### [Full proposal package] Project proposal

**(1) Summary page**

|  |
| --- |
| **C:\Users\Administrator\Desktop\New_MKCF LOGO.png** |
| **Project Classification (check all that applies)** |
| □ Infrastructure☑ Information Communication Technology (ICT)□ Green Growth□ Water Resource Development□ Agriculture and Rural Development☑ Human Resource Development |
| **Project Title** |
| **“Capacity building and institutional strengthening for Logistics Monitoring and Evaluation Database Development in Cambodia and CLV countries”** |
| **Brief Description of the Project** |
| The project aims at developing logistics monitoring and evaluating framework and creating logistics database of CLV countries for analyzing logistics improvement or development in the respective countries. Developing M&E framework and logistics database would provide tangible data of each country or region to develop the strategic plan and/or policy for bettering the logistics system and for the sustainable and reliable logistics development. The project also aims to develop the logistics database system through strengthening the capacity and human resource of public and private sector and to share the best-practices of designing and collecting data among these CLV countries. Specific objectives of this project are expressed below; * Short term objective: to enhance capacity of government officials in developing logistics database and M&E framework for monitoring and evaluating logistics in Mekong region, particularly Cambodia, Lao PDR, and Vietnam.
* Medium term objective: to develop logistics M&E guide for the development of logistics in the Mekong region.
* Long term objective: to develop a central logistics database system for Mekong region to enable sustainable logistics development in Cambodia and Mekong region.

Intensive approaches and activities will be involved in this project implementation to fulfill the stated objectives. They are as follow;* Desktop literature review (to understand and learnt existing or past experience of M&E framework and database development in developed countries and/or any country that has senior year of experience);
* Result from desktop literature review will be gathered and formulate to have a conceptual report involving SWOT analysis approach;
* Workshop and Seminar arrangement for gathering the expert and academia to provide inputs and sharing knowledge on the M&E framework and database related to logistics in Cambodia and/or Mekong Region;
* Conduct in-house and oversea training associated to M&E skill and database management in logistics sector;
* Technical exchange visit in third country;
* Developing M&E framework and guidebook for tracking and tracing the logistics in Cambodia and Mekong region (CLV countries in particular) will be tasked and coordinated with a research institute;
* Conduct a case study and data collection and analysis as part of on-job-training.
 |
| **Country / Region** |
| CLV Countries – Cambodia, Lao PDR and Vietnam |
| **Estimated Budget** |
| 750,000USD |
| **Proponent** |
| Name | SORN Sopheavatey, Ms. |
| Address | [Corner of Preah Norodom Blvd and Street 106, Phnom Penh, Cambodia](https://www.google.com/maps/place/Ministry%2Bof%2BPublic%2BWorks%2Band%2BTransport/%4011.5750805%2C104.9218696%2C18.5z/data%3D%214m5%213m4%211s0x31095144f3bfe905%3A0xa9a18d986f6c66b0%218m2%213d11.5741077%214d104.9230935) |
| **Date of Submission** | 02/July/2019 |

