

Adaptation Fund Project

Climate Change Adaptation through small-scale and protective infrastructure interventions in coastal settlement of Cambodia

INCEPTION WORKSHOP REPORT

26 August 2021



Executive Summary

The “Climate Change Adaptation through protective small-scale infrastructure interventions in coastal settlements of Cambodia” project has been secured funding from the Adaptation Fund to implement in the two coastal provinces (Kep and Preah Sihanouk) for 4 years with the main purpose of enhancing climate change adaptation and resilience of the most vulnerable coastal human settlements of Cambodia through concrete adaptation actions, particularly in areas where eco-tourism has the potential to sustain such interventions.

Following Covid-19 restriction, the workshop has been successfully organized in both virtual and physical participation on 26 August 2021 and was attended by around 60 participants. The inception workshop report presents a summary of official kick-off activity of the project which basically disseminates key project information followed by feedbacks and discussions with relevant actors on the project modality, substantive scope of the project, roles and responsibilities of various stakeholders in the upcoming project implementation activities.

The attendees are well informed and actively discussed about the project background, climate change impact situation in the target area, project information, outputs, outcomes, activity plan, resource allocation, and the way forward to collaborate and work together to implement this innovative project in order to sustainably build local community’s resilience to the climate change. The legal and required documents and procedure for implementation were also explained to enable the full acknowledgement and compliance of Adaptation Fund and UN-Habitat requirements, particularly on environmental, social, and gender policies, knowledge management, advocacy, and communication strategy. The workshop was overwhelmed with participants’ appreciation on the project interventions which were well consulted in the project design, and the reassessment of the situation will be needed when the implementation is started.

List of Abbreviation

CCCA	Cambodia Climate Change Alliance
DCC	Department of Climate Change
GGGI	Global Green Growth Institute
MAFF	Ministry of Agriculture, Forestry, and Fisheries
MoE	Ministry of Environment of Cambodia
MoWRAM	Ministry of Water Resource Management and Meteorology
MPWT	Ministry of Public Work and Transport
MoP	Ministry of Planning
MoYES	Ministry of Education, Youth, and Sport
MRD	Ministry of Rural Development
MLMUPC	Ministry of Land Management, Urban Planning, and Construction
MOH	Ministry of Health
MoT	Ministry of Tourism
MoWA	Ministry of Women Affair
NCSD	National Council for Sustainable Development
NCDD	National Committee for Sub-National Democratic Development
PNCA	Prek Leap National College of Agriculture
PMC	Project Management Committee

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I. Project Overview

I.1. Background and Brief Situation Analysis

In recent years, the Kingdom of Cambodia was among the countries most affected by extreme weather events in the Asia Pacific region.¹ Cambodia constantly ranks among the most vulnerable countries in the world according to the annually published Climate Risk Index², as well as the Climate Change Vulnerability Index³. Between 1991 and 2014, extreme hazards, floods and storms led to the deaths of over 1500 people⁴ and caused economic losses amounting to more than US\$235 million. Figures show that the country's vulnerability to extreme weather events such as floods, and cyclones cause most losses in terms of both mortality and economic losses.⁵

In addition, there is growing risk that severe weather events will impact Cambodia. Climate Change therefore makes it more and more difficult for Cambodia to continue achieving its main national development priority, which is to significantly reduce poverty rates while simultaneously fostering economic growth at a yearly rate of seven per cent, as outlined in its National Strategic Development Plan (NSDP) 2014-2018.⁶ And although Cambodia managed to graduate from the status of low income country to lower-middle income country in 2016⁷ as intended by its NSDP⁸, the uncertainty and intricacy of increasing climate change risks and threats significantly hampers economic growth and development potential in the future.⁹

Cambodia's vulnerability stems from its geography, which exposes it to multiple hazards, and it's severely limited adaptive capacity in its physical infrastructure and institutions, stemming from limited financial, technical and human resources.¹⁰ Coastal zones, as well as nationwide infrastructure are amongst the most affected in the country.¹¹ This also affects the fast-growing tourism sector, especially in coastal areas, on which the economy increasingly relies. Rising sea levels can potentially impact coastal systems in multiple ways, including flood and storm damage, inundation, loss of wetlands, erosion, saltwater intrusion, and rising water tables.¹²

1 Global Climate Risk Index, 2015. Online at <https://germanwatch.org/en/9531>

2 Global Climate Risk Index, 2016, p. 23. Online at <https://germanwatch.org/fr/download/13503.pdf>

3 Climate Change and Environmental Risk Atlas 2015. Online at <https://maplecroft.com/portfolio/new-analysis/2014/10/29/climate-change-and-lack-food-security-multiply-risks-conflict-and-civil-unrest-32-countries-maplecroft/>

4 Global Climate Risk Index, 2016, p. 23, online at <https://germanwatch.org/fr/download/13503.pdf>. UNISDR Global Risk Assessment 2017, online at <http://www.preventionweb.net/countries/khm/data/>. The International Disaster Database (EM-DAT), 2017, online at http://www.emdat.be/country_profile/index.html

5 Index for Risk Management (INFORM) Country Risk profile for Cambodia, 2017. Online at <http://www.inform-index.org/Countries/Country-profiles/iso3/KHM>

6 National Strategic Development Plan 2014-2018, p. 4. Online at <http://www.mop.gov.kh/LinkClick.aspx?fileticket=XOvSGmpl4tE%3d&tabid=216&mid=705>

7 The World Bank, 2017. Online at <http://data.worldbank.org/?locations=KH-XN>

8 National Strategic Development Plan 2014-2018, p. 4.

9 Cambodia Climate Change Strategic Plan 2014-2023, p. xv. Online at <http://www.bb.undp.org/content/dam/cambodia/docs/EnvEnergy/CCCAProjects/Cambodia%20climate%20change%20strategic%20plan%202014-2023.pdf>

10 INFORM Country Risk profile for Cambodia, 2017. Online at <http://www.inform-index.org/Countries/Country-profiles/iso3/KHM>

11 Cambodia's Intended Nationally Determined Contributions, p. 2. Online at <http://www4.unfccc.int/submissions/INDC/Published%20Documents/Cambodia/1/Cambodia's%20INDC%20to%20the%20UNFCCC.pdf>

12 Second National Communication to the UNFCCC, p. xv. Online at <http://unfccc.int/resource/docs/natc/khmnc2.pdf>

Recognizing as the potential eco-tourism places in the coastal zones, there are numerous climate hazards in the project’s target area, as alluded to above. Sea-levels are rising, which, coupled with declining water flow (partially as a result of reduced rainfall), means that salinity is encroaching ever further in land. Commune leaders and individual households indicated that within the last few years, in many areas salinity has penetrated all the way to the main Kep to Preah Sihanouk highway – an unprecedented condition. Meanwhile, storm surges in the rainy season can affect the low coastal plains that characterise much of the project’s target area.

Linked to this, surface and ground water availability is decreasing. In Kep Province, for example, inadequate reservoirs mean that people have insufficient water access and water is being wasted. A lack of distribution infrastructure also means that there is no water supply. In Teuk Thla, Teuk La’k and Samaki Communes in Prey Nob District, ground water wells have either gone dry or have been permeated with seawater, while in the remaining five communes of Prey Nob, water is also either saline or heavily polluted. Declining rainfall is driving the reduction in water availability, and poor management is exacerbating the problem.

Also linked to rising sea-levels and various land-based human factors such as salt farming is coastal erosion. The flat coastal plains that characterise the project area are all experiencing coastal erosion to some degree, with the problem being especially pressing in areas that are not protected by mangrove, and or those that have poor water management, such as Angkaol Commune in Kep Province.

Meanwhile strong winds associated by thunderstorms damage houses. In each of the 11 communes surveyed by the project formulation team, up to 200 houses are destroyed by strong winds every year and many more are damaged. While observed wind speeds in the target area are not high (registering highest recorded wind speeds of between 60-80 kilometres per hour), the resilience of housing is very low – people often use basic construction techniques and poor-quality materials.

The target areas for the project can be viewed through two interactive maps, for [Kep Province](#) and [Prey Nob District](#). The following table gives a brief overview of the main climate hazards that impact the target area and the hard investments proposed by the project to adapt to them. It also relates these to the underlying vulnerabilities/barriers to adapt. This table summarises information derived from the consultations that took place in formulating the proposal.

