



ADB Loan 8271-CAM (SCF) / 3007-CAM (SF)
ADB Grant 0350-CAM (SCF)



**CLIMATE RESILIENT RICE
COMMERCIALIZATION SECTOR
DEVELOPMENT PROGRAM**

PIC MONTHLY REPORT

October 2016

**MEF/PMO
11/25/2016**

ACRONYMS AND ABBREVIATIONS

AC	Agricultural Cooperative
ADB	Asian Development Bank
CALMIS	Commune Agro-ecosystems Analysis and Land-use Management Information System
CARDI	Cambodia Agricultural Research and Development Institute
CARM	Cambodia Resident Mission
CLUP	Commune Land Use Planning
DTL	Deputy Team Leader
ECCE	Environment and Climate Change Expert
FS	Feasibility Study
GDA	General Directorate of Agriculture
IIED	International Institute for Environment and Development
ISS	Implementation Support Specialist
JICA	Japan International Cooperation Agency
MAFF	Ministry of Agriculture, Forestry and Fisheries
MLMUPC	Ministry of Land Management, Urban Planning and Construction
MOH	Ministry of Health
MOWRAM	Ministry of Water Resources and Meteorology
NIO	National Implementation Office
PIC	Project Implementation Consultant
PIO	Provincial Implementation Office
PMO	Program Management Office
SNEC	Supreme National Economic Council
TIP	Technology Implementation Procedures
TL	Team Leader

A. INTRODUCTION

1. The main achievements were as follows:
 - ✓ Assistance was provided with the preparation of the TORs for all new positions that were identified in the Aide Memoire.
 - ✓ Following video conference with ADB Manila, work commenced on the construction of a new results monitoring framework for GAFSP following the revised format that has been adopted.
 - ✓ Following the recommendation in the Aide Memoire there was a meeting with the MAFF/NIO Project Director and Project Coordinator to revise the wording of the remaining nine policy conditions.
 - ✓ Discussions took place with the design team for the new JICA project to support rice seed production.
 - ✓ Work commenced on the revision of the PAM with the task being carried over into November and December with a view to completion by the year end.
 - ✓ The preparation of the Q3 progress report commenced.
 - ✓ PIC members attended the MAFF/NIO Monthly Coordination Meeting.
 - ✓ A draft Concept Note was prepared describing the procedure for the implementation of the PPP models and the selection of rice millers to participant.
 - ✓ PIC team joined a discussion with the MAFF/NIO team on the Rice Seed Action Plan and the concept of establishing modern seed processing centres for each target province located at the PDA agriculture station with seed drying facilities established for each Agricultural Cooperative (AC).
 - ✓ Field visit was made to KPT province to visit Balang agriculture station and to five ACs to discuss their existing seed production activities and to assess their existing facilities.
 - ✓ A draft proposal for the proposed study tour of rice mills in Thailand was prepared and submitted to PMO for approval.
 - ✓ A concept note was prepared on the proposed training on post-harvest facilities and also a technical paper was produced on “Strategies for wet paddy management”.
 - ✓ A progress report on the Rice SDP was prepared at the request of the new Senior Minister of the Ministry of Land Management and Urban Construction (MLMUPC).
 - ✓ Training materials were prepared for the GIS training for the PDA staff and the training was delivered in Battambang in last week of the month.
 - ✓ PIC members joined the workshop on rice ecosystem mapping to discuss the classification and mapping standards to apply.
 - ✓ Further support was provided to the web site development and maintenance with a reorganisation of the uploaded material and the creation of a page for the PIC team.
 - ✓ Further data entry of CAEA and Technology Implementation Procedures (TIP) was completed and the Commune Agro-ecosystems Analysis and Land-use Management Information System (CALMIS) database coding and updating functions were verified.
 - ✓ Assistance was provided to the PIO and PDA for the preparation of proposal to support the ACs for extension service delivery improvement.

The ISSs joined the Procurement Training that was conducted by the PMO for the PIO finance staff to assist them with the procurement of laser land levelling services.