**(2)**

|  |  |
| --- | --- |
| **C:\Users\Administrator\Desktop\New_MKCF LOGO.png** | Mekong-ROK Cooperation Fund (MKCF)Project Proposal |
| **Brief Project Information** |
| 1.1. Project Title | “Capacity building and institutional strengthening for Logistics Monitoring and Evaluation Database Development in Cambodia and CLV countries” |
| 1.2. Country (ies) / Region | CLV Countries – Cambodia, Lao PDR, Vietnam |
| 1.3. Date of Submission | 02/07/2019 |
| 1.4. Proponent Contact Details |
| Contact person, positionOrganizationEmail addressTelephone numberMailing address | - SORN Sopheavatey, Director - Department of Logistics Monitoring and Evaluation, General Department of Logistics, Ministry of Public Works and Transport, Cambodia-sorn.vatey89@gmail.com- (+855) 17 35 36 85- |
| 1.5. Project Area (check all that applies) |
| ☑ Infrastructure□ Information Communication Technology (ICT)□ Green Growth□ Water Resource Development□ Agriculture and Rural Development☑ Human Resource Development |
| **Project Milestone** |
| Estimated implementation start dateEstimated implementation end dateProject lifespan | 01/10/201901/10/20212 years  |
| **Description of Financial Elements** |
| *Estimated cost* | 750,000USD |
| **Background / Justification** |
| Socio-economic conditions of Cambodia have been changed dramatically during the past two decades with the shift of economic structures from an agriculture-oriented economy to an industry and service-oriented economy. Trade and transport volume are rapidly increasing year by year. In 2015, Cambodia has graduated from a lower income country to a lower middle-income country, in the meantime, Cambodia has enjoyed a steady growth of economy. To contribute to sustainable and inclusive high economic growth and development, Royal Government of Cambodia formulated Cambodian Industrial Development Policy 2015-2025 (IDP). The IDP clearly stated that in order to improve the regulatory environment there is a need to prepare a logistics master plan to serve as an efficient, reliable and highly competitive platform for trade facilitation. The sustainable and reliable logistics system will contribute to increase regional and sub-regional efforts in the context of ASEAN and GMS, to implement the Cross-Border Transport Agreement (CBTA) and the Single Window Mechanism. This will also contribute to provide other supporting measures including institutional frameworks to be integrated into the logistics system, cooperation and broader coordination with relevant authorities in charge of transport facilitation and movement of people and goods.With a steady growth of economy and trade volume, insufficient logistics system remains a major bottleneck for a country development as well as in regional growth. In responding to regional logistics development and addressing bottleneck of logistics development sector in Cambodia, MPWT had been formulating National Logistics and Transport Master Plan to roadmap the Cambodia’s logistics development. Nonetheless, MPWT remains facing some major challenges including, (i) lack of human resources and/or skills for managing and developing of logistics management system; (ii) lack of database system for logistics development sector; (iii) lack of monitoring and evaluation (M&E) system and mechanism for tracking the development of logistics sector; and (iv) insufficient both financial and technical support for formulating the logistics database system. |
| **Problems (to be addressed)** |
| 1. Currently, Cambodia does not have a university or academic institution that provide training course or knowledge associated to logistics and therefore Cambodia remains lacking of resources persons who are skill at logistics industry and also lacking of managing and developing of logistics management system. Be understanding the need of improving logistics business industry in the country and/or Mekong region, Cambodia’s Ministry of Public Works and Transport (MPWT) had created a national institution in charge of logistics development, namely General Department of Logistics (GDL). In the meantime, Cambodia’s government had also created National Logistics Council (NLC) and National Logistics Steering committee (NLSC) that will oversee the development logistics business industry in the country. GDL, under supervision of MPWT serves as secretariat to NLSC as well as NLC in which GDL acts as implementing and monitoring the logistics development plan in the country. Nonetheless, capacity of GDL officials remain limited in developing and managing logistics system. 2. Key challenges facing to the formulation of pure policy and strategic plan for logistics development include, lacking of data and/or information related to logistics sector in the Cambodia or in the region and the logistics data is not collective at the central database. Once developing policy and/or strategic plan associated to the development of logistics, time consuming and effort must be taken to gather those associated data and information from variety sources. Therefore, lacking of database system for logistics development sector is a key challenge for policy maker, academia, public and private sector who all involve in this sector. Only having a good database system will help to tackle this issue and ensure to have a concrete policy and strategic plan for the country development. 3. Cambodia’s government established national body in charge of logistics development sector, namely NLC and NLSC, while GDL as a secretariat. GDL will play important role in collecting data and reporting the progress of logistics development in the country for NLC and NLSC annual and biannual review meeting. The key problem of doing this task is lacking of monitoring and evaluation (M&E) system and mechanism for tracking the development of logistics sector.The proposed project would contribute tackle these problems and promote strong cooperation between the ROK and Mekong Countries, Ministry of Public Works and Transport of Cambodia in particular through sharing the knowledge, lesson learnt, best practices, study visit between the Mekong countries (in particularly Cambodia, Lao PDR and Vietnam) and the ROK. The project would also support knowledge exchange and share the innovation technology associated to logistics database management system and M&E framework system between both private and public sector of the ROK and the Mekong countries. And, therefore, enable the project to create a proper logistics database management system and a guideline of M&E framework system  |
| **Project Objective** |
| *Is it relevant to (1) national (2) regional priorities and (3) consistency to the MKCF Priorities?*The project aims at developing logistics monitoring and evaluating framework and creating logistics database of CLV countries for analyzing logistics improvement or development in the respective countries. Developing M&E framework and logistics database would provide tangible data of each country or region to develop the strategic plan and/or policy for bettering the logistics system and for the sustainable and reliable logistics development. The project also aims to develop the logistics database system through strengthening the capacity and human resource of public and private sector and to share the best-practices of designing and collecting data among these CLV countries. Specific objectives of this project are expressed below; * Short term objective: to enhance capacity of government officials in developing logistics database and M&E framework for monitoring and evaluating logistics in Mekong region, particularly Cambodia, Lao PDR, and Vietnam.
