



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



**CLIMATE RESILIENT RICE
COMMERCIALIZATION SECTOR
DEVELOPMENT PROGRAM**

PIC MONTHLY REPORT

December 2016

MEF/PMO
11/1/2017

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:
 - ✓ The main activity during the month was the consolidation of the AWPB for 2017 and the PIC team made a major contribution to the finalisation of the plan and facilitated the National Planning Workshop which was held on 10th December. The consolidation included meetings with each of the NIOs to review and revise the budgets and activity plans. This included the preparation of the mobilisation schedule for the PIC team during 2017.
 - ✓ The international Gender and Social Specialist reviewed and provided comment on the land law which was submitted to MAFF/NIO. She also completed a review of the formats for the quarterly reporting of gender activities for inclusion in future quarterly progress reports.
 - ✓ The international Climate Change Expert completed a review of three of the 1st priority sub-projects and provided recommendations for climate resilience in the designs. He also provided a draft tool kit to guide the MOWRAM consultants in the design of future irrigation sub-projects to incorporate climate proofing features.
 - ✓ The data from the surveys which were conducted by the PIOs of the Agricultural Cooperatives/Rice Seed Producer Groups in each province was consolidated and there was found to be much missing information. The national Seed Specialist accompanied the MAFF/NIO team on field visits to each province to meet with representatives of these groups to gather the missing information. Further work was then done to consolidate the information from the surveys into a report that identifies the needs of each group to improve their certified rice production capacity.
 - ✓ The LoAs for supply of Foundation Seed by CARDI and production of Registered Seed by the Agriculture Stations were discussed with the MAFF/NIO team.
 - ✓ The planned establishment of modern seed processing centres in each target province at the agriculture stations was discussed with the MAFF/NIO and technical specifications for the required equipment were developed.
 - ✓ A draft Concept Note for the proposed study tour by rice millers to visit modern milling facilities in Thailand during Q1 to catch the last 2nd season in central Thailand.
 - ✓ The Concept Note on land levelling was revised to incorporate the additional information that had been collected from the meetings with farmers within the sub-project areas.
 - ✓ Training on GIS and the use of GPS technologies was provided to the MAFF/NIO team and GDA staff by the national Land Use Planning/GIS Specialist. The expert also facilitated the CLUP Training Workshop that was conducted in BTB province for provincial DLMUPC.
 - ✓ In each province, there were further meetings to discuss the formulation of the LOAs for engagement with the PDAs for land levelling activity.
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. Introduction

- Opening remarks by Mr David Moles, PIC team leader.
- Introduction: Mr Chea Sophon, ISS-BTB starting the assignments from 12 December 2016 onward.

4. Review previous minute of PIC team meeting:

Participants reviewed on the previous minute of PIC Team Meeting conducted on 28 November 2016 as included:

No.	Topic	Result / Description
1	Rice seed production	- NIO-MAFF plans to implement rice certified seed production at agricultural research stations in respective province and then seed will be distributed to Agricultural Cooperatives (ACs) for multiplications.
2	Laser Land Levelling	- The meeting discussion with PIOs was conducted on 13 th December 2016 with very good results. The concept paper will be reviewed based on the meeting. PIOs will make LoA with PDLMUPC and PDAFF the details will be described in the concept note.
3	Agricultural Research Stations (Improvement)	<ul style="list-style-type: none"> - Prey Veng: The concept paper and business plan of Prey Kandieng Agricultural Station has been prepared now on the way of discussion and revision. - Battambang: NIO-MAFF will do field visit again to Battambang to decide which station should be selected. - Kampong Thom: will support the Balang Agricultural Station, currently this station is supporting by the TSSD Project. Balang Station proposes for construction of Training Center but ADB has not approved yet. - The farmers will do sun-drying of their rice seed before sending to the stations for final processing. The budget support the station varies based on the needs of each station, a higher budget is required to support Prey Kandieng in PVG, less budget for BTB and the lowest budget for Balang station in KPT. During previous Monthly Coordination Meeting, NIO/MAFF asked the PDA liaison officers to make a Master Plan of the Station and submitting to NIO-MAFF, ISSs will follow up the liaison officers about the progress. The budget for purchasing equipment can be taken from output 3 in NIO-MAFF budget allocation.
4	Weather-indexed Crop Insurance Piloted	- Concept paper is under preparation.
5	Annual Workplan and Budget 2017 (AWPB)	<ul style="list-style-type: none"> - The AWPB processes is running well, event has been faced some difficulties with participation process included at Provincial Consultative Workshop at BTB no meeting, KPT was a meeting and not a Workshop, and PVG was well organised workshop which we should apply for next year; and separate meetings were conducted the for NIOs. The National Consultative Workshop conducted on 13 December 2016 with only half day. - The Launching Workshop of AWPB 2017 will be conducted in the first week of January 2017. - The 2016 PIO Provincial Initiative Activities will carry forward to implement in the year 2017. - PIOs prepare LoAs for conducting provincial initiative activities and submitting to PMO and ADB in prior approval, no need any signatures with this prior-review submission. The format of LoA will be applied with same approach for all provinces. Mr David will discuss with Mr Samnang, PMO Financial Specialist about LoA. - The LoA for implementing CAEA will submit to PMO.

5. Time Bound Progress on Agreed Action Plan of ADB Review Mission

The PIC Team Leader showed the table of agreed action plan of ADB Review Mission on 12-27 September 2016 and all participants discussed on the progress up-to-date with time bound as follows:

No	Agreed Action	Result / Description
1	Request for amendment of the requirements relating to Law on Management & Use of Agricultural land and National Action Plan for Land Degradation.	-
2	Draft of Letter of Agreement for engagement of PDA staff for conduct of CAEA submitted to PMO and ADB for No Objection.	- LoA is finalised and sending for ADB prior review. Mr David discussed with Mr Chanthou about this, now LoA of CAEA is approved. The result of CAEA will be used for CLUP activities.
3	Concept Note on CLUP submitted to ADB	- The CLUP concept note has been finalised and submitted to ADB. There were some firms applied. The CLUP activity may be implemented in early next year.
4	Formation of MLMUPC PRC.	-
5	Procurement of motorcycles for MLMUPC.	Under processing by MLMUPC
6	Establish Selection Committee for Rice Millers/PPP Operators.	Has been established by PMO.
	Finalize Concept Note describing selection criteria and objectives of drying and storage facility construction and operation.	<ul style="list-style-type: none"> - Concept note has been drafted. Feasibility consultant will be recruited by NIO-MAFF early next year. Will use the concessional loan which the millers will paid in accordance of the concessional loan conditions. - The meeting was conducted with ADB and agreed that 3 year there will be no payments from rice millers. The loan duration agreed by the bank is for 8 years. The loan size will be about US\$ 3 million. - There is also concern on the procurement of equipment, previously MAFF was responsible to procure equipment, and now the PMO said all equipment will be purchased by rice millers. - Further complication including some of the money from ADB-GAFSP Grant may not approve to use for the concessional loans. - Mr David will circulate the concept note to all participants and requested to diffuse information to PIOs.
	Invitations for EoIs from interested rice millers/PPP operators.	- The concept note almost completed, soon PMO will announce for invitation for express of interest.
	Shortlist of interested rice millers/PPP operators.	-
	Mobilization of FS team to assess the shortlisted millers/operators.	-
Selection Committee approves the ranking and selected rice millers/operators	-	

