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**The Royal Government of Cambodia
National Committee for Sub-National Democratic Development**

**Guideline
on
Capital, Provincial Three-Year Rolling
Investment Programme**

October 2013

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Kingdom of Cambodia

Nation Religion King



Ministry of Interior and Ministry of Planning

No.3514 PrK

Inter-Ministerial Prakas

on

Amendment of Article 1 of the Inter-Ministerial Prakas on Formulation of Development Plan and Three-Year Rolling Investment Program at Capital, Provinces, Municipalities, Districts, Khans

Minister of the Ministry of Interior and Minister of the Ministry of Planning

- Having seen Constitution of Cambodia
- Having seen Royal Decree No. NS/RKT/0908/1055 dated 15 July 2004 on the Appointment of the Royal Government of Cambodia;
- Having seen Royal Kram No. 02/NS/94 dated 20 July 1994 Promulgating the Law on the Organization and Functioning of the Council of Ministers;
- Having seen the Royal Kram No. NS/RKM/0196/08 dated 24 January 1996 promulgating the Law on the Establishment of the Ministry of Interior;
- Having seen the Royal Kram No. NS/RKM/0196/11 dated 24 January 1996, promulgating the Law on the Establishment of the Ministry of Planning;
- Having seen the Royal Kram No. NS/RKM/0508/017 dated May 24, 2008 promulgating the Law on the Administrative Management of the Capital, Provinces, Municipalities, Districts and Khans;
- Having seen the Royal Kram No. NS/RKM/0301/05 dated March 19, 2001 promulgating the Law on the Administrative Management of the Communes/Sangkats
- Having seen the Royal Decree No. NS/RKM/1208/1429 dated December 31, 2008 on the Establishment of the National Committee for Sub-National Democratic Development;
- Having seen Sub-decree No. 215 OrNKR.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Phnom Penh Capital Council and Board of Governors, and the Khan Council and Board of Governors of the Phnom Penh Capital;
- Having seen Sub-decree No. 216 OrNKR.BK dated 14 December 2009 on Roles, Duties

- and Working Relationship of the Provincial Council and Board of Governors, Municipal Council and Board of Governors and District Council and Board of Governors;
- Having seen Sub-decree No. 219 OrKr.BK dated 14 December 2009 on Development Plan and Investment Program of the Capital, Provinces, Municipalities, Districts and Khans;
 - Having seen Sub-decree No. 152 OrKr.BK dated 06 December 2010 on amendment of Article 12 of Sub-decree on Development Plan and Three-Year Rolling Investment Program of the Capital, Provinces, Municipalities, Districts and Khans;
 - Having seen Inter-Ministrial Prakas No. 2417/Br.Kor dated on 27 December 2010 on Formulation of Development Plan and Three-year Rolling Investment Program at Capital, Provinces, Municipalities, Districts and Khans;
 - Referring to decision of the eighth-NCDD meeting on 30 May 2013;

Decide

Article 1:

Amendment of article 1 of Inter-Ministrial Prakas No. 2417/Pr.K dated on 27 December 2010 on Formulation of Development Plan and Three-year Rolling Investment Program at Capital, Provinces, Municipalities, Districts and Khans is as follows:

New Article 1:

This Prakas has a purpose to instruct Capital, Provincial, Municipal, District and Khan Council to formulate, approve, and implement development plan and three-year rolling investment program for its administration by participation of and consultation with all stakeholders in its jurisdiction in accordance with the content of the guideline on formulation of development plan and investment program of the Capital, Provinces, Municipalities, Districts and Khans which was amended on October 2013.

Article 2:

This Prakas comes into effect from the date of its signature onwards.

Phnom Penh, October 30th, 2013

Deputy Prime Minister
Minister of Ministry of Interior

Senior Minister
Minister of Ministry of Planning

Copy to:

- Ministry of Royal Palace
- General Secretariat of Senate
- General Secretariat of National Assembly
- Office of Council of Minister
- Prime Minister's Cabinet
- NCDD Members
- Related Ministries, Institutions "For Information"
- Capital, Provincial, Municipals, Districts, Khans, Communes/Sangkats Hall "For Implementation"
- Archive

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Ministry of Interior and Ministry of Planning

No. 2417 PrK

Inter-Ministerial Prakas

on

**Formulation of Development Plan and Three-Year Rolling Investment Program at
Capital, Provinces, Municipalities, Districts, Khans**

Minister of the Ministry of Interior and Minister of the Ministry of Planning

- Having seen Constitution of Cambodia
- Having seen Royal Decree No. NS/RKT/0908/1055 dated 15 July 2004 on the Appointment of the Royal Government of Cambodia;
- Having seen Royal Kram No. 02/NS/94 dated 20 July 1994 Promulgating the Law on the Organization and Functioning of the Council of Ministers;
- Having seen the Royal Kram No. NS/RKM/0196/08 dated 24 January 1996 promulgating the Law on the Establishment of the Ministry of Interior;
- Having seen the Royal Kram No. NS/RKM/0196/11 dated 24 January 1996, promulgating the Law on the Establishment of the Ministry of Planning;
- Having seen the Royal Kram No. NS/RKM/0508/017 dated May 24, 2008 promulgating the Law on the Administrative Management of the Capital, Provinces, Municipalities, Districts and Khans;
- Having seen the Royal Kram No. NS/RKM/0301/05 dated March 19, 2001 promulgating the Law on the Administrative Management of the Communes/Sangkats
- Having seen the Royal Decree No. NS/RKM/1208/1429 dated December 31, 2008 on the Establishment of the National Committee for Sub-National Democratic Development;
- Having seen Sub-decree No. 215 OrNKr.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Phnom Penh Capital Council and Board

of Governors, and the Khan Council and Board of Governors of the Phnom Penh Capital;

- Having seen Sub-decree No. 216 OrNKr.BK dated 14 December 2009 on Roles, Duties and Working Relationship of the Provincial Council and Board of Governors, Municipal Council and Board of Governors and District Council and Board of Governors;
- Having seen Sub-decree No. 219OrKr.BK dated 14 December 2009 on Development Plan and Investment Program of the Capital, Provinces, Municipalities, Districts and Khans;
- Having seen Sub-decree No. 152 OrKr.BK dated 06 December 2010 on amendment of Article 12 of Sub-decree on Development Plan and Three-Year Rolling Investment Program of the Capital, Provinces, Municipalities, Districts and Khans;
- Referring to decision of the fifth meeting of the National Committee for Sub-National Democratic Development dated 16 November 2010;

Decision

Chapter 1

General Provisions

Article 1.

This Prakas has a purpose to instruct Capital, Provincial, Municipal, District and Khan Council to formulate, approve, and implement development plan and three-year rolling investment program for its administration by participated and consulted with all stakeholders in its jurisdiction in accordance with the content of the guideline on formulation of development plan and investment program of the Capital, Provinces, Municipalities, Districts and Khans under validity of this Inter-Ministerial Prakas.

Article 1.

Capital, Provincial, Municipal, District and Khan Council shall formulate its 5-year development plan no later than the second year of its mandate. Development plan of the Capital, Provinces, Municipalities, Districts and Khans is a strategic document for development of Capital, Provinces, Municipalities, Districts and Khans, and is a basic for preparation of 3-year rolling investment program of Capital, Provinces, Municipalities, Districts and Khans which shall be updated annually.

Article 3.