* Medium term objective: to develop logistics M&E guide for the development of logistics in the Mekong region.
* Long term objective: to develop a central logistics database system for Mekong region to enable sustainable logistics development in Cambodia and Mekong region.
 |
| **Project Description / Implementation Arrangement** |
| *Describe the main activities (Refer to (3) Indicative Work Plan)**Provide information on how the activities are linked to objectives that the project intends to achieve*The General Department of Logistics (GDL) of Ministry of Public Works and Transport serves as a secretariat of National Logistics Steering Committee (NLSC) as well as National Logistics Council. The GDL plays a vital role in collaborating with all concern stakeholders (public and private sectors) that involve in logistics business industries to address the bottleneck of logistics business and to ensure seamless logistics. The GDL will also be a policy maker and an implementer of policies, strategic plan and action plan relating to Cambodia’s logistics sector. Periodically, the GDL will prepare a logistics M&E report every six month and submit to NLSC and NLC to review the extent the Cambodia’s logistics improved and challenges remaining the bottleneck of the economic development. NLSC and NLC will take actions to address collectively those issues. This project would be of importance to build logistics M&E framework and database for Cambodia and also to strengthen GDL official’s capacity in developing a good quality of progressive logistics M&E report. The GDL has appointed a competent department, namely Department of Logistics Monitoring and Evaluation (DLME) that will take responsibility in preparing Logistics M&E progress report for NLSC and NLC and therefore, the GDL of MPWT creates a project working group that would comprise of the management of GDL, and management and technical officials of DLME. An established Project Working Group (PWG) will play important role to oversee the implementation of overall project. The Steering Committee will also be created and will play role to monitor progress of project and assess the results and outcomes of project. The PWG will be co-chaired by GDL and Mekong Institute. Partner countries in the Mekong region – Lao PDR and Vietnam in particular – and the ROK will also be invited as a member of the PWG.  |
| **Value Added for the MKCF Involvement/Impact Potential** |
| *Please specify why the MKCF involvement is critical for the project and the potential of the project to contribute to the achievement of the Fund’s objectives*The MKCF is a crucial funding support to the success of establishing Logistics M&E Framework and database in Cambodia and in the Mekong Region – particularly CLV countries. It would be an improvement of strong cooperation between Royal Government of Cambodia (RGC), especially Ministry of Public Works and Transport and the Republic of Korea (ROK) through the MKCF. Having this grant support, connecting between Cambodia and other Mekong Region countries, associated to logistics data sharing, would be stronger through this project implementation. Further, this funding support would make MPWT to have a new window of implementing the soft infrastructure through building a concrete logistics database and data management in Cambodia, which lead to create a pure logistics development policies, strategy and action plan for a sustainable and reliable logistics development as well as high economic growth.  |
| **Exit Strategy** |
| *Explain how the project sustainability will be ensured in the long run, after the project is implemented with support from the MKCF*This project will be continually implemented under supervision of General Department of Logistics (GDL) once logistics M&E framework and database has been created. The data related to logistics will be updated to logistics database every six month and then reporting to NLSC and NLC. National government budget will be requested annually under supervision of the DLME level and/or GDL level to collect data and update it in this database. GDL will also use the data from database to produce a Logistics and Transport Bulletin every semester and upload it in the MPWT Website.  |
| **Outcomes, Outputs, Activities and Inputs at Project level** |
| **Expected Result** | **Indicator** | **Means of Verification** | **Target** | **Remarks** |
| Mid-term | Final |
| **Project outcomes** |
| **1.** Improved human resource in logistics industry and logistics M&E in Cambodia and Mekong region, so as to continue developing and managing sustainable logistics system in the Mekong Region | Established CLV logistics database WebsitePublished a Cambodia and CLV countries Logistics M&E Framework and guideline. (after 24 months) | CLV logistics database Website is official launched Cambodia and CLV countries Logistics M&E Framework and Guideline will be available on the MPWT website and CLV Logistics database Website | **Mid-term:** Published Cambodia Logistics M&E Framework and guideline and CLV countries M&E Framework**Final:** CLV Logistics database Website | The national team for logistics data collection will be created to share the data and inputting data in the database.MoU between CLV countries will be created to share their logistics data among countries to input in the CLV logistics database.  |
| **2.** Having a comprehensive logistics policy and regional logistics industry development monitoring and evaluation mechanism would lead to have a pure logistics policy creation in the region and ensure sustainable regional economic growth through the data and information sharing within region. | Number of development policies associated to logistics development – focusing on green, sustainable and reliable logistics in Cambodia CLV Logistics Development policies created | Cambodia Logistics Policies – focusing on Green, sustainable and reliable development will be available at MPWT Website and/or CLV Logistics Database Website  | **Mid-term:** Cambodia Green, Sustainable and reliable Logistics created**Final:** Green, Sustainable and Reliable Logistics Policy in CLV countries created  | Created a Cambodian National taskforce member of logistics policy formulation.CLV countries focal point and task force will be created for sharing and inputting CLV Logistics Development Policies |
| **3.** |  |  |  |  |
| **…** |  |  |  |  |
| **Project outputs (that contribute to outcomes)** |
| **1.** Enhanced capacity and skills of Logistics M&E officials associated to statistical management skill, knowledge, stock gathering and data processing | * Capacity assessment report is published
* Guidance document and Training Module is created
* Competent officials deliver trainings to continue HR development
 | Published capacity assessment report and prepared training materials (module) for Training of TrainerTraining Module is created | **Mid-term:** * Draft report on capacity assessment
* Draft guidance document and training module

