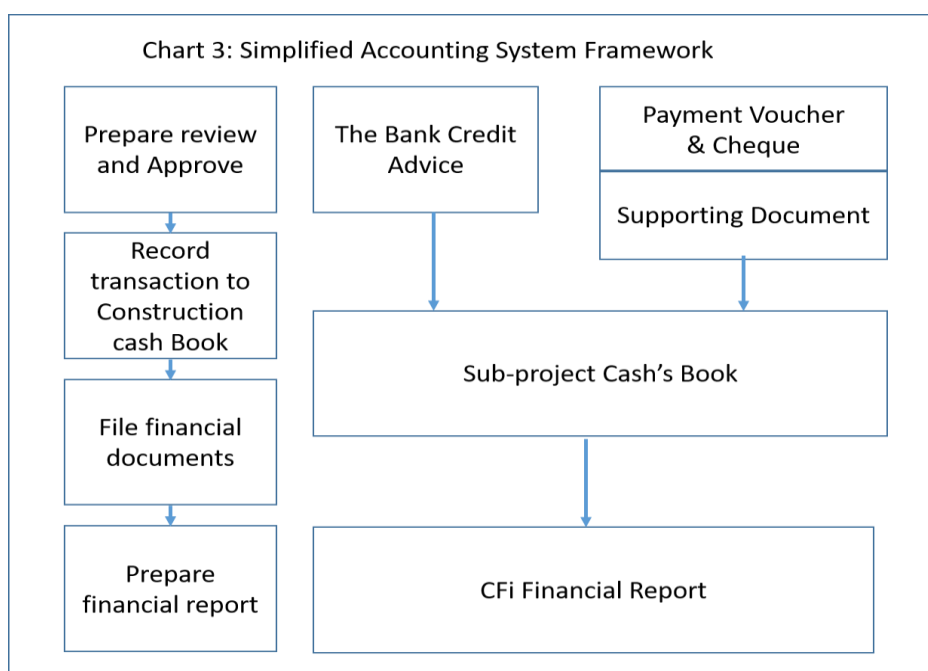
Treasurer. The CFC must nominate an appropriate Treasurer to take responsibility for recording of financial transactions. However, the whole CFC is collectively responsible for the sub-project funds, not just only the treasurer. The treasurer will receive adequate training on book keeping accounting and reporting. The CFC 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, construction 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 and book-keeping accounting of the CFi: (refer to Chart 3 below)





Below are two parts in the Cash book register:

- Part 1 is “Bank book” is used to record all withdrawals from the ACLEDA Bank
- Part 2 is “Payments” is used to record all payments has been made

#	Cashbook	Instructions
Part 1: Bank Book		
1	Bank book	All funds received from FiA shall be recorded in the Bank book on the date the funds are received and per the credit advice of the ACLEDA.
		The Treasurer must collect a copy of credit advice from ACLEDA bank. This shall be the supporting document to prove of fund received.
		Record in the Bank book: (the date the funds received) and brief explanation as to the sequence of tranche. Indicate the amount received under the column of “Fund Received”.
		Calculate the balance of funds by deducting the payment from the amount received.
Part 2: Payments		
5	Payments	Each approved payment voucher (PV) shall be used to maintain cash book register in chronological order, indicating the date of “PV, the name of entity or persons to whom payment is made”, a brief explanation, the amount paid and for what was the expense item.
		The amount paid shall be written under the column “Payments” as well as under the column of the appropriate expense, including wages for Labor Cost or Construction Materials, or Operating Cost.

#### 4.11 Accounting Formats

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

The simple cash book register contains (bank book and payments) will be used to record daily transactions by the CFi. Below are the accounting formats available to be used by the CFi (Table 7):

Accounting records	Vouchers	Formats
1- Cash book	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)

#### 4.12 Separate Records and Filing

The treasurer is responsible for maintaining and filing of sub-project documents. A separate record for sub-project documents 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):

<b>1- Technical File Folder</b>	<b>2- Financial File Folder</b>
<ol style="list-style-type: none"> <li>1. Sub-project contract with FiA/MAFF</li> <li>2. Sub-project design and implementation schedule of small-scale infrastructures</li> <li>3. Minutes of meetings</li> <li>4. Materials procurement documents</li> </ol>	<ol style="list-style-type: none"> <li>1. ACLEDA Bank Account Details &amp; Documents</li> <li>2. Cheque and its slips</li> <li>3. ACLEDA Credit Advice</li> <li>4. ACLEDA Bank Statement</li> <li>5. Payment Vouchers with attached supporting documents</li> <li>6. Cash Book</li> <li>7. Financial Report</li> </ol>

#### **4.13 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.

#### **4.14 Conditions and Limitations**

Pre-requisite of sub-projects:

- 1) All CFEC Members must receive adequate trainings and participate in the detailed costing design at the satisfaction of the FiA.
- 2) Ensure All CFEC Members understand Sub-project design and implementation schedule of small-scale infrastructures
- 3) Ensure all CFEC Members receive adequate book-keeping and accounting trainings at the satisfaction of the FiA before to release of funds.
- 4) Payment must be made by cheque for goods, works, and construction materials.
- 5) Payment can be made by cash for payment of laborers and incremental operating costs.
- 6) CFEC are not allowed to keep cash or maintenance cash at its own depository. The withdrawal of cash from the Bank is for the specific payments and must be paid without reserve large amount kept at the CFi.
- 7) No individual should be able to initiate, authorize, execute, or record a transaction without the active involvement of CFEC Members (for example, all withdrawals and transactions should be witnessed and countersigned).
- 8) Risks of loss, leakage, fraud, inaccuracy, or mistake should be identified at all CFi levels, carefully assessed, and measures put in place to eliminate or minimize them.
- 9) Sub-lease (Sub-contract) of small-scale infrastructure activities to third party is not allowed. However, the CFI can rent/ hire machinery and tools. The CFI must adhere to the force account method.

#### **4.15 Capacity Building and Training**

Training for the CFEC (training by group) shall be conducted jointly by the Finance and Procurement Units in collaboration with Site Engineers and technical program team.

The Technical and Finance Teams will provide support visits to check the level of compliance of Guidelines for implementation of small-scale infrastructure with the contract and the guidelines.

Prior starting the civil work, basic safeguards requirement training should be delivered (as mentioned earlier) by FiA and its consultants from national level, with the support of Bank's safeguards team on sub-project screening; and EMP monitoring and reporting. To avoid having so many training sessions, the training on safeguards can be combined with finance and procurement training.

The sub-project activities are subject to be audited by external auditors contracted by MEF and the internal auditor of the M-IWRMP-Phase III.

#### **4.16 On-Site Monitoring Support**

Financial Management arrangements under CFi is required to provide monitoring support visits to augment other controls for ensuring that CFi financial arrangements are in accordance with the agreed procedures and payments are made per the sub-contract agreements.

**The monitoring agent will conduct post review for sub-projects.** In order to maintain fiduciary oversight on such sub-projects, the note recommends that post review consists of reviewing technical, financial and procurement reports carried out by the FiA:

- **Technical review** - will be carried out by the Site-Engineer on regular basis
- **Financial review** - will be carried out by finance team of FiA on periodic basis to ensure that CFi are in compliance with the guidelines for implementation of small scale infrastructure. FM team shall review recording and supporting documents to ensure all financial transactions are properly recorded including funds received and payments. Any errors or mistakes should be identified and carefully assessed, and measures put in place to eliminate or minimize them.
- **Procurement post review**- The Procurement Unit of CMU/FiA will randomly post review 20% of all community procurement packages in each community at least once per year.

Additionally, an integrated financial audit and procurement post review will be carried out by the External Auditor engaged by CMU/FiA on the annual basis.

#### **4.17 Community Disclosure**

The CFEC for the CFi's representatives are elected on the basic criteria of honesty and commitment. They are not paid, so they do not make a business out of performing their service. These elected representatives are responsible to oversee the implementation of the subprojects. In support of their monitoring, they have access to a simple management information system (MIS) to track all contracts and expenses.

**Community Involvement.** Successful internal control and management of a Small-scale infrastructure activities requires that beneficiaries and other stakeholders be kept well informed always and at all levels about their entitlements, rights, obligations, and the project's costs and benefits. This information should be provided in a manner understandable to all interested parties. Where any of the beneficiaries are illiterate, it may even have to be presented in pictures or other appropriate media. It is also good practice that summaries of local project expenditures and procurement information be posted in a public Notice Board at the CFi (for example, outside of a village hall or meeting place), since this literally places the information in the public domain.

The CFi's Financial report related to sub-project should be posted to the Community Bulletin Board on monthly basis.

#### 4.18 Internal Audit

Sub-project activities of small-scale infrastructure is required to be audited by the internal auditor of the M-IWRMP-3 two time a year.

The scope of the internal audit will include “a review compliance” with the sub-project agreement, Guidelines for implementation of small-scale infrastructure, payment and recording. This review will be encouraged as an integral part of the internal of the project.

In addition, independent internal auditor of the M-IWRMP-3 will be conducted annually. The scope of the audit will also include site visits and physical inspection of sub-projects with a randomly selected sample size of at least 20% of total sub-projects in each annual audit.

This will be an internal audit “ex-post audit” to confirm that funds have been spent for an intended purpose and that the community has received value for money can be a valuable addition to the quality and internal controls. This can be one of the most effective ways of minimizing risk of fraud and corruption or of detecting poor practices that enable fraud and corruption to occur. This internal audit is often linked to the overall monitoring and evaluation of the community sub-project.

The implementation of the internal auditor’s finding and recommendation shall be implemented within 30 days as the matter of urgency.

#### 4.19 External Audit

Sub-project activities are required to be audited by the independent auditors selected by the Ministry of Economy and Finance as the external auditor appointed for the M-IWRMP-3. The audit of the sub-project is part of the annual project audit of the M-IWRMP-3.

In addition, audits of the project financial statements will be conducted annually to incorporate the review of procurement post. The scope of the audit will also include the site visit and physical inspection of sub-projects with a randomly selected sample size of at least 10% of total sub-projects in each annual audit.

The implementation of the external auditors’ findings and recommendation shall be implemented within 30 days as the matter of urgency.

#### 4.20 Refunds of Ineligible Expenditures

The risk toward ineligible expenditures should be taken precarious measure at the CFi level. Training/ raising awareness of the ineligibility should be provided to the CFEC.

FiA should take proactive action to help the community effectively for example: risks of loss, leakage, fraud, inaccuracy, or mistake should be identified at all CFi levels, carefully assessed, and measures put in place to eliminate or minimize them. If the any payment out of the Bank accounts of the sub-projects was not justified by the evidence furnished to the Bank or was made for an ineligible expenditure, the Bank may, at its discretion, require the borrower return the payments.

#### 4.21 Start-up Effective FM Action Plans

The following are FM action plans for effective start up implementation of small-scale infrastructure:

FM Actions/ activities	Responsible Units	Due date to be completed
Finalize and submit Guidelines for Implementation of the Small-Scale	FiA and WB	As soon as possible

Infrastructure for Bank's review and no objection		
Provide FM training on sub-project "deep-dive session to PFIA with participation of all technical team and staff members.	FiA	As soon as possible after the guidelines has been approved by the Bank
List of the designated Fisher Executive Committee Members (assigned team composition)	FiA	As soon as possible after CFI has been selected
Prepare Budget/ detailed costing and implementation plan (investment and operating costs) put in place	FiA, provincial site-engineer and CFC head	As soon as possible after identification priority activity from the commune development plan
Sub-Contract Agreement signed between FiA and the designated CFC	FiA and CFC head	As soon as possible after CFI has been selected
Open a Bank account for the Fisher Community Committee at the nearby Commercial Bank (ACLEDA)	FiA and CFC head	As soon as possible after CFI has been selected
Provide FM hands-on Training (group training) for the designated CFC	FiA and WB	As soon as possible after CFI has been selected

## 5. Social and Environmental Safeguards

### 5.1 Introduction

The M-IWRMP-3 Project is categorized B, and triggered some Bank's policies: OP/BP 4.01 (Environmental Assessment); OP/BP 4.04 (Natural Habitats); OP/BP 4.11 (Physical Cultural Resources); OP/BP 4.10 (Indigenous People); OP/BP 4.12 (Resettlement Policies); OP/BP 7.50 (Projects on International Waterways). The description of the policy requirement is available in the ESMF, which also provides guidance on mitigation measures for small scale civil works; screening for sub-project impacts; Grievance Redress Mechanism (GRM); further development of specific instruments where needed; role and responsibility of stakeholders; and monitoring and reporting.

The implementation of the social safeguards instruments would be at both national (FiA) sub-national levels (Provincial FiA Cantonments in Kratie and Stung Treng).

The construction of small-scale community infrastructure **will not involve** any land acquisition.

In the target provinces, the population of **indigenous and minority groups** range from 12% in Stung Treng and 17% in Kratie, comprising a number of minority groups and another seven indigenous groups: Phnong; Kouy; Mil; Khonh; Kraol; Steang; and Thanmoun.

The ethnic minority communities to be involved in the project are expected to benefit from investment and livelihood support/infrastructure investments. IPPF has been developed to ensure adequate consultation with and participation of the local population during the planning and implementation of the Project. The IPPF includes a description of the impacts, socio-economic characteristics of the ethnic group(s), and suggested mitigation measures. This IPPF will help maximize project benefits to the ethnic minority communities and mitigate any possible adverse impacts. The framework also provides a sample community consultation framework, an outline of IPDP, and monitoring and/or reporting requirements. This plan will help maximize project benefits to the ethnic minority communities and mitigate any possible adverse impacts.