Table 1: Summary of Climate hazards and underlying vulnerabilities in the target area

Climate Change Hazard	Impact at Community Level	Underlying Vulnerability/Barriers to Adaptation	Target Communes Affected	Investments Proposed
Strong wind	Destroyed or damaged houses Damage to crops	Poor house construction Limited education, skills and capacity to make	Prey Nob District: Teuk Thla, Teuk La’k, Samaki	Train local people on resilient housing construction techniques (Output 3.5)

	<p>Coastal erosion</p> <p>Limited ability to find shelter</p> <p>Fishing boats capsize</p>	<p>housing more resilient</p> <p>Limited access to finance</p> <p>Lack of weather information, broadcasts/early warning systems</p> <p>Deforestation</p>	<p>Kep Province Angkaol and Pong Teuk</p>	<p>Install tide gauge and broadcast system (Output 3.8)</p>
Sea level rise and saline intrusion	<p>Unusable ground water</p> <p>Declining agricultural output/inability to grow crops</p> <p>Coastal erosion, including the loss of beach and productive land along the coast</p> <p>Soil infertility</p>	<p>Poor water management and insufficient infrastructure</p> <p>Loss of mangrove forest</p> <p>Salt farming and other damaging land use practices</p>	<p>All target communes</p>	<p>Mangrove restoration (Output 3.1)</p> <p>Green-grey protective infrastructure (Output 3.6)</p>
Drought	<p>Lack of water in reservoirs – leading to a lack of water for drinking and agricultural purposes</p> <p>Poor crop yields, leading to low incomes</p> <p>Poor soil quality</p>	<p>Old and insufficiently maintained reservoirs</p> <p>Lack of supporting infrastructure, such as canals and water gates</p> <p>No water supply/distribution system</p>	<p>Kep Province – Pong Teuk and Angkaol Communes</p>	<p>and Bank strengthening work at Roness Reservoir to provide additional water retention and safety. (Output 3.4)</p> <p>Channels and Embankments construction (Output 3.3)</p> <p>Water gate repairs (Output 3.2 (a))</p>
Flooding	<p>Inundation of urban areas, especially markets, infrastructure and houses</p> <p>Contamination with dirty water</p> <p>Health issues</p> <p>Loss of income</p>	<p>Lack of drainage</p> <p>Lack of other water management</p> <p>Pollution from waste water and solid waste</p>	<p>Kep Province Angkaol and Pong Teuk Communes</p> <p>Prey Nob District Veal Rinh, Ou Ohkna Heng and Prey Nob Communes</p>	<p>Channels and Embankments construction (Output 3.3)</p> <p>Water gate repairs¹³ and canal rehabilitation (Output 3.2a and b)</p> <p>Market Rehabilitation (Veal Rinh) (Output 3.7)</p> <p>Green-grey protective infrastructure¹⁴ (Output 3.6)</p>

13 Please note that the channels and embankments construction and water gate repairs are designed to adapt to both floods and droughts

I.2. Project Objective

The project's main objective is "to enhance climate change adaptation and resilience of the most vulnerable coastal human settlements of Cambodia through concrete adaptation actions, particularly in areas where eco-tourism has the potential to sustain such interventions". It is structured around the following three components:

Component 1: Community-scale knowledge and capacity enhanced to sustain the adaptation benefits of the project's investments (US\$ 280,000)

Component 2: Government planning and technical capacity enhanced and knowledge captured and disseminated to sustain and enhance the project's adaptation benefits (US\$ 370,000)

Component 3: Resilience built through investment in small-scale protective and basic service infrastructure and natural assets (US\$ 3,520,595¹⁵)

II. Inception Workshop

II.1. Introduction

"Climate Change Adaptation through protective small-scale infrastructure interventions in coastal settlements of Cambodia" was approved on 23 September 2020 and agreement was signed on 25 March 2021 between Adaptation Fund and UN-Habitat with \$ 5,000,000 of funding for 4 years to implement a climate change project in the two coastal provinces (Kep and Preah Sihanouk) in Cambodia.

To commence the project implementation, UN-Habitat in partnership with the NCS and local authorities (Kep and Preah Sihanouk) organized an inception workshop on 26th August 2021 from 9:00am to 12:00pm in both physical and virtual arrangement following the agenda shown in ANNEX 1 with around 60 participants including representative from line ministries, Kep and Preah Sihanouk local authorities, Development Partners, UN agencies, NGOs, and research institutions representatives. The detailed list of participants is attached in ANNEX 2. The objectives of the workshop are to (1)- disseminate the project implementation workplan, (2)- review and consult on the project modality and substantive scope of the project implementation, and (3)- review and discuss on the roles and responsibilities of various stakeholders in the project implementation.

14 Please note that the raised sea wall, embankment and water gate repair is designed to prevent both flooding and salt water incursion

¹⁵ Note this is inclusive of a budget of \$170,778 for Environmental and Social Safeguards measures associated with the physical investments in Component 3

The workshop consisted of 4 main sessions and respectively proceeded with opening session, project overview, institutional framework, project modalities and partnership arrangements, closing session. The summary of each session will be described below.



Figure 1: The meeting at the Ministry of Environment following Covid-19 restriction in the country

II.2. Session 1: Opening Session

Welcome Remarks by Mr. Atsushi Koresawa, Regional Representative, UN-Habitat for Asia and the Pacific

Mr. Atsushi began with warm welcome to all participants of the inception workshop on the project entitled “Climate change adaptation through protective small-scale infrastructure interventions in coastal settlements of Cambodia”.

“I would also like to acknowledge and appreciate the Royal Government of Cambodia for its strong commitment and great efforts, in particular under the leadership of the Ministry of Environment and the



Figure 2: Mr. Atsushi Koresawa providing remarks via Zoom

National Council for Sustainable Development, to protect people from disasters and promote the climate change adaptation and mitigation in Cambodia.”, he continued.

He also highlighted the climate emergency which called “ Code Red Humanity” and UN-Habitat commitment working toward this challenging issue around the globe. In Cambodia, UN-Habitat has been implementing projects over the last decade to support and strengthen policy interventions, institutional capacity building and community empowerment in many different perspectives. The recent MOU signed between UN-Habitat and the National Council for Sustainable Development enables the continued cooperation and partnership on climate change and related fields.

He reiterated the sincere thank to the Ministry of Environment and the National Council for Sustainable Development and two provincial authorities for their leadership and cooperation to make this project granted and to the Adaptation Fund for their financial support for this project which is aimed to enhance climate change adaptation and resilience of the most vulnerable coastal communities through concrete adaptation actions, particularly in areas where eco-tourism has the potential to sustain such interventions. Last but not least, he emphasized the objectives of the workshop, and encouraged the participant’s active contribution to the workshop during the discussion.

Opening Remarks by H.E Dr. Tin Ponlok, Secretary of State, Ministry of Environment

H.E. Tin Ponlok, Secretary of State, Ministry of Environment and Second Vice Chair of the NCSO firstly marked the commitment of Royal Government of Cambodia to tackle climate hazard and the expectation that this project will contribute to the environmental, social, and economic development following rectangular strategy IV and national strategic development plan (2019-2023).

His excellency raised four main points to be taken into account while implementing the project:

1. To ensure the efficiency and sustainability of the the project, the design of the infrastructure should be based on metheorological data from at least 20 to 30 years.



Figure 3: H.E. Tin Ponlok addressing his remarks

2. The initiatives developed within this project should be consulted from national government to provincial and local authorities as well as communities.
3. Responding to COVID-19 situation, the project team should reflect if the project intervention will contribute to prevent the spread of virus such as the improvement of sanitation and hygiene, clean water provision, and the vulnerable groups such as women and children.
4. Capacity building to build the ownership of local authorities and communities is very crucial for the longterm benefit of the project.

His excellency concluded his remarks by thanking Adaptation Fund, UN-Habitat, UN Agencies, development partners, non-governmental organisations and other stakeholders in cooperating for the sustainable development in Cambodia.

“We appreciate UN-Habitat to be a part of this journey. I commend the recent efforts taking place in Cambodia to reduce the impacts of climate change. Let’s work all together to support local communities and local governments in recovering after the pandemic and in achieving the SDGs,” he said, referring to Sustainable Development Goals.

II.3. Session 2: Project Overview

Led by Mr. Vanna Sok, UN-Habitat Head of Programme, the session was aimed to inform and educate the participants about project general information, objectives, the three components, outcomes and outputs, the implementation arrangement, workplan, and budget allocation. It was followed by feedback from relevant line ministries as following.

Feedback 1: Mr. Tach Sovanna, representative from MoWRAM

He raised that before starting project activities that related to water infrastructure rehabilitation, it is necessary to reassess the functionality of the infrastructure and properly consult with MoWRAM or line departments.

Response from Mr. Vanna: The consultant will be recruited to support the project team to reassess the situation and consult with Project Management Committee (PMC) and Execution Unit (EU) which includes all relevant ministries and line provincial departments, development partners, and local authorities and communities.

Feedback 2: Dr. Dok Doma, representative of general directorate of housing, MLMUPC

In addition to Mr. Thach Sovanna’s comments, he expressed the importance of involvement of housing department of MLMUPC in activities related to resilient housing because of existing expertise and experience in this sector. Regarding the restoration of Green-Grey infrastructure

protection in Ou Okhna Heng Commune, the project should consider the only one priority section and more focus on mangrove restoration.

Response from Mr. Vanna: Since the elaboration of the project proposal, the project team has always carried out exhaustive consultation with all relevant ministries through the NCSD, communities as well as provincial and local authorities. The team will continue the proper assessment and discussion with all relevant stakeholders, including line ministry during the implementation.

Additional Response from Dr. Hak Mao, Director of Department of Climate Change, Ministry of Environment and the nominated project manager: The Project implementation will be surely conducted with proper engagement of line ministries and relevant stakeholders. The TORs of PMU and Project Team have been drafted and the committee and the team will be soon established to ensure smoothness and successful project implementing.

Overall, the feedbacks were well noted and clarified and the participants were appreciated the proposed activities, expected outputs and outcome of the project which potentially improve the livelihood of the communities in the vulnerable area of the coastal zone. The representatives of relevant organization listed in PMC and project team membership added that the in-deep review and discussion on the workplan could be done later after the full establishment of the team.



Figure 4: Presentation led by Mr. Vanna Sok

II.4. Session 3: Institutional Framework

The session 3 on institutional framework was carried on by Dr. Hak Mao, Director of DCC and the nominated project manager of this project to explain the designed implementation arrangement and to seek for feedbacks on the structure and membership.

The presentation highlighted the newly signed Memorandum of Understanding (MoU) between UN-Habitat and NCSA in July 2021 and the official letter nominating H.E VANN Monyneath, Secretary General of the General Secretariat of the Nation Council for Sustainable Development (GSSD) to be the chair of the PMC and Dr. Hak Mao, Director of DCC to be the Project Manager. Shown in Figure 6 and proposed in Table 1 and Table 2, the institutional modality, roles and responsibilities of PMC as well as responsibilities of project team were explained and sought feedback. The representative from provincial department provided opinion on the project intervention.