2. Further details of the activities of the PIC team members during this month can be found in the attached individual Monthly Reports.

B. PIC MONTHLY TEAM MEETING

3. The PIC Monthly Meeting for October was deferred to next month.

C. ISSUES AND RECOMMENDATIONS

4. Some constraining factors have emerged which can be documented as follows:
- The absence of an ISS in BTB province for the past three months is having a severe impact on the progress of field activities.
 - There is continuing uncertainty regarding the role that the PIC team need to play in supporting the MOWRAM/NIO team with three PIC positions now seemingly irrelevant.
 - The processing of the contract variations following the agreed changes from the last Mission has progressed very slowly due to conflicting advice from ADB on the correct procedures to apply for the new positions that are to be included in the team.
 - The additional vehicle which has been purchase by the PMO and is available for use by the PIC team does not have a driver.

D. INPUT UTILISATION

5. During the month of October 2016, the PIC Team worked for a total of 8.59 months, comprising 1.09 months of international and 7.50 months of national consultant input. The table below shows a summary of the inputs (in person months) during this month:

No.	Name	Designation	Duty Station	Total Input (CV1)	Total Input (CV3)	Utilized to September 2016	Utilized October 2016	Balance
International								
1	David Moles	Team Leader/Bus. Dev. & Commercialization Specialist	SNEC	32.00	34.32	12.45	0.77	19.79
2	Michael Turner	Seed Specialist	MAFF	8.00	6.00	3.18	0.00	2.82
3	Iain Craig	Extension Specialist	MAFF	8.00	6.00	2.86	0.00	3.14
4	Paul Gager	Land Use Planning and GIS Specialist	MLMUPC	8.00	6.00	4.05	0.00	1.95
5	Irene Villapando	MS/Database Specialist	SNEC	9.27	12.00	5.82	0.00	6.18
6	Jock Struthers	Business Financing and Credit Specialist	MAFF	5.00	5.00	2.00	0.00	3.00
7	Colleen McGinn	Gender and Social Specialist	SNEC	5.23	4.00	2.68	0.18	1.14
8	Tony MacDonald	Environment and Climate Change Specialist	SNEC	9.82	10.00	1.59	0.00	8.41
9	Ruben Salgado	Procurement Specialist	SNEC	22.00	16.00	7.77	0.00	8.23
10	Gerard Blondet	PPP Specialist	MAFF	12.00	20.00	5.41	0.00	14.59
11	Francesco Goletti	Policy Development Specialist	MAFF	8.00	8.00	7.18	0.00	0.82
12	Yingyod Yingyuenyong	Post-Harvest Specialist	MAFF	12.00	12.00	5.59	0.14	6.27
Total (International)				141	141.00	62.27	1.09	77.64
National								
1	Leng Sothat	Deputy Team Leader/Seed Certification Specialist	MAFF	54.00	54	19.82	1.00	33.18
2	Phai Sokheng	Rural Infrastructure Expert	MOWRAM	14.45	14.45	3.54	0.00	11.00
3	Sok Moniroth	Marketing Specialist	MAFF	8.00	8.00	0.00	0.00	8.00
4	Ly Kaylane	Community Mobilization Specialist	MOWRAM	8.82	8.82	0.82	0.00	8.00