## 5.2 Environmental Assessment

Cambodia's community development is supported by local community with supporting by the government, Development Partners, NGOs and other stakeholder without clear approaches on establishment of the development process and legal support from the Royal Government of Cambodia. The laws and regulations governing this initiative such as the Sub-Degree on the community fishery development, guideline on the development process including the By-law, regulation and Community Fishery development plan but it's still not yet clear legal instruction on environmental and social impact, are currently not in place.

The screening form that is developed under ESMF might be updated and applied to reflect the nature and trends of candidate CFI or sub-projects that will be invested.

## 5.3 Key Safeguards Instruments

### 5.3.1 Resettlement Policy Framework

To mitigate potential negative impacts due to land acquisition, land donation, and resources access restriction, in compliance with the World Bank (the Bank)'s safeguard policy on Involuntary Resettlement (OP 4.12), a Resettlement Policy Framework (RPF) has been developed and it will be applied to all M-IWRM3 activities. **The Resettlement Policy Framework can be found at:**

<http://documents.worldbank.org/curated/en/553021468017380654/pdf/RP16400REVISED00Box385236B00PUBLIC0.pdf>

Because the size of the infrastructure sub-projects to be financed is expected to be small (less than US\$10,000) it has been agreed that there will be **no** sub-projects financed that require land acquisition, resettlement, the displacement of economic activities (regardless of whether or not it is on public land) or land donations. Therefore, it will be necessary to screen for such resettlement related impacts at the project screening stage (see Annex D, for the land acquisition and resettlement screening form).

### 5.3.2 Indigenous People Planning Framework

In compliance with the World Bank (WB)'s safeguard policy on Indigenous people (OP 4.10), an Indigenous People Policy Framework (IPPF) has been developed to ensure that these indigenous people would be sufficiently and meaningfully consulted leading to their broad community support for project interventions, that they would have equal opportunity to share the project benefits, and that any potential negative impacts are properly mitigated. The IPPF will form a basis for project implementation and for monitoring and evaluation of how the project deals with indigenous people issues. The IPPF also builds on Royal Government of Cambodia regulations.

<http://documents.worldbank.org/curated/en/489991468016186080/pdf/IPPF7150REVISED00Box385236B00PUBLIC0.pdf>

To apply the requirements of this framework to the selection and implementation of infrastructure sub-projects it will be necessary to screen for the presence of ethnic or indigenous people prior to the kick off meeting (see Annex D), to ensure that kick-off meeting and project selection meeting follow the principle of free prior and informed consultation (see Annex D) and that the project selection meeting leads to broad community support (see Annex D) for the sub-project selection. The completion of the environmental and social screening risk form documentation at the project screening phase should suffice as a social assessment. Taken together, the minutes of the kick-off meeting and sub-project selection meeting, along with the results of the environmental and social assessment, as well as a brief project description will suffice as the Indigenous Peoples Plan (see Annex D).

### 5.3.3 Environmental and Social Management Framework

The M-IWRMP-3 has developed ESMF which provides policy guidance and instruments that are applicable for the project. When sub-project activities are defined in terms of type and scale of investment within specific locality, the screening process will be adopted to ensure that no significant social and/or environmental impacts would be caused. Screening forms are available in the ESMF. Attention should be provided to investments/activities that will be carried out in the Ramsar sites or a protected area, whether there is involvement of unexploded ordnance (UXOs), and potential impacts on cultural heritage, etc. National (and provincial) FiA will assure that, where civil work is involved, screening work must be carried out before the starting of construction. Screening work, following criteria spelled out in the ESMF, should elaborate potential impacts (positive and negative) and mitigation measures; the impacts should be described for pre-construction, construction, and operation phases; using a matrix format could help understanding connection between the impacts and mitigation better (ESMF).

### 5.4 Screening Activities

Before starting the civil works of any small-scale infrastructure or establishment and construction of CFi within critical habitat areas, screening must be carried out by community/CFi with the support of national FiA and their consultants. Sub-project screening form is attached in Annex D. See further the requirement for screening and screening project in the ESMF. The screening is also aimed at:

- a. Avoiding any investments leading to physical relocation of households, the structural demolition of any residential structures or businesses.
- b. Identifying the presence of ethnic minority groups that may benefit, from or be impacted by sub-projects

The FiA will responsible for implementing Component 1. Local CFi, with the support of FiA (provincial and national FiA), would therefore be responsible for implementation of the safeguards (social and environmental) measures stipulated in this ESMF for their respective investment activities in the locality.

The ESMF provides policy guidance and instruments that are applicable for the project. When sub-project activities are defined in terms of type and scale of investment within specific locality, the screening process will be adopted to ensure that no significant social and/or environmental impacts would be caused. Screening forms are available in the ESMF. Attention should be provided to investments/activities that will be carried out in the Ramsar sites or a protected area, whether there is involvement of unexploded ordnance (UXOs), and potential impacts on cultural heritage, etc. National (and provincial) FiA will assure that, where civil work is involved, screening work must be carried out before the starting of construction. Screening work, following criteria spelled out in the ESMF, should elaborate potential impacts (positive and negative) and mitigation measures; the impacts should be described for pre-construction, construction, and operation phases; using a matrix format could help understanding connection between the impacts and mitigation better (ESMF).

#### Environmental Screening Checklist:

Questions	Yes	No	Remarks
<b>A. Sub-project Siting</b> <b>Is the subproject area adjacent to or within any of the following environmentally sensitive areas?</b>			



Questions	Yes	No	Remarks
Cultural heritage site			<i>No investment will be made affecting cultural heritage sites, including temples and graveyards.</i>
Protected Area			<i>Within the Ramsar site, no new construction of rural infrastructure shall be supported.</i>
Wetland nearby			
Buffer zone of protected area			
Special area for protecting biodiversity			<i>No new investment will be made in the protected area</i>
Could the subproject potentially involve UXO?			<i>If yes, engage the qualified entities for investigation further</i>
<b>B. Potential Environmental Impacts Will the Project cause</b>			
Noise from construction equipment?			
Dust during construction?			
Poor sanitation and solid wastes disposal in construction camps and work sites and possible transmission of communicable diseases from workers to local populations?			
Creation of temporary breeding habitats for diseases such as those transmitted by mosquitoes and rodents?			
Accident risks associated with increased vehicular traffic, leading to accidental spills of toxic materials?			
Increase in soil erosion and siltation?			
Increase in risks due to rehabilitation or construction of dams?			
Increase in peak and flood flows?			
Loss of downstream beneficial uses (water supply or fisheries)?			
Impairment of ecological and recreational opportunities?			
Impairment of beneficial uses of traditional forests?			
Any loss of precious ecology?			
Possible conflicts with established management policies?			
Dislocation or involuntary resettlement of people?			<i>No investments will be carried out involving involuntary resettlement</i>



Questions	Yes	No	Remarks
Loss of downstream ecological and economic functions due to any construction of social infrastructure (e.g., road, training or information center, office or housing)?			
Displacement of people or reduce their access to forest resources?			<i>Sub-project is not eligible</i>
Disproportionate impacts on the poor, women and children, Indigenous Peoples or other vulnerable groups?			<i>Sub-project not eligible</i>
Uncontrolled in-migration, including the influx of workers and their followers, with opening of roads to forest area and overloading of social infrastructure?			
Unnecessary loss of ecological value and decreased biodiversity by replacement of natural forest with plantation with limited number of species?			
Technology or land use modification that may change present social and economic activities?			
Ecological problems as well as community health and safety hazards due to land clearance prior to reforestation (e.g., soil erosion, disruption of hydrological cycle, loss of nutrients, decline in soil fertility)?			
Other ecological problems as well as community health and safety hazards (e.g., pollution of water bodies from fertilizers, pesticides, and herbicides used in the plantation)?			
Dangers to a safe and healthy working environment due to physical, chemical and biological hazards during project construction and operation?			
Social problems and conflicts related to land tenure and resource use rights?			<i>Sub-project not eligible</i>
Social conflicts if workers from other regions or countries are hired?			<i>Sub-project not eligible (too large)</i>
Risks to community health and safety due to the transport, storage and/or disposal of materials such as explosives, fuel, pesticide and other chemicals during construction and operation?			
<b>C. Climate Change and Disaster Risk Questions</b>			
Is the Project area subject to hazards such as earthquakes, floods, landslides, tropical cyclone winds, storm surges, tsunami or volcanic eruptions and climate changes			

Questions	Yes	No	Remarks
Could changes in precipitation, temperature, salinity, or extreme events over the Project lifespan affect its sustainability or cost?			
Are there any demographic or socio-economic aspects of the Project area that are already vulnerable (e.g. high incidence of marginalized populations, rural-urban migrants, illegal settlements, ethnic minorities, women or children)?			
Could the Project potentially increase the climate or disaster vulnerability of the surrounding area (e.g., increasing traffic or housing in areas that will be more prone to flooding, by encouraging settlement in earthquake zones)?			

### 5.5 Safeguard Implementation Arrangements

The project social specialist works with the commune and village authorities to determine whether or not there are ethnic groups present, and likely to benefit from the project in the affected village. This occurs early (step 1) in the sub-project process. If it is the case that ethnic minority groups are likely to benefit, they should be proportionately represented on the executive committee. At the stage when the final sub-project is selected by the community, this meeting should be documented to show that this is a process of free, prior and informed consultation. In communities with ethnic minorities, the project social specialist will also work with the project engineer will prepare a short development plan, showing how the sub-project will benefit all members of the community (regardless of ethnicity).

The project will follow the key principles of the WB's policy concerning Indigenous People which are to "ensure that Indigenous People do not suffer adverse impacts during the development process," and that they receive "culturally compatible social and economic benefits." Indigenous People in Cambodia are those who are vulnerable to the development process and who meet the characteristics used in the WB's policy (see IPPF for Cambodia).

Carry out free, prior and informed consultations with indigenous peoples leading to their broad community support. If indigenous people communities are present in project areas, prepare an Indigenous Peoples Development Plan (IPDP).

The project will investigate and provide inventory of cultural resources that are potentially affected. Although an impact on cultural resources is not anticipated, the civil works contract will include a specific clause on "chance find".

Consult and document affected resources with project affected groups, concerned national, provincial and district government offices/authority and relevant NGOs.

### 5.6 Grievance Redress Mechanism (GRM)

Any grievances that arise during the preparation or implementation of the sub-project will be first addressed at the Community Level through the CFC. Conflicts and grievances that cannot be resolved at the CFC level will be escalated to the district FiA office, and subsequently the provincial office, and finally the component management unit. A grievance focal point will be designated within the CFC, as well as the district and provincial FiA office. At the national level, the social safeguards consultant will serve as the grievance focal point. At any point the CFC, District and Provincial FiA office can request

the support of the component's social safeguards consultant to facilitate a resolution of the problem. At each level (community, district, provincial, and national) it is expected that a register of grievances will be maintained, and that this will be available for review by the component social safeguard consultant. Also, a brochure will be prepared to be distributed at the community level explaining how grievances can be aired, and who should be contacted at each level. It will include the relevant contact details of the focal points. Furthermore, complaints and grievances related to the project can be submitted through the accountability box at the commune level

## **5.7 Gender Responsiveness**

This Section provides guidance to ensure the gender concerns are adequately addressed in small scale infrastructure to enhance fishery community livelihood. Below are guidelines to integrate gender in the small-scale infrastructure in Community Fishery.

- The project designer and implementers should make sure that gender constraints are specifically addressed.
- Gender expert should work closely with women, designers, technicians and CFCs as well as professionals to better understand rural women's needs and issues and ensure gender responsiveness. Gender equity should be included in the preparation of contract of contractors. It includes (1) both men and women should be equal paid for the same type of work; (2) At least 40% of unskilled labor is women.
- Technical staff and CFCs involved in the design and implementation of small scale infrastructure should be provided awareness training on gender in small scale infrastructure in fisheries.
- Provide rural women training to develop their capacities and skills to take on more technical or supervisory functions.
- Consult rural women on the forms of payment that can contribute to their empowerment and increased food security.
- Provide women with adequate services that include transport to and from the worksite, and facilities for children near the worksite allowing regular breaks for nursing mothers.
- Widely disseminate information about job available in public works through radio, visit to villages, Community fisheries meeting to ensure that both men and women know that they can apply for construction works.
- Create more local employment.
- Small scale infrastructure contractors should be provided training on developing their management and technical skill to implement labor-intensive public works, ensure they respect working conditions and reduces gender discrimination.
- Create opportunities for women fisher to participate in monitoring the implementation of gender equity in small scale infrastructure fishing communities.

[End]

## ANNEXES:

### Annex A: PROCUREMENT SAMPLE FORMS

#### Form 1: Invitation for Quotations for Goods

Province: \_\_\_\_\_  
District/Khan: \_\_\_\_\_  
Commune/Sangkat: \_\_\_\_\_  
Community/Village: \_\_\_\_\_ Date: \_\_\_\_\_

To: \_\_\_\_\_

1. Our Community Fisheries Executive Committee (insert name of the CFI) has received a budget from M-IWRMP-3 Project of the CMU/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 Executive Committee 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 at .....hours on \_\_\_\_/\_\_\_\_/201\_\_, at the ..... (insert the name of the CFI) ..... in the presence of at least three members of the Community Fisheries Executive Committee and the Bidder representatives who choose to attend.