No	Agreed Action	Result / Description
	Mobilization of DDCS consultants to design paddy storage and drying facilities for selected millers/operators.	-
	PPP contract agreements prepared.	- Dr. Francesco Goletti is urgently needed to work on the concession loan may be working one or two days next month.
	PPP contract agreements signed with millers/operators.	-
	Contracts awarded for construction of paddy drying and storage facilities.	-
7	Revised Concept Note on Laser Land Levelling describing implementation procedures.	- The first draft of concept note is finished and will be finalised by Mr Oeun Sophath by including the LoAs with PDLMUC and PDAFF. PDAWRAM will also involve in the activities at the irrigation subprojects.
8	Proposal and budget for performance based agreement for FWUC formation.	- Currently we have very little money which is allocated about \$US 8,000.00 per province for FWUC formation. KCC has 15,000\$ for FWUC capacity building, so that Mr David will raise this issue to discuss with ADB. The allocated budget for rehabilitation of irrigation schemes is high, if shortage money for supporting FWUCs can make the irrigation structures be not last for longer, which need to find the additional budget to support FWUC formation and other related activities.
9	Proposal and budget for performance based agreement for strengthening agricultural extension services.	- LoAs has been prepared by PIOs, activities will carry forward for next year implementation.
10	Submit request for reallocation to cover feasibility studies of MAFF managed sub-projects	-
11	Assess and prepare an assistance plan for upgrading Prey Veng agriculture station to produce registered seeds, to include in 2017 annual workplan	- The Business Plan of Prey Kandieng Agricultural Station in Prey Veng has been prepared and on the way of revision. NIO-MAFF is going to upgrade and improvement of the existing agricultural stations. There will be LoAs between NIO-MAFF and the station for seed production. Mr David will discuss with Mr Phally, NIO-MAFF to make LoA for rice seed production base on quantity of seed, not base for land areas.
12	Completion of consultations between CARDI and the thee agriculture stations to agree on the supply of Foundation Seed of selected varieties in future years	-
13	Report on assessment of RSPGs/agricultural cooperatives and budget for support to institutional strengthening and improvement of facilities.	-
14	Training program for rice millers on maintenance and improvement of milling machinery.	- Mr Oeun Sophath explained that 30 rice millers will be selected. - NIO-MAFF will conduct the Consultative Workshop with rice millers in first quarter next year. - The training for rice millers will focus on technical parts and marketing. - Mr Seng Thuy explained regarding to the selection of rice miller: need to set up a clear selecting criteria such as operation, management, milling processes, and helping them to make business plan, how to access to micro finances. The training will be not a class room training but focussing more on mentoring and hand-on-training etc... - We need to update the number of rice millers by province. - The small rice mills may be disappear when the program

No	Agreed Action	Result / Description
		promotes big rice mills. Program strategies need to be consider for small rice mills.
15	Study Tour to visit rice milling operations in eastern Thailand for PMO, MAFF/NIO and PIO staff conducted.	- Has been conducted.
16	Study Tour to visit rice milling operations in eastern Thailand for rice millers conducted.	- There will be a Study Tour to Thailand for rice millers. Mr Yinyod and Mr Dina, NIO-MAFF is writing the concept paper.
17	PMO will submit a contract variation for PIC team to ADB for no objection.	- Ms Kunny is revising again for CV4 of the consultants. - Mr David prepared the table for the use of Consultant's team showed to PMO, H.E Sopheak agreed with the prepared table of consultant's inputs by quarterly basic. Based on the National Consultative Workshop on AWPB 2017 yesterday (13 Dec), PMO asked Mr David to prepare the inputs of consultants' team and submitting to NIOs for their comments and review in quarterly basic after that NIOs will submit to PMO for approval.
18	Baseline Survey Final Report completed.	- The baseline Survey has not start yet
19	Organization of meeting of the Rice SDP Steering Committee.	-
20	Preparation of draft AWPB for 2017 through national planning workshop completed.	-
21	Procure replacement batteries for laptops procured by the PMO for the PIOs.	-
22	Incorporation of all gender related indicators from the DMF in all future quarterly progress reports.	- The International Gender Specialist explained the gender mainstreaming into the program's activities which is indicated at least 40% of women participation. Should start thinking and create the connection with schools, NGOs and vocational training centres that trained many people at the communities to link with Rice-SDP program.

