

# WORKSHOP ON GRANTS IMPLEMENTATION FOR THE GRANTEES UNDER CCCA GRANTS WINDOWS 1

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**NCSD GENERAL SECRETARIAT**

**JULY 27, 2015**

**CAMBODIANA HOTEL, PHNOM PENH**

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# Grantees (1/2)

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- **MOEYS:** Mainstream Climate Change in Education – Kampot, K. Chhnang, Svay Rieng, Stung Treng.
- **MOH:** Response to climate sensitive Vectorborne & Water related diseases – PP, Kandal, BTM, SR, MDK, RTK, BTB, K. Thom, K. Cham, T. Kmom, Kratie, Pursat, S. Treng, Takeo, P. Veng, K. Kong, P. Vihea, Sihanouk, Kampot, and K. Speu.
- **MOWA:** Mainstreaming of gender impacts of climate change and disasters in education sector – K. Chhnang, Kampot, Stung Treng and Svay Rieng.

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# Grantees (2/2)

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- **MOWRAM:** Increasing the knowledge of the water cycle in order to reduce vulnerability to Climate Change hazards through an integrated approach – Oddar Meanchey (CK, AV & TP).
- **MPWT:** GHG Emissions Inventory and Mitigation Plan for the Road Transport Sector in Cambodia – Siem Reap City.
- **MRD:** Climate-Proof Integrated Rural Community Development in Kampong Thom Province – K. Thom
- **NCDM:** Living with Disaster Risk and Climate Change Impact in Coastal Area – Kampot & Kep.

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# Bank Account Opening (1/3)

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- Each grantee has to open a dedicated US dollar current bank account to receive Trust Fund disbursements
- After opening the new project bank account, a vendor form should be filled out and sent to the NCSD-GS along with a copy of the bank information issued by the bank.
- Bank account name has to include the name of organization (e.g. Organization/CCCA2/project name)

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# Bank Account Opening (2/3)

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- The current Trust Fund bank account is established at ANZ Royal Bank. Grantees are encouraged to open their project bank account in this same bank, to avoid transfer costs. Transfers to other banks are possible, but transfer costs will be charged to the grantee's account.
- The requirement for a separate bank account may be waived in exceptional cases, when the use of a single bank account is a policy of the grantee, and the capacity assessment conducted by the NCSD-GS has determined that the grantee has adequate capacity to track multiple sources of funds and perform bank reconciliation.

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# Bank Account Opening (3/3)

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- Each grantee shall nominate three authorized signatories for the bank account, with two signatures required to operate the account. Names of authorized signatories and their specimen signatures shall be submitted by the Project Director to the NCSD-GS.
- Any changes shall be notified to NCSD-GS, with signatures of the new authorized signatories.

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# Letter of Agreement (LoA)

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- LoA is the approval of a project proposal by the CCCA Programme Support Board provides the grantee with a mandate to implement the concerned project.
- The subsequent signature of LoA or MoU between the entity in charge of administering the Trust Fund and the grantee constitutes an agreement to implement the specified activities in accordance with the approved work plan and budget.
- The LoA or MoU includes the project proposal, work plan, budget and a schedule of payments.
- Grantee is responsible for mobilizing the required inputs and achieving outputs in full compliance with this contractual agreement (LoA).
- All LoA must be finalized and signed by early of August 2015.

# Project Revisions

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- Changes to the original approved project documents is not encouraged; but
- Certain adjustments may need to be accommodated in order:
  - To achieve the intended results; or
  - To respond to new situations that arise during the implementation.
- Different types of changes to the Project Documents
  1. Changes to the budget;
  2. Changes to the project activities;
  3. Changes to the project personnel; and
  4. Changes to the project duration

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# 1. Changes to the Budget (Within Authorized Variance)

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- Grantees are allowed to manage 15% variance in expenditure under any particular budget line, as long as this variance can be absorbed by other lines under the same Output (i.e. not increasing the total amount budgeted for the Output).
- As long as such variance does not exceed 15%, grantee does not need to request approval from NCSD-GS.