Capital, Provincial, Municipal, District and Khan Council shall ensure that 5-year development plan, 3-year rolling investment program, Medium Term Expenditure Framework, and its annual budget plan shall include development plan and budget of Ministries, Institutions, Line-departments, Units, and stakeholders which are under each council's jurisdiction.

Article 4.

Development plan and 3-year rolling investment program of Capital shall include development plan and 3-year rolling investment program of Khans and development plan and 3-year rolling investment program of Sangkats in jurisdiction of Capital.

Development plan and 3-year rolling investment program of Municipalities shall include development plan and investment program of Sangkats in jurisdiction of Municipalities.

Article 5.

Development plan and 3-year rolling investment program which are approved by the Capital, Provincial, Municipal, District and Khan Council are official documents, and each Council shall immediately and publicly disseminate this document in its jurisdiction.

Chapter 2

Mechanism and duty in formulation and implementation of development plan and 3-year rolling investment program

Article 6.

The formulation process of development plan and 3-year rolling investment program is under direction and supervision of the Capital, Provincial, Municipal, District and Khan Council. The main duties of the Council are:

- Monitor and participate in the formulation process of development plan and 3-year rolling investment program;
- Guide policy for the formulation process of development plan and 3-year rolling investment program;

- Review and approve working calendar for the formulation process of development plan and 3-year rolling investment program;
- Review and approve the development plan and 3-year rolling investment program
- Review and approve the proposal for amendment of development plan and 3-year rolling investment program;
- Monitor and evaluate annually on the implementation of development plan and 3-year rolling investment program.

Article 7.

In the formulation process of development plan and 3-year rolling investment program, Committees of Capital, Provincial, Municipal, District and Khan Council have main duties as following:

- Involve in the formulation process of development plan and 3-year rolling investment program;
- Facilitate the participation of all stakeholders in the formulation process of development plan and 3-year rolling investment program;
- Beside the above duties, Technical Facilitation Committee of Capital, Provincial, Municipal, District and Khan Council has duty to review and provide comments on draft development plan and 3-year rolling investment program before the Council's review and approval.

Article 8.

In the formulation process of development plan and 3-year rolling investment program, Capital, Provincial, Municipal, District and Khans' Board of Governors, on behalf of its Council, has main responsibilities as followings:

- Lead and facilitate the formulation of development plan and 3-year rolling investment program following the guidance of Council in cooperation with stakeholders;
- Lead workshops and consultative forums in the formulation of development plan and three-year rolling investment program;
- Submit the development plan and three- year rolling investment program to the council for review and approval;
- Monitor and evaluate the implementation of development plan and three-year rolling investment program.

Article 9.

In the formulation process of development plan and 3-year rolling investment program, planning working group of the Capital, Provinces, Municipalities, Districts and Khans has main responsibilities as followings:

- Prepare draft policy guidance of the Council;
- Prepare draft calendar for the formulation process of development plan and 3-year rolling investment program;
- Lead and facilitate the formulation process of draft development plan and 3-year rolling investment program;
- Prepare workshops and consultative forums with stakeholders in the formulation of draft development plan and three-year rolling investment program;
- Prepare draft development plan and three-year rolling investment program.

Article 10.

In the formulation process of development plan and 3-year rolling investment program, Divisions and Offices of the Capital, Provincial, Municipal, District and Khan Administration has the following main duties:

- Assist the Council and Board of Governors in leading and facilitating the formulation process, approving, and monitoring and evaluating the implementation of development plan and 3-year rolling investment program;
- Cooperate with planning working group in leading and facilitating the formulation of development plan and 3-year rolling investment program;
- Involve in situation analysis and consultation for the formulation of development plan and 3-year rolling investment program;
- Coordinate and participate in training on the formulation of development plan and 3-year rolling investment program.

Chapter 3

The Formulation Process of Development Plan and 3-Year Rolling Investment Program at Capital, Provinces, Municipalities, Districts and Khans

Article 11.

Capital, Provincial, Municipal, District and Khan's Council shall prepare its development plan and 3-year rolling investment program through the process which are participated and consulted with citizens, different categories of the Council, Capital, Provincial, Municipal, District and Khan's Hall, line-departments, relevant units, civil

society organization, private sectors, and other stakeholders in its jurisdiction.

To formulate development plan and 3-year rolling investment program with quality and in consistence with Article 5 of Sub-Decree No.219, Capital, Provincial, Municipal, District and Khan's Council shall prepare policy guidance, and clear calendar on the formulation process of planning based on priority needs of local, potentials of the Capital, Provinces, Municipalities, Districts and Khans, and national policy.

Policy guidance of the Council shall prepare through by-law (Deika) or decision of the Council.

Any expenses of formulating development plan and 3-year rolling investment program are the responsibility of each Council's budget.

Article 12.

Capital, Provincial, Municipal, District and Khan's Council shall prepare its 5-year development plan comprising of main contents as following:

- **Socio-economic situation:** brief description of current situation, and challenges related to economic, social, land use, natural resource management and environment, disaster management, climate change, and administrative management.
- **Development framework:** describe vision, goal, objectives, development strategy, medium term expenditure framework of development plan;
- **Monitor and evaluate the implementation of development plan:** describe the responsible persons and participants in assessing evaluation method and report preparation.

Article 13.

In the formulation process of development plan, Capital, Provincial, Municipal, District and Khan's Council shall pay attention on important activities as following:

- Preparation for the formulation of development plan;
- Dissemination of information on the process and procedure for the formulation of development plan;
- Formulation of development plan through situation analysis and preparation of development framework, and
- Approval of development plan

Article 14.

Capital, Provincial, Municipal, District and Khan's Council shall prepare its 3-year investment program including main contents as following:

- **Socio-economic situation:** brief description of socio-economic in current situation, challenges, and priority needs of the Capital, Provinces, Municipalities, Districts and Khans;
- **Project of 3-year rolling investment program:** describe investment project, medium term expenditure framework, and action plan for implementing first year project of 3-year rolling investment program.
- **Monitoring and evaluation of implementing investment program:** describe the responsible persons and participants in assessing evaluation method and report preparation.

Article 15.

Capital, Provincial, Municipal, District and Khan's Council shall prepare its 3-year rolling investment program based on development plan. Three-year rolling investment program shall be updated annually. Important activities of 3-year rolling investment program process are:

- Situation analysis based on identification of priority problems and needs;
- Preparation of 3-year rolling investment program;
- Approval of 3-year rolling investment program

Article 16.

Ministry of Planning shall assist Capital, Provincial, Municipal, District and Khan's Council in preparing information on the progress of implementing CMDGs, socio-economic profile of the Capital, Provinces, Municipalities, Districts and Khans, Commune/Sangkat database, and other related data concerning with the formulation of development plan and 3-year rolling investment program of the Capital, Provinces, Municipalities, Districts and Khans.

Article 17.

After the Council's review and approval of draft development plan at Capital/ Provinces, Capital/ Provincial Board of Governors shall revise based on the decision of Capital/ Provincial Council, and submit revised draft development plan to Capital/ Provincial Governor to review, and then submit to NCDD Secretariat. NCDD Secretariat shall copy the draft and send to Ministry of Interior, Ministry of Planning,

and Ministry of Economy and Finance, and shall coordinate, review, consult on draft development plan with above three Ministries, as well as related institutions to review and give comments on legality and consistency of the plan with national policy, law, and legal documents. After review and consultation, the Secretariat shall prepare key note asking for comments from the Minister of Ministry of Interior to review and give conformity. Review and comments on draft development plan shall be conducted within 30 days starting from the day of receiving request for review and comments from Capital/Provincial Governor. This period includes time spending for consultation with relevant Ministries and Institutions, and makes contact with Capital/Provincial Governor for clarification and agreement on comments provided by Ministry of Interior on draft of Capital/Provincial development plan.