6. Any Other Business:

- The coordination between the NIOs and PIOs is not going well and some NIO missions are not informed to the PIOs and even the reports have not been shared.
- Next week (19-23 Dec): NIO-MAFF and Mr Leng Sothat will go to the provinces for meeting with PIO and Agricultural Cooperative (AC) members (2 person per AC) to discuss and clarification on the data of Farmer Field School (FFS) Assessment. The budget will be taken from NIO-MAFF budget allocation, now waiting for the approval from Mr Chan Saruth.
- Field mission of ISS within province: There is no more budget left for purchasing motorcycles. The meeting agreed that when there is mission to the fields, ISS can use PIO's car, and there are two options if the PIO's car is not available- (i) renting transportation: ISS can claim for transportation cost by submitting the invoices with the approved travel request to Mr Serey / Mr David. Before field mission, travel request need to be made by ISS and submitted to Mr David and PIO for approval; (ii) Use PIC

car: if necessary, Mr David can send PIC's car from Phnom Penh to the province for the field mission of ISS.

- Next PIC Monthly Team Meeting will be on **Thursday, 26 January 2017**.

C. ISSUES AND RECOMMENDATIONS

7. Some constraining factors have emerged which can be documented as follows:
 - The additional vehicle which has been purchase by the PMO and was to be available for use by the PIC team has been reassigned.
 - Continuing uncertainty regarding the future mobilisation schedules in 2017 is adversely affecting the PIC performance. There is a need for clear information to be provided by the PMO on the future of the PIC contract.

D. INPUT UTILISATION

8. During the month of December 2017, the PIC Team worked for a total of 7.05 months, comprising 1.73 months of international and 5.32 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 November 2016	Utilized December 2016	Balance
International								
1	David Moles	Team Leader/Bus. Dev. & Commercialization Specialist	SNEC	32.00	34.32	14.05	0.55	19.72
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	2.91	0.23	0.86
8	Tony MacDonald	Environment and Climate Change Specialist	SNEC	9.82	10.00	1.59	0.82	7.59
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	6.14	0.14	5.73
Total (International)				141	141.00	64.64	1.73	74.64
National								
1	Leng Sothat	Seed Certification Specialist	MAFF	54.00	54	21.82	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 November 2016	Utilized December 2016	Balance
5	Chin Bunlong	Land Use Planning Specialist	MLMUPC	42.00	42.00	17.77	1.00	25.23
6	Pong Limsan	MIS/Database Specialist	SNEC	33.00	33.00	19.41	0.00	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	6.78	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	1.68	3.32
15	TBD	Implementation Support Specialist - 1	BTB	33.00	33.00	5.23	0.00	27.77
16	Khieu Sam Oeurn	Implementation Support Specialist - 2	KPT	32.00	32.00	12.41	0.91	20.50
17	Sok Chea	Implementation Support Specialist - 3	PVG	33.00	33.00	20.55	1.00	13.45
18	Oeurn Sophat	Post-Harvest Engineering Specialist	MAFF	12.00	12.00	12.00	1.00	0.41
Total (National)				422.00	422.00	169.77	5.32	252.23