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# 1. Changes to the Budget (Exceeding Authorized Variance)

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- If a change exceeding authorized variance, the grantee is required to send a simple written request to the NCSD-GS outlining the justification for this change accompanied by a revised results-based budget. Written approval from the NCSD-GS is required before the grantee can make this change to the project budget.
- Any changes to the budget will have to be accommodated within the approved budget amount as stated in the grant agreement between the grantee and the NCSD-GS.
- Prior consultations with the NCSD-GS are strongly encouraged.

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## 2. Changes to the project activities (in Scheduling of Activities)

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- If there is a need to change timelines of activities due to delays or any other reasons, the grantee may revise the project work plan (as long as there is no change in the overall project duration) upon consultation with project stakeholders.
- The grantee should inform the NCSD-GS by sending the revised work plan via email with a short explanation on why this change was made.
- If the changes are deemed significant, the NCSD-GS may request more information/justification.

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## 2. Changes to the project activities (Other changes in activities)

- If the grantee identifies a need for adjusting/modifying an activity based on new information or a situation encountered during the project implementation, which requires more than simply rescheduling planned activities, the grantee is requested to seek approval through a revised work plan and results-based budget (Annex PR-1).
- Sufficient explanation on why the change needs to be made and how the activity will change needs to be provided.
- No change can be made to the expected results.
- The modified activity should still contribute to the original expected results.
- Approval from the NCSD-GS is required before the grantee can make this change to the project.

## 2. Changes to the project activities (Results Framework)

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- Substantial changes to results statements are not authorized.
- If there is a need to refine the information contained in the project results framework such as indicators, baseline and targets due to new information or situation encountered, the grantee should provide the revised results framework (highlighting revised parts).
- Approval from the NCSD-GS is required before the grantee can make this change to the project.

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# 3. Changes to Project Personnel

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- If for any reason the core project personnel (e.g. Project Manager/ Coordinator, Accountant, consultants etc..) mentioned in the project proposal need to be replaced due to resignation, non-performance or other reasons, the grantee is requested to inform the NCSD-GS through an official letter, providing reasons for the change and attaching the CV of the replacement identified by the grantee.
- NCSD-GS approval is required before recruitment of the replacement can be finalized.

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# 4. Changes to Project Duration

- In some exceptional cases (such as delay at start or during the implementation), the grantees may request for extension to the project duration at **no-cost (i.e. No-cost extension)**.
- In this case, the grantees should contact the NCSD-GS and discuss the proposed changes.
- A written request will be required for processing no-cost extension, together with an updated results-based budget and work plan.
- As this will require a formal amendment to the grant agreement, the grantee is advised to contact the NCSD-GS at least **3 months** before the expiry date of the agreement in order to allow sufficient time for approval and processing of the amendment.

# Approval from the NCSD-GS

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- Once a request for approval is submitted, the NCSD-GS will review the case and respond to the grantee within 5 working days.
- If more extensive consultations are required before an approval can be granted, the NCSD-GS will inform the grantee to this effect.
- NCSD-GS will communicate to the grantee the result of the review in writing.

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# Communication and Visibility Guidelines

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- *A. Communication Activities*
  - Materials (soft & hard copy)
  - Media (Radio Program)
  - Case Study (text, video, successful stories)
  - Website (link to CCD website)
  - Advance notice to NCSD-GS for key events
- *B. Visibility*
  - Information and Communication Design
  - Trust Fund logo must be featured on project sites (sign boards, on project-funded fixed assets/equipment (including vehicles), on all communication materials (videos, photos, leaflets, report, website, etc.), during project events (sign boards/banner).

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# Grievance Mechanism

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- Where there are Affected Communities, the project will establish a grievance mechanism to receive and facilitate resolution of Affected Communities' concerns and grievances about the client's environmental and social performance.
- Grantees should inform affected communities of how they can complain (who to contact, with contact details)
- Affected communities should know that if their complaints are not solved by the project they can contact CCCA ([secretariat@camclimate.org.kh](mailto:secretariat@camclimate.org.kh) or at 023-640-3833)
- CCCA team will check during monitoring visits that affected communities have this information.

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# Reminder on next steps for grantees

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- All grantees should have received an LoA or MoU signed by NCSD-GS for their co-signature – Early of August
- Open bank account / first disbursement request – Mid August
- Launch of project staff recruitment – End of August

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# Thank you

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