#### Schedule of Items

Item No.	Description & Details	Unit	Quantity	Unit Price (USD)	Total
Grant Total					

Grant Total in World: \_\_\_\_\_

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 CFEC

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

ទម្រង់បែបបទទី ១៖ លិខិតអញ្ជើញសម្រាប់ការដាក់ពាក្យដេញថ្លៃទំនិញ

ខេត្ត:

ស្រុក:

ឃុំ:

សហគមន៍/ភូមិ:

កាលបរិច្ឆេទ \_\_\_\_\_

ជូនចំពោះ៖ \_\_\_\_\_

- ១- គណៈកម្មាធិការប្រតិបត្តិសហគមន៍នេសាទ.....បានទទួលថវិកាពីគម្រោង គ្រប់គ្រងធនធានទឹកចំរុះទន្លេមេគង្គជំហានទី៣ អនុវត្តដោយរដ្ឋបាលជលផលនៃក្រសួងកសិកម្ម រុក្ខាប្រមាញ់ និងនេសាទ ដែលជាគម្រោងហិរញ្ញប្បទានដោយធនាគារពិភពលោក ហើយជំនួយនេះប្រើប្រាស់សម្រាប់ការទូទាត់លើការសាងសង់គម្រោង .....។
- ២- គណៈកម្មាធិការប្រតិបត្តិសហគមន៍នេសាទ សូមស្នើឱ្យលោក លោកស្រី ដាក់តម្លៃសម្រាប់ដេញថ្លៃលើទំនិញដែលមានរាយឈ្មោះក្នុងបញ្ជីខាងក្រោម ។ តារាងតម្លៃរបស់លោកអ្នកមាននៅក្នុងទម្រង់បែបបទទី២ ដែលភ្ជាប់មកជាមួយនេះ ត្រូវដាក់ជូនត្រឹម ឬមុនម៉ោង..... នៅថ្ងៃ.....ខែ.....ឆ្នាំ..... មកកាន់អាសយដ្ឋាន ..... ស្ថិតក្នុងភូមិ.....ឃុំ.....ស្រុក.....ខេត្ត.....។ ការដាក់ពាក្យដេញថ្លៃណាមួយត្រូវដាក់កាលបរិច្ឆេទខាងលើនឹងត្រូវបដិសេធមិនទទួលយកឡើយ។ តម្លៃទាំងអស់នឹងធ្វើការប្រៀបធៀបនៅម៉ោង.....និង.....នាទីព្រឹក ថ្ងៃ.....ខែ.....ឆ្នាំ..... តាមអាសយដ្ឋានខាងលើដោយមានវត្តមានសមាជិកគណៈកម្មាធិការប្រតិបត្តិសហគមន៍នេសាទយ៉ាងតិចបីរូប និងតំណាងអ្នកដេញថ្លៃ ដែលចង់ចូលរួម ។

តារាងមុខទំនិញ

លរ	ការពណ៌នា និងសេចក្តីលម្អិត	ឯកតា	បរិមាណ	តម្លៃឯកតា	តម្លៃសរុប
១.	សម្ភារៈសំណង់				
១.១	កូនឈើជន្ទុល	ដើម	១.១		
១.២	ក្តារពុម្ព	ម <sup>៣</sup>	១.២		
១.៣	ថ្ម 4x6	ម <sup>៣</sup>	១.៣		
១.៤	ថ្ម 1x2	ម <sup>៣</sup>	១.៤		
១.៥	ខ្សាច់គ្រឿម	ម <sup>៣</sup>	១.៥		
១.៦	ស៊ីម៉ង់ត៍	បាវ	១.៦		
១.៧	ដែកមូលលាត Ø6mm	គក្រ	១.៧		
១.៨	ដែកថ្នាំងអំពៅ Ø10mm	ដើម	១.៨		
១.៩	ដែកថ្នាំងអំពៅ Ø12mm	ដើម	១.៩		
១.១០	ដែកគោល ប្រវែង 5cm	គក្រ	១.១០		

លរ	ការពណ៌នា និងសេចក្តីលម្អិត	ឯកតា	បរិមាណ	តម្លៃឯកតា	តម្លៃសរុប
១.១១	លួសចំណង Steel wire	គក្រ	១.១១		
១.១២	ឥដ្ឋតាន់ Solid Brick	ជុំ	១.១២		
១.១៣	ដីចាក់បំពេញខ្សែនអគារ Soil Filling	ម <sup>៣</sup>	១.១៣		
២	ការដឹកជញ្ជូន និង កម្លាំងពលកម្ម				
២.១	ការដឹកជញ្ជូនសម្ភារៈទៅការដ្ឋាន	តោន			
២.២	ការដឹកជញ្ជូនបរិក្ខារពីការដ្ឋាន	តោន			
២.៣	កម្លាំងគ្មានជំនាញ	នាក់			
២.៤	កម្លាំងមានជំនាញខ្លះ	នាក់			
២.៥	កម្លាំងមានជំនាញ	នាក់			
	ចំនួនទឹកប្រាក់សរុប:				

ចំនួនទឹកប្រាក់សរុប: .....

សរសេរជាអក្សរ: .....

លរ	ការពណ៌នា និងសេចក្តីលម្អិត	ឯកតា	បរិមាណ	តម្លៃឯកតា	តម្លៃសរុប
១.	សម្ភារៈសំណង់				
១.១	ស៊ីម៉ង់ត៍ Cement Portland C-150 Type - I	បាវ			
១.២	ខ្សាច់គ្រឿម Coarse Sand	ម <sup>៣</sup>			
១.៣	ឥដ្ឋប្រហោង Hollow Brick	ដុំ			
១.៤	ថ្ម 1x2, Crushed Stone	ម <sup>៣</sup>			
១.៥	ដែកលាត៨៦mm, Re-bar	គក្រ			
១.៦	ដែកថ្នាំអំពៅ $\varnothing$ 12mm, Re-bar	ដើម			
១.៧	ដែកគោល ប្រវែង 5cm, Nail	គក្រ			
១.៨	លួសចំណង, Steel wire	គក្រ			
១.៩	ដែកទី៣៤៥ 50x100, Steel $\diamond$ Section t=2.5mm	ដើម			
១.១០	ដែកទី៣៤៥ 40x80 , Steel $\diamond$ Section t=2.5mm	ដើម			
១.១១	ដែកទី៣៤៥ 30x30 ,Steel $\diamond$ Section t=2.mm	ដើម			
១.១២	ដែកអិល 40x40 ,Steel L Section t=2.5mm	ដើម			
១.១៣	សង្កសីដំបូល Roof Zinc t=0.35mm	ម <sup>២</sup>			
១.១៤	សង្កសីព្រំដំបូល Zinc Cover the roof t=0.35mm	ម			
១.១៥	សង្កសីបិទបង្អួច Zinc fascia board t=0.35mm	ម <sup>៣</sup>			
១.១៦	គ្រាប់រឹសបាញ់សង្កសី	គក្រ			
២	ការដឹកជញ្ជូន និង កម្លាំងពលកម្ម				
២.១	ការដឹកជញ្ជូនសម្ភារៈទៅការដ្ឋាន	តោន			
២.២	ការដឹកជញ្ជូនបរិក្ខារពីការដ្ឋាន	តោន			
២.៣	កម្លាំងគ្មានជំនាញ	នាក់			
២.៤	កម្លាំងមានជំនាញខ្លះ	នាក់			
២.៥	កម្លាំងមានជំនាញ	នាក់			
	ចំនួនទឹកប្រាក់សរុប:				

ចំនួនទឹកប្រាក់សរុប: .....

សរសេរជាអក្សរ: .....



លរ	ការពណ៌នា និងសេចក្តីលម្អិត	ឯកតា	បរិមាណ	តម្លៃឯកតា	តម្លៃសរុប
១.	សម្ភារៈសំណង់				
១.១	ខ្សាច់ម៉ត់ Fine Sand	ម <sup>៣</sup>			
១.២	ស៊ីម៉ង់ត៍ Cement Portland ASTM C-150 Type-I	បាវ			
១.៣	ខ្សាច់គ្រឿម Coarse Sand	ម <sup>៣</sup>			
១.៤	ឥដ្ឋតាន់ Solid Brick	ដុំ			
១.៥	ថ្ម 1x2, Stone	ម <sup>៣</sup>			
១.៦	ថ្ម 4x6, Stone	ម <sup>៣</sup>			
១.៧	ដែកលាត ៥6mm, Re-bar	គក្រ			
១.៨	ដែកគោល ប្រវែង 5cm , Nail	គក្រ			
១.៩	ដែកបន្ទះពាសសន្លឹកទ្វារ Steel Plate	ម <sup>២</sup>			
១.១០	សំណាញ់ដែកក្រឡា, Steel grill 40x40 ៥3mm	ម <sup>២</sup>			
១.១១	ថ្នាំស្ត្រូ Acrylic Emulsion Paint U-90	គក្រ			
១.១២	ថ្នាំប្រេះ Anti-corosion paint	គក្រ			
១.១៣	ថ្នាំប្រេង Oil Paint U-90	គក្រ			
១.១៤	ដក់លាបថ្នាំ Paint brush	ចំនួន			
១.១៥	រ៉ូឡ័រ	ចំនួន			
២	ការដឹកជញ្ជូន និង កម្លាំងពលកម្ម				
២.១	ការដឹកជញ្ជូនសម្ភារៈទៅការដ្ឋាន	តោន			
២.២	ការដឹកជញ្ជូនបរិក្ខារពីការដ្ឋាន	តោន			
២.៣	កម្លាំងគ្មានជំនាញ	នាក់			
២.៤	កម្លាំងមានជំនាញខ្លះ	នាក់			
២.៥	កម្លាំងមានជំនាញ	នាក់			
	ចំនួនទឹកប្រាក់សរុប:				

ចំនួនទឹកប្រាក់សរុបរួម.....

សរសេរជាអក្សរ៖ .....

៣- ពាក្យដេញថ្លៃមានសុពលភាព ៣០ ថ្ងៃ ក្រោយពីកាលបរិច្ឆេទដាក់ពាក្យ

៤- ការដឹកជញ្ជូនដល់គោលដៅគឺមានរយៈពេល៧ថ្ងៃ គិតចាប់ពីថ្ងៃនៃការបញ្ជាទិញ

៥- តម្លៃនៅក្នុងការដេញថ្លៃត្រូវដាក់បញ្ចូលទាំង ពន្ធ អាករ ការដឹកជញ្ជូន និងតម្លៃដែលទាក់ទងទៅនឹងការដឹកជញ្ជូនទំនិញទៅកាន់ការដ្ឋានសំណង់

៦- ការដេញថ្លៃ ត្រូវធ្វើឡើងសម្រាប់ចំនួនសរុប ១០០% នៃមុខទំនិញ នីមួយៗ។ ការប្រៀបធៀបតម្លៃនិង ការផ្តល់កិច្ចសន្យា ត្រូវធ្វើការប្រៀបធៀបតាមមុខទំនិញនីមួយៗ។

៧- ការវាយតម្លៃ នឹងធ្វើការកែតម្រូវដូចខាងក្រោម៖

(ក) ក្នុងករណីមានការខុសគ្នារវាងចំនួនសរសេរជាលេខ និងចំនួនសរសេរជាអក្សរនោះ ចំនួនសរសេរជាអក្សរជាចំនួន ដែលយកជាបានការ។

(ខ) ក្នុងករណីមានភាពខុសគ្នារវាងតម្លៃឯកតា និងតម្លៃសរុបដែលបានមកពីការគណនានៃការគុណតម្លៃឯកតា ជាមួយបរិមាណនោះ តម្លៃដែលយកជាបានការ គឺផ្អែកតាមតម្លៃឯកតាដែលមានក្នុងការដេញថ្លៃ។

ប្រសិនបើអ្នកដេញថ្លៃមិនព្រមទទួលកំហុស នោះសំណើដេញថ្លៃរបស់អ្នកដេញថ្លៃនឹងត្រូវបដិសេធ។

៨- អ្នកផ្គត់ផ្គង់គឺតម្រូវឱ្យបង្ហាញឈ្មោះក្រុមហ៊ុន/ប្រភេទ/ម៉ូត(ដូចដែលបានអនុវត្ត) នៃសម្ភារដែលត្រូវផ្គត់ផ្គង់។

៩ - ជាគោលការណ៍របស់ធនាគារពិភពលោក ដែលតម្រូវឱ្យប្រទេសខ្ចីបំណុល (រួមទាំងអ្នកទទួលប្រាក់កម្ចីរបស់ធនាគារពិភពលោក) ទីប្រឹក្សា និងទីភ្នាក់ងាររបស់ពួកគេ(ទោះបីគាត់បានប្រកាស ឬមិនប្រកាស) អ្នកម៉ៅការបន្ត អ្នកផ្តល់ទីប្រឹក្សាបន្ត ឬអ្នកផ្គត់ផ្គង់ និងបុគ្គលិកណាមួយ របស់អ្នកទាំងនោះ គោរពក្រមសីលធម៌ខ្ពស់បំផុតពេលដេញថ្លៃ និងប្រតិបត្តិកិច្ចសន្យា ដែលទទួលបានពីហិរញ្ញប្បទានដោយធនាគារពិភពលោក ។

១០- អ្នកផ្គត់ផ្គង់សម្ភាររបស់សហគមន៍ និងអ្នកផ្តល់សេវានានាទៀត ត្រូវអនុញ្ញាតឱ្យមន្ត្រីរបស់ធនាគារពិភពលោក បានចូលពិនិត្យការដ្ឋានសាងសង់ និងបានពិនិត្យមើល កិច្ចបញ្ជីការគណនេយ្យនិង កំណត់ត្រាពាក់ព័ន្ធនឹងការបំពេញការងារ និងសំណើដេញថ្លៃសម្ភារសំណង់ ឬសេវាកម្ម និងមានលទ្ធភាពពិនិត្យមើល របាយការណ៍សវនកម្ម ដោយសវនករ ដែលចាត់តាំងដោយធនាគារពិភពលោក ប្រសិនបើមានសំណើពីធនាគារពិភពលោក ។

ប្រធានគណៈកម្មាធិការប្រតិបត្តិសហគមន៍នេសាទ  
ហត្ថលេខា \_\_\_\_\_  
ឈ្មោះ \_\_\_\_\_

## Form 2: Quotation Form

Name of the Bidder

Date: \_\_\_\_\_

Address

Phone Number

To: Community Fisheries Executive Committee \_\_\_\_\_

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	Unit	Quantity	Unit Price (USD)	Total
1					
2					
3					
4					
	Grant Total:				

Grant Total 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៖ គណៈកម្មាធិការប្រតិបត្តិសហគមន៍នេសាទ.....ស្ថិតនៅភូមិ.....ឃុំ.....