In the event that there is no agreement between Capital/Provincial Governor and Ministry of Interior on the content of draft of Capital/Provincial development plan, Ministry of Interior shall report and request to NCDD to coordinate and solve the problem.

Within this period (30 days), if there is no written response from the Ministry of Interior to Capital/Provincial Governor the draft development plan shall be considered received conformity from the Ministry of Interior.

Article 18.

After the Council's review and approval of draft development plan at Municipality, District and Khan, Municipal, District and Khan's Board of Governors shall revise based on decision of Municipal, District and Khan Council, and submit revised draft of development plan to Municipal, District and Khan's Governor to review and send to Capital and Provincial Governor for review and comments on legality and consistency of this plan with national policy, law, and legal documents. Capital and Provincial Governor shall review and give comments on the draft development plan within 30 days starting from the day of receiving requests for review and comments by Municipal, District and Khan's Governor in close cooperation with relevant line-departments and units. This period includes time spending on making contact between Municipal, District and Khan's Governor and Capital and Provincial Governor for clarification and agreement on comments provided by Capital and Provincial Governor on the draft of Municipal, District and Khan's development plan.

In the event that there is no agreement between Municipal, District and Khan's Governor and Capital/Provincial Governor on the content of draft of Municipal, District and Khan's development plan, Capital/Provincial Governor shall report and request to

NCDD Secretariat to coordinate and solve the problem.

Within this period (30 days), if there is no written response from Capital/Provincial Governor to Municipal, District and Khan's Governor the draft development plan shall be considered received conformity from the Capital/Provincial Governor.

Capital/Provincial Governor shall consider on legality, consistency of the content of development plan compared to national policy, law on administrative management of Capital, Provincial, Municipal, District and Khan Administration, and related legal documents.

Article 19.

Capital, Provincial, Municipal, District and Khan's Board of Governors shall publish, distribute, and disseminate publicly the development plan and 3-year rolling investment program of Capital, Provinces, Municipalities, Districts and Khans which are approved by the Council, and keep in Capital, Provincial, Municipal, District and Khan Hall, Capital and Provincial Department of Planning, Municipal, District and Khan Office of Planning, and send to Ministry of Planning, Ministry of Interior, Ministry of Economy and Finance, and other stakeholders.

Article 20.

Development plan and 3-year rolling investment program of Capital, Provinces, Municipalities, Districts and Khans, and request for amendment of development plan and 3-year rolling investment program of Capital, Provinces, Municipalities, Districts and Khans shall be approved by supporting vote of more than half of the total members of councilors of the Capital, Provinces, Municipalities, Districts and Khans.

In case that the Capital, Provincial, Municipal, District and Khan Councils shall be dissolved before its mandate according to Article 24 of Law on Administrative Management of Capital, Provincial, Municipal, District and Khan Administration, the new Capital, Provincial, Municipal, District and Khan Councils can completely accept existing development plan and 3-year rolling investment program, or can revise development plan and 3-year rolling investment program of the Capital, Provinces, Municipalities, Districts and Khans for remaining mandate.

Chapter 4

Implementation of Development Plan and 3-Year Rolling Investment Program of the Capital, Provinces, Municipalities, Districts and Khans

Article 21.

After approval of development plan and 3-year rolling investment program, the Capital, Provincial, Municipal, District and Khan Council shall instruct Board of Governors of the Capital, Provinces, Municipalities, Districts and Khans to manage the implementation of development plan and 3-year rolling investment program with transparency, accountability, participation and effectiveness.

Article 22.

Capital, Provincial, Municipal, District and Khan Governors shall implement projects and activities of development plan and 3-year rolling investment program in accordance with the law, provision on public procurement, such as procurement on construction work, materials or goods, and services, etc.

Chapter 5

Monitoring, Evaluation and Report

Article 23.

Capital, Provincial, Municipal, District and Khan Council shall instruct Capital, Provincial, Municipal, District and Khan Governors to monitor and evaluate the implementation of development plan and 3-year rolling investment program, including the projects and activities which are implemented and managed in the jurisdiction of the Council:

- Same category of Council;
- Different category of Council;
- Line-departments and Units;
- Other stakeholders, such as civil society organization and private sectors.

Article 24.

Capital, Provincial, Municipal, District and Khan's Board of Governors shall evaluate the result and achievement of the implementation of 3-year rolling investment program with transparency, effectiveness, and stakeholders' participation.

Capital, Provincial, Municipal, District and Khans' Board of Governors shall

evaluate the result, achievement and impact of the implementation of Capital, Provincial, Municipal, District and Khan's development plan in the last 6 months of the Council's mandate with transparency, effectiveness, and stakeholders' participation.

Procedures of evaluating implementation of development plan and 3-year rolling investment program of the Capital, Provinces, Municipalities, Districts and Khans shall follow the instruction of NCDD.

Article 25.

At the end of each year, Capital, Provincial, Municipal, District and Khan's Board of Governors shall prepare annual report on the implementation of 3-year rolling investment program for the Council to review and approve. The content of report includes:

- Implementation progress in previous year;
- Target for implementation of forthcoming year;
- Conclusion.

Besides annual report on the implementation of 3-year rolling investment program, the Capital, Provincial, Municipal, District and Khan's Board of Governors shall prepare other reports to regularly report to the Council.

Article 26.

Capital, Provincial, Municipal, District and Khan's Council shall approve annual report on the implementation of 3-year rolling investment program and report on the result of monitoring and evaluation no more than 45 days after the end of each year.

Annual report of Capital and Provinces shall be submitted to National Committee for Sub-National Democratic Development, Ministry of Interior, Ministry of Planning, Ministry of Economy and Finance, and stakeholders.

Annual report of Municipalities, Districts and Khans shall be submitted to National Committee for Sub-National Democratic Development, Ministry of Interior, Ministry of Planning, Ministry of Economy and Finance, and stakeholders.

Annual report which is approved by Capital, Provincial, Municipal, District and Khan's Council shall keep in Capital, Provincial, Municipal, District and Khan Hall, line-departments, and Office of Planning of Capital, Provinces, Municipalities, Districts and Khans.

Chapter 6
Preparation and Dissemination of the Guideline on Development Plan and
Three-Year Rolling Investment Program of Capital, Provinces, Municipalities,
Districts and Khans

Article 27.

Ministry of Planning and as of chairperson of sub-committee on sub-national development plan of NCDD shall cooperate with Ministry of Interior, Ministry of Economy and Finance, NCDD Secretariat, Ministries, Institutions, and stakeholders in order to disseminate and instruct to use the guideline on development plan and 3-year rolling investment program of Capital, Provinces, Municipalities, Districts and Khans in consistent with the content and important activities as stated in Article 13, 14, 15, and 16 of this Prakas.

Article 28.

Ministry of Planning and as of chairperson of sub-committee on sub-national development plan of NCDD can revise the guideline on development plan and 3-year rolling investment program of Capital, Provinces, Municipalities, Districts and Khans as necessary after discussion with Ministry of Interior, NCDD Secretariat, and other stakeholders.

Article 29.

Ministry of Planning and as of chairperson of sub-committee on sub-national development plan of NCDD shall cooperate with NCDD Secretariat, and stakeholders to prepare documents, dissemination program and training to all stakeholders at both national and sub-national level on procedures of development plan and 3-year rolling investment program of the Capital, Provinces, Municipalities, Districts and Khans as stated in this guideline.