No.	Name	Designation	Duty Station	Total Input (CV1)	Total Input (CV3)	Utilized to September 2016	Utilized October 2016	Balance
5	Chin Bunlong	Land Use Planning Specialist	MLMUPC	42.00	42.00	15.77	1.00	25.23
6	Pong Limsan	MIS/Database Specialist	SNEC	33.00	33.00	18.41	1.00	13.59
7	Sam Sokhom	Business Finance Advisory Specialist	MAFF	15.00	15.00	1.09	0.00	13.91
8	Up Topseeda	Social and Gender Specialist	SNEC	24.00	24.00	4.77	1.00	18.23
9	Long Sona	Environment and Climate Change Expert	SNEC	27.00	27.00	13.27	0.00	13.73
10	Mel Sophana	Resettlement Specialist	MOWRAM	5.68	5.68	1.68	0.00	4.00
11	Seng Thuy	Business and Commercialisation Specialist	MAFF	57.00	57.00	10.09	0.00	46.91
12	Men Sarom	Policy Development Specialist	MAFF	20.64	20.64	14.00	0.00	6.64
13	Phan Sin	Land Policy Specialist	MAFF	0.00	3.32	0.00	0.00	3.32
14	Pen Vuth	Plant Protection and Phyto-sanitary Specialist	MAFF	0.00	3.32	0.00	1.00	3.32
15	TBD	Implementation Support Specialist - 1	BTB	33.00	33.00	4.23	0.00	27.77
16	Khieu Sam Oeurn	Implementation Support Specialist - 2	KPT	32.00	32.00	10.77	0.73	20.50
17	Sok Chea	Implementation Support Specialist - 3	PVG	33.00	33.00	18.776	0.77	13.45
18	Oeurn Sophat	Post-Harvest Engineering Specialist	MAFF	12.00	12.00	10.59	1.00	0.41
Total (National)				422.00	422.00	150.95	7.50	263.55

CLIMATE RESILIENT RICE COMMERCIALISATION SECTOR DEVELOPMENT PROGRAM

CONSULTANTS MONTHLY REPORT

Month/Year: October 2016

Name: David Moles

Position: Team Leader

Activity	Location	No. of working days	Dates	Outputs Achieved	Issues/ Recommendations
Revision of ToRs of PIC team following agreements in AM	PMO	2	From 3 to 11	Partly Completed The ToRs for the new positions identified in the AM were prepared. There remains the task of revising the remaining ToRs for the existing positions within the team.	As proposed for the PAM the ToRs for all positions need to be prepared separately both international and national positions.
Conference at ADB on the GAFSP Monitoring Frameworks	ADB/CARM	3	6, 7 & 10	Completed Joined the video-conference with ADB Manila to discuss the GAFSP M&E framework and the Baseline Survey. Revised the ToR for the Baseline Survey to include the Food Security Expert and incorporating other aspects to be covered under CV4. Commenced the preparation of the GAFSP Results Monitoring Reporting Format.	Revised indicators under Tier 2 necessitate considerable adjustment to the PPMS.
Reformulation of the wording of the policy compliance conditions	MAFF/NIO	1	11	Completed Joined meeting with the MAFF/NIO PD and PC to review the wording of the policy conditions and prepared revised version for submission by the PMO to the ADB.	Reformulation of the policy conditions represents a considerable dilution of the original compliance.
Meeting with JICA representatives on the new seed production project	ADB/CARM	1	12	Completed Participated in meeting with ADB, TSSD and JICA to discuss the scope of their new seed production project.	Considerable overlap may exist between the JICA funded activity and TSSD and Rice SDP activities on seed production.
Commencement of Revision of the PAM	PMO	2	12 to 31	On Going Basic layout of the revised PAM completed and completion of specific sections and will continue in November and December with a view to having it completed by the end of 2016.	This is a substantial task and considerable work remains to be done particularly in assembling the ToRs for all counterpart positions.