ស្រុក.....ខេត្ត.....

ខ្ញុំបាទ នាងខ្ញុំបានទទួលសេចក្តីជូនដំណឹងពីការដេញថ្លៃ និងមានបំណងដេញថ្លៃសម្ភារ ដូចមានក្នុងតារាងខាងក្រោម៖

គិតជាដុល្លារអាមេរិក

តារាងមុខទំនិញ

លរ	ការពណ៌នា និងសេចក្តីលម្អិត	ឯកតា	បរិមាណ	តម្លៃឯកតា	តម្លៃសរុប
១.	សម្ភារៈសំណង់				
១.១	កូនឈើជន្ទុល	ដើម			
១.២	ក្តារពុម្ព	ម <sup>៣</sup>			
១.៣	ថ្ម 4x6	ម <sup>៣</sup>			
១.៤	ថ្ម 1x2	ម <sup>៣</sup>			
១.៥	ខ្សាច់ត្រឡឹម	ម <sup>៣</sup>			
១.៦	ស៊ីម៉ង់ត៍	បាវ			
១.៧	ដែកមូលលាត ៥6mm	គក្រ			
១.៨	ដែកថ្នាំងអំពៅ ៥10mm	ដើម			
១.៩	ដែកថ្នាំងអំពៅ ៥12mm	ដើម			
១.១០	ដែកគោល ប្រវែង 5cm	គក្រ			
១.១១	លូសចំណង Steel wire	គក្រ			
១.១២	ឥដ្ឋតាន់ Solid Brick	ដុំ			
១.១៣	ដីចាក់បំពេញឃ្លើនអគារ Soil Filling	ម <sup>៣</sup>			
២	ការដឹកជញ្ជូន និង កម្លាំងពលកម្ម				
២.១	ការដឹកជញ្ជូនសម្ភារៈទៅការដ្ឋាន	តោន			
២.២	ការដឹកជញ្ជូនបរិក្ខារពីការដ្ឋាន	តោន			
២.៣	កម្លាំងគ្មានជំនាញ	នាក់			
២.៤	កម្លាំងមានជំនាញខ្លះ	នាក់			

លរ	ការពណ៌នា និងសេចក្តីលម្អិត	ឯកតា	បរិមាណ	តម្លៃឯកតា	តម្លៃសរុប
២.៥	កម្លាំងមានជំនាញ	នាក់			
	ចំនួនទឹកប្រាក់សរុប:				

ចំនួនទឹកប្រាក់សរុប: .....

សរសេរជាអក្សរ: .....

**តារាងមុខទំនិញ (ត)**

លរ	ការពណ៌នា និងសេចក្តីលម្អិត	ឯកតា	បរិមាណ	តម្លៃឯកតា	តម្លៃសរុប
១.	សម្ភារៈសំណង់				
១.១	ស៊ីម៉ង់ត៍ Cement Portland C-150 Type - I	បាវ			
១.២	ខ្សាច់គ្រឿម Coarse Sand	ម <sup>៣</sup>			
១.៣	ឥដ្ឋប្រហោង Hollow Brick	ដុំ			
១.៤	ថ្ម 1x2, Crushed Stone	ម <sup>៣</sup>			
១.៥	ដែកលាត៥6mm, Re-bar	គក្រ			
១.៦	ដែកថ្នង់អំពៅ Ø 12mm, Re- bar	ដើម			
១.៧	ដែកគោល ប្រវែង 5cm, Nail	គក្រ			
១.៨	លួសចំណង, Steel wire	គក្រ			
១.៩	ដែកទី៣ជ្រុង 50x100, Steel ◇ Section t=2.5mm	ដើម			
១.១០	ដែកទី៣ជ្រុង 40x80, Steel ◇ Section t=2.5mm	ដើម			
១.១១	ដែកទី៣ជ្រុង 30x30, Steel ◇ Section t=2.mm	ដើម			
១.១២	ដែកអិល 40x4, Steel L Section t=2.5mm	ដើម			
១.១៣	សង្កសីដំបូល Roof Zinc t=0.35mm	ម <sup>២</sup>			
១.១៤	សង្កសីព្រំដំបូល Zinc Cover the roof t=0.35mm	ម			
១.១៥	សង្កសីបិទចុងផ្ទាំង Zinc fascia board t=0.35mm	ម			
១.១៦	គ្រាប់រឹសបាញ់សង្កសី	គក្រ			
១.១៧	ថ្នាំច្រេះ Anti-corosion paint	គក្រ			
១.១៨	ថ្នាំប្រេង Oil Paint U-90	គក្រ			

លរ	ការពណ៌នា និងសេចក្តីលម្អិត	ឯកតា	បរិមាណ	តម្លៃឯកតា	តម្លៃសរុប
១.១៩	ជក់លាបថ្នាំ Paint Brush	ចំនួន			
២	ការដឹកជញ្ជូន និង កម្លាំងពលកម្ម				
២.១	ការដឹកជញ្ជូនសម្ភារៈទៅការដ្ឋាន	តោន			
២.២	ការដឹកជញ្ជូនបរិក្ខារពីការដ្ឋាន	តោន			
២.៣	កម្លាំងគ្មានជំនាញ	នាក់			
២.៤	កម្លាំងមានជំនាញខ្លះ	នាក់			
២.៥	កម្លាំងមានជំនាញ	នាក់			
	ចំនួនទឹកប្រាក់សរុប:				

ចំនួនទឹកប្រាក់សរុប: .....

សរសេរជាអក្សរ: .....

តារាងមុខទំនិញ (ត)

លរ	ការពណ៌នា និងសេចក្តីលម្អិត	ឯកតា	បរិមាណ	តម្លៃឯកតា	តម្លៃសរុប
១.	សម្ភារៈសំណង់				
១	ខ្សាច់ម៉ត់ Fine Sand	ម <sup>៣</sup>			
២	ស៊ីម៉ង់ត៍ Cement Portland ASTM C-150 Type-I	បាវ			
៣	ខ្សាច់គ្រឿម Coarse Sand	ម <sup>៣</sup>			
៤	ឥដ្ឋតាន់ Solid Brick	ដុំ			
៥	ថ្ម 1x2, Stone	ម <sup>៣</sup>			
៦	ថ្ម 4x6, Stone	ម <sup>៣</sup>			
៧	ដែកលាត៨៦mm, Re-bar	គីក្រ			
៨	ដែកគោល ប្រវែង 5cm, Nail	គីក្រ			
៩	ដែកបន្ទះពាសសន្លឹកទ្វារ Steel Plate	ម <sup>២</sup>			
១០	សំណាញ់ដែកក្រឡា, Steel grill 40x40 ៨3mm	ម <sup>២</sup>			
១១	ថ្នាំស្តេត្រូ Acrylic Emulsion Paint U-90	គីក្រ			
១២	ថ្នាំច្រោះ Anti-corosion paint	គីក្រ			
១៣	ថ្នាំប្រេង Oil Paint U-90	គីក្រ			
១៤	ជក់លាបថ្នាំ Paint brush	ចំនួន			
១៥	រ៉ឺឡូរុញ	ចំនួន			

លរ	ការពណ៌នា និងសេចក្តីលម្អិត	ឯកតា	បរិមាណ	តម្លៃឯកតា	តម្លៃសរុប
១៦	ដែករនាប 20x20, t= 4mm	ចំនួន			
១៧	បន្ទះដែកស្លាកឈ្មោះ Sign Board for Pre-School	ចំនួន			
១៨	ក្រដាសខាត់	ចំនួន			
១៩	ប្រេងសាំង Gasoline	លីត្រ			
២០	ឈើជើងដំរី	ចំនួន			
២	ការដឹកជញ្ជូន និង កម្លាំងពលកម្ម				
២.១	ការដឹកជញ្ជូនសម្ភារៈទៅការដ្ឋាន	តោន			
២.២	ការដឹកជញ្ជូនបរិក្ខារពីការដ្ឋាន	តោន			
២.៣	កម្លាំងគ្មានជំនាញ	នាក់			
២.៤	កម្លាំងមានជំនាញខ្លះ	នាក់			
២.៥	កម្លាំងមានជំនាញ	នាក់			
	ចំនួនទឹកប្រាក់សរុប:				

ចំនួនទឹកប្រាក់សរុប: .....

សរសេរជាអក្សរ: .....

តម្លៃក្នុងតារាងប្រកាសនេះរួមបញ្ចូលទាំង ពន្ធ អាករ ការដឹកជញ្ជូន និងតម្លៃដែលទាក់ទងនឹងការដឹកជញ្ជូនទំនិញទៅកាន់ការដ្ឋានសំណង់។

ប្រសិនបើតារាងដេញថ្លៃរបស់ខ្ញុំត្រូវបានទទួលយកខ្ញុំសូមធានារ៉ាប់រងក្នុងការដឹកជញ្ជូនក្នុងរយៈពេល ៧ថ្ងៃ គិតចាប់ពីថ្ងៃដែលទទួលបានការបញ្ជាទិញរបស់លោកអ្នក ។ ខ្ញុំចូលរួមក្នុងការដេញថ្លៃនេះ តាមរយៈតារាងដេញថ្លៃតែមួយគត់ ។ តារាងដេញថ្លៃរបស់យើងនឹងមានសុពលភាព៣០ថ្ងៃ បន្ទាប់កាលបរិច្ឆេទដាក់ពាក្យចុងក្រោយ។

ខ្ញុំដឹងថា ការបញ្ជាទិញរបស់លោកអ្នកដែលបានសរសេរជាលាយលក្ខណ៍អក្សរ ត្រូវចាត់ទុកជាការទទួលយកនូវការដេញថ្លៃ និងត្រូវក្លាយជាកិច្ចសន្យាជាប់កាតព្វកិច្ចរវាងយើង។

យើងយល់ព្រមគោរពក្រមសីលធម៌ខ្ពស់បំផុតលើការអនុវត្តកិច្ចលទ្ធកម្ម និងការបញ្ជាទិញទំនិញទាំងអស់ ។ មិនតែប៉ុណ្ណោះ យើងក៏យល់ព្រមឲ្យធនាគារពិភពលោក ឬមន្ត្រីរបស់ធនាគារពិភពលោកបាន ចូលពិនិត្យផ្ទាល់ ការដ្ឋានសាងសង់ និងបានពិនិត្យរបាយការណ៍គណនេយ្យ កំណត់ត្រា ដែលពាក់ព័ន្ធនឹងការដាក់សំណើសុំដេញថ្លៃ និងការអនុវត្តការបញ្ជាទិញ ហើយមានលទ្ធភាពពិនិត្យមើល របាយការណ៍សវនកម្ម ដោយសវនករ ដែលចាត់តាំងដោយធនាគារពិភពលោក ប្រសិនបើមានសំណើពីធនាគារពិភពលោក ។

ឈ្មោះនិងហត្ថលេខាអ្នកដេញថ្លៃ

### Form 3: Minutes of Quotations Comparison and Recommendation for Award

Name (Community): \_\_\_\_\_ and Location \_\_\_\_\_,  
 Community Fisheries Executive Committee \_\_\_\_\_  
 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 CFEC: .....