Chapter 7

Final Provisions

Article 30.

This Prakas is not applied for the Inter-Ministerial Prakas on Commune/Sangkat Development Plan and Investment Program; however, the both Prakas have close relations with each others, especially for Sangkat under Capital jurisdiction, and Sangkat under Municipal jurisdiction.

Article 31.

Any Prakas and Instructions those contents contradict to this Inter-Ministerial Prakas shall be abrogated.

Article 32.

This Prakas is valid from the date of its signature onwards.

Phnom Penh Capital, 27 December 2010

Deputy Prime Minister	Senior Minister
Minister of Ministry of Interior	Minister of Ministry of Planning

Copy to:

- Ministry of Royal Palace
- General Secretariat of Senate
- General Secretariat of
National Assembly
- Office of Council of Minister
- Prime Minister of Cabinet
- NCDD members
- Related Ministry, Institutions

Sar Kheng

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District, Khan, Commune/Sangkat Hall “For function”
- Archive

Guideline
on
Capital, Provincial Three-Year
Rolling Investment Programme

Guideline on Capital, Provincial Three-Year Rolling Investment Programme

Part 1: Overall view of CPIP

Introduction

Capital/Province (C/P) council shall prepare Capital/Provincial Three-year Rolling Investment Programme (CPIP) based on her Capital/Provincial Five-Year Development Plan (CPDP). In the formulating CPIP, C/P council shall ensure that CPIP is included projects and budget of ministries, institutions, line-departments, offices, and other organizations under her jurisdiction.

Preparation of CPIP is to convert content of CPDP in C/P into projects, activities, or actual services towards improving public services, and C/P development for three years and shall be updated every year. Thus, CPIP is a plan that reflects priority projects or services in each year over three-year period and in line with the Medium Term Expenditure Framework (MTEF) of C/P administration.

To be flexible in the implementation, this guideline indicates and instructs steps and sub-steps, as well as key principles to be carried out in the formulation of CPIP.

Purpose

The formulation of the CPIP aims to convert content of the CPDP into actual activities or services for improvement of public service delivery and local development in the capital and province over three-year period, which will be updated annually.

Part 2: Formulation Process of the CPIP

The C/P Councils should ensure its three-year rolling investment programme, MTEF, and annual fund projects were put into investment programme and budget of ministries, institutions, units, and stakeholders in the C/P councils' jurisdiction. The preparation of CPIP should be conducted based on CPDP that was approved by C/P councils.

In the process of formulating CPIP, C/P prepare an actual timeframe to ensure that CPIP can be implemented on time.

For the capital, the capital investment programme should be included the Khan three-year rolling investment programme and the Sangkat investment programme under the capital council's jurisdiction.

There are three steps in the preparation process of the CPIP as following:

- Step 1: Preparation of the Priority Project for CPIP
- Step 2: Formulation of Draft CPIP
- Step 3: Approval and Dissemination of CPIP

1. Step 1: Preparation of the Priority Project for CPIP

A) Purpose

- To prepare list of priority projects for the CPIP in line with the C/P development framework

B) Expected outputs

- Updated socio-economic situation
- Consolidated table of project proposal
- Table of committed projects
- Table of ongoing projects

C) Procedure

Step 1 is divided into four sub-steps as follows:

- Sub-Step 1-1 Preparation of the content of socio-economic situation
- Sub-Step 1-2 Instruction meeting for identification and preparation of project proposal
- Sub-Step 1-3 Screening of project proposal
- Sub-Step 1-4 Review meeting on consolidated table of project proposal

Sub-Step 1-1: Preparation of the content of socio-economic situation

A) Participants

- PWG

B) Expected output

- Updated socio-economic situation

C) Task

PWG shall prepare Chapter 1 of CPIP book by analyzing economic and social data and current situation as well as challenges of C/P. For the first year of CPIP, the content of socio-economic situation should be prepared based on result of socio-economic situation analysis in step 2 of the formulation process of CPDP. For the following year, the preparation of socio-economic situation should be reviewed and updated on result of socio-economic situational analysis based on the principal changes that occur after CPDP was prepared.

Sub-step 1-2: Instruction meeting for identification and preparation of project proposal

A) Participants

- BOG
- PWG
- Representatives of councils from MDK in C/P
- Representatives of civil society organizations in C/P
- Representatives of private sector in C/P
- Representatives of C/P line departments and divisions in C/P

B) Expected Outputs

- Table of project proposal prepared by each stakeholder (Table 1.1)
- Table of committed projects prepared by each stakeholder (Table 1.2a, 1.3a)
- Table of ongoing projects prepared by each stakeholder (Table 1.2b, 1.3b)

C) Tasks

1. BOG and PWG prepare and organize an instruction meeting for instruction on identification and preparation of-project proposal.
2. PWG instructs as follows:
 - how to prepare project proposal and fill out tables (Table 1.1: Project Proposal)
 - criteria for preparing project proposal (See below table)
 - method for selecting priority projects (Appendix 2)
 - ceiling on the number and total cost of projects
 - date for submitting project proposal to PWG.

Criteria for initial identification of project proposal

Criteria	Description
Compliance with development framework	Projects or services that respond to C/P development framework, C/P priority needs and sector plan.
C/P jurisdiction	Projects or services fall in jurisdiction of the C/P administration (projects or services related to obligatory or permissive functions of the province).
Geographical coverage	Projects or services that have inter municipality and district characteristics.
Ceiling the number on project	Number of projects should be determined based on identified number of projects, in case that there are number of projects exceeding the identified number of projects.

3. Each stakeholder prepares a table of project proposal. Furthermore, planning and investment division (PID) fill out table 1.2a and 1.2b while line-departments/institutions complete table 1.3a and 1.3b.
4. Each stakeholder submits the completed tables to PWG.

Note: Capital administration shall instruct Khan and Sangkat administration to submit their on-going project, committed project, and uncommitted project to the capital for consolidation in the capital investment programme.

Sub-step 1-3: Screening of project proposal

A) Participant

- PWG

B) Expected Output

- Consolidated table of project proposal (table 1.4)

C) Tasks

1. PWG verifies tables of project proposal prepared by each stakeholder by checking on
 - Whether there is sufficient and clear information in the tables of project proposals and
 - Criteria

Note

- In case, the project proposals go beyond the jurisdiction of the capital/province but are appropriate for role of the ministries or institutions. C/P should prepare a separate list of the projects to be proposed to relevant ministries.
 - In case, the project proposals are not appropriate for the jurisdiction of the C/P but are appropriate for role of MDK. C/P should prepare a separate list of the projects for submitting to relevant MDK.
 - PWG should drop the project proposals that are not in line with the above criteria.
2. PWG consults with the stakeholders for the clarification and revision of information in the tables of project proposal if necessary. PWG also verifies whether there are similar or identical project proposal proposed by the provincial line departments and MDK; and revises if it is the case.
 3. In case that priority solution was identified in the C/P development framework but there are no projects proposed by line-department, organizations, MDK, and concerned agencies; PWG in cooperation with C/P administration and relevant agencies review, consider, and prepare project proposal concerned to those solutions.
 4. PWG prepares a consolidated table of project proposal (table 1.4) by combining the tables of project proposal prepared by stakeholders and the projects of the second and third year of the previous-year CPIP based on each goal.
 5. PWG review, discuss, and put priority projects (high, medium, low) in a consolidated table of project proposal under the same goal by using scoring method (see Appendix 2) or other method by considering agreed criteria such as project that provides the greatest benefit to citizens, sustainability of project's output, project cost, and feasibility.