**Final:** * Finalized report on capacity assessment
* Finalized Training module
 | The guidance document and training module will be developed through reviewing variety of national and international articles, public-private consultation and from regional experience in the Mekong countries, CLV countries in particular  |
| **2.** Strengthened M&E capacity for the logistics management and development sector | * Capacity assessment report is published
* M&E Framework and Manual as well as Training Module is created
* Competent officials deliver ToT trainings to continue HR development
 | * Published capacity assessment report and prepared training materials (module) for ToR
* M&E Framework and Manual as well as Training Module is created
 | **Mid-term:** * Draft report on capacity assessment and draft training module
* Draft M&E Framework and Manual

**Final:** * Finalized report on capacity assessment and Training module
* Finalized M&E Framework and Manual
 | M&E Framework and Manual will be conducted by International and national expert through reviewing variety of relevant paper and conducting numbers of technical meetings and workshopsConducting In-house and oversea trainings and exchange visit at third country – ROK in particular |
| **3.** Developed a M&E Framework and Tool for logistics sector  | * Logistics M&E Framework and Tool (Ms. Excel etc.) is created
* Logistics M&E Template is created
 | Published Logistics M&E Framework and ToolPublished Logistics M&E Template to share with concerned stakeholders for reviewing and approving | **Mid-term:** * Draft Logistics M&E Framework and Tool
* Draft Logistics M&E Template

**Final:** * Finalized Logistics M&E Framework and Tool
* Finalized Logistics M&E Template
 |  |
| 4. Designed logistics database system for CLV countries and Geodatabase for logistics system in Cambodia | * CLV Logistics database system Website is generated
* Geodatabase for Logistics system in Cambodia is generated
 | CLV Logistics database system Website will be availableGeodatabase for logistics system in Cambodia will be available in MPWT Website | **Mid-term:** * Draft Geodatabase for Logistics system in Cambodia
* Draft CLV Logistics system platform

**Final:** * Finalized Geodatabase for Logistics system in Cambodia
* Finalized CLV Logistics System platform and Website
 | MoU between CLV countries will be created to create CLV Logistics database system and to share the relevant logistics data among countries to input in the CLV logistics database. This output will be carried out by international expert with coordination from national expert and government agenciesNumbers of technical meetings and workshops will be conducted with public and private sector.  |
| **5** Documented knowledge products: a case study for the baseline of logistics development sector in Cambodia and a follow-up case study for logistics M&E report in Cambodia’s Logistics and transportation | * Case study report on the baseline of logistics development in Cambodia is published
* Follow-up case study for logistics development in Cambodia is published
 | * Case study report on the baseline of logistics development in Cambodia is published and available at MPWT Website and/or CLV Logistics Database System Website
* Follow-up case study for logistics development in Cambodia is published and available at MPWT Website and/or CLV Logistics Database System Website
 | **Mid-term:**Case Study and Follow up study report on Logistics Development in Cambodia will be drafted and reviewed by relevant agencies**Final:**Finalized Case study and follow up study report on Logistics Development in Cambodia will be available at MPWT Website and/or CLV Logistics Database System Website | This output will be exercised by national experts with technical review and support by international expert. |
| **Activities** | **Description** |
| **Output 1** | **Enhanced capacity and skills of Logistics M&E officials associated to statistical management skill, knowledge, stock gathering and data processing** |
| * 1. **Review relevant national and international paper**
 | **Conducting Desktop and literature review, exploring best practice and knowledge on statistical management associated to logistics development sector. Also, preparing the Training Materials and Manual** |
| * 1. **Develop training materials and module associated to Logistics Statistical management skill and knowledge**
 | * Desktop reviewing for most relevant statistics to logistics that will support the development of training materials and module in order to deliver the training to key concerned stakeholders that involve in logistics sector
* Technical Meeting and training workshop (in-house and oversea training)
* Exchange visit at third country, ROK in particular, to learn who to manage, collect and analyze the data and generate logistics statistics for presentation.
 |
| * 1. **Capacity assessment**
 | * Desktop reviewing for developing the survey instrument associated to capacity assessment (pre- and post- capacity assessment)
* Conducting capacity assessment reports (pre- and post- training report)
 |
| **Output 2** | **Strengthened M&E capacity for the logistics management and development sector** |
| **2.1. Review relevant papers and/or articles to develop M&E Framework and Manual** | * Desktop and/or literature review for developing the M&E framework and manual associated to logistics
* Identify the most key relevant indicators and variables associated to logistics sector to be built in M&E framework and then manual.
* Defining the M&E framework for national level and regional level (Mekong region level)
* Hold technical meetings and workshops to share best practice, knowledge and experience between CLV countries
 |
| **2.2. Develop training materials associated to M&E in logistics** | * Desktop and/or literature review for developing the M&E framework and manual associated to logistics
* Identify the most key relevant indicators and variables associated to logistics sector to be built in M&E framework and then manual.
 |
| **Output 3** | **Developed M&E Framework and tool for logistics sector in Cambodia and CLV countries** |
| **3.1 Develop National M&E Framework and Tool for Logistics Sector in Cambodia**  | * Desktop and/or literature review for developing the M&E framework and manual for Cambodia National M&E Framework and Tool, focusing on national level.
* Defining and analyzing the most key relevant indicators and required data/information to be monitored and evaluated at national and regional level.
* Hold technical meeting and consultative workshops for reviewing and providing inputs to the national and regional M&E framework and tool
* Exchange visiting at third country – ROK in particular – to learn know-how the implementation of Logistics M&E system.
* Consolidating National and Regional M&E Framework and Tool as a manual
* Hold dissemination Workshop to launch the National Logistics M&E Framework
 |
| **3.2 Develop Regional M&E Framework and Tool for Logistics Sector in Mekong Region – CLV countries in particular** |
| **Output 4** | **Designed logistics database system for CLV countries and Geodatabase for logistics system in Cambodia** |
| **4.1 Develop Logistics database system for Mekong Region – especially starting with CLV countries**  | * Conduct ICT Research for developing a convenient and low-cost of Logistics Database system for Mekong Region – with focus initially on CLV countries
* Developing an interface and/or platform for Logistics database system in accordance with inputs from the M&E framework
* Conducting technical meeting and consultative workshop on developing and finalizing an interface and/or platform of the Logistics database system
* Logistics system pilot project basic data collection and system DB design
* Detailed design of the pilot system of the logistics system
* Establishment and installation of equipment
 |
| **4.2 Develop a Geodatabase for logistics system in Cambodia** | * Conduct ICT Research for developing a convenient and low-cost of a Geodatabase for Logistics System in Cambodia
* Developing a Training manual for inputting Geodata into Geodatabase and then processing the Geodata for a display
* Training workshop in Cambodia focus on building geodatabase, identifying key necessary geodata associated to logistics, and processing the data for presentation.
 |
| **Output 5** | **Documented knowledge products: a case study for the baseline of logistics development sector in Cambodia and a follow-up case study for logistics M&E report in Cambodia** |
| **5.1 Conduct a case study for the baseline of logistics development sector in Cambodia** | * Desktop and literature review
* Conduct market survey with key logistics actors
* Data analysis and report writing in accordance with data collected and stored in the Logistics M&E database
* Hold technical meeting to review and provide comments and feedback on the case study report
* Survey on status of logistics
* Identification and formulation of strategic project for monitoring and evaluation of logistics system
* Case study on monitoring and evaluation techniques of advanced countries
 |
| **5.2 Conduct a follow-up case study for Logistics development sector in Cambodia**  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| C:\Users\Administrator\Desktop\New_MKCF LOGO.png