Feedback 3: Mr. Nen Chamroeun, director of provincial department of MAFF in Preah Sihanouk Province

Currently, the local community in the target area generates their main income from rice and vegetable plantation as well as fishing in mangrove areas. Though, farming in dry season is impossible due to the lack of freshwater and saline water intrusion.

“I would suggest the project should more focus on practical capacity building for local community at the site, especially on diversifying of income sources to adapt with climate change impact.”

For example, project should focus on training local community on how to improve vegetable farming productivity. This not only helps local community to adapt with the changing climate, but also response to the increasing of vegetable demand in Preah Sihanouk province.



Figure 5: Mr. Nen Chamroeun expressing his ideas on project intervention

Response from Mr. Vanna: The project team will continue the consultation with local stakeholders including provincial department of agriculture and fisheries and reassess the situation and the need of communities when the project implementation starts.

Feedback 4: Dr. Dok Doma, representative of general directorate of housing, MLUPC

Dr. Doma additionally raised that the flash flood is very challenging in coastal zone and asked if the project could consider to provide support to response on this issue. For example, few days prior to the workshop, Preahsihanouk province faced heavy rains and water poured into houses and submerged some roads¹⁶.

Response from Dr. Hak Mao: the project team will take all comments into consideration with regards to managing the timeframe and resources in addition to the consultation with local stakeholders. Though, it is notable that it would take more time to design the new initiative and to seek for the agreement on the change from all stakeholders and AF.

To sum up, the feedbacks were well noted and the participants particularly from representatives of organization in the proposed membership showed their interest and support in the establishment of PMC and Project Team to implement this project. They additionally raised that the delegation of the focal points to work on this project would potentially need intensive internal discussion and suggested to proceed the official call for the meeting to discuss about role and responsibilities soon after the inception workshop.

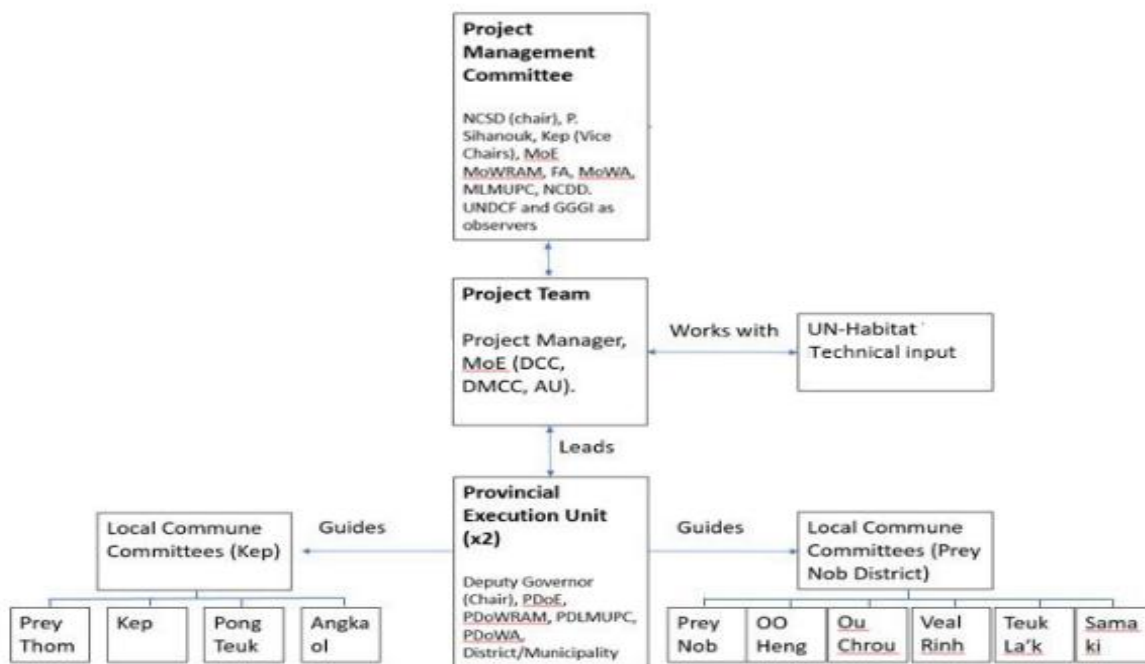


Figure 6: Overview of Implementation Arrangement

Table 1: Proposed Project Management Committee Membership

1	H.E. Vann Monyneath, Secretary General, NCS	Chair
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¹⁶ [Sihanoukville man swept off by flood amid sustained rain](#), 25 August 2021

2	Governor or Deputy of Kep Province	Deputy Chair
3	Governor or Deputy of Preah Sihanouk Province	Deputy Chair
4	Representative of The National Committee for Sub-national Democratic Development (NCDD)	Member
5	Representative of Ministry of Water Resources and Meteorology	Member
6	Representative of Ministry of Women's Affairs	Member
7	Representative of Ministry of Land Management, Urban Planning and Construction	Member
8	Representative of Fisheries Administration	Member
9	Director of Climate Change Department	Member
10	Governor or Deputy of Kep Municipality	Member
11	Governor or Deputy of <u>Damnak Chang'aeur</u> District	Member
12	Governor or Deputy of Prey Nop District	Member
13	UN-Habitat, Cambodia	Secretary
14	Representatives of the UN Capital Development Fund or UNDP	Observer
15	Representative of Global Green Growth Institute	Observer

Table 2: Proposed Project Team Membership

1	Dr. Hak Mao, Director of Climate Change Department, NCSD	Project Manager
2	Director or representative of Marine and Coastal Conservation Department, NCSD	Member
3	Representative of Planning and Administration Department, NCSD	Member
4	Representative of Climate Change Department	Member
5	Representative of Department of Environment, Kep	Member
6	Representative of Department of Environment, Preah Sihanouk Province	Member
7	Representative of Department of Water Resources and Meteorology, Kep Province	Member
8	Representative of Department of Water Resources and Meteorology, Preah Sihanouk Province	Member
9	Representative of Department of Land Management, Urban Planning and Construction, Kep Province	Member
10	Representative of Department of Land Management, Urban Planning and Construction, Preah Sihanouk	Member
11	Representative of Fisheries Administration, Kep	Member
12	Representative of Fisheries Administration, Preah Sihanouk	Member
13	Representative of Kep city	Member
14	Representative of Damnak_Chang'aeur District	Member

15	Representative of Prey Nop District	Member
16	UN-Habitat, Cambodia	Member Secretary

II.5. Session 4: Project Modalities and Partnership Arrangement

Mr. Jonghyo Nam Chief Technical Advisor - Climate Change and Urban Resilience, provided the summary of the agreement of cooperation which will be done between UN-Habitat and NCS in the upcoming months and Environmental and Social Management Plan and Knowledge Management, Advocacy, and Communication Strategy which are the requirements from Adaptation Fund for the sustainability and scalability of the project.

Agreement of Cooperation (AoC)

At this point, the presentation reiterated the achievement regarding the implementation arrangement including signed MoU, nominated chair of PMC and Project Manager as proposed membership. After the workshop, AoC will be put into discussion and prepared in details to agreed upon and signed by both parties to enable the resource mobilization. The requirements and supporting documents were also added to the presentation so that NCS is aware of upcoming preparation together with UN-Habitat in country focal point. Per template, AoC consists of 15 Articles and is effective for one-year duration up to 30 June 2022 with the first year budget of US\$ 960,142. The first year workplan was explained in more details, however, the plan is subjected to change under the review and approval from PMC. The first year payment schedule was furthermore presented.

Environmental and Social Management Plan (ESMP) and Knowledge Management, Advocacy, and Communication Strategy (KMACS)

The presentation firstly demonstrates in summary the project's compliance with the Environmental and Social and Gender Policies of the Adaptation Fund, an analysis of the potential environmental and social risks of the project's physical activities and highlights opportunities and an Environmental and Social and Gender Policy Compliance Plan.

The KMAC Strategy was presented with a particular emphasis on the specific needs of a broad range of identified stakeholders and the various KMAC products and channels.

II.6. Session 5: Closing Session

Summary of the workshop by Mr. Laxman Perera, Human Settlements Officer, UN-Habitat, Regional Office for Asia and the Pacific

Mr Laxman expressed his heartfelt thanks to all participants for their valuable time and contribution in this workshop. Aligning with remarks from Mr. Atsushi Koresawa and H.E. Tin

Ponlok, this project is very important for Cambodia especially contributing to the rectangular strategy phase IV, IPCC reporting process, and Cambodian sustainable development. Below highlighted the remarkable points in this inception workshop.

- H.E Tin Ponlok's comment on focusing largely on the meteorological data when it comes to investment, is very crucial indicator for project team while designing the small-scale infrastructure. Flash flood is also important issue to be considered while working on designing the infrastructure.
- Coordination will be always needed among different stakeholders from national level to local level, and communities are necessary to ensure smooth and effective project implementation and to avoid overlapping and duplication and missed expense.
- Resilience component especially on housing construction will be also consulted with various corresponding institutions.
- The three project components were developed under long processes of consultation to reach approval, so we will need to focus how best these components could be achieved at the target areas.
- Project methodology will be supported by legal documents which will be prepared such as AoC, official PMC and Project Team establishment, Environmental – capture well and share with relevant

To sum up, what is the most important for us is how best we could successfully implement this project, contribute to national goal of Cambodia, and benefit to the local communities while strictly complying the Adoption Fund Principle.

Closing remarks by H.E. Vann Mony Neath, Secretary General of the General Secretariat of the National Council for Sustainable.

The workshop was concluded by H.E. Vann Mony Neath with some suggestions to move forward with the implementing the activities.