For the Community Fisheries Executive Committee

- Title: \_\_\_\_\_, Name and signature: \_\_\_\_\_
- Title: \_\_\_\_\_, Name and signature: \_\_\_\_\_
- Title: \_\_\_\_\_, Name and signature: \_\_\_\_\_
- Title: \_\_\_\_\_, Name and signature: \_\_\_\_\_
- Title: \_\_\_\_\_, Name and signature: \_\_\_\_\_



ទម្រង់បែបបទទី ៣៖ កំណត់ហេតុនៃការប្រៀបធៀបតម្លៃនិង ការផ្តល់យោបល់ដល់អ្នកទទួលបានកិច្ចសន្យា

ឈ្មោះគណៈកម្មាធិការប្រតិបត្តិសហគមន៍នេសាទ..... និងទីតាំង៖ ស្ថិតក្នុងភូមិ.....  
 ឃុំ..... ស្រុក..... ខេត្ត.....  
 យោងសេចក្តីអញ្ជើញអ្នកចូលរួមដាក់ពាក្យដេញថ្លៃនាថ្ងៃទី..... ខែ..... ឆ្នាំ.....  
 ការប្រៀបធៀបតម្លៃ បានធ្វើឡើងជាសាធារណៈ នៅថ្ងៃទី..... ខែ..... ឆ្នាំ..... ក្នុងរយៈ  
 ពេល..... នៅ ..... ស្ថិតក្នុងភូមិ ..... ឃុំ .....  
 ស្រុក..... ខេត្ត..... ។ លទ្ធផលត្រូវបានបង្ហាញក្នុងតារាងខាងក្រោម៖

តារាងមុខទំនិញ

លរ	ការពណ៌នា និងសេចក្តីលម្អិត	ប្រកាសតម្លៃដេញថ្លៃនិងកែតម្រូវ (ដុល្លារ)					
		តម្លៃអ្នកដេញថ្លៃ (ក)		តម្លៃអ្នកដេញថ្លៃ (ខ)		តម្លៃអ្នកដេញថ្លៃ (គ)	
		ប្រកាស	កែតម្រូវ	ប្រកាស	កែតម្រូវ	ប្រកាស	កែតម្រូវ
១	កូនឈើជន្ទុល						
២	ក្តារពុម្ព						
៣	ថ្ម 4x6						
៤	ថ្ម 1x2						
៥	ខ្សាច់គ្រឿម						
៦	ស៊ីម៉ង់ត៍						
៧	ដែកមូលលាត ៥6mm						
៨	ដែកថ្នាំងអំពៅ ៥10mm						
៩	ដែកថ្នាំងអំពៅ ៥12mm						
១០	ដែកគោល ប្រវែង 5cm						
១១	ល្អសចំណង Steel wire						
១២	ឥដ្ឋតាន់ Solid Brick						
១៣	ដីចាក់បំពេញខឿនអគារ Soil Filling						
១៤	ការដឹកជញ្ជូនសម្ភារៈទៅការដ្ឋាន						
១៥	ការដឹកជញ្ជូនបរិក្ខារពីការដ្ឋាន						
១៦	កម្លាំងគ្មានជំនាញ						
១៧	កម្លាំងមានជំនាញខ្លះ						
១៨	កម្លាំងមានជំនាញ						
ហត្ថលេខាអ្នកដេញថ្លៃ							

តារាងមុខទំនិញ (ត)

លរ	ការពណ៌នា និងសេចក្តីលម្អិត	ប្រកាសតម្លៃដេញថ្លៃនិងកែតម្រូវ(ដុល្លារ)					
		តម្លៃអ្នកដេញថ្លៃ (ក)		តម្លៃអ្នកដេញថ្លៃ (ខ)		តម្លៃអ្នកដេញថ្លៃ (គ)	
		ប្រកាស	កែតម្រូវ	ប្រកាស	កែតម្រូវ	ប្រកាស	កែតម្រូវ
១	ស៊ីម៉ង់ត៍ Cement Portland C-150 Type - I						
២	ខ្សាច់គ្រឿម Coarse Sand						
៣	ឥដ្ឋប្រហោង Hollow Brick						
៤	ថ្ម 1x2, Crushed Stone						
៥	ដែកលាត $\phi$ 6mm, Re-bar						
៦	ដែកថ្នាំងអំពៅ $\phi$ 12mm, Re-bar						
៧	ដែកគោល ប្រវែង 5cm, Nail						
៨	លួសចំណង, Steel wire						
៩	ដែកទីតជ្រុង 50x100, Steel $\diamond$ Section t=2.5mm						
១០	ដែកទីតជ្រុង 40x80, Steel $\diamond$ Section t=2.5mm						
១១	ដែកទីតជ្រុង 30x30, Steel $\diamond$ Section t=2mm						
១២	ដែកអិល 40x40, Steel L Section t=2.5mm						
១៣	សង្កសីដំបូល Roof Zinc t=0.35mm						
១៤	សង្កសីព្រំដំបូល Zinc Cover the roof t=0.35mm						
១៥	សង្កសីបិទបង្គោល Zinc fascia board t=0.35mm						
១៦	គ្រាប់វីសបាញ់សង្កសី						
១៧	ថ្នាំប្រេះ Anti-corosion paint						
១៨	ការដឹកជញ្ជូនសម្ភារៈទៅការដ្ឋាន						
១៩	ការដឹកជញ្ជូនបរិក្ខារពីការដ្ឋាន						
២០	កម្លាំងគ្មានជំនាញ						
២១	កម្លាំងមានជំនាញខ្លះ						

លរ	ការពណ៌នា និងសេចក្តីលម្អិត	ប្រកាសតម្លៃដេញថ្លៃនិងកែតម្រូវ(ដុល្លារ)					
		តម្លៃអ្នកដេញថ្លៃ (ក)		តម្លៃអ្នកដេញថ្លៃ (ខ)		តម្លៃអ្នកដេញថ្លៃ (គ)	
		ប្រកាស	កែតម្រូវ	ប្រកាស	កែតម្រូវ	ប្រកាស	កែតម្រូវ
២២	កម្លាំងមានជំនាញ						
ហត្ថលេខាអ្នកដេញថ្លៃ							

តារាងមុខទំនិញ(ត)

លរ	ការពណ៌នា និងសេចក្តីលម្អិត	ប្រកាសតម្លៃដេញថ្លៃនិងកែតម្រូវ(ដុល្លារ)					
		តម្លៃអ្នកដេញថ្លៃ (ក)		តម្លៃអ្នកដេញថ្លៃ (ខ)		តម្លៃអ្នកដេញថ្លៃ (គ)	
		ប្រកាស	កែតម្រូវ	ប្រកាស	កែតម្រូវ	ប្រកាស	កែតម្រូវ
១	ខ្សាច់ម៉ត់ Fine Sand						
២	ស៊ីម៉ង់ត៍ Cement Portland ASTM C-150 Type-I						
៣	ខ្សាច់គ្រឿម Coarse Sand						
៤	ឥដ្ឋតាន់ Solid Brick						
៥	ថ្ម 1x2, Stone						
៦	ថ្ម 4x6, Stone						
៧	ដែកលាត៥6mm, Re-bar						
៨	ដែកគោល ប្រវែង 5cm, Nail						
៩	ដែកបន្ទះពាសសន្លឹកទ្វារ Steel Plate						
១០	សំណាញ់ដែកក្រឡា, Steel grill 40x40 ៥3mm						
១១	ថ្នាំស្ត្រី Acrylic Emulsion Paint U-90						
១២	ថ្នាំច្រេះ Anti-corosion paint						
១៣	ថ្នាំប្រេង Oil Paint U-90						
១៤	ដក់លាបថ្នាំ Paint brush						
១៥	រ៉ឺឡេ						
១៦	ដែករនាប 20x20, t= 4mm						
១៧	បន្ទះដែកស្លាកឈ្មោះ Sign Board for Pre-School						
១៨	ការដឹកជញ្ជូនសម្ភារៈទៅការដ្ឋាន						

លរ	ការពណ៌នា និងសេចក្តីលម្អិត	ប្រកាសតម្លៃដេញថ្លៃនិងកែតម្រូវ(រដ្ឋបាល)					
		តម្លៃអ្នកដេញថ្លៃ (ក)		តម្លៃអ្នកដេញថ្លៃ (ខ)		តម្លៃអ្នកដេញថ្លៃ (គ)	
		ប្រកាស	កែតម្រូវ	ប្រកាស	កែតម្រូវ	ប្រកាស	កែតម្រូវ
១៩	ការដឹកជញ្ជូនបរិក្ខារពីការដ្ឋាន						
២០	កម្លាំងគ្មានជំនាញ						
២១	កម្លាំងមានជំនាញខ្លះ						
២២	កម្លាំងមានជំនាញ						
២៣	ការដឹកជញ្ជូនបរិក្ខារពីការដ្ឋាន						
ហត្ថលេខាអ្នកដេញថ្លៃ							

ហត្ថលេខា និងឈ្មោះអ្នកកត់ត្រា៖ \_\_\_\_\_

ការផ្តល់យោបល់សម្រាប់អ្នកទទួលបានកិច្ចសន្យាពី គណៈកម្មាធិការប្រតិបត្តិសហគមន៍នេសាទ

.....

.....

.....

គណៈកម្មាធិការប្រតិបត្តិសហគមន៍នេសាទ

១. តួនាទី \_\_\_\_\_ ឈ្មោះនិងហត្ថលេខា៖ \_\_\_\_\_

២. តួនាទី \_\_\_\_\_ ឈ្មោះនិងហត្ថលេខា៖ \_\_\_\_\_

៣. តួនាទី \_\_\_\_\_ ឈ្មោះនិងហត្ថលេខា៖ \_\_\_\_\_

## Form 4: Purchase Order

Purchase Order No:	Purchase Order Date: ____/____/2018
Name and location (insert name of the CFI): ..... Village: _____, Commune/Sangkat: _____, District/Khan: _____, Province: _____	
To: <i>[name and address of the Supplier]</i>	<i>[Contact person,  Telephone Number  Fax Number  e-mail address  supplier reference]</i>

The Community Fisheries Executive Committee (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
	<b>Total</b>				

The CFEC 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 Executive Committee  
Head of CFEC

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_

ទម្រង់បែបបទទី ៤៖ ការបញ្ជាទិញ

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

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

លរ	ការពណ៌នា និងសេចក្តីលម្អិត	ឯកតា	បរិមាណ
១	កូនឈើជន្ទុល	ដើម	
២	ក្តារពុម្ព	ម <sup>៣</sup>	
៣	ថ្ម 4x6	ម <sup>៣</sup>	
៤	ថ្ម 1x2	ម <sup>៣</sup>	
៥	ខ្សាច់គ្រឿម	ម <sup>៣</sup>	
៦	ស៊ីម៉ង់ត៍	បារ	
៧	ដែកមូលលាត ៥6mm	គក្រ	
៨	ដែកថ្នាំងអំពៅ ៥10mm	ដើម	
៩	ដែកថ្នាំងអំពៅ ៥12mm	ដើម	
១០	ដែកគោល ប្រវែង 5cm	គក្រ	
១១	ល្អិតចំណង Steel wire	គក្រ	

គណៈកម្មាធិការប្រតិបត្តិសហគមន៍នេសាទ.....និងអ្នកត្រូវផ្គត់ផ្គង់ទំនិញយល់ព្រមប្រកបដោយក្រមសីលធម៌ខ្ពស់បំផុតលើការអនុវត្តកិច្ចលទ្ធកម្ម និង ការបញ្ជាទិញទំនិញទាំងអស់ ។ យើងក៏យល់ព្រមផងដែរ ក្នុងការធ្វើ យ៉ាងណាឱ្យអ្នកផ្គត់ផ្គង់បន្ត ឬ អ្នកផ្តល់សេវារក្សានូវបញ្ជីការគណនេយ្យ និងកណត់ត្រានានា ដែលពាក់ព័ន្ធនឹងការបញ្ជាទិញនេះ ឱ្យបានត្រឹមត្រូវ ។ មិនតែប៉ុណ្ណោះ យើងក៏យល់ព្រមឱ្យធនាគារពិភពលោក ឬមន្ត្រីរបស់ធនាគារពិភពលោកបានចូលពិនិត្យ ផ្ទាល់ការដ្ឋានសាងសង់ និងបានពិនិត្យ

របាយការណ៍គណនេយ្យ កំណត់ត្រា ដែលពាក់ព័ន្ធនឹងការដាក់សំណើសុំដេញថ្លៃ និងការបញ្ជាទិញ ហើយមាន  
លទ្ធភាពពិនិត្យមើលរបាយការណ៍ដោយសវនករ ដែលចាត់តាំងដោយធនាគារពិភពលោកប្រសិនបើមាន  
សំណើពីធនាគារពិភពលោក។

ចំពោះការយល់ព្រមការបញ្ជាទិញនេះ សូមចុះហត្ថលេខាខាងក្រោម និងបញ្ជូនមកគណៈកម្មាធិការ  
ប្រតិបត្តិសហគមន៍នេសាទ ក្នុងរយៈពេល៣ថ្ងៃ នៃថ្ងៃធ្វើការ បន្ទាប់ពីមានការឯកភាពចំពោះការបញ្ជាទិញនេះ ។

សម្រាប់អ្នកផ្គត់ផ្គង់

ប្រធានគណៈកម្មាធិការប្រតិបត្តិសហគមន៍នេសាទ

## Annex B: FINANCIAL MANAGEMENT FORMS AND TEMPLATES

CFI- FM Form 1

Name of CFI: \_\_\_\_\_  
Commune: \_\_\_\_\_  
District: \_\_\_\_\_  
Province: \_\_\_\_\_

Sub-Project: **Srey Sro-bpha Fishery**  
Mekong Integrated Water Resources Management Project - IDA 57770

Invoice No. \_\_\_\_\_  
Date:.....

INVOICE NO. _____	
1	<b>Reference:</b> CPS Construction Contract No. ____ dated _____
2	<b>Request for:</b> First Tranche - 30% of contract amount of \$2000
3	<b>Amount of Invoice:</b>
<b>Total:</b> US\$ ..... (\$.....)	

Seen and Approved by  
Name: .....  
CFi Head  
Date:.....

Prepared by  
Name:.....  
CFi Treasurer  
Date:.....