|  |
| --- |
|  |

 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Explanation of Budget Estimates\*** |
|
|
|  |  |  |  |  |  |  |  |
| **Project Title: “Capacity building and institutional strengthening for Logistics Monitoring and Evaluation Database Development in Cambodia and CLV countries”** |
| **Project Implementing Agency / Country: Ministry of Public Works and Transport, Cambodia**  |
| **Duration: 2 year(s)**  |  |  |  |  |  |  |   |
| **Total budget: 750,073.50 USD** |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |
| **Item** | **Description** |  **Unit Cost USD** | **Quantity** | **Unit** | **Quantity** | **Unit** |  **Sub-total**  |
| **A. DIRECT COSTS:**  |
| **1** | **Personel**  |   |  |  |  |  |  |
| 1.1 | Personnel (Senior Project Manager) | 240 | 1 | person(s) | 75 | day(s) |  18,000.00  |
| 1.2 | Personnel (Project Manager)  | 195 | 1 | person(s) | 80 | day(s) |  15,600.00  |
| 1.2 | Personnel (Project officer) | 160 | 3 | person(s) | 103 | day(s) |  49,440.00  |
| **Sub-total for Category 1** |  **83,040.00**  |
| **2** | **Consultancy services (Professional):** |   |  |  |  |  |  |
| 2.1 | International Consulting firm Service framework agreement (Lump sum) | 350000 |   |   |   |   |  350,000.00  |
| 2.2 | National Consultant Service framework agreement (Lump sum) | 84000 |   |   |   |   |  84,000.00  |
| 2.3 | Airfare for International Consultant to Mekong Country |   |   |   |   |   |  2,800.00  |
| 2.4 | Airfare for National Consultant to Third Country (ROK)  |   |   |   |   |   |  2,100.00  |
| 2.5 | Airfare for National Consultant to Mekong Country |   |   |   |   |   |  1,200.00  |
| 2.5 | Ground transportation  |   |   |   |   |   |  1,600.00  |
| 2.6 | Accommodation |   |   |   |   |   |  2,100.00  |
| 2.7 | Reporting, communication materials |   |   |   |   |   |  1,750.00  |
| **Sub-total for Category 2** |  **445,550.00**  |
| **3** | **Direct Supplies and Services:** |   |  |  |  |  |  |
| 3.1 | Inception Workshop Package In Siem Reap Province, Cambodia |   |   |   |   |   |  2,500.00  |
| 3.2 | Meeting and Training Workshops in Phnom Penh |   |   |   |   |   |  4,000.00  |
| 3.3 | Training Workshop in Kep Province |   |   |   |   |   |  2,500.00  |
| 3.4 | Training Workshop in Kampong Cham Province |   |   |   |   |   |  1,250.00  |
| 3.5 | Launching Workshop in Siem Reap |   |   |   |   |   |  2,500.00  |
| 3.6 | Workshop in Thailand |   |   |   |   |   |  1,500.00  |
| 3.7 | Workshop in Lao PDR |   |   |   |   |   |  1,500.00  |
| 3.8 | Workshop and Exchange visit in ROK |   |   |   |   |   |  4,500.00  |
| 3.9 | Translation services - simultaneous translation |   |   |   |   |   |  3,200.00  |
| 3.1 | Other expenditures - Reception dinner |   |   |   |   |   |  3,300.00  |
|   | Other expenditures - communication cost |   |   |   |   |   |  1,750.00  |
|   | Other expenditures - Stationdery and meeting materials |   |   |   |   |   |  150.00  |
| **Sub-total for Category 3** |  **28,650.00**  |
| **4** | **Travel (for the PIA and/or participants of the event):** |   |  |  |  |  |  |
| **Sub-total for Category 4** |  **77,795.00**  |
| **5** | **Equipment:** |   |  |  |  |  |  |
| 5.1 | Computer Laptop (1200USD) 4 PCs set for Project Manager and Project Officer | 1200 | **4** | **person(s)** | **1** | **PC** |  **4,800.00**  |
| 5.2 | Printer (color) | 500 | **1** | **person(s)** | **1** | **set** |  **500.00**  |
| 5.3 | Office Desk | 250 | **3** | **person(s)** | **1** |  |  **750.00**  |
| 5.4 | Office Cabinet | 500 | **1** | **person(s)** | **1** | **set** |  **500.00**  |
| 5.5 | Car purchase for travelling to collect data for inputing into database, transporting meeting and workshop materials | 30000 | **1** | **pc** |  |  |  **30,000.00**  |
| 5.6 | GPS Device purchase for collecting geodata  | 550 | **2** | **pc** |  |  |  **1,100.00**  |
| **Sub-total for Category 5** |  **37,650.00**  |
| **6** | **Other Direct Costs** |   |  |  |  |  |  |
| 6.1 | Office supply | 100 | **24** | **months** |  |  |  **2,400.00**  |
| 6.2 | Office internet  | 100 | **24** | **months** |  |  |  **2,400.00**  |
| 6.3 | Office utilities | 100 | **24** | **months** |  |  |  **2,400.00**  |
| 6.4 | Petrolum for car | 100 | **20** | **months** |  |  |  **2,000.00**  |
| **Sub-total for Category 6** |  **9,200.00**  |
| **Sub-total of A. DIRECT COSTS** |  **681,885.00**  |
| **B. INDIRECT COSTS: Management fee (10% of A.Direct Costs)** |  **68,188.50**  |
| **TOTAL (USD)** |  **750,073.50**  |