- All line ministries and the national level agencies must provide useful comments and support on all approved project document such as project plan, design, training design etc and build the ownership of the project and their capacity to sustain the project outputs. Therefore, collaboration of the line ministries and sub-national is very essential for this project under the support the ministry of interior and National Committee for Sub-National Democratic Development (NCDD).
- Provincial and local authorities in Kep and Preah Sihanouk province are the main responsible parties at the ground and directly benefit from the project, therefore, must be actively engage in the project.
- The NCSD will extend the involvement to other department at Ministry of Environment on the output related to solid waste management based on their best experience and expertise.

- The elaboration of project proposal was based on the data that was collected since 4 years ago and it could be outdated. Therefore, reassessment must be carried out to make sure that project intervention properly address current context and avoid duplication.

Overall, this project could be also considered as the evidence-based adaptation approaches at the ground to inform policy development and decision making.



Figure 7: Closing remarks from Mr. Mr. Laxman Perera Human Settlements Officer, UN-Habitat (Left) and H.E. Dr. Van Monyneath, Secretary General, the GSSD (Right)

ANNEX 1 Agenda of the Inception Workshop

Date: 26 August 2021

Time: 8:30 am to 12:00 pm

Place: Hybrid (MoE Meeting Room and Zoom)

Time	Programme	Speakers
08:30-09:00	Registration of participants	
09:00-09:40	Session 1: Opening Session	
09:00-09:10	Welcome Remarks by UN-Habitat	Mr. Atsushi Koresawa, Regional Representative, UN-Habitat for Asia and the Pacific
09:10-09:20	Opening Remarks by the NCSD	Dr. Tin Ponlok, Secretary of State, Ministry of Environment
09:20 – 09:30	Group Photo	
09:30-10:15	Session 2: Project Overview	
09:30-10:15	- Project Overview - Project Guidelines-Outline - Questions and Answers	Mr. Sok Vanna, Programme Manager, UN-Habitat
10:15-11:00	Session 3: Institutional Framework	
10:15-11:00	Establishment of Project Management Committee	Dr. Hak Mao, Director of the Department of Climate

	Questions and Answers	Change, the GSSD
11:00-11:45	Session 4: Project Modalities/Partnership Arrangements	
10:30-11:45	- Agreement o Cooperation - Environment, Social Management Plan and Knowledge Management, Advocacy, Communication Strategy - Q & A	Mr. Jonghyo Nam, Chief Technical Advisor-Climate Change and Urban Resilience UN-Habitat
11:45-12:00	Session 5: Closing Session	
11:45-11:55	Summary of findings	Mr. Laxman Perera Human Settlements Officer, UN-Habitat
11:55-12:00	Closing remarks	H.E. Dr. Van Monyneath, Secretary General, the GSSD

Meeting Link: <https://bit.ly/3ARFSWT>

Passcode: DCC2021

Meeting ID: 864 1673 1117



ANNEX 2 Lists of Participants at the Inception Workshop

No	Name	Position	Organization	Email/Phone	Participation Mode
1	H.E. Tin Ponlork	Secretary of State, Ministry of Environment and Second Vice Chair of the NCSD	MoE		On-site
2	H.E. Vann Monyneath	Secretary General of the General Secretariat of the National Council for Sustainable Development	MoE	monyneath0777@gmail.com	On-site
3	H.E. Thay Chantha	Deputy Secretary General of the National Committee for Coastal Management and Development of Cambodia and Director of the Department of Marine and Coastal Conservation	MoE	thaychantha@yahoo.com	On-site

4	Mr. Thiv Sophearith	Deputy Director General of the General Department of Environmental Protection	MoE	rith72@yahoo.com	On-site
5	Dr. Hak Mao	Director and CCCA3 Programme Manager	DCC, MoE	maohakccd.se@gmail.com	On-site
6	Dr. Heng Chanthoeun	Deputy Director	DCC, MoE	hcthoeuncc@gmail.com	On-site
7	Mr. Sum Cheat	Chief of Office	DCC, MoE	sumcheat@gmail.com sumcheat@camclimate.org.kh	On-site
8	Ms. Tin Sophors	Chief of Office, and CCCA Finance Officer	DCC, MoE	sophorstin@camclimate.org.kh camclimatesophors@yahoo.com	On-site
9	Mr. Sorn Sunsopheak	Deputy Director of Program Management and Support Division	NCDDS, Mol	ssspheak@ncdd.gov.kh 012 922 123	Virtual
10	H.E. Soth Kimkolmony	Deputy Director of Planning and Research Department	NCDM	012 272 107 soth_mony@yahoo.com	Virtual
11	Mr. Chreang Phollak	Deputy Director General of Planning and Policy	MPWT	012961199 mpwt_phollak@hotmail.com	Virtual
12	Mr. San Vannakreth	Director of Investment Planning Department	MoP	012 799 965 vannak_reth@yahoo.com	Virtual
13	Mr. Ten Kimton	Deputy Chief of Planning	MoYES	011 883 948 tenkimtondcd@gmail.com	Virtual

14	Mr. Teang Chhayheang	Deputy Director, Department of Planning and Public Relations	MRD	012 925 888 chhayheang.mrd@gmail.com	Virtual
15	Ms. Chea Ratha	Head of the Department of Forestry Science	PNCA	092 767 880	Virtual
16	Dr. Kol Hero	Director of the department of preventive medicine	MOH	017 999 586 khero115@gmail.com	Virtual
17	H.E. Bou Chan Serey	Deputy Director General of Tourism Development and International Cooperation, Adviser's to Ministry of Tourism	MoT	012 885 559 bousereymot@gmail.com	Virtual
18	H.E. San Putheary	Adviser to the Ministry of Information and Director of the Audiovisual Department	Ministry of Information	012 292 949 putheary.san@gmail.com	Virtual
19	Mr. Sles Alfin	Chief of Office	Ministry of Information	095 808 092	Virtual
20	Mr. Thach Sovanna	Director of Water resources management and conservation department	MoWRAM	012 890 321 thachsovanna@yahoo.com	Virtual
21	Ms. Chhan Ratha	Deputy Director Department of Women and Education	MoWA	017 642 261 ratha.chhan@my.jcu.edu.au	Virtual
22	Mr. Chheng Phen	Deputy Director General of Fisheries Administration	MAFF	012 919 866 chhengp@yahoo.com	Virtual
23	Dr. Sok Heng	Director of Institute of Forest and Wildlife Research and Development	MAFF	012 639 961 sokhhengpiny@yahoo.com	Virtual

24	Mr. Am Phirum	Deputy Director of Department of Agricultural Land Resources Management	MAFF	011 927 862 amphirum@yahoo.com	Virtual
25	Dr. Dok Doma	Deputy Director of housing	MLMUPC	012 725 669 okdomagdh@gmail.com	Virtual
26	Mr. Pou Li	Deputy Governor	Kep Province	012 825 868	Virtual
27	Mr. Im Phanarith	Director of Provincial department	Kep Province	012 255 255	Virtual
28	Mr. Soth Puthimanin	Director of Provincial Department MLMUPC	Kep Province	097 77 75 773	Virtual
29	Mr. Khy Neang	Director of Provincial Department of MoRAWM	Kep Province	012 330 153	Virtual
30	Mr. Thoeng Borin	Director of Provincial Department of MAFF	Kep Province	077 410 103	Virtual
31	Mrs. Tith Sokha	Governor	Kep municipality	012 794 556	Virtual
32	Mrs. Kim Channy	Governor	Damnak ChangEr district	017 333 000	Virtual
33	Mr. Ouk Vuthy	Director of Inter-sectoral Management Unit	Kep province	077 926 511	Virtual
34	Mr. Chhin Seng ngoun	Deputy Governor	Preahsihanouk province	012 545 408 chhin_sengngoun@yahoo.com	Virtual

35	Mr. Nen Chamroeun	Director of Provincial Department of in MAFF	Preah Sihanouk Province	016 777 312 nen.chamroeun@gmail.com	Virtual
36	Mr. Heng Sophornrith	Director of Provincial Department of MoRAWM	Preah Sihanouk Province	016 585 851 sophonrith_shv@yahoo.com	Virtual
37	Mr. Sor Kakada	Deputy governor	Prey Nob District	012 255 552	Virtual
38	Ms. Chhun Dary	Deputy governor	Preah Sihanouk municipality	016 498 558	Virtual
39	Mr. Seng Soknak	Deputy Director of Provincial Department MLMUPC	Preah Sihanouk Province	088 543 1111	Virtual
40	Mr. Tep Sinaro	Director of Provincial Department of MoE	Preah Sihanouk Province	012 646 777	Virtual
41	Mr. Prak Visal	Director of public communication and international collaboration division, General Secretariat of National Committee on Coastal Area Management and Development	Preah Sihanouk Province	011 789 222 visalpmo@gmail.com	Virtual
42	Ms. Nai Sally	Head of international communication office, General Secretariat of National Committee on Coastal Area Management and Development of	Preah Sihanouk Province	099 996 698 sallynay@gmail.com	Virtual
43	Ms. Vanna Sin	Senior Operation Assistant	ADB	vsin@adb.org	Virtual
44	Mr. Alvin Lopez	Senior Agriculture and Natural Resources Management-Specialist	ADB	alopez@adb.org	Virtual
45	Mr. Chanthou Hem	Senior Project Officer	ADB	chem@adb.org	Virtual
46	Mr. Kosal Sar	National Technical Specialist	UNCDF	kosal.sar@uncdf.org	Virtual