Name of CFi: \_\_\_\_\_  
 Commune: \_\_\_\_\_  
 District: \_\_\_\_\_  
 Province: \_\_\_\_\_

Sub-Project: **Srey Sro-bpha Fishery**

Mekong Integrated Water Resources Managemen Project - IDA 57770

### PAYMENT VOUCHER (PV)

Paid to: \_\_\_\_\_

PV No. \_\_\_\_\_

Date: \_\_\_\_\_

DESCRIPTION	AMOUNT
Payment of 100 bags of cement under PO No. 011 dated	500
<b>Amount in words:</b>	500
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Approved by</p> <p>_____</p> <p>Signature</p> <p>Name: _____</p> <p>CFi Head</p> <p>Date: _____</p> </div> <div style="width: 45%;"> <p>Prepared by:</p> <p>_____</p> <p>Signature</p> <p>Name: _____</p> <p>CFi Treasuere</p> <p>Date: _____</p> </div> </div>	
<b>Acknowledgement Receipt of Funds</b>	
<p>Received the amount of _____</p> <p>(\$ _____) for the budget items stated above.</p> <p>Received by: _____</p> <p style="margin-left: 150px;">Name: _____</p> <p style="margin-left: 150px;">Position: _____</p> <p style="margin-left: 150px;">Date Received: _____</p>	

Name of CFI: \_\_\_\_\_  
 Commune: \_\_\_\_\_  
 District: \_\_\_\_\_  
 Province: \_\_\_\_\_

**Sub-Project: Srey Sro-bpha Fishery**

**Mekong Integrated Water Resources Management Project - IDA 57770**

**Sub-project CASH BOOK**

**FOR THE MONTH OF \_\_\_\_\_**

Date	Received From/ Payment To	Description	Cheque No.	Payment No. Or References NO.	Bank book			Payments		
					Fund received from FiA	Payments/ cash out	Balance	Labor Expense	Materials Expense	Operating Cost
Opening balance and total expenses										
15-Jul-16	FIA	1st tranche		CRV No. 1	2,000.00		2,000.00			
17-Jul-16	ABC Sand	Sand & gravel	AC 123121	72931		\$100.00	1,900.00		100.00	
17-Jul-16	Mrs.Cheng	Withdrawal	AC 123122			\$1,000.00	900.00			
17-Jul-16	Mrs. Cheng	Transportation to bank & shop					900.00			50.00
17-Jul-16	Mrs. Cheng	Stationery					900.00			30.00
18-Jul-16	4 Laborers	Wages					900.00	120.00		
18-Jul-16	Ly Sy Shop	100 bags cement					900.00		500.00	
19-Jul-16	Del Store	Steel bars					900.00		300.00	
23-Jul-16	Mrs Cheng	Withdrawal	AC 123123			500.00	400.00			
23-Jul-16	Mr. Sambath	Transportation to stores to buy materials					900.00			20.00
24-Jul-16	Mrs. Cheng	Meeting expenses					900.00			20.00
25-Jul-16	Leng Equipment	Rental of construction tools & equipment					900.00		260.00	
26-Jul-16	4 Laborers	Wages					900.00	200.00		
<b>ENDING BALANCE AND TOTAL EXPENSES</b>					<b>2,000.00</b>	<b>\$1,600.00</b>	<b>400.00</b>	<b>320.00</b>	<b>1,160.00</b>	<b>120.00</b>

Approved by

\_\_\_\_\_  
 Signature  
 Name: \_\_\_\_\_  
 CFI Head  
 Date: \_\_\_\_\_

Prepared by:

\_\_\_\_\_  
 Signature  
 Name: \_\_\_\_\_  
 CFI Treasurer  
 Date: \_\_\_\_\_

ឈ្មោះសហគមន៍ជលផល

គម្រោងគ្រប់គ្រងធនធានទឹកចម្រុះទន្លេមេគង្គដំណាក់កាលទី៣

### ការផ្ទៀងផ្ទាត់សមតុល្យធនាគារប្រចាំខែ

#### Monthly Bank Reconciliation Statements

កាលបរិច្ឆេទផ្ទៀងផ្ទាត់ Reconciliation Date

	USD
សមតុល្យធនាគារ In Bank Book Balance	400.00

#### របាយការណ៍ធនាគារ BANK STATEMENT

សមតុល្យរបាយការណ៍ធនាគារ Bank Statement Balance		400.00
បូក: លុយមិនទាន់បានផ្ញើនៅធនាគារ Add: Deposit in Transit	Ref USD	
	-	
	-	-
ដក: ស្លែកមិនទាន់ទូទាត់ Unpresented Cheques	Ref USD	
	-	
	-	-
កែតម្រូវសមតុល្យធនាគារ Adjusted bank balance		400.00

#### ភាពខុសគ្នា DIFFERENCE:

USD

មូលហេតុនៃភាពខុសប្លែក Reason of Difference:

-

អនុម័តដោយ:

Approved by:

ប្រធានគ្រប់គ្រងគម្រោងថ្នាក់ខេត្ត

ពិនិត្យបញ្ជាក់ដោយ:

Certified by:

ប្រធានផ្នែកហិរញ្ញវត្ថុ

រៀបចំដោយ:

Prepared by:

មន្ត្រីគណនេយ្យ

## Cash Receipt Voucher

CRV No.

Received from: FiA

The amount of: two thousand US dollar only (US\$ 2,000) with details below:

Date Received	Account Title and Explanation	Reference (ACLEDA Bank)	Amount
	ACLEDA bank account		2,000
Total			2,000

Seen and Approved

Nam: .....

CFi Head

Date:.....

Received by

Name: .....

CFi Treasurer

Date:.....

Name of CFI: \_\_\_\_\_  
 Commune: \_\_\_\_\_  
 District: \_\_\_\_\_  
 Province: \_\_\_\_\_

Sub-Project: **Srey Sro-bpha Fishery**  
 Mekong Integrated Water Resources Managemen  
 Project - IDA 57770

**Sub-Project FINANCIAL REPORT FOR PUBLIC DISCLOSURE  
 AS OF END OF MONTH OF \_\_\_\_\_**

	CASH BALANCE AND EXPENSES	End of Month 1	End of Month 2	End of Month 3	TOTAL
		<i>a</i>	<i>b</i>	<i>c</i>	<i>d=a+b+c</i>
1	Labor Cost	\$320.00			\$320.00
2	Materials	\$1,160.00			\$1,160.00
3	Operating Expenses	\$120.00			\$120.00
	<b>TOTAL EXPENSES</b>	<b>\$1,600.00</b>			<b>\$1,600.00</b>
4	Ending Cash Balance	\$400.00			\$400.00
	<b>TOTAL BUDGET</b>	<b>\$2,000.00</b>			<b>\$2,000.00</b>

Approved by

\_\_\_\_\_  
 Signature  
 Name: \_\_\_\_\_  
 CFI Head  
 Date: \_\_\_\_\_

Prepared by:

\_\_\_\_\_  
 Signature  
 Name: \_\_\_\_\_  
 CFI Treasurer  
 Date: \_\_\_\_\_

Name of CFi: \_\_\_\_\_  
 Commune: \_\_\_\_\_  
 District: \_\_\_\_\_  
 Province: \_\_\_\_\_

Sub-Project: **Srey Sro-bpha Fishery**

Mekong Integrated Water Resources Managemen Project - IDA 57770

### WORKERS' TIMESHEET AND PAYROLL SHEET

#	NAME	TYPE OF WORK	Date Present							Total Number of Days	Daily Rate (in USD)	Amount for Payment (in USD)	Received by (Signature of Laborer)	Telephone No. of Laborer
			M	T	W	Th	Fr	Sat	Sun					
1	Mr. Soly Heng	Mason	X	X	X	X	X			5	6	30		12555666
2	Mr. Aun Hong	Mason	X	X	X	X	X			5	6	30		12555666
3	Mr. Ky Aneet	Carpenter	X	X	X	X	X			5	6	30		12555666
4	Mr.Pely Samtik	Bricklayer	X	X	X	X	X			5	6	30		12555666
x														
y														
z														
	<b>TOTAL WAGES</b>											120		

Approved by

Signature

Name: \_\_\_\_\_

CFi Head

Date: \_\_\_\_\_

Prepared by:

Signature

Name: \_\_\_\_\_

CFi Treasurer

Date: \_\_\_\_\_

Name of CFIs: \_\_\_\_\_

District: \_\_\_\_\_

Province: \_\_\_\_\_

Sub-Project: **Srey Sro-bpha Fishery**

Mekong Integrated Water Resources Managemen Project - IDA 57770

**Pay Slip Form**

Paid to: Mrs. Cheng

Pay slip No. 001

Date: 17 July 2016

DESCRIPTION	AMOUNT
Transportation cost going to the bank and shops for three people	20.00
Amount in words: Five US Dollars	\$20.00

Approved by

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

CFI Head

Date: \_\_\_\_\_

Prepared and Received by:

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

CFI Member

Date: \_\_\_\_\_

## Detailed Costings of the Operating Costs

No.	Description	January	February	March	April	May	June	Total
1	Stationery	20		10	10	5	5	50
2	Meeting expenses	10	10	10	10	10	10	60
3	Travel costs/ transportation	30	30	30	30	30	30	180
4	Communication expenses	25	25	25	25	25	25	150
5	Notice board (one items)	50						
6	Miscellaneous expenses					5	5	10
	<b>Total costs</b>	<b>135</b>	<b>65</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>500</b>

Note: Each unit costs of the above items can be transferred within the cost items



ទំព័រទី១០

ឈ្មោះហាងផ្គត់ផ្គង់៖ \_\_\_\_\_

អាសយដ្ឋាន៖ \_\_\_\_\_

**លិខិតប្រគល់ទទួលទំនិញ**

ឈ្មោះសហគមន៍នេសាទ៖ \_\_\_\_\_

ឃុំ៖ \_\_\_\_\_

ស្រុក៖ \_\_\_\_\_

ខេត្ត៖ \_\_\_\_\_

ឈ្មោះអនុគម្រោង៖ **Srey Sro-bpha Fishery**

ថវិការគាំទ្រដោយ៖ គម្រោងគ្រប់គ្រងធនធានទឹកចម្រុះទន្លេមេគង្គដំណាក់កាលទី៣ សមាសភាគទី១

IDA 5777-KH

យោងលិខិតបញ្ជាទិញលេខ៖ \_\_\_\_\_

កាលបរិច្ឆេទ៖ \_\_\_\_\_

លរ	បរិយាមុខទំនិញ	បរិមាណ		ត្រួតពិនិត្យដោយ
១	ខ្សាច់	ម <sup>៣</sup>	10	មន្ត្រីលទ្ធកម្មឬមន្ត្រីការដ្ឋាន
២	ឥដ្ឋតាន់	ជុំ	5,000	មន្ត្រីលទ្ធកម្មឬមន្ត្រីការដ្ឋាន
៣	ឥដ្ឋប្រហោង	ជុំ	10,000	មន្ត្រីលទ្ធកម្មឬមន្ត្រីការដ្ឋាន
៤	ថ្ម 1 x 2	ម <sup>៣</sup>	10	មន្ត្រីលទ្ធកម្មឬមន្ត្រីការដ្ឋាន

ប្រគល់ដោយ៖ **ទំនិញទទួលបានគ្រប់ចំនួននិងគ្មានការបែកបាក់ឬខូចខាត**

ហត្ថលេខានិងឈ្មោះ ឈ្មោះអ្នកទទួល

ហត្ថលេខា

កាលបរិច្ឆេទ

អ្នកផ្គត់ផ្គង់

(ប្រធាន CFEC)

**Annex C: SAMPLE STANDARD AGREEMENT BETWEEN NATIONAL LEVEL AUTHORITY AND  
COMMUNITY FOR THE IMPLEMENTATION OF COMMUNITY INFRASTRUCTURE**

**Kingdom of Cambodia  
Nation Religion King**

**Mekong Integrated Water Resource Management Phase III (M-IWRM-III)  
(IDA Credit number: 5777-KH)**

**Sub-Project Agreement**

**Between**

**Fisheries Administration (FiA)**

**And**

**..... (insert name of CFi Executive Committee)**

**For**

**The Rehabilitation/Construction of ..... (insert name of small-scale infrastructure) Financed by  
the M-IWRMP-3**

Agreement description: \_\_\_\_\_

Small-scale Infrastructure 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

2.1 The-----**(insert name of facility)**, will be represented by the CFI Executive Committee consists of members named below for the purpose of this contract:

1. Ms/Mr. \_\_\_\_\_, Head of the CFI Executive Committee
2. Ms/Mr. \_\_\_\_\_, Procurement Coordinator
3. Ms/Mr. \_\_\_\_\_, Cashier / treasurer
4. Ms/Mr. \_\_\_\_\_, Member
5. Ms/Mr. \_\_\_\_\_, Member

## 2. PURPOSES OF THE AGREEMENT

M-IWRMP-3 will finance this agreement implementation as requested by the community represented by the CFI Executive Committee above and in accordance with the provisions of this agreement and documents attached hereto.

## 3. RIGHTS AND OBLIGATIONS OF THE PARTIES

2.1. The CFI Executive Committee

- a) Shall be responsible for implementing this agreement through the Community Participation according to manuals and procedures in Section 4. ATTACHMENTS TO THE AGREEMENT;
- b) Shall maintain an "Instruction and Record Book", and shall comply with all guidelines/instructions stated therein, which shall be made available to any Engineers, FiA/PFiAs assigned by FiA and other authorized World Bank's personnel;
- c) Shall permit, and shall cause all materials suppliers and service providers 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 performance of the Contract and the submission of the quotations to supply the materials/services for the rehabilitation or construction of the facility 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 safety and security of all site operations including methods of construction, traffic regulations, and promotion of environmental protection;
- e) Shall not assign the contract or any part thereof to any third party, without the prior consent of the FiA;
- f) Shall be responsible for implementing, monitoring and managing the agreement with the supplier for the supply of construction materials;
- g) Ensure that the nature and environment located within and areas surrounding the construction/rehabilitation site are protected and preserved in good order and are not destroyed by the agreement execution. If any damages are incurred, the community/individuals should notify FiA and the concerned parties immediately;
- h) Be highly responsible towards the agreement which requires the involvement and participation by the community beneficiaries.