A consolidated table of project proposal with prioritization shall be prepared based on each goal of table of C/P development framework.

Sub-step 1-4: Review meeting on consolidated table of project proposal

A) Participants

- Representatives of C/P council
- Representatives of C/P BOG
- PWG
- Representatives of C/P technical facilitation committee
- Representatives of C/P consultative committee on women and children
- Representatives of BOG from MDK in C/P
- Representatives of the council association of the sub-national administrations
- Other stakeholders decided by the C/P governor.

B) Expected Output

- Table of C/P priority project proposal (table 1.5)

C) Tasks

1. PWG makes a presentation on the C/P development framework, policy guidance of C/P council, and the consolidated table of project proposal.
2. Participating stakeholders review and discuss on the consolidated table of project proposal, especially from the following viewpoint:
 - Whether project proposals are in line with the development goals and objectives in consideration of dropping the projects that do not reflect development framework and policy guidance of C/P council
 - whether there are identical or similar projects in the tables prepared by C/P line departments and MDK
 - whether the prioritization is appropriate for project investment or not.
3. Based on the result of the meeting, PWG prepares the table of C/P priority project proposals (table 1.5).

2. Step 2: Formulation of draft CPIP

A) Purpose

- To prepare a draft CPIP

B) Expected output

- Draft CPIP

C) Procedure

Step 2 is further divided into eight sub-steps.

Sub-Step 2-1	Preparation of a draft CPIP
Sub-Step 2-2	Review meeting on a draft CPIP
Sub-Step 2-3	Integration workshop of CPIP
Sub-Step 2-4	Project selection for using C/P investment budget
Sub-Step 2-5	Preparation of M&E framework
Sub-Step 2-6	Preparation of final draft CPIP
Sub-Step 2-7	Review and comment on a draft CPIP by BOG
Sub-Step 2-8	Review and comment on a draft CPIP by TFC

Sub-Step 2-1: Preparation of a draft CPIP

A) Participant

- PWG

B) Expected Output

- Table of C/P three-year rolling investment project (table 2.1a, 2.1b, 2.1c)
- Draft CPIP

C) Tasks

1. PWG shall prepare the draft CPIP in accordance with the structure of CPIP book. (Please see “Part 3: Structure and Instruction on the content of CPIP book”)
2. If necessary, PWG requests the concerned organization to ask for additional explanation for a draft CPIP.
3. PWG shall prepare table of C/P three-year rolling investment project (Table 2.1 a, 2.1b, 2.1c) by listing investment projects:
 - Table 1.2a put into table 2.1a
 - Table 1.2b put into table 2.1b
 - Table 1.5 put into 2.1c by listing the high priority project into year 1; the medium into year 2; and the low into year 3.
4. PWG consolidates Table 1.3a and Table 1.3b received from stakeholders. These consolidated table shall be attached in the appendix of the C/P investment programme.

Sub-Step 2-2: Review meeting on a draft CPIP

A) Participants

- Representatives of C/P council
- Representatives of C/P BOG
- PWG
- Representatives of C/P technical facilitation committee
- Representatives of C/P consultative committee on women and children
- Representatives of BOG from MDK in C/P
- Representatives of council association of sub-national administrations
- Representatives of civil society organizations in C/P and private sector
- Other relevant persons as decided by C/P governor.

B) Expected Output

- Draft CPIP agreed

C) Tasks

1. PWG organizes meeting to review, discuss, and comment a draft CPIP.
2. PWG revises draft CPIP based on the result of meeting.

Sub-Step 2-3: Integration workshop of CPIP

A) Participants

- Representatives of C/P Council
- Representatives of committees of C/P council
- Representatives of BOG
- PWG
- Leaders of departments, units, and divisions in the C/P
- Representatives of MDK councils
- Representatives of BOG from MDK in C/P
- Representatives of council association of sub-national administrations
- Representatives of civil society organizations and private sector
- Other relevant stakeholders

B) Expected Outputs

- Revised consolidated table of project proposal
- Revised consolidated table of committed projects
- Temporary agreement

C) Tasks

1. C/P administration widely disseminates information about C/P integration workshop to attract participation of public, civil society, private sector, development partners, and potential stakeholders.

2. C/P administration informs their MDK administration within C/P for which MDK PWG submit MDK's uncommitted project to the C/P for preparing integration workshop of CPIP.
3. C/P PWG reviews C/P and MDK's investment projects. In case that there are similar or identical projects between C/P and MDK's projects, C/P PWG discuss with those MDK PWG to agree whether to keep the project in CPIP or in those MDK investment program.
4. PWG members make a presentation on the table of project proposal of C/P (table 2.1c).
5. MDK representatives make a presentation on MDK project proposal (table 2.1c).
6. Stakeholders discuss, make consensus on the support to the projects and sign the Temporary Agreement.

Sub-Step 2-4: Project selection for using C/P investment budget

- A) Participant
 - PWG
 - Financial Division
- B) Expected Output
 - List of investment projects funded by the C/P investment budget
- C) Tasks
 1. PWG reviews, discusses, and selects the project proposal for utilizing C/P investment budget based on the following criteria:
 - Select the projects for using conditional fund based on the result from prioritization under the each goal (projects related to obligatory function).
 - Select the projects for using unconditional fund and funds that come from local revenues and other revenues based on the result from prioritization and high priority under the each goal (projects related to permissive function).
 - Continue to select the projects until the available investment fund finishes.
 2. PWG submit C/P investment projects using C/P budget to BOG for reviewing and commenting. Then, governor submits this C/P investment projects using C/P budget to C/P council for review and approval.

Sub-Step 2-5: Preparation of M&E framework

- A) Participant
 - PWG
- B) Expected output
 - M&E Plan
- C) Tasks
 1. PWG prepare M&E framework on CPIP
 2. PWG prepare M&E procedure for implementation on CPIP

2.5.1 Preparation of M&E framework on CPIP

1. The C/P council shall be responsible monitoring and evaluation on the implementation of CPIP on an annual basis by instructing C/P governors to monitor and evaluate the implementation of three-year rolling investment program, including projects and activities which are implemented and managed in the jurisdiction of the council:

- Same category of council
- Different category of council
- Line-department and units
- Other stakeholders such as civil society organization and private sector

The formulation of the plan for monitoring and evaluation on the implementation of CPIP should focus on the following points:

- Preparation of monitoring and evaluation workplan
- Identification of monitoring and evaluation indicators
- Identification of responsible persons for monitoring and evaluation
- Identification of monitoring and evaluation methods
- Identification of persons to participate in monitoring and evaluation.

(Table 3: M&E)

2. Preparation of annual report on M&E

2.5.2 Procedure on implementing M&E plan

2.5.2.1 M&E on the implementation of the investment project

BOG with the assistance of PID shall monitor and evaluate the implementation of project activities based on M&E plan.

2.5.2.2 Annual Report on Implementation on CPIP

1. In the fourth quarter, BOG with the assistance of PID shall collect data to fill out table on M&E and prepare draft annual report on the implementation of the CPIP in cooperation with line department and units.