Activity	Location	No. of working days	Dates	Outputs Achieved	Issues/ Recommendations
Complete preparation of Q3 Progress Report	PMO	4	12 to 31	On Going The formats for the preparation of the report have been prepared and requests sent to all NIOs and OIOs to provide information needed for the complication of the report.	Slow response from the NIOs so far.
Attending the NIO and PIO Monthly Coordination Meetings	NIOs/PIOs	1	28	Completed The PMO organised a national coordination meeting to clarify the PPP approach and there was also discussion of the procedures for the preparation of the 2017 AWPB. The MAFF/NIO Monthly Coordination Meeting was attended on 21 October.	No PIO Coordination Meetings were attended this month.
Providing project management support to the PMO including liaison with ADB	PMO	1	as needed	Completed Project management support was provided to the PMO for various submissions to ABD. A meeting between PMO and NIRAS was attended to discuss CV4 and the mobilisation schedule of consultants for MAFF/NIO. Also drafted letters for submission to ADB for fund reallocations.	-
Preparations for AWPB preparation	PMO	2	18 & 19	Completed Prepared a concept paper for the conduct of the 2017 AWPB Planning Workshops at provincial and national level. Developed the formats for the compilation of the budgets and the activity schedules for completion by each PIO and NIO. Review the MAFF/NIO draft budget plan for 2017.	-
Development of PPP Concept Paper	PMO	2	20 & 21	Completed Concept paper was prepared describing the procedure for the implementation of the PPP models and the selection of rice millers to participate. Drafted advertisement requesting Eols from interested rice millers.	-

CLIMATE RESILIENT RICE COMMERCIALISATION SECTOR DEVELOPMENT PLAN

CONSULTANTS MONTHLY REPORT

Month/Year: October 2016

Name: Yingyod Yingyuenyong

Position: Post-Harvest Specialist

Activity	Location	No. of working days	Dates	Outputs Achieved	Issues / Recommendations
Meeting on drying and storage facilities implementation	GDA	1	4	Completed: - Meeting with Post-harvest team, NIO-Seed on the seed drying and storage facilities implementation.	
Prepared for Thailand study tour	GDA	1	5	Completed: - Prepared proposal for study tour to Thailand.	
Prepared for "Strategy of wet paddy management"	GDA	1	6	Completed: - Prepared concept for the Post-harvest short course training and workshop paper "Strategy of wet paddy management".	

**CLIMATE RESILIENT RICE COMMERCIALISATION SECTOR DEVELOPMENT PLAN
CONSULTANTS MONTHLY REPORT**

Month/Year: October 2016

Name: Leng Sothat

Position: National Seed Certification Specialist

Activity/Location	Location	No of working days	Dates	Outputs achieved	Issues/Recommendations
- Attended meeting with MAFF NIO Technical Team on Seed Action Plan	GDA/MAFF NIO	1	October 4	<ul style="list-style-type: none"> - The meeting between MAFF NIO Technical Team and PICs was conducted to discuss Rice Seed Action Plan following the Agreed Actions of Aide Memoire. - A Concept idea of establishment of a Modern Seed Processing Center for each target province was proposed and agreed among the team members. - There will be a TWO stage of drying seed (1st stage at AC level and 2nd stage at Seed Processing Center. - It is proposed for NIO Technical Team and PICs to visit 3 agricultural stations under PDA in each province. 	
- Field visit to Kampong Thom Province	Kampong Thom	4	October 11,12,13,14	<ul style="list-style-type: none"> - The Team consists of MAFF NIO Technical staff and PICs has study visited PDA and Balang Agricultural station for possible upgrading to a final stage of seed processing activity including drying, cleaning, grading, packaging and certifying. - The Team has met 5 ACs in different districts to discuss the existing seed production activity including post-harvest technology (drying with flat-bed dryer). 	
<ul style="list-style-type: none"> - Assist MAFF NIO in preparing report on assessment of RSPGs/ACs - Consult TL and coordinate with PICs for overall project activities. - Prepare PIC monthly report and time sheet - Prepare PIC Monthly Work Plan 	GDA/MAFF NIO	15	October 3,,5,6,7,10, 17,18,19,20,24, 25,26,27,28,31	<ul style="list-style-type: none"> - Data entry on survey of the 3 provinces is prepared. The report on assessment of RSPGs/ACs has been developed. - The Rice Seed Improvement program discussed and shared. - The overall project activities are daily coordinated and updated. - The project status report shared with TL. - The monthly report and timesheet prepared. - The monthly work plan prepared. 	
- Attend MAFF NIO Monthly Coordination Meeting	GDA/MAFF NIO	1	October 21	<ul style="list-style-type: none"> - The progress of the project activity related to Agriculture shared. 	