2.2. FiA

- a) Shall be responsible for financing this agreement and for disbursements of the agreed amount to the Community for works accomplished and/or goods delivered as per schedule;

- b) Shall provide necessary support and training to the CFI Executive Committee including the training on construction methodology, procurement procedures, FM procedures to be carried out by the CFI Executive Committee in accordance with the agreed procedures in Section IV. Attachment to this Agreement.
- 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 facility anytime;
- e) Shall stop any activity that might affect environment surrounding the site.

#### **4. ATTACHMENTS TO THE AGREEMENT**

The following documents shall constitute as parts of this agreement

- a. Annex II.a- Guidelines for Implementation of Small Scale Infrastructure;
- b. Annex II.b- Financial Management Procedures for Community Participation;
- c. Annex II.c- Procurement Procedures for Community Participation.
- d. Annex II.d- Safeguard .. (if any)?
- e. Approved design, specifications, site plan, schedule of implementation, and estimated costs (Price list);
- f. Mandates, designations and other legal documents; and
- g. Related documents (if any)

#### **5. PAYMENT PROVISION**

The total amount of this agreement is \_\_\_\_\_ USD (in words \_\_\_\_\_), which shall be paid based solely on the Bill of Quantities (BoQ) approved by FiA. The payment will be transferred through CFI Executive Committee's ACLEDA bank account. The payment tranches are as below:

- 1. First Payment: .....(amount in word.....) of the total agreement amount will be paid up once the CFC has attended the training, opened bank account, and signed construction contract.
- 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 FiA)*.
- 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 FIA)*.

#### **6. DISBURSEMENT PROCEDURES**

- 6.1 All disbursements under this agreement shall be carried out by means of direct bank transfer to the CFI Executive Committee's ACLEDA account at the nearest branch.
- 6.2 All disbursements shall be made only after carrying out the following procedures:
  - a) The CFI Executive Committee requests for payment by submitting an invoice to the FiA for approval. This invoice shall include certification of the work progress by the site engineer/provincial project engineer;
  - b) Each payment from the FiA to the CFI Executive Committee shall be done within 10 working days of the request by the CFI Executive Committee.

#### **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.
  - d) If a sub-contract between the CFI Executive Committee and the Supplier puts this agreement at risk.
- 7.2 In the event that the FiA decides to end this agreement, it may request the CFI Executive Committee to rectify mistakes made by the CFI Executive Committee 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 CFI Executive Committee commits to complete the execution of this agreement within .....months (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.

Signed on this date \_\_\_\_/\_\_\_\_/\_\_\_\_

For FiA:  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Project Director

For the CFI Executive Committee:

1. Title: Head of CFI Executive Committee  
\_\_\_\_\_  
Name and signature: \_\_\_\_\_
2. Title: Procurement Coordinator  
\_\_\_\_\_  
Name and signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Name and signature: \_\_\_\_\_
3. Title: \_\_\_\_\_  
Name and signature: \_\_\_\_\_

# Form of Agreement Amendment

## Amendment of Agreement

Amendment to the Agreement for Small Scale Infrastructure ..... no.: _____					
Province:		District:		Commune:	Community:
Name of Community.... (facility name):				Contract no.:	
Reason(s) for agreement amendment:					
Proposed amended items			Changed		Unchanged
Quantity of works					
Location of works					
Work schedules					
Payment Schedules					
Others					
Result of agreement to be amended					
	Descriptions				Total
Total price after amending...					
Work schedule to be amended					
Work begins:			Work completes:		
Payment Schedule to be amended					
Payment installment	Amount		Date	Payment conditions	

Project Director

Name:

Date:

For the CFI Executive Committee

1. Head of CFI Executive Committee  
Name and Signature
2. Procurement coordinator  
Name and Signature
3. Finance Coordinator  
Name and Signature

## Annex D: SAFEGUARDS FORMS

### A) Screening Forms, IPPF

Cambodia Mekong III Indigenous Peoples Screening Form (completed prior to kick off meeting)				
<p><b>When to do the screening:</b> Prior to, or at the time of, Kick-off meeting, with a commune/village</p> <p><b>What information to collect:</b> The screening will collect demographic data of Indigenous People who live along the subproject area</p> <p><b>How to collect the information:</b> It can be obtained from ethnic leaders, village leaders and commune authorities</p> <p><b>Who will do the screening:</b> Social Safeguards Consultant / Project Implementation Team</p> <p>Province: _____ District: _____ Commune: _____</p>				
Village Name	Name of Indigenous Group	Number of indigenous Peoples Households	Number of Indigenous People	
			Men	Women

## B) Social and Environmental Screening Template (completed during project screening)

### Part 1: Check-List

Checklist Potential Social and Environmental Risks			
<b>INSTRUCTIONS:</b> 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.			
<b>Important considerations:</b> 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.			
<b>1. Natural Environment</b>	<b>No</b>	<b>Yes</b>	<b>Comments</b>
<b>1.1 Physical Resources</b>			
<b>1.1.1 Soil</b>			
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?			
<b>1.1.2 Climate</b>			
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)?			
<b>1.1.3 Air quality</b>			
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?			
<b>1.1.4 Hydrology</b>			
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?			
<b>1.1.5 Resource efficiency and pollution prevention</b>			
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?			
<b>1.2 Biological Resources</b>			
<b>1.2.1 Forest</b>			
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?			
<b>1.2.2 Species</b>			
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?			
<b>1.2.3 Habitats</b>			
1. Would the project involve significant conversion or degradation of critical natural habitats?			
2. Will the project maintain ecological services of natural habitats?			
<b>1.2.4 Biodiversity and ecological systems</b>			
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?			
<b>1.2.5 Wetland systems</b>			
1. Will the project degrade and destroy the wetland?			
2. Will the project comply with the wetland regulation?			
<b>1.3 Socio-economic aspects</b>			
<b>1.3.1 Demography and settlement</b>			
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?			
<b>1.3.2 Economic status</b>			
1. Will the project increase the out-migration?			
2. Will the project employ more international staff than local staff?			
<b>1.3.3 Land use</b>			
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?			
<b>1.3.4 Water use</b>			
1. Will the project harm the water use?			
2. Will the project negatively affect the water quality?			
<b>1.3.5 Energy use</b>			
1. Will the project improve energy efficiency to mitigate the greenhouse gas emission?			
2. Will the project contribute to the energy security?			
<b>1.3.6 Infrastructure</b>			
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?			
<b>1.3.7 Education</b>			
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?			
<b>1.3.8 Cultural heritages, historical monuments, ancient temples, pagodas, customs/ traditions, ethnic minority or indigenous people, etc.</b>			
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?			
<b>1.3.9 Tourism destination</b>			
1. Will the project have a negative impact on tourism destination?			
2. Will the project contribute to sustainable tourism development?			
<b>1.3.10 Labour and working conditions</b>			
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?			
<b>1.3.11 Community health, safety and security</b>			

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?			
<b>1.3.12 Land acquisition and involuntary settlement (See land acquisition and resettlement screening form below)</b>			
<b>1.3.13 Compliance with the law</b>			
1. Will the project comply with all applicable domestic and international law?			
<b>1.3.14 Access and equity</b>			

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?			
<b>1.3.15 Marginalized and vulnerable groups</b>			
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?			
<b>1.3.16 Human Rights</b>			
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?			
<b>1.3.17 Gender Equality and Women's Empowerment</b>			
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?			

## Part II – Resettlement and Land Acquisition Checklist

<b>CAMBODIA MEKONG III - RESETTLEMENT &amp; LAND ACQUISITION SCREENING CHECKLIST FOR INFRASTRUCTURE SUB-PROJECTS</b>	
<b>When to do the screening:</b> At Project Screening of shortlisted project	
<b>What information to collect:</b> information on the conditions of the site where sub-project will be located and how the land is being used	
<b>How to collect the information:</b> How	
<b>Who will do the screening:</b> Social Safeguards Consultant & Provincial Project Engineer	
<b>Province:</b> _____ <b>District:</b> _____ <b>Commune:</b> _____	
Brief description of sub-project	
Location of sub-project in community	
Will the sub-project require the purchase of land? (if yes, describe type and size)	
Will the sub-project require the donation of private land? (if yes, describe type and size)	
Will the sub-project result in the relocation of a household? If yes, describe (how many people, what ages)	
Will the sub-project result in removal of peoples crops (even if on public land)? If yes, describe type and amount of crops	
Will the sub-project result in the removal of fruit producing trees (even if on public land)? If yes, describe type and amount of crops	

### Part 3: Identifying and Managing Social and Environmental Risks

Users must first complete Section B Social and Environmental Risk Screening Check-list in order to answer questions in the Summary Report. Results should also be tracked in the Project Risk Log.

<b>Project Information</b>					
1. Project Title:					
2. Project Number:					
3. Location (Village/Commune/District/Province) :					
<b>Question: Based on Screening of Risks, which Specific Principles/Standards are Applicable to the Project?</b>					
Standards/Categorization	Check	Risks Categorization			Comments
		High	Medium	Low	
<b>1. Natural Environment</b>					
<b>1.1 Physical Resources</b>					
1.1.1 Soil	<input type="checkbox"/>				
Risk 1:					
.....					
1.1.2 Climate	<input type="checkbox"/>				
Risk 1:					
.....					
1.1.3 Air quality	<input type="checkbox"/>				
Risk 1:					
.....					
1.1.4 Hydrology	<input type="checkbox"/>				
Risk 1:					
.....					
1.1.5 Resource efficiency and pollution prevention	<input type="checkbox"/>				
Risk 1:					
.....					
<b>1.2 Biological Resources</b>					
1.2.1 Forest	<input type="checkbox"/>				
Risk 1:					
.....					
1.2.2 Species	<input type="checkbox"/>				
Risk 1:					
.....					
1.2.3 Habitats	<input type="checkbox"/>				
Risk 1:					
.....					
1.2.4 Biodiversity and ecological systems	<input type="checkbox"/>				
Risk 1:					
.....					



1.2.5 Wetland systems	<input type="checkbox"/>				
Risk 1:					
.....					
<b>1.3 Socio-economic aspects</b>					
1.3.1 Demography and settlement	<input type="checkbox"/>				
Risk 1:					
.....					
1.3.2 Economic status	<input type="checkbox"/>				
Risk 1:					
.....					
1.3.3 Land use	<input type="checkbox"/>				
Risk 1:					
.....					
1.3.4 Water use	<input type="checkbox"/>				
Risk 1:					
.....					
1.3.5 Energy use	<input type="checkbox"/>				
Risk 1:					
.....					
1.3.6 Infrastructure	<input type="checkbox"/>				
Risk 1:					
.....					
1.3.7 Education	<input type="checkbox"/>				
Risk 1:					
.....					
1.3.8 Cultural heritages, historical monuments, ancient temples, pagodas, customs/traditions, ethnic minority or indigenous people, etc.	<input type="checkbox"/>				
Risk 1:					
.....					
1.3.9 Tourism destination	<input type="checkbox"/>				
Risk 1:					
.....					
1.3.10 Labour and working conditions	<input type="checkbox"/>				
Risk 1:					
.....					
1.3.11 Community health, safety and security	<input type="checkbox"/>				
Risk 1:					
.....					
1.3.12 Land acquisition and involuntary settlement (including donation)	<input type="checkbox"/>				
Risk 1:					
.....					

1.3.13 Compliance with law	<input type="checkbox"/>				
Risk 1:					
.....					
1.3.14 Access and equity	<input type="checkbox"/>				
Risk 1:					
.....					
1.3.15 Marginalized and vulnerable groups	<input type="checkbox"/>				(Specify type, number and whether or not they are likely to benefit or suffer harm)
Risk 1:					
.....					
Risk 1:					
.....					
1.3.17 Gender equality and women's empowerment	<input type="checkbox"/>				
Risk 1:					
.....					
1.3.18 Indigenous People and Ethnic Minority Presence and possibility of benefitting from or being affected by infrastructure	<input type="checkbox"/>				(specify name, and number of ethnic group and need to follow IPPF)
<b>Screening Form compiled by:</b>					
<b>Name:</b>			<b>Signature:</b>		
<b>Screening Form verified by:</b>					
<b>Name:</b>			<b>Signature:</b>		
<b>Date:</b>					

Note:

For projects in Category A (below national EIA thresholds), this checklist should serve as a basis to include relevant actions in the project design and risk management.

The checklist may also be used as part of the IEIA process (for projects above EIA thresholds), to help determine the degree of severity of the risks (Category B or C).