The content of the report should include:

- Activity progress from previous year
 - Planned activities to be carried out in upcoming year
 - Conclusions.
2. BOG reviews and revises draft annual report and submits it to the C/P council for review and approval.
 3. If necessary, C/P council checks the progress of indicators and bottlenecks and advises on draft annual report.
 4. If necessary, BOG with the assistance of PID collects the additional data and prepares a draft annual report in corporation with representatives of C/P line departments and divisions.
 5. C/P council reviews and approves of the annual report.
 6. C/P council instructs to BOG to disseminate approved annual report to all concerned stakeholders.
 7. BOG submits the approved annual report to NCDDDS.

Sub-Step 2-6: Preparation of final draft CPIP

A) Participant

- PWG

B) Expected Outputs

- Table of C/P three-year rolling investment project
- Investment Project Implementation workplan
- Table of fund by source
- Revised draft CPIP

C) Tasks

1. Based on result of integration workshop and C/P council's decision on using C/P budget, PWG prepare to revise table of C/P three-year rolling investment project (see Table 2.1a, 2.1b, 2.1c).
2. After the preparation of C/P three-year investment project, C/P PWG prepare table of fund by source (table 2.2: fund by source)
3. PWG prepares an investment project workplan in cooperation with the relevant departments and units if necessary.
(table 2.3: Table of C/P Investment Project Implementation Workplan).

Note: For the capital, PWG shall include Khan three-year rolling investment project, and overall Sangkat investment projects which are in the capital council's jurisdiction into draft capital three-year rolling investment programme.

(table 2.1d: Tables of investment project utilizing Sangkat's budget)

4. Prepare final draft of CPIP based on content of the CPIP book format.

Sub-Step 2-7: Review and Comment on a draft CPIP by BOG

A) Participant

- C/P BOG

B) Expected Output

- Revised draft CPIP

C) Tasks

1. After receiving the draft of CPIP from PWG, BOG shall organize a meeting to review and provide comments on the draft CPIP before submitting to the TFC for review and comments. This meeting is conducted in accordance with the working procedure of BOG.
2. Having received the comments from BOG, PWG shall revise the draft CPIP accordingly.

Sub-Step 2-8: Review and comment on a draft CPIP by TFC

A) Participant

- TFC

B) Expected Output

- Revised draft CPIP

C) Tasks

1. After receiving the draft CPIP from BOG, TFC shall organize a meeting to review and provided comments on the draft CPIP.
2. Having received the comments from TFC, BOG shall instruct PWG to finalize the draft CPIP accordingly and submit to the C/P council for review and approval.

3. Step 3: Approval and dissemination of CPIP

A) Purpose

- To review, approve and disseminate CPIP, which is conducted openly to get contribution of comments from public, in a transparent and joint responsible manner in the context of decentralization and de-concentration.

B) Expected outputs

- Approved CPIP
- The content of CPIP is widely disseminated to citizen and relevant stakeholder

C) Procedure

Step 3 is divided into two sub-steps.

Sub-Step 3-1 Approval of CPIP

Sub-Step 3-2 Publication and dissemination of CPIP book

Sub-Step 3-1: Approval of CPIP

3-1-1 Pre-work for C/P council meeting

A) Participants

- BOG
- PWG
- Planning and investment division(PID) of C/P Hall
- Administrative Director of C/P Hall
- Other relevant person and observers as decided by chairperson of C/P council

B) Expected outputs

- Agenda
- Key note
- Presentation of draft CPIP
- Invitation letters

C) Tasks

PWG with the assistance of PID and Administrative Director of C/P Hall shall prepare as follows:

- meeting agenda
- key note
- a presentation on the draft CPIP
- invitation letters attached with the draft CPIP and other relevant documents, and send out the letters(these documents shall be sent to participants at least 3 days before the meeting)
- other tasks as instructed by the C/P governor.

3-1-2 C/P council meeting process

A) Participants

- C/P council
- BOG
- PWG
- Relevant stakeholders

B) Expected output

- CPIP is checked, revised and approved by C/P council

C) Tasks

1. C/P governor reads key note and makes a presentation on draft CPIP.
2. C/P council reviews, discusses, and approves of the draft CPIP.

The meeting to review and approve the draft CPIP should be conducted in accordance with internal rules of the C/P council.

3-1-3 Tasks after C/P council meeting

1. Revision of the draft CPIP

BOG shall revise the draft CPIP based on decision of C/P council. It then shall be submitted to the C/P governor for review.

2. Decision on Promulgation on CPIP

After receiving approval from the council, BOG shall formulate decision on promulgation on CPIP and submit to council chairperson to sign. If necessary, each year during the implementation of the CPIP, the C/P council can amend the budget and workplan for implementation of CPIP.

Sub-Step 3-2: Publication and dissemination of CPIP book

3-2-1 Publication of CPIP book

BOG shall arrange for publication of CPIP books. The book shall be kept at C/P hall, Provincial Department of Planning and sent to the Ministry of Interior, Ministry of Planning, Ministry of Economy and Finance and other relevant stakeholders.

3-2-2 Dissemination of approved CPIP

1. C/P council shall advise C/P BOG to widely disseminate the content of CPIP to residents and relevant stakeholders.
2. Dissemination of the content of CPIP shall be conducted through various methods such as mass media, dissemination meeting, information board etc.

Part 3: Structure and Instruction on the Content of CPIP book

3.1 Structure of CPIP Book

CPIP book shall be included below content:

Decision on promulgation of CPIP
Preface
Introduction
C/P Map
Chapter 1: Socio-Economic Development Situation
1.1 Summary of Socio-Economic Data
1.2 Current Situation and Challenges
1.2.1 Economic Situation
1.2.2 Social Situation
1.2.3 Situation of Land Use and Natural Resource, Environmental, Disaster and Climate Change Management
1.2.4 Situation of Administrative Management, Security and Public Order
Chapter 2: Three-Year Rolling Investment Projects
2.1 Investment Projects
2.2 Medium Term Expenditure Framework
2.3 Fund by source
2.4 Investment Project Implementation Workplan
Chapter 3: Monitoring and Evaluation for CPIP
Annexes

3.2 Instruction on the content of CPIP book

- **Decision on promulgation of CPIP:** the forms of writing is similar to the decision of promulgation of CPDP
- **Preface:** the form of preface is similar to the preface of CPDP
- **Introduction:** the form of introduction is similar to the introduction of CPDP
- **Map:** the latest map

Chapter 1: Socio-Economic Development Situation

1.1. Summary of the Socio-Economic Data

This part describes key data and information of C/P by using the table below:

Key Information of C/P

Description	Unit	2014
Total C/P land size	Km ²	
Number of Municipality/District/Khans	M/D/K	
Number of Commune/Sangkat	C/S	
Number of Villages	Villages	
Total population	Persons	
Total female	Persons	
Rate of population growth	%	
Total households	households	
Rate of women headed households	%	
Rate of families have..... as main occupation	%	
Rate of children out of schooling (aged from 6-14)	%	
Rate of illiterate people (aged from 15-60)	%	
Rate of illiterate women (aged from 15-60)	%	
Total women delivered baby	Persons	
Rate of women delivered baby with midwife	%	
Maternal mortality rate after delivery baby from 0-1 month in 100,000 birth	Persons	
Rate of household used piped water	%	
Rate of household used well/pumped water	%	
Rate of households have latrine	%	

The figures for filling in the above table should be quoted from the latest village data book, Commune/Sangkat profile, Municipal/District/Khan profile and C/P profile. Some data such as C/P land size, number of municipalities, districts, khans, communes, Sangkats and villages should be filled by C/P itself. C/P can also use additional information which is important for C/P in order to improve the quality of their investment programme such as information of the Millennium Development Goals, targets indicated in National Strategic Development Plan. However, adding too much information may undermine importance of the information.