**\*Please provide the indicative budget in MS Excel file**

### [Proposal package] Indicative Work Plan

|  |  |
| --- | --- |
|  | Month |
| Task | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| ***Output 1.*** | **Enhanced capacity and skills of Logistics M&E officials associated to statistical management skill, knowledge, stock gathering and data processing** |
| x | x | x | x | x | x | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 1.1.* | *-* ***Developing training module for Statistics Management and Course in Logistics sector and/or Reviewing relevant national and international paper for the training module****- Budget: 20,000 USD* |
|  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 1.2.* | **-Developing training materials and handouts associated to Logistics Statistical management skill and knowledge****- Conducting a Training Workshop** Budget: 15,000 USD |
|  |  |  | x | x | x | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 1.3.* | **Conducting a Capacity Assessment Report**Budget: 5,000 USD |
|  | x | x | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 1.4* | **Gathering Data relating to logistics sector and reporting***- Budget: 10,000 USD* |
|  |  |  |  |  | x | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Output 2.*** | **Strengthened M&E capacity for the logistics management and development sector** |
|  |  |  |  | x | x | x | x | x | x | x | x |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 2.1.* | **Review relevant papers and/or articles to develop M&E Framework and Manual**Budget: 15,000 USD |
|  |  |  |  |  |  | x | x | x | x | x | x |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 2.2.* | **- Develop training materials associated to M&E in logistics****- Hold Workshop and/or meeting to develop M&E Framework and Tool in Logistics sector**Budget: 20,000 USD |
|  |  |  |  | x | x | x | x | x | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 2.3* | **Conducting a training workshop on M&E system for tracking & tracing and updating development of logistics sector**  Budget: 10,000 USD |
|  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |
| *Output 3* | **Developed M&E Framework and tool for logistics sector in Cambodia and CLV countries** |
|  |  |  |  |  |  |  |  |  | x | x | x | x | x | x | x | x | x | x | x | x |  |  |  |  |
| *Activity 3.1* | **Develop National M&E Framework and Tool for Logistics Sector in Cambodia** Budget: 25,000USD |
|  |  |  |  |  |  |  |  | x | x | x | x | x | x | x | x | x | x | x | x |  |  |  |  |
| *Activity 3.2* | **Develop Regional M&E Framework and Tool for Logistics Sector in Mekong Region – CLV countries in particular**Budget: 30,000USD |
|  |  |  |  |  |  |  |  |  |  |  |  | x | x | x | x | x | x | x | x | x | x |  |  |
| *Activity 3.3* | **Conduct a ROK-ASEAN Workshop on M&E Framework and Tool for Logistics Sector in Mekong Region – CLV countries**Budget: 20,000USD |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |
| *Output 4* | **Designed logistics database system for CLV countries and Geodatabase for logistics system in Cambodia** |
|  |  |  |  |  |  |  |  |  |  |  |  | x | x | x | x | x | x | x | x | x | x | x | x |
| *Activity 4.1* | **Develop Logistics database system for Mekong Region – especially starting with CLV countries**Budget: 380,000USD |
|  |  |  |  |  |  |  |  |  |  |  |  |  | x | x | x | x | x | x | x | x |  |  |  |
| *Activity 4.2* | **Develop a Geodatabase for logistics system in Cambodia**Budget: 75,000USD |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x | x | x | x | x | x | x |
| *Activity 4.3* | **Conduct a Regional Workshop on Development of Logistics database system for Mekong Region – especially starting with CLV countries**Budget: 20,000USD |
|  |  |  |  |  |  |  |  |  |  |  |  | x | x | x | x |  |  |  |  |  |  |  |  |
| *Output 5* | **Documented knowledge products: a case study for the baseline of logistics development sector in Cambodia and a follow-up case study for logistics M&E report in Cambodia** |
|  |  |  |  | x | x | x | x |  |  |  |  |  |  |  |  |  |  | x | x | x | x | x | x |
| *Activity 5.1* | **Conduct a case study for the baseline of logistics development sector in Cambodia**Budget: 20,000USD |
|  |  |  |  | x | x | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 5.2* | **Conduct a follow-up case study for Logistics development sector in Cambodia**Budget: 20,000USD |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x | x | x | x | x |
| *Activity 5.3* | **Conduct a Workshop on Launching event of Logistics database system for CLV countries**Budget: 10,000USD |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x |

