

Project Management Arrangement

Launching Workshop on Climate Change Innovation Grants Facility

27 December 2019

Cambodiana Hotel, Phnom Penh, Cambodia

Mr. Peou SEY

CC M&E Officer-CCCA 3

Department of Climate Change

General Secretariat of National Council for Sustainable Development



National Council for Sustainable Development
General Secretariat
Department of Climate Change



Ministry of Environment

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Grants Conditions

- Applicants will be required to prepare a **full Project Proposal** by invitation only (after the Concept Notes **are accepted**).
- Successful applicants who are awarded grants (“**Grantees**”) will receive notification by the GSSD
- A copy of the “**Grant Implementation Guidelines (GIG)**” will be provided- guidance on how to implement grants in accordance with GSSD requirements.



Finalisation of Project Proposal

- The GSSD will perform an **administrative review** of project proposals and by an extensive technical review covering **financial, technical and management aspects** to ensure compliance with the grant facility's requirements, prior to receiving final approval for contracting and funds disbursement
- Proposals approved in principle for funding by the Board



Grant Agreement

- Grant Agreement will be signed between the **Grantee** and **GSSD** upon the project approval by the Board.
- The finalized proposal document will become the “Project Document” and will be annexed to the grant agreement



Visibility

- Grantees will be expected to visibly acknowledge **GSSD** and **CCCA** support on materials produced or purchased as part of the project.
- In addition, grantees are encouraged to take advantage of opportunities to communicate grant results including but not limited to conferences, policy briefings, media interviews and other forms of communications.

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Monitoring, Reporting and Evaluation

- Project must **clearly present** a situation analysis, activities/ workplan, expected outputs/impacts, a strong M&E plan, risk analysis and a realistic budget estimation
- The **system used for project monitoring** (including financial tracking and audit), quality management (including lessons learning and corrective actions) and impact assessment (including disaggregating results by **gender and across different vulnerable groups**); the methods for data collection and analysis and responsible parties for monitoring activities.
- Grantees are responsible to **achieve results** as planned.



Monitoring, Reporting and Evaluation

- Grantees must monitor their own activities and comply with reporting requirements (**quarterly narrative & financial report**).
- Guidance on **alignment** with the national M&E framework for CC will be provided by the GSSD.
- Baseline and end-line surveys/ assessments shall be conducted as **required**.
- The **final report** (GSSD template) must be provided by each grantee at the close of project.

Monitoring, Reporting and Evaluation

- A final external evaluation is mandatory, yet mid-term review (external or internal) is strongly recommended.
- Each project must identify a **project steering committee** (e.g. CC-WG), composed of project stakeholders, to oversee and guide the implementation of the project.
- This committee should meet on a regular basis in order to discuss and resolve any outstanding issues, coordinate operational matters and monitor progress of activities.
- Each grantee should appoint a **Project team** consisting at least of a Project Manager and Project Accountant, as well as any other technical and support staff as deemed necessary to implement the project.



Monitoring, Reporting and Evaluation

- An **inception workshop** should be conducted at the start of the project to officially launch with in-depth briefing to its stakeholders
- A **wrap-up event** should be conducted at the end of the project to analyze the achievements and consolidate lessons learned for further dissemination.
- The GSSD will conduct **monitoring visits** and **spot-checks** during the course of the project, and may also commission its own external evaluation of the projects.
- The GSSD will organize **reflection and learning events** to identify emerging lessons and share the knowledge generated by the implementation of grants.

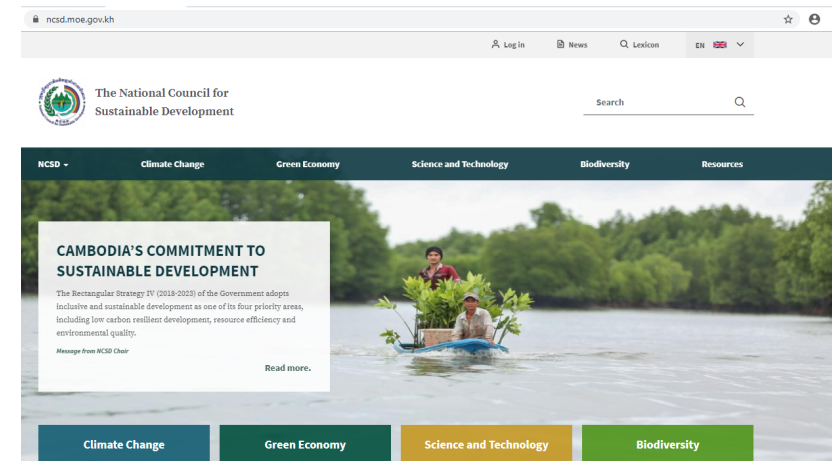
Audit

- The GSSD requires grantees to undergo a **project completion audit** includes certification of the final financial statement by an external independent and certified auditor
- All audit/evaluation costs shall **be included** in the budget.



Transparency and Assistance to Applicants

- The GSSD is committed to providing **up-to-date, accurate and user-friendly guidelines** for applicants and grantees.
- During the review process, application information will **ONLY** be shared with concerned review staff and board members.
- Once project proposals have been approved for funding, information on awarded projects will be posted on the NCSD website www.ncsd.moe.gov.kh



Checklist for Submission (Concept note/Project Proposal)

- Did you consult your partners when preparing the Concept note/Project Proposal? Did all your partners agree to its content , and submit support letters?
- Does your project fully address the priorities identified in the Call for Proposals?
- Have you completed all the sections of the Concept note/Project Proposal using the format provided?
- Did you use the correct font, size and margin settings?

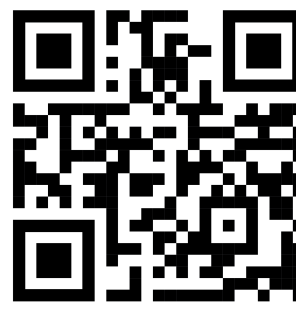
Checklist for Submission (Concept note/Project Proposal)

- Did you strictly respect the guidance on length of the Concept Note (max 8 pages) or Project Proposal (max 15 pages, excluding attachments)?
- Is the total amount requested within the maximum eligible amount?
- Did your organization and your partners fully understand that no indirect costs can be charged to the grant facility?
- Did you prepare all the required attachments?
- Did you prepare a cover letter signed by the head of the applicant?
- Did you copy all the documents you are submitting in USB stick?

Key notices

- Concept Note should be submitted to the Secretariat of GSDD no later than: **22 January 2020**
- For more go to www.ncsd.moe.gov.kh or direct inquiries to email: admin@camclimate.org.kh

Thank you



 <https://ncsd.moe.gov.kh>