47	Ms. Anna Katharina Deinhard	Programme Management Specialist	UNEP	deinhard@un.org	Virtual
48	Ms. Jaruwan Ngamsing	Urban Climate Change Adaptation Specialist	UNEP	24okhim24.ngamsing@un.org	Virtual
49	Mr. Eng Kimhoung	Junior Advisor for Regional Project “Reduce, Reuse, Recycle to Protect the Marine Environment”	GIZ	kimhoung.eng@giz.de	Virtual
50	Mr. Mey Kimsan	National Project Coordinator, Cambodia for SCP Outreach Project in Asia –The Next Five	GIZ	24okhim.mey@giz.de	Virtual
51	Mr. Julien Chevillard	Chief Technical Adviser	UNDP	092 277 782 julien.chevillard@undp.org	Virtual
52	Ms. Niina Kylliainen	Policy Specialist	UNDP	099 850 221 niina.kylliainen@undp.org	Virtual
53	Mr. Hun Keoveasna	Communication and Knowledge management association	GGGI	017 810 802 kamaroudin.sos@bi-kay.com	Virtual
54	Ms. Bernadette Bolo-Duthy	National Director	Habitat for Humanity Cambodia	Bbolo-Duthy@habitat.org	Virtual
55	Mr. Sokhim Phat	Development Manager	Habitat for Humanity Cambodia	sokhim_phat@habitatcambodia.org	Virtual
56	Mr. Atsushi Koresawa	Regional Representative	UN-Habitat	Atsushi.koresawa@un.org	Virtual
57	Mr. Laxman Perera	Human Settlement Officer	UN-Habitat	Laxman.perera@un.org	Virtual
58	Mr. Sok Vanna	Programme Manager	UN-Habitat	Vanna.sok@un.org	On-site
59	Mr. Jonghyo Nam	Climate Change Expert	UN-Habitat	Jonghyo.nam@un.org	Virtual
60	Ms. Piseth Sensamras	National Officer	UN-Habitat	Sensamras.piseth@un.org	On-site
61	Ms. Hak Danet	Project Coordinator	UN-Habitat	hakdanet1986@gmail.com	Virtual

ANNEX 3 Web Stories of the Inception Workshop

1. The web story links are on UN-Habitat HQ website [HOME/ CAMBODIA STAKEHOLDERS KICK OFF CLIMATE RESILIENCY PROJECT FOR COASTAL SETTLEMENTS](#) and regional office website [Information/News/ Cambodia stakeholders kick off climate resilience project for costal settlements.](#)

31 August 2021, Phnom Penh, Cambodia - Participants from national and local stakeholders in Cambodia joined hands together to endorse and enhance climate change adaptation and resilience of the most vulnerable coastal human settlements through concrete climate change adaptation actions, particularly in areas where eco-tourism has the potential to sustain such interventions.

A kick-off workshop on the “Climate change adaptation through protective small-scale infrastructure interventions in coastal settlements of Cambodia” was organized, attended by some 60 participants, jointly by the National Council for Sustainable Development (NCS), Ministry of Environment, and UN-Habitat in Cambodia.

The workshop was chaired by H.E. Tin Ponlok, Secretary of State, Ministry of Environment and Second Vice Chair of the NCS, and Mr. Atsushi Koresawa, UN-Habitat’s Regional Representative for Asia and the Pacific.

Mr. Koresawa commended the Royal Government of Cambodia “for its strong commitment and great efforts, in particular under the leadership of the Ministry of Environment and the National Council for Sustainable Development, to protect people from disasters and promote the climate change adaptation and mitigation in Cambodia.”



Mangrove situation in Kep Province © UN-Habitat Cambodia

Cambodia's vulnerability stems from its geography, which exposes it to multiple hazards. Its severely limited adaptive capacity in physical infrastructure and institutions stems from limited financial, technical and human resources. Coastal zones, as well as nationwide infrastructure, are amongst the most affected in the country. This also affects the fast-growing tourism sector, especially in coastal areas, on which the economy increasingly relies. Rising sea levels can potentially impact coastal systems in multiple ways, including flood and storm damage, inundation, loss of wetlands, erosion, saltwater intrusion, and rising water tables.

The four-year project "Climate change adaptation through protective small-scale infrastructure interventions in coastal settlements of Cambodia" through the Adaptation Fund will focus on increasing community capacity and the capacity of officials and institutional systems at the sub-national level in Kep Province (direct beneficiaries of 28,021) and Preah Sihanouk Province (direct beneficiaries of 34,500). The Adaptation Fund finances projects and programmes that help vulnerable communities in developing countries adapt to climate change.

Both provinces recognize tourism as an important industry and have a great potential for eco-tourism, with nature, livelihood, and community-based tourism activities. This project will benefit tourism potential directly but also the poor and vulnerable, especially from livelihoods and basic services perspective.

All capacity building activities are designed to support, enhance, and sustain small-scale investments for protective and basic service infrastructure and ecosystems in coastal settlements in Cambodia. Identified investments cover various activities such as Mangrove restoration, rehabilitation/repair of water gates/ canals, and installation of rainwater harvesting, weather station and tide gauge with early warning system broad capabilities. Such an approach is also in line with [Cambodia Climate Change Strategic Plan \(2014-2023\)](#).



H.E. Tin Ponlok making his remarks at the kick-off workshop © UN-Habitat Cambodia

H.E. Tin Ponlok, Secretary of State, Ministry of Environment and Second Vice Chair of the NCSD, concluded his remarks by thanking Adaptation Fund, UN-Habitat, UN Agencies, development partners, non-governmental organizations and other stakeholders in cooperating for the sustainable development in Cambodia.

“We appreciate UN-Habitat to be a part of this journey. I commend the recent efforts taking place in Cambodia to reduce the impacts of climate change. Let’s work all together to support local communities and local governments in recovering after the pandemic and in achieving the SDGs,” he said, referring to Sustainable Development Goals.

2. The National Council for Sustainable Development also promoted the inception workshop on their website- [Home/Climate Change/ News on Climate Change/ Inception Workshop of the Project "Climate change adaptation through small-scale and protective infrastructure interventions in coastal settlements of Cambodia"](#)

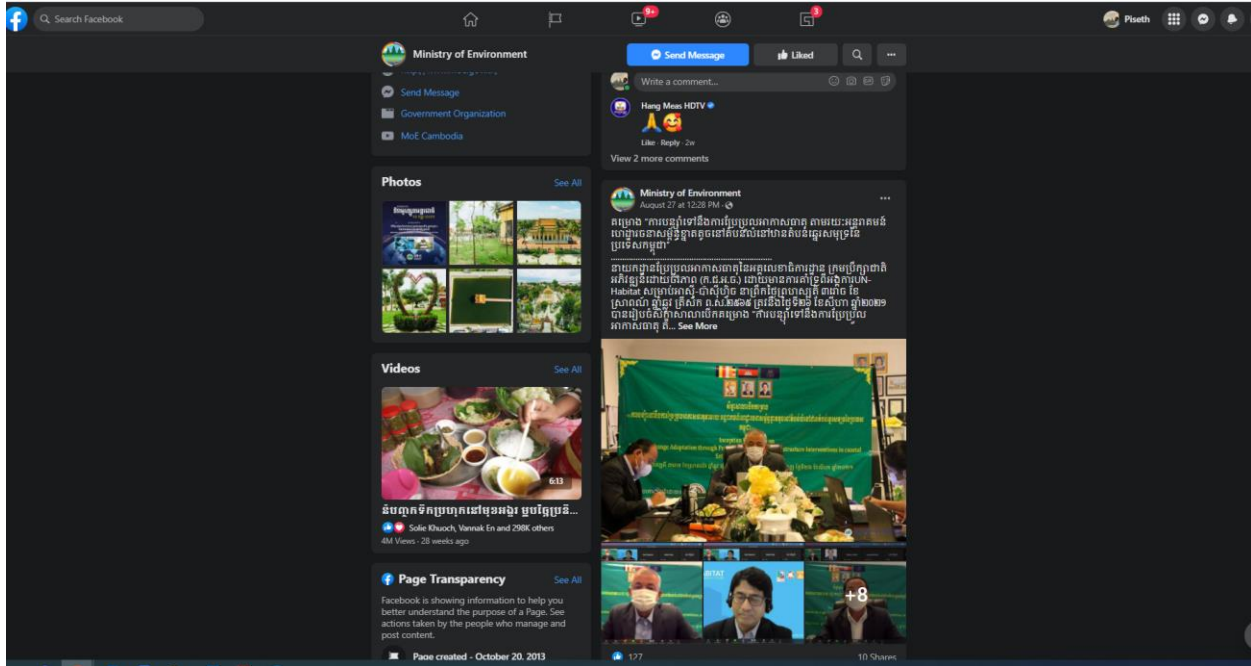
26 August 2021, Phnom Penh, Cambodia- Climate Change Department of National Council for Sustainable Development, in collaboration with UN-Habitat fruitfully organized virtual inception

workshop of the project "Climate change adaptation through small-scale and protective infrastructure interventions in coastal settlements of Cambodia". This workshop was honorably chaired by H.E. Tin Ponlok, Secretary of State, Ministry of Environment and Second Vice Chair of the NCSA with 67 participants from related line ministries, development partners, NGOs, Preahsihanouk and Kep provinces. The objectives of the workshop are to (1)- disseminate the project implementation workplan, (2)- review and consult on the project modality and substantive scope of the project implementation, and (3)- review and discuss on the roles and responsibilities of various stakeholders in the project implementation.