### [Proposal package] TOR

**TERMS OF REFERENCE OF KEY PROJECT CONTRACTED PERSONNEL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name** | **Organization** | **Position** | **e-mail / phone** | **Remarks** |
| **1** | H.E CHIENG Pich,Director GeneralGeneral Department of Logistics (GDL) | Ministry of Public Works and Transport (MPWT)&Secretariat of National Logistics Council | Senior Project Manager | chhiengpich@gmail.com | e.g. TOR No. 1 |
| **2** | SORN Sopheavatey,Director | Department of Logistics Monitoring and Evaluation, GDL, MPWT | Project Manager | sorn.vatey89@gmail.com | e.g. TOR No. 2 |
| **3** | SOR Yilin,Deputy Director | Department of Logistics Monitoring and Evaluation, GDL, MPWT | Program Officer | yilinsor@gmail.com | e.g. TOR No. 3 |
| **4** | SREY VireakChief Officer  | Office of Logistics Monitoring and Evaluation, DLME, GDL, MPWT | M&E Project Officer | srey.vireak@yahoo.com | e.g. TOR No. 4 |
| **5** | NEAK SopheaChief Officer | Office of General AffairDELM, GDL, MPWT | Survey & Civil Engineering  | neak\_sophea@yahoo.com | e.g. TOR No. 5 |
| **6** | LAING Sengkim | DLME/GDL/MPWT | Admin and Finance Officer |  | e.g. TOR No. 6 |
| **7** |  | Independent Consultant (International) | Korea Research Institute for Human Settlements | To be hired |  |
| **8** |  | National Consultant/National Consulting Firm |  | To be hired |  |

\* Note: Please add more rows when needed.

**TERMS OF REFERENCE**

|  |
| --- |
| TOR No. 1 |
| **Position** | Senior Project Manager |
| **Job Level** | Executive |
| **Duty Station** | GDL/Ministry of Public Works and Transport |
| **Responsibilities** | 1. Oversee the overall project implementation and management including both technical and financial aspects.
2. Maintain excellent relationships with all stakeholders including private sectors and governmental authorities, potential donors, NGOs and other relevant international research institutes.
3. Provide advices and reference for fund adjustment according to the actual needs and the progress of the project.
4. Provide expert inputs, review and justification for contract variations and prepare necessary documentations
5. Discuss with executing agency and implementing agencies to finalize a training plan, organize appropriate training according to the plan, design an evaluation questionnaire to gauge the usefulness of the training/capacity building design and performance of the trainers
6. Approves contract and MOU with development partners, donors and country partners
7. Approves expenditures
8. Approves TORs for the consultant/consulting firm to ensure quality and reliability of their work and deliverables in logistics M&E Framework and database and provide overall quality control of the project’s work.
9. Supervise and monitor the project implementation to ensure timely delivery of the outputs, outcomes and impacts and including the delivery of the mid-term and final report for the project funder.
 |
| **Requirements** | * Master or PhD degree in management, economics, international trade and business or related fields
* Advanced knowledge of all project’s related aspects
* More than 10 years working experience related to coordination and management of project implementation
* At least 5 to 10 years of working experiences relevant to management, economics, trade and business, commerce and infrastructure development
* Strong interpersonal skills in particular communication and mediation
* Well organized and very strong work ethic
* Fluency in Khmer and English
 |
| **Date** | 01/10/2019 to 01/10/2021 (130 working days) |