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CONSULTANTS MONTHLY REPORT

Month/Year: October 2016

Name: Oeurn Sophath

Position: Post-harvest Engineer Specialist

Activity/Location	Location	No. of working days	Date	Outputs	Issues/Recommendations
Prepared for PIC Monthly Coordination Meeting	PNH/GDA	1	03	Completed: Highlighted some challenges to discuss during meeting.	
Meeting with post-harvest team, NIO to discuss on mobilization of consultant, seed drying and storage facilities implementation	PNH/GDA	1	04	Completed: - Clear instruction of consultant mobilization, - Conduct field visit to study on potential station for upgrading and seed drying and storage facilities establishment.	
Prepare for Thailand study tour for Rice SDP management team	PNH/GDA	1	05	Completed: Prepared a draft proposal for study tour to Thailand.	
Prepare concept note for PH training with NIO team	PNH/GDA	1	06	Completed: Completed a draft of concept note of PH training.	
Finalize draft proposal of study tour proposal to Thailand	PNH/GDA	1	07	Completed: Delivered a draft proposal to team member related for comments.	
Preparation for field visit to KTH	PNH/GDA	1	10	Completed: Travel request completed, questionnaires related to drying activities was developed.	
Field visit to KTH to monitor rice registered seed production; to discuss with Balang Agricultural station on seed production and seed processing activities; to discuss with target agricultural cooperative (ACs) and rice producer groups on seed production and processing; to visit ACs around Rice SDP target to collect information on operation of existing flat-bed dryers.	KTH	4	11-14	Completed: Meeting with KTH PIO, visited Balang Station, visited 6 ACs and one large scale rice mill(Sek Meas). - Station upgrading: need only small investment. - For seed production: need to solve issues on transplanting for registered and certified seed production. - Seed drying and storage plant: It is available for Balang station, but need to study for more detail on cost of investment(land filling, 3 phases cable access, road, source of fuel, etc., - Existing flatbed dryers at ACs: Some not used. It absorb more labour, long time drying, etc. Must to upgrade into inclined bed dryer and also ne design of furnace.	

Activity/Location	Location	No. of working days	Date	Outputs	Issues/Recommendations
Prepare field trip report	PNH/GDA	1	17	Completed: Completed field visit report in word and PPT version.	
Prepared check list for study tour to Thailand	PNH/ADB CARM	1	18	Completed: Check list for study tour to Thailand was developed.	
Prepare concept note for post-harvest training for farmers with NIO post-harvest officer.	PNH/GDA	1	19	Completed: Draft of Concept note prepared.	
Prepare concept ideas for seed processing plant development	PNH/GDA	1	20	Completed: Concept note were drafted.	
MAFF NIO Monthly Coordination meeting	PNH/GDA	1	21	Completed:	
Review and finalize concept note for post-harvest training for farmers.	PNH/GDA	1	24	Completed: Concept note completed.	
Communicate and reconfirm on i	PNH/ SNEC/GDA	1	25	Completed:	
October timesheet, report and November work-plan preparation.	PNH/SNEC/ GDA	1	26	Completed: October timesheet and report completed. November work-plan were drafted.	
MAFF NIO meeting on ABWP	PNH/GDA	1	27	Completed: Some budget line and activities need to be considered for the next meeting.	
Preparation for grain lab and quality analysis training	PNH/GDA	1	28	Completed: Document completed.	
With MAFF NIO Post harvest work for arrangement for study tour to Thailand	PNH/GDA	1	31	Completed: Arrangement and participants confirmed.	