### C) EMP for different types of RI (ESMF)

Relevant information to be available when implementing Rural Infrastructure (RI)

## D) Specific ECoPs by Sub-Projects (ESMF)

<b>A) Rural roads/bridges rehabilitation</b>	
<b>Sub-project type</b>	<b>Mitigation measures to be taken</b>
Rural Roads	<ul style="list-style-type: none"> <li>• To avoid erosion, avoid construction in unstable soils, steep slopes and nearby river banks. Additional measures need to be applied should there be no alternatives for road alignments (see below);</li> <li>• Sediment control structures should be applied where needed to slow or redirect runoff and trap sediment until vegetation is established;</li> <li>• Spray water on dirt roads, cuts, fill materials and stockpiled soil to reduce wind-induced erosion, as needed;</li> <li>• . Plant locally available, fast-growing grass on slopes prone to erosion;</li> <li>• Provide interceptor ditch, particularly effective in the areas of high intensity rainfall and where slopes are exposed to intercept and carry away surface run-off from erodible areas and slopes before reaching the steeper slopes, thus reducing the potential surface erosion;</li> <li>• Use terracing/stepped embankments for steep slopes;</li> <li>• Rocks (riprap) can be used in addition to protect the slope;</li> <li>• Use retaining wall (with weeping holes for drainage) at the lower part of the unstable slope;</li> <li>• Prevent uncontrolled water discharge from the road surface by sufficiently large drainage ditches and to drain water away from the down slope;</li> <li>• Any sealing activities to be carefully managed through mixing sealant in approved locations only and prevention of on-site mixing;</li> </ul>
Small bridges	<ul style="list-style-type: none"> <li>• The slope of gabions should be in the ratio of at least 1 vertical: 2 horizontal. Flatter slopes may be adopted depending on the site terrain. The filling of the gabions should be from strong and competent rock which is laid very closely packed to maximize the weight.</li> <li>• Bracing wire should be used to prevent the gabion bulging out. The bracing wire should be placed at each third of the gabion height.</li> <li>• The gabions should be firmly anchored into the ground by founding the gabions below the expected scour depth level.</li> <li>• In cases where stone pitching is not provided, the top layer should be covered by soil to encourage the growth of grass and the stabilization of the slopes.</li> <li>• Stone pitching may be provided as an adequate erosion protection measure in those cases where the erosion potential is deemed minimal. Stone pitching is not very resistant to strong water current and is mainly used as the top finish on gabion walls.</li> <li>• Quality and Fauna: restrict duration and timing of in-stream activities to lower flow periods (dry season) and avoid periods critical to biological cycles of valued flora and fauna (e.g., spawning) o use techniques to divert water flow or isolate work area to reduce flow of sediments in moving water.</li> </ul>

Culverts	<ul style="list-style-type: none"> <li>• Remove all formwork from inside the culvert (after concrete has reached full strength). Formwork that is not removed will rot eventually, drop down and obstruct the free flow of water.</li> <li>• Place large stones at the outlet of the culvert to prevent erosion.</li> <li>• Keep the culvert inlets free from sand and gravel – the water must flow through the culvert.</li> <li>• Ensure that the water of the adjacent road sections can flow freely into the roadside ditch.</li> </ul>
----------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## **B) Small-scale irrigation/drainage canals rehabilitation**

<b>Environmental issues</b>	<b>Mitigation measures to be taken</b>
Erosion	<ul style="list-style-type: none"> <li>• Masonry walls (along the road) or stone riprap should be built to prevent erosion on a sloped bank.</li> <li>• May use bamboo as bank protection along the rice fields as the loads are low.</li> <li>• A bar screen (vertical bars; about 20mm diameter with an approximate 10 cm clear distance for easy maintenance) is essential in front of any inlet structure (upstream) to prevent large objects and debris blocking the irrigation canal. The angle between the bottom of the canal and the screen shall be between 45 to 80 degrees.</li> </ul>

## **C) Rural water supply schemes**

<b>Environmental issues and subproject types</b>	<b>Mitigation measures to be taken</b>
General	<ul style="list-style-type: none"> <li>• Design and site water tanks in such a way that to avoid creating mosquito habitat periodically test water quality to ensure that it meets national standards.</li> </ul>
Wells	<ul style="list-style-type: none"> <li>• Include slab around the well for easier drainage, a crossbeam and a pulley to support the use of only one rope and bucket for collecting water. One rope and bucket is more hygienic for the well and water.</li> <li>• Steel rungs (placed inside wall of a deep well) are essential for maintenance of a well or in case of an emergency.</li> <li>• Provide a cover/roof/wire mesh on top to protect this area from falling leaves or debris.</li> <li>• Locate wells upstream of the septic tank soakaway. Minimum 15 meters distance from septic tank is recommended to maintain quality of the drinking water.</li> </ul>
Rainwater harvesting	<ul style="list-style-type: none"> <li>• Rainwater storage reservoir should be intact, connected to roof gutter system, with all faucets and piping intact.</li> <li>• If distribution pipes are attached into the storage reservoir, install pipes 10cm above the storage/tank bottom for better use of the storage capacity.</li> <li>• Cover must be fitted tightly onto the top of the storage reservoir to avoid overheating and growth of algae (from direct sunlight), and to prevent insects, solid debris and leaves from entering the tank.</li> </ul>

	<ul style="list-style-type: none"> <li>• A ventilation pipe with fly screen should be placed in the cover to help aerate the tank/reservoir.</li> <li>• Roof gutters need to be cleared regularly, as bird and animal waste and leaf litter on roofs or guttering can pose a health risk if washed into the reservoir tank.</li> <li>• Reservoir tanks need overflow so that heavy rain, the excess water can drain away. The overflow should be designed to prevent backflow and stop vermin/ rodents/ insects entering the system. A good design will allow the main storage tank to overflow at least twice a year to remove build-up of floating sediment on the top of the stored water and maintain good water quality.</li> </ul>
Pipelines from natural springs or surface water Sources	<ul style="list-style-type: none"> <li>• Build a structure with roof over the water source to prevent leaves or other debris from entering into the basin.</li> <li>• Use fence to protect water source (springs particularly) from public access and risk of contamination.</li> <li>• Include filter and sand trap, which needs to be regularly cleaned. Pipe Laying: PVC water transmission and distribution piping need to be buried underground (coverage 50cm minimum) to prevent pipe against external damage (e.g. passing vehicles, solar UV radiation, etc.). Exposing PVC pipe to UV radiation causes the plasticizer in the PVC pipe to evaporate resulting in loss of integrity and becoming brittle.</li> <li>• Pipe shall be laid in a straight line, over a constantly falling slope.</li> <li>• When conditions do not allow piping to be buried (i.e. pipe is used above ground), then metal pipe must be used, and supported/braced as excessive movement may lead to leaks and breaks.</li> <li>• Outlet pipes and fittings from water storage/basin shall not be PVC pipe due to exposure to solar UV/sunlight. Metal piping and fittings are preferred.</li> </ul>

<b>D) Small buildings construction</b>	
<b>Environmental issues</b>	<b>Mitigation measures to be taken</b>
General issues	<ul style="list-style-type: none"> <li>• Provide adequate drainage in the building's immediate surroundings to avoid standing water, insect related diseases (malaria, etc.) and unsanitary conditions.</li> <li>• Include sanitary facilities such as toilets and basins for hand-washing. Avoid use of asbestos cement tiles as roofing.</li> <li>• Tiled floors are preferred for easier cleaning and more hygienic.</li> </ul>
Specific concerns	<ul style="list-style-type: none"> <li>• SCHOOL: Maximise natural light and ventilation systems to minimise artificial light needs; use large windows for bright and well ventilated rooms; plant green trees; provide water tanks, toilets, playground and drains.</li> <li>• CLINIC: Provide adequate area for treatment, waiting area and patient's rooms, all of which should be well ventilated; include facilities for proper disposal of health and biological wastes (syringes, blood, etc.).</li> </ul>

	<ul style="list-style-type: none"> <li>MARKET: Provide garbage/waste disposal that can be emptied regularly; ensure stalls/shops have covers/roves to avoid standing water during rainy season.</li> </ul>
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>E) Rehabilitation/construction of hydrological monitoring stations</b>	
<b>Environmental issues</b>	<b>Mitigation measures to be taken</b>
Navigation obstruction	<ul style="list-style-type: none"> <li>Install signboards at station locations and make sure that the station will not affect waterway transportation.</li> </ul>
Flood and riverbank erosion	<ul style="list-style-type: none"> <li>Heck statistical data of hydrometeorology at propose locations for construction of stations and make sure that the proposed locations will not be affected by flood and erosion.</li> </ul>
Wastes	<ul style="list-style-type: none"> <li>Ensure that the stations will be provided with trash bins and wastes from the stations will be properly collected and disposed.</li> </ul>

### **E) Voluntary Land Donation Form (should not be required)**

Province:	
District:	
Commune/Sangkat:	
Village:	
Sub-Project ID:	

Name of Land Owner:	National ID Number:	Beneficiary of the Project: (Y/N)		
Sex:	Age:	Occupation:		
Address:				
Description of land that will be taken for the project:	Area affected:	Total landholding area:	Ratio of land affected to total land held:	Map code, if available:
Description of annual crops growing on the land now and project impact:				
	Details		Numbers	
Trees that will be destroyed:				

Fruit trees:		
Trees used for other economic or household purposes:		
Mature forest trees:		
Other		
Describe any other assets that will be lost or must be moved to implement the project:		
Value of donated assets:		

By signing or providing thumb print on this form, the land user or owner agrees to contribute assets to the sub-project. The contribution is voluntary. If the land user or owner does not want to contribute his/her assets to the project, he or she should refuse to sign or provide thumbprint and ask for compensation instead.

**District Name:**

**Date:**

**Date:**

**District Governor/Representative's Signature**

**Affected person's signature**

*(Signatures of both husband and wife are required)*

## F. Ethnic Minority Development Plan – main elements

The following are the main elements of an Ethnic Minority Development Plan

1. Brief **Sub-project description** (type of sub-project, number of beneficiaries, map of location)
2. Brief description of community, including its **ethnic make-up** (see annex D)
3. Evidence of FPIC (**Consultation**) from kick-off meeting (see format below)

Cambodia Mekong III – Indigenous FPIC (Consultation) Documentation		
<p><b>When to do the FPIC:</b> During Kick-off meeting, with a commune/village</p> <p><b>What to document:</b> Process of prioritizing sub-projects and nominating CFC members.</p> <p><b>Who will participate:</b> Community Members (men/women/ethnic groups)</p> <p><b>Before meeting:</b> Send out information to community on what the process will be and make sure there will be someone who can translate if their indigenous people present.</p> <p><b>Who will facilitate:</b> Social Safeguards Consultant / Project Implementation Team</p> <p><b>Province:</b> _____ <b>District:</b> _____ <b>Commune:</b> _____</p>		
<p><b>Step 1:</b> Introduce sub-component activity and describe sub-activity process/activities; and Present details of 'Eligible' projects and available funds;</p>		
<p><b>Step 2:</b> Present CIP and agree shortlist of priority project(s) &amp; Review nominations received for CEFC</p>		
With Women	With Men	With Indigenous/Ethnic (if a minority in Village)
(list priority projects)	(list priority projects)	(list priority projects – confirm that they will not harm indigenous lands, culture, natural resources or livelihoods)
(identify preferred nominees)	(identify preferred nominees)	(identify preferred nominees)
<p><b>Step 3: In Plenary (men, women, indigenous People together)</b></p> <ul style="list-style-type: none"> <li>- elect CFC to be responsible for management and administration (incl. procurement) of infrastructure investment projects.</li> <li>- Ensure CFC includes ethnic and female representatives</li> <li>- Agree Priority Projects (ensure there are no objections from Women's group, and Indigenous/Ethnic Group)</li> </ul>		
<p><b>Step 4: Document each step of the process</b></p>		



4. Summary of results of environment and **Social Risk Assessment**
5. Evidence of **Broad Community Support** (see format below)

<b>Cambodia Mekong III – Indigenous Broad Community Support (BCS) Documentation</b>		
<p><b>When to determine BCS do the FPIC:</b> During <u>Project Selection Meeting</u></p> <p><b>What to document:</b> The <u>agreement of community on sub-project</u> to be selected</p> <p><b>Who will participate:</b> <u>Community members</u> (women, men, ethnic, indigenous people)</p> <p><b>Before meeting:</b> Send out information to community on what the process will be and make sure there will be someone who can translate if their indigenous people present.</p> <p><b>Who will facilitate the meeting:</b> Social Safeguards Consultant / Project Implementation Team</p> <p><b>Province:</b> _____ <b>District:</b> _____ <b>Commune:</b> _____</p>		
<b>Step 1:</b> Present the results of the Screening Process		
<b>Step 2:</b> <i>Discussion of projects that should be financed</i>		
<i>With Women</i>	<i>With Men</i>	<i>With Indigenous/Ethnic (if a minority in Village)</i>
<i>(identify 1 priority project)</i>	<i>(identify 1 priority project)</i>	<i>(identify 1 priority project)</i>
<p><b>Step 3 (in plenary):</b> Agree on Project to be financed – <u>70% support</u> with confirmation that it will not harm indigenous, ethnic or women members of community</p>		

## G. Grievance Redress & Complaint Form

Name of Recipient:	Village:	Commune:
	District:	Province:
Initiative title:	Initiative code:	
Reporting period:	Type of report:	
Date of submission:		

I'm .....as sub's grant recipient of the livelihood activities of M-IWRM 3, and I would like to raise the issues, which I'm facing and implication by project as following:

1.
2.
3.

As issues facing above, I'm proposing to the Director of the project M- IWRM-3 to clarify and solve the problems, accordingly.

Signatures

Mr/Mrs: ..... In addition to the above, include the results of the environmental and social risk assessment, along with a description of the sub-project in order to prepare an Ethnic Group Development Plan.

## **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.