CLIMATE RESILIENT RICE COMMERCIALISATION SECTOR DEVELOPMENT PROGRAM

CONSULTANTS MONTHLY REPORT

Month/Year: December 2016

Name: David Moles

Position: Team Leader

Activity	Location	No. of working days	Dates	Outputs Achieved	Issues/ Recommendations
Consolidation of AWPB 2017	PMO	5	Between 1 & 16 (an additional work during leave break)	Completed Assistance was provided to the PMO for facilitation of the National Planning Workshop. Final consolidation of the AWPB document including the narrative descriptions was completed, including the activity schedules and budgets and submitted to PMO for review before sending to ADB/CARM for no objection. The PIC mobilisation schedule for 2017 was agreed as part of the AWPB.	PIC working schedule for 2017 that was prepared will be only indicative and subject to review on a monthly basis so that consultants are no longer assured of when they will be working.
Preparation of November PIC Monthly report and PIC Monthly Meeting	PMO	2	1 & 5	Completed PIC Monthly Report was prepared and uploaded to Rice SDP website	-
Revision of ToRs for all PIC team members for inclusion in the PAM	PMO	2		Partly Completed Some further work was done on updating the ToRs for all PIC team for review by the PMO, NIOs and PIOs.	-
Attending NIO and PIOs Monthly Coordination meetings (as needed)	Various	2	Between 1 & 16	Not Completed There were no Monthly Coordination Meetings in first half of the month.	-
Preparation of program and arrangements for the National Launching Workshop	PMO	1	15	Completed Some arrangements were made for the workshop but no date was decided because of the delayed submission of the AWPB.	-

CLIMATE RESILIENT RICE COMMERCIALISATION SECTOR DEVELOPMENT PROGRAM

CONSULTANTS MONTHLY REPORT

Month/Year: November 2016

Name: Colleen McGinn

Position: GSS Specialist

Activity	Location	No. of working days	Dates	Outputs Achieved	Issues/ Recommendations
<ul style="list-style-type: none"> • Reporting • Review and comment on land law in depth • Prepare memo on land law for MAFF • Prepare memo on GSS policy for ADB • Review documents, notes, templates from Seda and prepare for Q4 quarterly report • Update GSS training plan • Participate in Annual Workplan meeting and present on GSS • Key meetings: ADB, RICE, Team Leader, Seda (National GSS Specialist) 	Phnom Penh	4	December 2016	<ul style="list-style-type: none"> • Memo for ADB on GSS Policy • Memo for MAFF on land law • Presentation on GSS at Annual Workplan Meeting • Update GSS Training Plan 	

CLIMATE RESILIENT RICE COMMERCIALISATION SECTOR DEVELOPMENT PROGRAM

CONSULTANTS MONTHLY REPORT

Month/Year: December 2016

Name: A.G. Tony McDonald

Position: Climate Change Specialist

Activity/Location	Location	No. of working days	Dates	Outputs Achieved	Issues/ Recommendations
Meetings with KCC at MOWRAM Office,	Phnom Penh	17	1/12 – 23/12	Preparation and completion of report regarding strengthening sub-projects for climate change resilience.	Next inputs I spend greater time in the field per project.
Travel: PNH - MEB		1	24 December 2016		

CLIMATE RESILIENT RICE COMMERCIALISATION SECTOR DEVELOPMENT PLAN

CONSULTANTS MONTHLY REPORT

Month/Year: December 2016

Name: Leng Sothat

Position: National Seed Certification Specialist

Activity/Location	Location	No of working days	Dates	Outputs achieved	Issues/Recommendations
<ul style="list-style-type: none"> - Assist MAFF NIO in preparing report on assessment of RSPGs/ACs. - Attend MAFF NIO meeting to discuss the LOAs - Attend MAFF NIO meeting with CARDI - Consult TL and coordinate with PICs for project activities related to agriculture. 	GDA/MAFF NIO	10	December 1,2,5,6,7, 8,9,12,15,16,	<ul style="list-style-type: none"> - The keys finding from the Assessment are to know the Seed Production Capacity, Annual Registered Seed requirement by ACs/RSPGs and the needs of Foundation Seed for Agricultural Station of each target province. - A draft summary report has been developed and shared to stakeholders - The 4 LOAs (Foundation Seed, Registered Seed, Certified Seed and LOA on FFS have been reviewed and discussed. - The LOA on Foundation Seed Requirement discussed. - 300 kg of 3 foundation seed varieties (Phkar Rumdoul 240kg, Damneub Sbay Mongkul 30kg and CAR 15 30kg) were proposed to make a contract between MAFF NIO and CARDI for 2017. - The Concept idea of establishment of a Modern Seed Processing Centre for each target province was proposed and agreed among the team members. 	