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CONSULTANTS MONTHLY REPORT

Month/Year: October, 2016

Name: Chhun Bunlong

Position: Land Use Planning/Geographic Information System

Activity/Location	Location	No. of working days	Dates	Outputs Achieved	Issues/ Recommendations
-Supported brief progress activity Rice-SDP report for MLMUPC-NIO to Senior Minister. -Consultation with head unit and Manager MLMUPC-NIO on CLUP training activity. -Review and prepare CLUP presentation and Prepare GIS training material	MLMUPC-NIO MAFF-NIO	5	3-7/10/16	-Completed Rice-SDP report progress activity report to Senior Minister one copy. -Proposed CLUP training under processing for submission. -Under preparing document and review CLUP guideline.	
- Prepare GIS training material and print out. -Review CLUP guideline for prepare presentation. -Supported draft CLUP of Standard Request for Proposal (SRFP)	MLMUPC-NIO MAFF-NIO	5	10-14/10/16	-Completed GIS training material and print out for train to PDA staff. - CLUP guideline and presentation under processing. - CLUP Standard Request for Proposal (SRFP) under processing.	
-Join workshop on rice ecosystem mapping and consultation with MAFF-NIO on Rice-ecosystem method. -Support draft CLUP concept note Kh/En.	MLMUPC-NIO MAFF-NIO	5	17-21/10/16	-Identified Rice Ecosystem classification and mapping standard. -Completed first draft for CLUP concept note training and under processing.	
GIS training to Provincial Department Agriculture at Battambang province - GIS training report to PMO and support MLMUPC-NIO checking consultancy short list.	Battambang MLMUPC-NIO	6	24-31/10/16	-Completed GIS training to Provincial Department Agriculture total 20 participations included one woman. -Under processing and checking short list consultancy.	

CLIMATE RESILIENT RICE COMMERCIALISATION SECTOR DEVELOPMENT PLAN

CONSULTANTS MONTHLY REPORT

Month/Year: October/2016

Name: Mrs. Pong Limsan

Position: MIS/Database M & E National Specialist

Activity/Location	Location	No. of working days	Date	Outputs Achieved	Issues/ Recommendations
Update Rice-SDP website for NIO MAFF, Update Rice-SDP website for Pic Pages	GDA and SNEC	6	3-10	Procurement pages for NIO and whole website Rice-SDP. Rice-SDP website for PIC page have been to created. http://www.ricesdp.org/procurement?p=1&cate=1&sub=2 http://www.ricesdp.org/?p=8	
CALMIS database coding and update function on CAEA data entry	SNEC and GDA	4	11-14	CAEA data update data entry	
CALMIS database coding and update function on TIP data entry	SNEC and GDA	5	17-21	TIP data update data entry	
CALMIS database coding and update function on Reporting for CAEA and archive files	SNEC and GDA	5	24-28	CALMIS database coding and update function on Reporting for CAEA and archive files	
CALMIS database coding and update function on Reporting for TIP and archive files	SNEC and GDA	1	31	CALMIS database coding and update function on Reporting for TIP and archive files	