1.2. Current Situation and Challenges

This part shall be written as an analytical description of situations and identification of solutions to solve the problems indicated in CPDP. The description should be prepared in sequential order related on economic situation, social situation, situation of land use and natural resources and environmental management, situation of disaster and climate change management and administrative management, security and public order situation (as described in the guideline on the formulation of CPDP) by summarizing the analysis description in CPDP, and raising the important changing was occurred after the CPDP have been prepared.

Chapter 2: Three-Year Rolling Investment Projects

This chapter describes investment projects, medium term expenditure framework, fund by source and project implementation workplan by using the tables below:

- Three-year rolling investment projects (table **2.1a, 2.1b, 2.1c**)
- Medium term expenditure framework
- Fund by source (table 2.2)
- Investment project implementation workplan (**table 2.3**)

Chapter 3: M & E on CPIP

Annexes

Annexes are the supporting documents that provide more detailed and clear information with reliable basis. Therefore the inclusion of annexes depends on the decision of the PWG.

Documents that should be included into the annex are:

1. Information about ongoing and committed investment projects which are funded and managed by the ministries, institutions, units, civil society organizations, private sector and other (non capital, provincial fund)
2. Policy guidance of the C/P council
3. C/P maps
4. Other concerned documents

Appendix

Appendix 1: List of Tables

Appendix 2: Method for prioritization

Appendix 1: List of Table

Table 1.1: Project proposal

Proposing organization: _____

Date: _____

No.	Project name	Objective	Location	Output			Duration	Beneficiary		Project cost (Million Riel)
				Short Description	Unit	Amount		Total	Female	
1. Economic component										
2. Social Component										
3. Land Use, Natural Resource, Environment, Disaster, and Climate Change component										
4. Administration and Security, Public Order component										

Table 1.2a: C/P investment projects using C/P fund (On-going projects)

Proposing organization: _____

Date: _____

No.	Project name	Objective	Location	Output			Fund source	Implementing agency	Duration	Implementing Date		Beneficiary		Level of Investment cost (Million Riel)		
				Short Description	Unit	Amount				Start	Complete	Total	Female	1 st year	2 nd year	3 rd year
1. Economic component																
2. Social Component																
3. Land Use, Natural Resource, Environment, Disaster, and Climate Change component																
4. Administration and Security, Public Order component																

Table 1.2b: C/P investment projects using C/P fund (Committed projects)

Proposing organization: _____

Date: _____

No.	Project name	Objective	Location	Output			Fund source	Implementing agency	Duration	Implementing Date		Beneficiary			Level of Investment cost (Million Riel)		
				Short Description	Unit	Amount				Start	Complete	Total	Female	1 st year	2 nd year	3 rd year	Total
1. Economic component																	
2. Social Component																	
3. Land Use, Natural Resource, Environment, Disaster, and Climate Change component																	
4. Administration and Security, Public Order component																	

Table 1.3a: C/P investment projects using fund of ministries institutions, and other agencies (On-going projects)

Proposing organization: _____

Date: _____

No.	Project name	Objective	Location	Output			Fund source	Implementing agency	Duration	Implementing Date		Beneficiary	Level of Investment cost (Million Riel)		
				Short Description	Unit	Amount				Start	Complete		Total	Female	1 st year
1. Economic component															
2. Social Component															
3. Land Use, Natural Resource, Environment, Disaster, and Climate Change component															
4. Administration and Security, Public Order component															

Table 1.3b: C/P investment projects using fund of ministries institutions, and other agencies (Committed projects)

Proposing organization: _____

Date: _____

No.	Project name	Objective	Location	Output			Fund source	Implementing agency	Duration	Implementing Date		Beneficiary			Level of Investment cost (Million Riel)		
				Short Description	Unit	Amount				Start	Complete	Total	Female	1 st year	2 nd year	3 rd year	Total
1. Economic component																	
2. Social Component																	
3. Land Use, Natural Resource, Environment, Disaster, and Climate Change component																	
4. Administration and Security, Public Order component																	

Table 1.4: Consolidated table of C/P project proposal

No.	Project name	Objective	Location	Output			Proposing Organization	Duration	Beneficiary		Project cost (Million Riel)	Priority
				Short Description	Unit	Amount			Total	Female		
1. Economic component												
2. Social Component												
3. Land Use, Natural Resource, Environment, Disaster, and Climate Change component												
4. Administration and Security, Public Order component												

Table 1.5: Table of C/P priority project

Date: _____

No.	Project name	Objective	Location	Output			Proposing Organization	Duration	Beneficiary		Project cost (Million Riel)	Priority
				Short Description	Unit	Amount			Total	Female		
1. Economic component												
2. Social Component												
3. Land Use, Natural Resource, Environment, Disaster, and Climate Change component												
4. Administration and Security, Public Order component												

Table 2.1a: Table of C/P three-year investment project (on-going project)

No.	Project name	Objective	Location	Output			Fund source	Implementing agency	Duration	Implementing Date		Beneficiary			Level of investment cost (Million Riel)		
				Short Description	Unit	Amount				Start	Complete	Total	Female	1 st year	2 nd year	3 rd year	Total
1. Economic component																	
2. Social Component																	
3. Land Use, Natural Resource, Environment, Disaster, and Climate Change component																	
4. Administration and Security, Public Order component																	

Table 2.1b: Table of C/P three-year investment project (committed project)

No.	Project name	Objective	Location	Output			Fund source	Implementing agency	Duration	Implementing Date		Beneficiary		Level of investment cost (Million Riel)		
				Short Description	Unit	Amount				Start	Complete	Total	Female	1 st year	2 nd year	3 rd year
1. Economic component																
2. Social Component																
3. Land Use, Natural Resource, Environment, Disaster, and Climate Change component																
4. Administration and Security, Public Order component																

Table 2.1c: Table of C/P three-year investment project (uncommitted project)

No.	Project name	Objective	Location	Output			Fund source	Implementing agency	Duration	Implementing Date		Beneficiary	Level of Investment cost (Million Riel)		
				Short Description	Unit	Amount				Start	Complete		Total	Female	1 st year
1. Economic component															
2. Social Component															
3. Land Use, Natural Resource, Environment, Disaster, and Climate Change component															
4. Administration and Security, Public Order component															

Table 2.1d: Investment Project Utilizing Sangkat's budget in Capital

A) Ongoing Investment Project

No.	Project Name or Activity	Location	Planned Output		Estimated Cost (Million Riel)	Beneficiaries		Source of Sponsor
			Unit	Amount		Total	Female	
Economics component								
Socio component								
Natural Resource and Environment Component								
Administration and Security Service Component								
Gender Component								

B) Committed Investment Project

No.	Project Name or Activity	Location	Planned Output		Estimated Cost (Million Riel)	Beneficiaries		Source of Sponsor
			Unit	Amount		Total	Female	
Economics component								
Socio component								
Natural Resource and Environment Component								
Administration and Security Service Component								
Gender Component								

C) Uncommitted Investment Project

No.	Project Name or Activity	Location	Planned Output		Estimated Cost (Million Riel)	Beneficiaries	
			Unit	Amount		Total	Female
Economics component							
Socio component							
Natural Resource and Environment Component							
Administration and Security Service Component							
Gender Component							

Table 2.2: Fund by source

No.	Source of Funding	Amount of Fund	Number of Projects	Implementing Agencies		
				Unit/Agency	Number of Projects	Cost
	Total					

Table 2.3: C/P Investment Project Implementation Workplan

No.	Project name	Objective	Location	Output			Implementing agency	Duration	Implementing Date		Beneficiary		Level of Investment Cost (Million Riel)
				Description	Unit	Amount			Start	Complete	Total	Female	
1.													
2.													
3.													
4.													
5.													