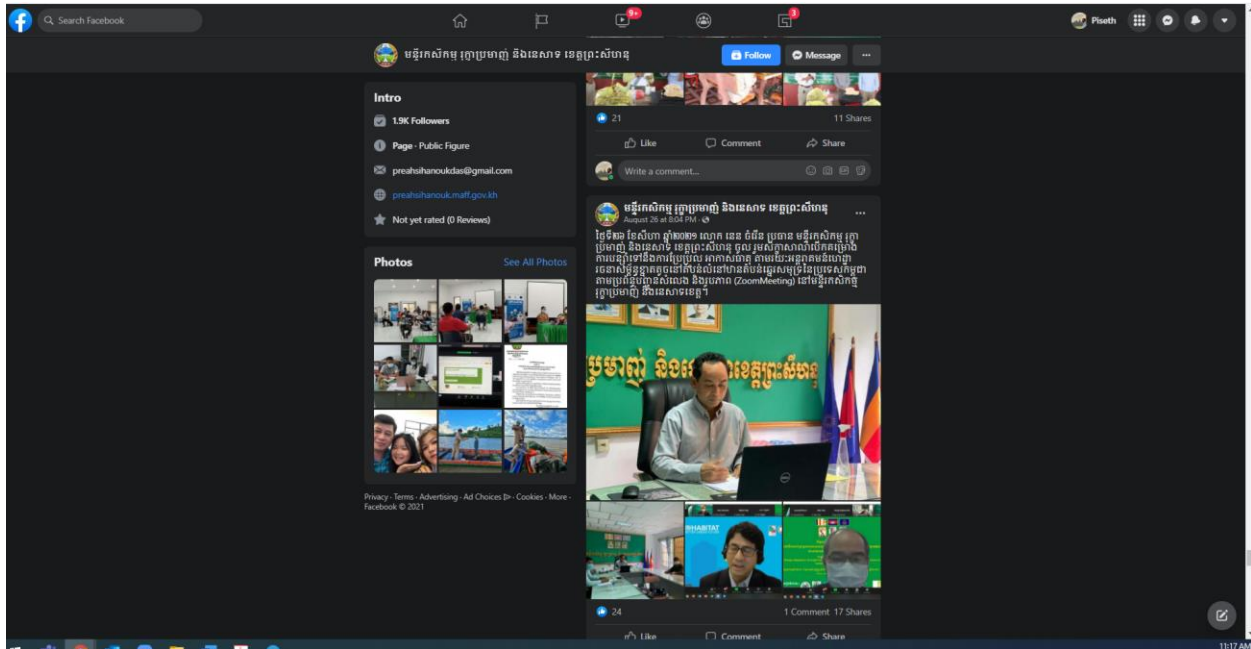
During his excellency opening speeches, he raised the the considerable remarks including the design of the infrastructure should be based on meteorological data from at least 20 to 30 years, the initiatives developed within this project should be consulted from national government to provincial and local authorities as well as communities, the project team should reflect if the project intervention will contribute to the improvement of sanitation and hygiene, clean water provision, and the vulnerable groups such as women and children in responding to COVID-19 situation, and promoting the ownership of local authorities and communities through intensive capacity building.

The workshop was concluded by H.E. Vann Monyneath, Secretary General of the General Secretariat of the National Council for Sustainable. In particular, he strongly encouraged the sub-national authority, which is the owner, must actively participate in the implementation to guarantee the success and sustainability of the project.

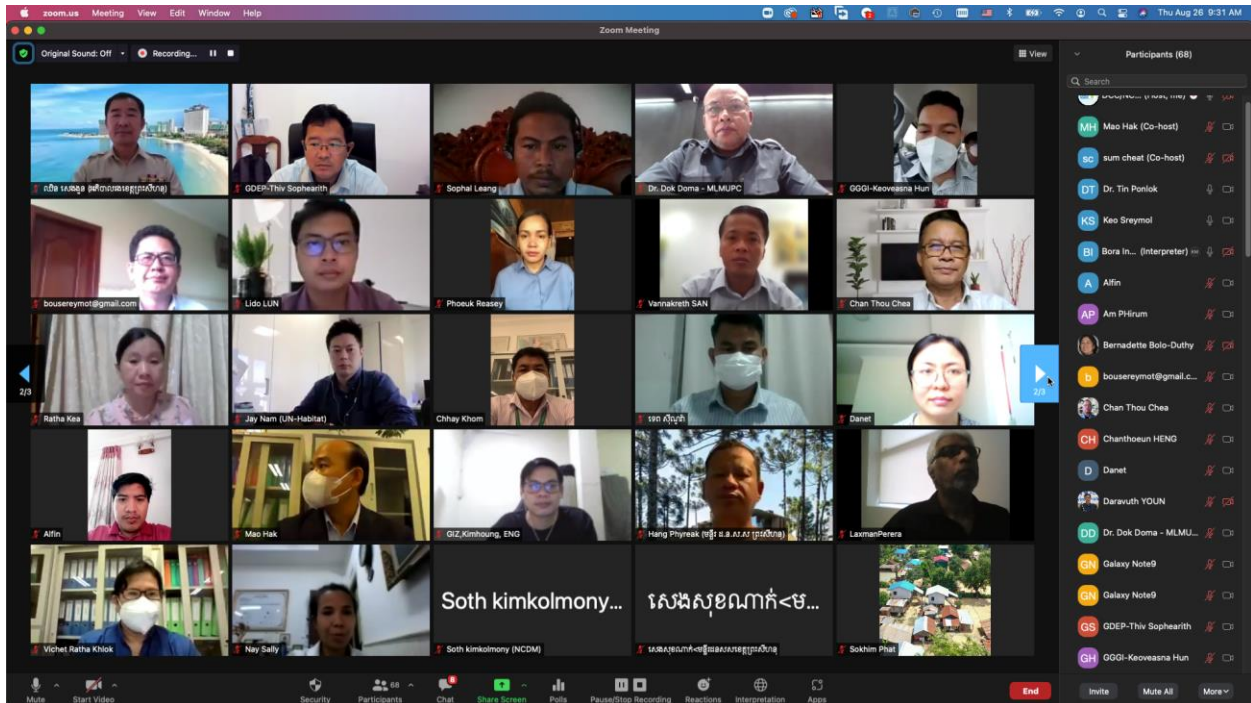
- 3. The news of this inception workshop has been also articulated on social media for instance:
 - ✓ Ministry of Environment Facebook Page



- ✓ Provincial department of agriculture and fisheries of Preahsihanouk province



ANNEX 4 Photos of the Participants



ANNEX 5 Project Workplan (Prior to Discussion with PMC)

Please note that the below workplan will be presented to PMC for discussion. PMC’s suggestion and proposed revision will be taken into account.

Component	Expected Concrete Outcomes	OUTPUT	Activity	YEAR 1 (Jul 21- Jun 22)				YEAR 2 (Jun 22- May 23)				YEAR 3 (May 23 – Apr 24)				YEAR 4 (Apr 24 – Mar 25)					
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Component1: Community-scale knowledge and capacity enhanced to sustain the adaptation benefits of the project's investment	Outcome 1: Communities in the target areas are able to manage their infrastructure, maintain its functionality and autonomously adapt to the future impacts of climate change	Output 1.1. Community capacity built to collect and manage solid waste	1.1.1 Define trainee group (by 6 months)	█	█																
			1.1.2 Baseline knowledge/training needs assessment (12 months)	█	█	█	█														
			1.1.3 Define/prepare training materials (15 months)	█	█	█	█	█													
			1.1.4 Give trainings (15-36 months)						█	█	█	█	█	█	█						
			1.1.5 Monitor											█					█		
		Output 1.2. Communities in target areas have been trained on resilient house construction techniques	1.2.1 Define trainee group (note that these will be different from Output 1.1) (by 6 months)	█	█																
			1.2.2 Baseline knowledge/training needs assessment (12 months)	█	█	█	█														
			1.2.3 Define/prepare training materials (15 months)	█	█	█	█	█													
			1.2.4 Give trainings (15-36 months)						█	█	█	█	█	█	█						
			1.2.5 Monitor												█					█	
		Output 1.3. Communities have been organized to manage, monitor and maintain the infrastructure	1.3.1 Define community members who will lead (by 6 months)	█	█																
			1.3.2 Baseline knowledge/training needs assessment (12 months)	█	█	█	█														

Component	Expected Concrete Outcomes	OUTPUT	Activity	YEAR 1 (Jul 21- Jun 22)				YEAR 2 (Jun 22- May 23)				YEAR 3 (May 23 – Apr 24)				YEAR 4 (Apr 24 – Mar 25)			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
		investments under Component 3	1.3.3 Develop training materials on infrastructure maintenance and mangrove planting and management (15 months)																
			1.3.4 Organize community - scale committees																
			1.3.5 Monitor																
Component2: Government planning and technical capacity enhanced and knowledge captured and disseminated to sustain and enhance the project's adaptation benefits	Outcome 2: Capacity enhanced at the provincial and district level to manage, monitor and maintain the project's benefits, as well as enhances and replicates its approach.	Output 2.1. Government officers at the provincial and districts/cities trained to plan for and the sustaining enhancing project's adaptation benefits	2.1.1 Define trainee group (by 6 months)																
			2.1.2 Baseline knowledge/training needs assessment (12 months)																
			2.1.3 Define/prepare training materials (15 months)																
			2.1.4 Give trainings (15-36 months)																
			2.1.5 Monitor																
		Output 2.2. Government officers at the provincial and district/cities provided with comprehensive technical training to operate and maintain the infrastructure	2.2.1 Define trainee group (by 6 months)																
			2.2.2 Baseline knowledge/training needs assessment (12 months)																
			2.2.3 Define/prepare training materials (15 months)																
			2.2.4 Give trainings (15-36 months)																
			2.2.5 Monitor																
		Output 2.3. Institutional systems strengthened to monitor adaptation	2.3.1 Perform institutional review (12months)																
			2.3.2 Make recommendations																
			2.3.3 Train appropriate range of officers (18 months- links to 2.1.3 and 2.1.4)																