CLIMATE-RESILIENT RICE COMMERCIALISATION SECTOR DEVELOPMENT PROGRAM

CONSULTANTS MONTHLY REPORT

Month/Year: October 2016

Name: SOK Chea

Position: Implementation Support Specialist, Prey Veng

Activity	Location	No. of working days	Dates	Outputs Achieved	Issues/ Recommendations
Prepare Monthly Report for Sept 2016	PVG	1	3	Completed o Report properly prepared and submitted to TL	o
Prepare activities inventory sheet	PVG	1	11	Completed o PIO Activities recorded and sent out to Mang't	o
Support PDA Officer to prepare Associated Initiative Activities	PVG	1	12	Completed o Concept paper of associated initiative guided	o Since the previous two concept papers was not approved by PMO, there is no progress to achieve
Assist PIO to prepare minutes of meeting	PVG	1	13	Completed o Minutes of ADB Mission meeting & other prepared and keeping for further	o N/A
Assisted PIO to review PDA Concept Paper on Agriculture Station	PVG	1	14	Completed o Concept Paper of Agricultural Station drafted	o This proposed paper will be included in PIO AWPB 2017
Field visit to FFS at Kampong Trabek district	PVG	1	17	Completed o FFS activities visited on week 6 session	o Issue: Budget for FFS implementation for 1 st phase may be shortage for next phase
Field visit to FFS at Prash Sdech district	PVG	1	18	Completed o FFS Activities visited on week 6 session	o Issue: Budget for FFS implementation for 1 st phase may be shortage for next phase
Assisted PIO in preparation of Financial Report	PVG	1	19	Completed o PIO Monthly & Quarterly Financial report prepared and submitted to PMO on time	o 2 nd Replenishment for have been made for RGC portion
Discussed with PDA Officer on Associated Initiative Activities	PVG	1	20	Completed o Detail activities for associated initiative instructed	o N/A
Field visit to FFS at Prash Sdech district	PVG	1	21	Completed o FFS activities visited for week 7 session	o Issue: Budget for FFS implementation for 1 st phase may be shortage for next phase
Field visit to FFS at Russey Sanh, Sithor Kandal district	PVG	1	24	Completed o FFS activities visited on week 7 session	o Issue: Budget for FFS implementation for 1 st phase may be shortage for next phase
Discussed with PIO Management of Annual Budget Plan and Workshop	PVG	1	25	Completed o PIO Annual budget briefed to PIO Management o Workshop schedule discussed & agreed (18.11.16) o PIC-ISS is suggested to overall support	o

Activity	Location	No. of working days	Dates	Outputs Achieved	Issues/ Recommendations
Coordinate PIO Director on Study Tour arrangement to Thailand	PVG-PNH	1	26	Completed <ul style="list-style-type: none"> ○ PIO Director study tour consulted and scheduled ○ Documents officially submitted & confirmed 	○ N/A
Took part in Procurement Management Training	PNH	1	27	Completed <ul style="list-style-type: none"> ○ The session attended 	○ Urgent coordination meeting need to be held
Took part in Procurement Management Training	PNH	1	28	Completed <ul style="list-style-type: none"> ○ The session attended 	○ Urgent coordination meeting need to be held
Prepare monthly report, time sheet and work plan	PVG	1	31	Completed <ul style="list-style-type: none"> ○ Report, time sheet work plan prepared & submitted 	○

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CONSULTANTS MONTHLY REPORT

Month/Year: October 2016

Name: KHIEU Sam Oeurn (Mr)

Position: Implementation Support Specialist, Kampong Thom

Activity	Location	No. of working days	Dates	Outputs Achieved	Issues/ Recommendations
Meeting and assisted PIO & PDA to develop proposal to support ACs & Extension	KPT	4	3, 4, 5, 25	Completed: The proposal to support ACs and Extension were submitted to PMO for approval.	-
Assisted PIO to re-check & discuss the progress of finance & expenses	KPT	3	6,7, 24	Completed: Financial documents were well prepared. Project's inventories were well updated.	-
Prepared materials for PIO staff meeting and assisted PIO to conduct monthly staff meeting.	KPT	2	10, 17	Completed: The meeting materials were prepared and the monthly meeting was conducted with good results.	-
Meeting with PIO to discuss about PIO and DIO Reporting	KPT	1	18	The PIO and DIO staff were submitted monthly report by using assigned report formats.	-
Updated progress report of the achievement for PIO and Assisted PIO-PDA to prepare presentation slides for attending NIO-MAFF Monthly Coordination meeting.	KPT	2	19, 20	Completed: The progress report of the achievement for PIO was updated. The presentation slides were prepared.	-
Attended Monthly Meeting at NIO-MAFF and meeting to discuss the preparation of AWPB2017	PP	1	21	Completed: The guidelines for development Annual Workplan and Budget for the year 2017 was introduced and discussed.	-
Writing monthly report and Workplan	KPT	1	26	Completed: Monthly Report and Workplan were made and submitted to PIC Team Leader.	-
Attended Procurement Management Training at SNEC, PNH	PNH	2	27-28	Completed: The training was going well and understanding the procurement management, methods and applications.	-
Writing mission report	KPT	1	31	Completed: The mission and report were successfully completed.	-