Activity/Location	Location	No of working days	Dates	Outputs achieved	Issues/Recommendations
<ul style="list-style-type: none"> - Prepare PIC monthly report and time sheet - Prepare work plan for next month 				<ul style="list-style-type: none"> - The proposed upgrading of three Provincial Agriculture Stations was discussed and confirmed by PIOs except BTB will need to decide which station to be upgraded. - MAFF NIO will visit and discuss with BTB PDAFF team on that issue. - Monthly Report and timesheet was prepared. - Work Plan for January 2017 prepared. 	
<ul style="list-style-type: none"> - Attend National Consultation Workshop for AWPB 2017 	SNEC	1	December 13	<ul style="list-style-type: none"> - AWPB 2017 of EA and IAs shared and discussed for consolidation. - PIC to submit consultant input plan quarterly to get approval from NIOs and PMO. 	
<ul style="list-style-type: none"> - Field Visit to BTB, KPT and PVG 	BTB, KPT, PVG	5	December 19,20,21,22,23	<ul style="list-style-type: none"> - Two representatives from each AC in target provinces were invited for meeting at PDAFF meeting room facilitated by PDAFF Liaison Officer with participation of Director/ Manager and Implementation Support Specialist of each PIO. - Assessment of ACs/RSPGs in 3 target provinces has been reviewed and clarified the missing data. 	
<ul style="list-style-type: none"> - Prepare report on Seed production requirement based on Assessment of ACs/RSPGs 	GDA/MAFF NIO	5	December 26,27,28,29,30	<ul style="list-style-type: none"> - The information gathering from field work was analysed and proposed further action. - Rice Seed requirement and proposed support to ACs/RSPGs developed and included in AWPB for 2017. 	
<ul style="list-style-type: none"> - Attend PIC Monthly meeting 	SNEC	1	December 14	<ul style="list-style-type: none"> - The project status shared and updated. 	

CLIMATE RESILIENT RICE COMMERCIALISATION SECTOR DEVELOPMENT PROGRAM

CONSULTANTS MONTHLY REPORT

Month/Year: December 2016

Name: Oeurn Sophath

Position: Post-harvest Engineer Specialist

Activity/Location	Location	No. of working days	Date	Outputs	Issues/Recommendations
Prepare work-plan for December 2016. Review AWBP fro 2017 for National Workshop.	PNH/GDA	1	12	Completed: December workplan completed. 2017 AWBP was reviewed by focusing on Post harvest activities and laser land levelling.	
2017 AWBP National Workshop	PNH/SNEC	1	13	Completed: Participated National Workshop on 2017 AWBP	
PIC Monthly Coordination Meeting. Prepare concept note for study tour to Thailand for rice miller/exporters.	PNH/SNEC	3	14-16	Completed: Progress of activities was reviewed and next activity plan was discussed and assigned. Completed a draft concept note on Study tour to Thailand for rice millers/exporters for future discussion.	
With pre and post harvest officer discussed on draft of concept note for study tour to Thailand for rice millers/exporters	PNH/GDA	1	26	Completed: A draft concept note was finalized.	
Meeting among post harvest specialists to discuss and prepare activity plan for January 2017.	PNH/GDA	1	27	Completed: January 2017 work-plan were drafted.	
Work on revision of concept note of laser land levelling.	PNH/GDA	3	28-30	Completed: The revised concept note was completed and circulate to Pre and post harvest officers for review and comment.	

CLIMATE RESILIENT RICE COMMERCIALISATION SECTOR DEVELOPMENT PROGRAM**CONSULTANTS MONTHLY REPORT****Month/Year: December, 2016****Name: Chhun Bunlong****Position: Land Use Planning/Geographic Information System**

Activity/Location	Location	No. of working days	Dates	Outputs Achieved	Issues/ Recommendations
GIS trainer to MAFF-NIO and GDA staff	MAFF-NIO	2	1-2	-Completed GIS training and 13 participants received GIS tool.	
Develop GPS/GIS training material	MAFF-NIO	2	12-13	-Under processing GPS/GIS material	
GPS/GIS trainer to MAFF-NIO & GDA staff	MAFF-NIO	3	20-22	-Completed GPS/GIS lecture and training to 13 participants.	
Traveling to Battambang province Presenter CLUP training workshop in Battambang province and travel back to Phnom Penh support workshop report for MLMUPC-NIO	BTB	4	26-29	-Completed CLUP training workshop one time 65 participants.	