Component	Expected Concrete Outcomes	OUTPUT	Activity	YEAR 1 (Jul 21- Jun 22)				YEAR 2 (Jun 22- May 23)				YEAR 3 (May 23 – Apr 24)				YEAR 4 (Apr 24 – Mar 25)			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
				investments and replicate their benefits	2.3.4 Highlight best practices and integrate into plans (36 months)														
Output 2.4 .Knowledge from the project implementation is captured and disseminated to local and national stakeholders, focusing on sustainable adaptation actions and policy enhancement	2.4.1 Write case studies (48 months)																		
	2.4.2 Develop stories for radio broadcasts (note that radio is still a very common means of receiving information in rural Cambodia) (48 months)																		
	2.4.3 Develop high level policy recommendations (48 months)																		
	2.4.4 Conduct national level policy alignment workshops (48 months)																		
Component3: Resilient built through investment in small-scale protective and basic service infrastructure and natural assets	Outcome 3: At least 62,521 people, at least 50% of whom women, have access to protective natural and social assets and/or benefit from physical infrastructure to reduce the climate vulnerability. (AF outcome 4 and 5)	Output 3.1. 134ha of Mangroves restored in Kep City and Angkaol Communes, Kep Province	3.1.1 Site reconfirmation and finalization (9 months)																
			3.1.2 Develop and finalize the Mangrove Planting and Management Plan (MPMP) (9months)																
			3.1.3 Approve the MPMP (9 months)																
			3.1.4 Plant the mangroves (12 to 24 months)																
			3.1.5 Monitor the progress of the mangrove areas and highlight any problems																
	Output 3.2. Water gates repaired in 3 locations in Pong Teuk and Angkaol (a) 2 Canals Rehabilitated in Pong Teuk and Angkaol	3.2.1 a&b Reconfirm and design in further detail, based on technical drawings provided																	
		3.2.2 Procure the necessary construction materials																	
		3.2.3 Undertake the construction work during the dry season (18 months)																	

Component	Expected Concrete Outcomes	OUTPUT	Activity	YEAR 1 (Jul 21- Jun 22)				YEAR 2 (Jun 22- May 23)				YEAR 3 (May 23 – Apr 24)				YEAR 4 (Apr 24 – Mar 25)			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
				Communes (b)															
Output 3.3. Prevention of salt water ingress through improved channels	3.3.1 Final re-confirmation on ESS, considering the need for an access road (9 months)																		
	3.3.2 Procurement of hardware																		
	3.3.3 Site clearance and access road construction (18 months)																		
	3.3.4 Install gates and embankments (by month 36 and sites restored to original state by month 42 months)																		
Output 3.4. Bank strengthening work at Roness reservoir to provide additional water retention and safety	3.4.1 Clear the site (by 6months)																		
	3.4.2 Confirm (through survey if necessary) that the site is clear on UXO (by 6months)																		
	3.4.3 Procure the necessary hardware																		
	3.4.4 Undertake bank stabilization work																		
Output 3.5. Resilient Housing designs developed and demonstrations constructed (both provinces)	3.5.1 Develop in greater detail demo house drawings																		
	3.5.2 Select training beneficiaries considering age, gender and location																		
	3.5.3 Run educational programmes/courses for trainees																		
	3.5.4 Construct demo houses with trainees																		
Output 3.6. Green-grey protective infrastructure in	3.6.1 Design new gates and site visits (by month 18))																		
	3.6.2 Install new gates (by month 24)																		

Component	Expected Concrete Outcomes	OUTPUT	Activity	YEAR 1 (Jul 21- Jun 22)				YEAR 2 (Jun 22- May 23)				YEAR 3 (May 23 – Apr 24)				YEAR 4 (Apr 24 – Mar 25)			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
		Ou Ohkna Heng Commune, P. Sihanouk Province.	3.6.3 Develop mangrove plantation and management plan																
			3.6.4 Plant mangrove																
		Output 3.7. Drainage and Rainwater Harvesting installed at Veal Rinh Market, P. Sihanouk Province	3.7.1 Re-consult the sellers and the owner with a view to minimizing risks and disruption arising from the works (9months)																
			3.7.2 Procure all necessary materials																
			3.7.3 Undertake works (month 12-36)																
			3.7.4 Specific training for market vendors and residents (by month 42)																
			3.7.5 Develop a best-practice case study (by month 42)																
		Output 3.8. Weather station and tide gauge with early warning system broadcast capabilities installed (Tide Gauge in Ou Ohkna Heng Commune, Prey Nob District	3.8.1 – Import the tide gauge and weather station																
			3.8.2 – installation of tide gauge and weather station and integration with other PoWRAM systems																
			3.8.3 – Training for PoWRAM and other related officials																

Propose an establishment of a Project Management Committee for the Project ‘Climate change adaptation through protective small-scale infrastructure interventions in coastal settlements of Cambodia’ funded by the Adaptation Fund

1. Background

At the national level, the Project will be supported by a **Project Management Committee (PMC)**. The PMC will be formed to oversee and keep abreast of project progress and facilitate the implementation of the project, including overseeing and cooperating with the project team, the technical advisory group, the local steering committees and the project oversight group.

The PMC will be chaired by the Secretary General, NCSD, and vice-chaired by Governors of Kep and Preah Sihanouk Provinces, or their appointed deputies. UN-Habitat will provide the secretariat function of the PMC. A representative of the UN-Habitat Regional Office for Asia and the Pacific will also be a member of the PMC. Other members of the PMC will be representatives of the following; the NCDD the Climate Change Department, MoE, working-level representatives of the Provincial Governments of Preah Sihanouk Province and Kep Province, the Ministry of Water Resources and Meteorology, the Fisheries Administration, the Ministry of Women’s Affairs and Ministry of Land Management, Urban Planning and Construction. Observer members of the committee will representatives of the UN Capital Development Fund and the Global Green Growth Institute.

2. Purpose

The PMC sets out to guide the successful implementation, timely progress and completion of the project.

The PMC will: (1) approve annual work plans and review key project periodical reports; (2) will review and approve the contractual agreements, including workplans, with a particular emphasis on environmental and social safeguards, budgets and payment schedules; (3) review any deviations and consider amendments to workplans and contractual arrangements.

3. Role

The PMC will be formed to oversee and facilitate the implementation of project progress on the ‘Climate change adaptation through protective small-scale infrastructure interventions in coastal settlements of Cambodia’ funded by the Adaptation Fund. The PMC will act as the main body overseeing the project execution. The role of the PMC will be functional within the policies and conditions of the UN as well as the Governing laws of the Royal Government of Cambodia. The UN has strict policies and regulations on such matters as contracting, procurement of equipment and materials, staff salaries, etc. All project activities will conform to these regulations.

4. Responsibility

The PMC will meet at least once per year throughout the project implementation and whenever needed to fulfil the above functions. The PMC will also convene *ad hoc* meetings to

address serious Environmental and Social safeguard risks, if these arise. At least 30% of committee members will be women, and the Ministry of Women’s Affairs will be a member of the PMC. This is designed to ensure female representation at the decision-making heart of the project.

- (1) approve annual work plans and review key project periodical reports;
- (2) will review and approve the contractual agreements, including workplans, with a particular emphasis on environmental and social safeguards, budgets and payment schedules;
- (3) review any deviations and consider amendments to workplans and contractual arrangements.
- (4) Ensure that work plan and implementation of project activities are in line with approved project and principles of Adaptation Fund and UN-Habitat and government guidelines

5. Membership

The committee will comprise of representatives from:

1	H.E. Vann Monyneath, Secretary General, NCSD Change	Chair
2	Governor or Deputy of Kep Province	Deputy Chair
3	Governor or Deputy of Preah Sihanouk Province	Deputy Chair
4	Representative of The National Committee for Sub-national Democratic Development (NCDD)	Member
5	Representative of Ministry of Water Resources and Meteorology	Member
6	Representative of Ministry of Women’s Affairs	Member
7	Representative of Ministry of Land Management, Urban Planning and Construction	Member
8	Representative of Fisheries Administration	Member
9	Director of Climate Change Department	Member
10	Governor or Deputy of Kep Municipality	Member
11	Governor or Deputy of Damnak Chang'aeur District	Member
12	Governor or Deputy of Prey Nop District	Member
13	UN-Habitat, Cambodia	Member Secretary
14	Representatives of the UN Capital Development Fund	Observer members

6. Term (Frequency of Meeting)

The PMC will meet at least once per year throughout the project implementation and whenever needed to fulfil the above functions. The PMC will also convene and meetings to address serious Environmental and Social safeguard risks it there arises.

The PMC will be convened for a four-year period from 2021 to 2024. These terms of reference, once agreed upon by the various members, will be effective immediately and will continue until the expected date of completion of the project.

7. Institutional

The PMC will:

- Commit to serving for four (4) years, with the option of re-nominating for an additional period if required, within budgetary constraints.
- Prepare for, attend and actively participate in meetings, working groups (if relevant) and planning days of the Committee.
- Communicate via letters, e-mail and telephone on urgent project related matters.
- Provide feedback to NCS D via the Chair assigned to convene the Committee.
- Respond to requests for input into and/or feedback on NCS D activities, policies and reports.
- Respond to, and if warranted act on, any other business brought before the PMC by one of its members.

8. Work plan

The work plan of the PMC will be (but is not limited to):

- Provide guidance on specific tasks and major deliverables in the project
- Ensuring that the project remains on target with respect to its outputs.
- Where necessary, will support definition of new targets in coordination the executing and implementing agencies.
- Approving project and annual work plans.
- Review the project work plan and budget expenditure, based on the reports supplied.
- Reviewing the project tool including methodology, infrastructure, guidelines, technical standards, ESS and community action planning tools.