Table 3: M&E

No	Project name	Objective	Location	Plan/ Actual	Output			Duration	Implementing Date		Beneficiary			Level of Investment cost (Million Fiel)			
					Description	Unit	Amount		Start	Complete	Total	Female	1 st Year	2nd Year	3 rd Year	Total	
1.				Plan													
				Actual													
2.				Plan													
				Actual													
3.				Plan													
				Actual													
4.				Plan													
				Actual													
5.				Plan													
				Actual													

Note: "Plan" refers to planning figure and "Actual" is an actual figure for M&E.

Appendix 2: Method for Prioritization

1. Pay-off matrix

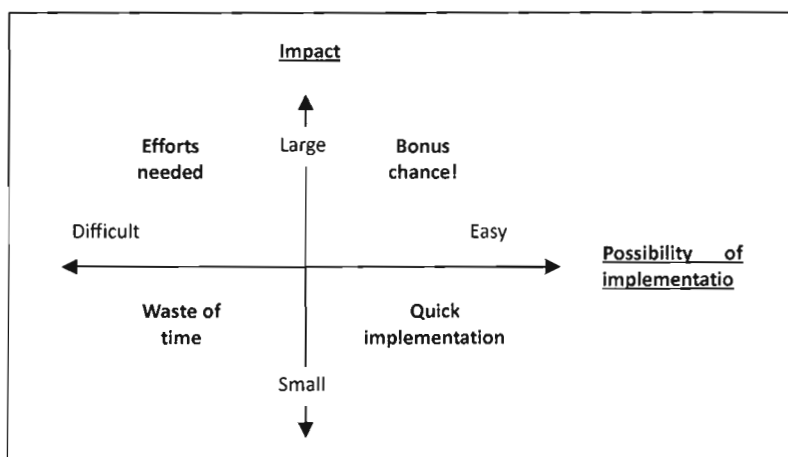
1) Purpose

Pay-off matrix is expected to be used for internal screening and selection of projects in the same sector by each stakeholder.

2) Method

After preparing the table of uncommitted projects by each stakeholder, there should be internal screening process of projects before submission to PWG.

This method shall be used to select project proposal in which the number of project proposal is over the limitation number defined by PWG. This method shall be used in **sub-step 1.2: Instruction meeting for identification and preparation of uncommitted projects.**



Pay-off matrix does not use numbers (e.g. number of beneficiary, cost). However, it does not mean this method is not objective. It could be objective if the stakeholder who uses this method has a plenty of knowledge and experience in the particular sector that it is focusing on.

Note: The intention of using matrix instead of the so called “benefit cost ratio” (Refer to Technical Guideline on Formulation DP in 2010) is that the former can compare the project in a simple method, while the latter does not guarantee the objective judgment.

Indeed, this type of matrix that uses axes (horizontal and vertical axes) is widely used in the business world. It is particularly good for the exercise of brainstorming for internal prioritization and selection by each stakeholder.

Process for Pay-Off Matrix

Several projects are proposed for the same goal (e.g. better quality of education of primary schools). Stakeholders discuss and decide the following points:

- Decide the number of projects to be selected
- Set ceilings on the maximum cost of projects under the same goal in order to limit the total cost of uncommitted projects in CPIP

Two criteria should be used for pay-off matrix: 1) impact and 2) possibility of implementation.

- **“Impact”** can be defined as the level of potential achievement of the goal and objectives. For example, there are the project “A” that creates job opportunities for 100 people and the project “B” that create job opportunities for 50 people. Obviously, the impact of the project “A” is larger than “B”, though the cost factor should be taken into consideration in practice.
- **“Possibility of implementation”** can be defined as the approximate possibility of implementing a particular project from the viewpoints such as financial and technical ones. The construction and operation of “spaceship” is obviously far beyond the financial and technical capacity of the province and has no possibility of implementation.

Each stakeholder discusses and place candidate projects one of the four quadrants based on the judgment in terms of impact and possibility of implementation.

Category	Criteria		Explanation
	Impact	Possibility of implementation	
Bonus chance	Large	Easy	The projects in this category should be implemented as a priority as impact is large and implementation is easy.
Quick implementation	Small	Easy	The project may be considered for implementation as implementation is easy despite the small impact.
Waste of time	Small	Difficult	The projects should be discarded.
Efforts needed	Large	Difficult	The project should be carefully considered in terms of possibility of implementation.

By using two simple criteria, each stakeholder should make internal screening and selection of uncommitted projects in a relatively short time. It is true that pay-off matrix is not a rigid method for comparing and selection. However, this method is suggested as it can be time efficient based on the assumption that each stakeholder has sufficient knowledge and experience in the projects they would like to propose, screen, and select.

2. Scoring method

1) Purpose

Scoring method is expected to use for screening and selecting the candidate projects for the same goal and objective modified to adjust with the previous explanation on scoring method, which may be in the same or different sectors.

2) Method

Scoring method can be used at “**sub-step 1-3 the plenary meeting for screening and selecting the projects**”. Scoring method is suitable to use for project selection in the following situation:

- The number of project is large under the same goal and objectives, but should be selected among them.
- Add number of group project that is under the same goals and objectives

Example of scoring method for selection

<u>Project</u>	Policy Prioritization	<u>Cost</u>	<u>Impact</u>	<u>Feasibility</u>	<u>Total</u>
<u>Project A</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>2</u>	<u>11</u>
<u>Project B</u>	<u>4</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>13</u>
<u>Project C</u>	<u>3</u>	<u>3</u>	<u>5</u>	<u>5</u>	<u>16</u>

Note: Score ranges from 1 (very low) to 5 (very high).

For Cost criteria, score ranges from 1(very high) to 5 (very low)

Process for Scoring Method

PWG prepares a table of candidate projects under the same goal and objectives as shown above.

Stakeholders discuss and choose the criteria and make consensus on the definition of the criteria chosen before start of screening the projects. The number of criteria should be between 3 and 5.

Examples of Criteria

Criteria	Remarks
Urgency	Does this project show the response to urgency from the local needs?
Technical Aspects	Are technical skills available for the project?
Cost	Does the project cost meet the budget?
Policy Prioritization	Does the project meet the prioritization of policy?
Beneficiaries	Does this project benefit a large number of people?
Sustainability	Does the project include the consideration of utilizing project methods/output that can be sustained by the target group?
Gender	Does the project contribute to improve the situation for women?
Environmental Aspects	Is the project free from serious impact to the environment?
Feasibility	Does the project consider the adequate project implementation and supervision arrangements to complete within the project period?

Before starting discussion and scoring, the ceiling on the approximate total cost should be discussed and decided. If there is no ceiling on the total cost of the selected projects under the same goals and objectives, the possibility of implementation becomes lower due to its high total cost.

Each stakeholder gives score to each project. Stakeholders calculate the table and fill out the total. If the total number is same for more than two projects, discuss and decide by comparing two projects.

During the discussion, you have flexibility with changing the size of the projects. For example, you can reduce the cost of a particular project by reducing the number of the beneficiary or reducing the geographical coverage of the project.

Scoring method is a relatively simple method like pay off-matrix. However, as the candidate projects are supported by each stakeholder, it is expected that each stakeholder present argument that support each project with the evidence.

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