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

Month/Year: December/2016

Name: Mrs. Pong Limsan

Position: MIS/Database National Specialist

Activity/Location	Location	No. of working days	Dates	Outputs Achieved	Issues/ Recommendations
CALMIS database coding and update .function on CAEA data entry. Local testing and coding verification. Prepare plan for CLUP database flow Develop work plan for GDA and MLMUPC, CALMIS and PPMS 2017	SNEC, GDA, MLMUP	2	1-2,Dec 2016	CALMIS database coding and update function on CAEA data entry, Data verification. Work plan for CLUP, CALMIS and PPMS 2017 a	
CALMIS database coding and update function on TIP data entry. Local testing with report extract. Data verification on TIP	SNEC, GDA, MLMUPC	5	5-9, Dec 2016	CALMIS database coding and update function on TIP data entry. Data verification	
CALMIS database coding and update function on Reporting for CAEA and archive files. Local testing on archive files storing with difference type of files such as picture, word, pdf, power point excel, etc. PIC Monthly Meeting	SNEC, GDA, MLMUPC	5	12-16, Dec 2016	CALMIS database coding and update function on Reporting for CAEA and archive files. Local testing on archive files storing with difference type of files such as picture, word, pdf, power point excel, etc. upload and download testing to the system PIC Monthly Meeting	
CALMIS database coding and update function on Reporting for CAEA and archive files. Local testing on GIS online application for storage commune, district, village, provinces thought map	SNEC, GDA, MLMUPC MOWRAM	5	19-23,Dec 2016	GIS online testing for display target commune on database web-based by Google earth.	

Activity/Location	Location	No. of working days	Dates	Outputs Achieved	Issues/ Recommendations
CALMIS database coding and update function on Reporting for CAEA and CLUP for view result from database.	SNEC	5	26-30, Dec 2016	Report coding for view and extract data from the system.	
Total working days		22			

CLIMATE-RESILIENT RICE COMMERCIALISATION SECTOR DEVELOPMENT PROGRAM

CONSULTANTS MONTHLY REPORT

Month/Year: December 2016

Name: SOK Chea

Position: Implementation Support Specialist, Prey Veng

Activity	Location	No. of working days	Dates	Outputs Achieved	Issues/ Recommendations
Support PDWRAM Officer to prepare Activities Plan 2017	PVG	1	1	Completed o 2017 activity plan consulted and drafted	o
Consulted with PIO Director on Financial Issues	PVG	1	2	Completed o Issues raised & consulted for further solution	o Some disbursements late
Consulted with PIO Management on 2017 AWPB	PVG	1	5	Completed o 2017 AWPB consulted and tracked	o Budget Allocation is not fit to the reality of activity such as FWUC formulation
Support PDAFF Officer to prepare Activities Plan 2017	PVG	1	6	Completed o 2017 activity plan consulted and drafted	o
Assist PIO to prepare Concept Paper (Associated.)	PVG	1	7	Completed o Associated Initiative paper prepared	o
Supported PIO to prepare minutes of meeting	PVG	1	8	Completed o Minutes properly prepared and documenting	o
Assisted PIO to prepare Asset Register 2016	PVG	1	9	Completed o Asset Registered and officially countersigned	o
Prepare 2017 AWPB 2016 for Consultative meeting at PMO Travel to Phnom Penh	PVG-PNH	1	12	Completed o PIO 2017 AWPB drafted for consultative meeting o Destination reached	o
Attend meeting with PMO on 2017 AWPB and Discussion meeting on LLL	PVG	1	13	Completed o Meeting attended, issues raised and advised o LLL Assignment shared experiences with PIOs	o
Attended PIC Team meeting Return from PNH to PVG	PNH-PVG	1	14	Completed o Meeting took part in issues stated and reported	o