9. Monitoring

- The PMC will undertake monitoring of the project (but is not limited to) through the following actions:
- Endorsing of the monitoring framework (project and annual) through M & E Plans.
- Conducting annual performance reviews of the project.
- Reviewing financial reports.
- Conducting field visits where relevant and warranted.
- Review and endorse final reports from the project.

10. Conduct and interest provisions

- In performing their role, a member must:
- Encourage fair and reasonable discussion.
- Respect the confidentiality of documents before the Committee and meeting proceedings.
- Not make improper use of their position for personal or professional gain.
- A member with a Conflict of Interest and/or a perceived Conflict of Interest in a matter before the PSC must declare their interest prior to Committee discussion of the item. The declaration and nature of the conflict of interest must be recorded in the minutes of the meeting.
- A member who does not adhere to this code of conduct will be asked to retire.

11. Meetings

- The inception meeting is to be held within the first two months of the project inception. Meetings of the PMC will be summoned by at least one month's notice.
- There will be bi-annual PMC meetings as well as sub-committee meetings. A quorum for the Committee will be half the total members plus one.
- Decisions will be made by consensus.

12. Format

The following is a proposed format for the meetings:

- An introduction will be given through the agenda and there will be remarks made by the Chair and the Co-chair.
- There will be discussion and adoption of the relevant workplan.
- Discussion will be made on major deliverables, with planning for the acceptance of documents and results to be achieved.
- Discussion will be held around staff and human resources.
- Other agenda items will be discussed.
- A summary and AoBs arising from the meeting will be produced, for distribution between committee members.
- The meeting will be closed.

13. Minutes, agenda and reports

- Minutes of the meetings will be provided to the PMC members by a secretariat within one (1) month of the meeting. An agenda will be circulated not less than forty-eight (48) hours prior to each meeting.
- Minutes will contain details of meeting proceedings and actions arising and will be clear and self-explanatory.
- The minutes will be formally endorsed by the PMC at the subsequent meeting.

14. Amendment, Modification or Variation

These Terms of Reference may be amended, varied or modified after consultation and agreement by the Committee members.

15. Evaluation and review

Towards the conclusion of the four-year term, the PMC will evaluate its success in meeting the objectives and priorities established at the beginning of its term, and the NCS D may consider the purpose and role of the Committee considering the overall success of the project.

The Terms of Reference will also be reviewed at this time.

16. Cost of participating in the PMC

The cost of participating in the PMC will be borne by the project.

ANNEX 7 Term of Reference of Project Team

Propose an establishment of a Project Team for the Project ‘Climate change adaptation through protective small-scale infrastructure interventions in coastal settlements of Cambodia’ funded by the Adaptation Fund

1. Background

The Project will be implemented by the project team. Referring to a letter of Ministry of Environment No. 659 MoE, dated 18 May 2021 on the nomination of Project Manager of the Project ‘Climate change adaptation through protective small-scale infrastructure interventions in coastal settlements of Cambodia’ funded by the Adaptation Fund, the National Council for Sustainable Development (NCS D) is pleased to establish the Project Team.

2. Role and Responsibility of the project team

The project team will be responsible for

- 1) synthesizing all proposals, developing the overall and annual project work plan, annual financial plan for identifying the resources used, progress and deadlines, objectives, and criteria for the qualification of each activity’s output, which serve as the basis for monitoring and evaluation
- 2) managing project activities and ensuring compliance with all commitments contained in the project document, such as the 15 Environmental and Social Safeguards Principles of the Adaptation Fund, the Environmental and Social Management Plan
- 3) leading in monitoring through periodic visits to the intervention sites and generating learning from the project. The Project Team will develop a Monitoring and Evaluation Plan during the project’s inception phase, which will be distributed to targeted stakeholders, and reported to the PMC.
- 4) developing bidder selection plan, report and submit to NCS D for approval; carry-out bidding activities following the approved plan (including the development of invitation to bid, bidding request, evaluation of bidding applications, reporting the result of bidder selection...); sign and manage contracts under project activities, in line with the current regulation of donors (UN-Habitat, AF) and Cambodia’s current bidding legislations.

- 5) financial and asset management, as well as implementing disbursement procedures per Cambodia compliance and regulations of donors
- 6) providing day-to-day support to the executing entity.

3. Membership

The Project Team has members below:

1	Dr. Hak Mao, Director of Climate Change Department, NCS D	Project Manager
2	Director or representative of Marine and Coastal Conservation Department, NCS D	Member
3	Representative of Planning and Administration Department, NCS D	Member
4	Representative of Climate Change Department	Member
5	Representative of Department of Environment, Kep	Member
6	Representative of Department of Environment, Preah Sihanouk Province	Member
7	Representative of Department of Water Resources and Meteorology, Kep Province	Member
8	Representative of Department of Water Resources and Meteorology, Preah Sihanouk Province	Member
9	Representative of Department of Land Management, Urban Planning and Construction, Kep Province	Member
10	Representative of Department of Land Management, Urban Planning and Construction, Preah Sihanouk Province	Member
11	Representative of Fisheries Administration, Kep	Member
12	Representative of Fisheries Administration, Preah	Member

	Sihanouk	
13	Representative of Kep city	Member
14	Representative of Damnak Chang'aeur District	Member
15	Representative of Prey Nop District	Member
16	UN-Habitat, Cambodia	Member Secretary

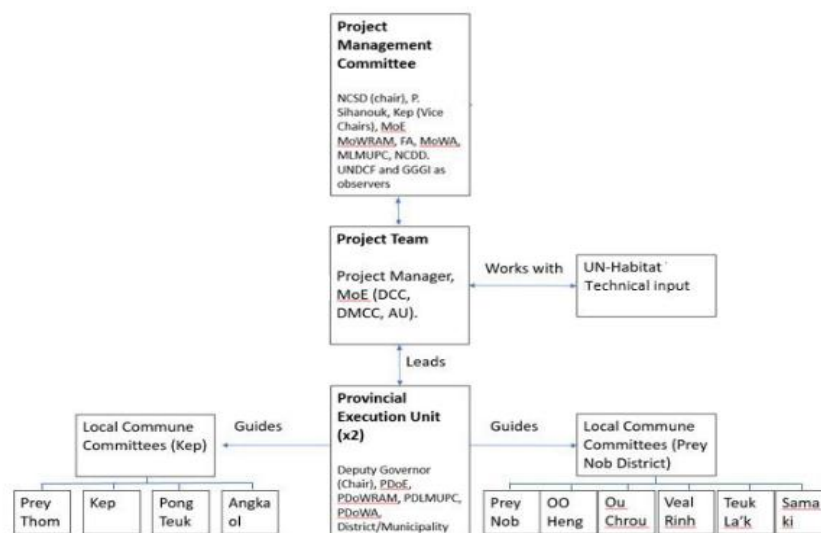
4. Term (Frequency of Meeting)

The Project Team will meet at least once per month throughout the project implementation and whenever needed to fulfil the above functions.

5. Institutional

The national level Project Team will be comprised of the Project Manager (who will be recruited by the NCSD), the Director of the Department of Climate Change, the Director of Marine and Coastal Conservation, and the Administration Unit, MoE.

There will then be a Project Execution Unit in each province (2x PEUs in total), which will be located in Provincial Hall. The Provincial Execution Unit will be chaired by the Deputy Governor of Kep and Preah Sihanouk Provinces. This unit will include a provincial level coordinator who will oversee the day-to-day running of each activity underway in each respective province.



6. Project monitoring, evaluation, and reporting

- 1) Organize monthly, quarterly, annual and irregular meetings to evaluate the progress in accordance with current regulations.
- 2) Monitor and evaluate the project activities and progress, to ensure their alignment with project objectives as specified in Project Document.

- 3) Develop periodical and ad-hoc project progress reports at the request of Governing Body, and Donor; provide and share information in accordance with current regulations.
- 4) Project Team serves as the focal point, coordinating with authorized agencies and donors to evaluate the performance of project beneficiaries and outputs project activities.
- 5) In case there is any adjustment, revision that needs to be made, or any other arising issues during project implementation, Project Team shall report to NCSD, submit to Doner for consideration and decision.

7. Acceptance, handover, and settlement works

- 1) Make arrangements for NCSD to accept and finalize the project, in accordance with current legislation and regulations of the donors.
- 2) Hand over the final outputs of the project to the receiving units, in accordance with the Decision of NCSD, and propose necessary measures to utilize and promote the achieved results; and carry out procedures for handling the assets of Project Team in accordance with current regulations.
- 3) Project Team must finalize the project final report and settlement report within 6 months after the project closure, send it to NCSD to submit to UN-Habitat/Donor for approval.
- 4) In case the above tasks cannot be completed within the regulated timeline, Project Team must develop a written explanation to NCSD to submit to UN-Habitat for consideration and possible extension of the project for Project Team to be able to finish the tasks.
- 5) Based on the content, scale, nature, and capacity, Project Team shall decide or sign documents within its authority and implement other tasks during project management. In case there is any other task that beyond the authority of Project Team, it must report to NCSD promptly, so they can report to UN-Habitat for consideration and decision.

8. Coordination Mechanism

- 1) Governing Body –NCSD: Project Team is subject to inspection and supervision of NCSD for the entire organization and operation of the project in accordance with current regulations.
- 2) Project Steering Committee: a) Project Team is under direct supervision of the Project Management Committee (PMC) in the implementation of all project activities; b) Project Team is responsible for providing information on project status and progress, for PMC to advise and coordinate activities between stakeholders during the project implementation; regularly or irregularly reporting the results of project activities to the PMC.