Activity	Location	No. of working days	Dates	Outputs Achieved	Issues/ Recommendations
Assisted PIO to prepared Associated Initiative docs	PVG	2	15, 16	Completed ○ Associated docs finalized and submitted	○
Supported PIO to finalize 2017 AWPB	PVG	1	19	Completed ○ 2017 AWPB revised and finalized for launching WS	○
Coordinated PIO to organize & joined IRC Mission to PVG	PVG	2	20, 21	Completed ○ IRC well organized, irrigation sites visited	○ Resettlement might issue at Chamkar Kouy sub, since Along Char might not.
Coordinated Meeting between IRC and provincial team	PVG	1	22	Completed ○ Meeting well arranged, 51 pers (07) participated	○ Instruction meeting on DMS have been conducted on Dec 26, 2016 at PIO, field work started on Dec 27
Assist PIO in preparation of minute meeting with IRC	PVG	1	23	Completed ○ Minute prepared and submitted for countersigned	○

CLIMATE RESILIENT RICE COMMERCIALISATION SECTOR DEVELOPMENT PROGRAM

CONSULTANTS MONTHLY REPORT

Month/Year: **December 2016**

Name: KHIEU Sam Oeurn (Mr)

Position: Implementation Support Specialist, Kampong Thom

Activity	Location	No. of working days	Dates	Outputs Achieved	Issues/ Recommendations
Assisted PIO to review financial report and other expenditures	KPT	2	1, 2	Completed: Financial reports were reviewed and entered into accounting system	-
Updated table of daily project activity inventory	KPT	2	5, 7	Completed: The daily record table of activity inventory was updated	-
Meeting PDLMUPC & PDA to discuss LoA activities of land levelling	KPT	1	8	Completed: The meeting was successfully conducted with outline activities in LoA of PDLMUPC and PDA were identified	-
Updated Progress Report for PIO Program Manager	KPT	2	9, 10	Completed: The PIO Progress Report was updated and available at PIO Office	-
Attended National Workshop on AWPB 2017, Orientation Meeting to the new ISS-BTB and PIC Team and Meeting with PIOs on Laser Land Levelling at Phnom Penh	KPT-PNH	4	12, 13, 14, 15	Completed: The workshop and meetings were successfully completed and the mission report was made and available	-
Meeting PIO and Reviewed PIO-KPT AWPB 2017 base on comments from National Workshop	KPT	1	16	Completed: The AWPB 2017 of PIO-KPT was reviewed and submitted to PMO / PIC Team Leader	-
Wrote minute PIC Team & PIOs meeting on land levelling	KPT	1	19	Completed: The minute of meetings were made and available at PIC and PIO offices	-
Meeting discussion and developed draft LoA of PIO and PDLMUPC for 2017 land levelling	KPT	4	20, 22, 23, 30	Completed: The draft of LoA between PIO and PDLMUPC was made and available at PIO office	-
Attended meeting with NIO-MAFF, PIO, Agricultural Cooperatives (ACs) & PIC Rice Seed	KPT	1	21	Completed: The meeting was successfully completed	

Activity	Location	No. of working days	Dates	Outputs Achieved	Issues/ Recommendations
Specialist to discuss on the Assessment Data of Farmer Field Schools (FFSs)					
Meeting discussion and developed draft LoA of PIO and PDAFF for 2017 land levelling	KPT	3	26, 27, 28	Completed: The draft of LoA between PIO and PDAFF was made and available at PIO office	-
Writing monthly report and workplan and submission to PIC Team Leader	KPT	1	29	Completed: Monthly report and workplan were made and submission to PIC team leader	-
Total		22			