|  |
| --- |
| TOR No. 2 |
| **Position** | Project Manager |
| **Job Level** | Team Management |
| **Duty Station** | GDL/MPWT |
| **Responsibilities** | 1. Overall manage and administrate the project operations such as financial expenditures and budget preparation and control, staff recruitment and contract arrangement, managing fund used by the project and supervision of the project’s staff.
2. Provide overall coordination and communication between the implementing project and the Mekong-ROK and other involved stakeholders including public and private sectors and governmental authorities, potential donors, NGOs and other relevant international research institutes.
3. Coordinate and liaison with other Mekong Countries in term of sharing information, knowledge, experience, best practices on green building design and possibly seeking any assistance or support from those relevant partners countries in the Mekong region
4. Review the TORs for the consultant/consulting firm to ensure quality and reliability of their work and deliverables in green building design and provide overall quality control of the project’s work.
5. Supervise and monitor the project implementation to ensure timely of delivery of the outputs, outcomes and impacts these include the delivery of the mid-term and final report for the project funder.
 |
| **Requirements** | * A preferable master degree in business administration, management, transportation and infrastructure development or related field
* At least 5 to 10 years working experience related to coordination and management of project implementation
* At least 10 years of experiences working with development partners, public and private sectors and governmental authorities in the field of project development and implementation
* Strong interpersonal skills and good communication/presentation skills
* Proven project management skills including management of consultant/consulting firms
* Fluency in Khmer and English
 |
| **Date** | 01/10/2019 to 01/10/2021 (360 working days) |

|  |
| --- |
| TOR No. 3 |
| **Position** | Project Officer |
| **Job Level** | Technical Officer (staff) |
| **Duty Station** | GDL/MPWT |
| **Responsibilities** | 1. Assist Manager and team to coordinate and to compile necessary information for final report, technical review, technical inputs, procurement documents review and contract variation requests review, procurement plan management and update, due diligent report, review of the contractor’s claims and other management support.
2. Assist in the preparation of all documents associated to project implementation
3. Assist in the development of training material and delivery of training programs for relevant government, private and public sector,
4. Develop and nurture effective working relationship with relevant government and private sector partners to ensure good communication and productive collaboration;
5. Responsible for working and discussions with private sector and government counterparts to explore and/or demonstrate the practical feasibility of developing logistics M&E framework and database
6. Consolidate and analyze lessons learned from project implementation experience and share with team members
7. Facilitate to organize meetings, national and regional workshops for consultation on the draft guidance document, Logistics M&E framework and database process and to disseminate and share the document to other Mekong countries and the ROK
8. Facilitate to organize a study tour and/or exchange visit to another Mekong countries or ROK to exchange knowledge and sharing information and experience amongst country within Mekong region
 |
| **Requirements** | * A preferable master degree in business administration, management, transportation and infrastructure development or related field
* At least 5 to 10 years working experience related to coordination and management of project implementation
* At least 10 years of experiences working with development partners, public and private sectors and governmental authorities in the field of project development and implementation
* Strong interpersonal skills and good communication/presentation skills
* Proven project management skills including management of consultant/consulting firms
* Fluency in Khmer and English
 |
| **Date** | 01/10/2019 to 01/10/2021 (240 working days) |

|  |
| --- |
| TOR No. 4 |
| **Position** | Project M&E Officer |
| **Job Level** | Technical Officer (staff) |
| **Duty Station** | GDL/MPWT |
| **Responsibilities** | 1. Assist Manager and team to coordinate and to compile necessary information for final report, technical review, technical inputs, procurement documents review and contract variation requests review, procurement plan management and update, due diligent report, review of the contractor’s claims and other management support.
2. Assist in the development of training material and delivery of training programs for relevant government, private and public sector,
3. Coordinate and liaison with other Mekong Countries in term of sharing information, knowledge, experience, best practices on M&E logistics development and possibly seeking any assistance or support from those relevant partners countries in the Mekong region
4. Develop and prepare progressive report and report to project manager
5. Working with private sector and government counterparts to explore and/or demonstrate the practical feasibility of developing logistics M&E framework and database
6. Consolidate and analyze lessons learned from project implementation experience and share with team members
7. Assist to facilitate to organize meetings, national and regional workshops for consultation on the draft guidance document, Logistics M&E framework and database process and to disseminate and share the document to other Mekong countries and the ROK
8. Assist to facilitate to organize a study tour and/or exchange visit to another Mekong countries or ROK to exchange knowledge and sharing information and experience amongst country within Mekong region
 |
| **Requirements** | * A preferable master degree in business administration, management, transportation and infrastructure development or related field
* At least 5 to 10 years working experience related to coordination and management of project implementation
* At least 10 years of experiences working with development partners, public and private sectors and governmental authorities in the field of project development and implementation
* Strong interpersonal skills and good communication/presentation skills
* Proven project management skills including management of consultant/consulting firms
* Fluency in Khmer and English
 |
| **Date** | 01/10/2019 to 01/10/2021 (240 working days) |

|  |
| --- |
| TOR No. 4 |
| **Position** | Survey & Civil Engineering |
| **Job Level** | Technical Officer (staff) |
| **Duty Station** | GDL/MPWT |
| **Responsibilities** | 1. Conduct survey on geographical information related to logistics business
2. Assist in the development of training material and delivery of training programs for relevant government, private and public sector,
3. Working with private sector and government counterparts to explore and/or demonstrate the practical feasibility of developing logistics M&E framework and database
4. Coordinate and liaison with other Mekong Countries in term of sharing information, knowledge, experience, best practices on M&E logistics development and possibly seeking any assistance or support from those relevant partners countries in the Mekong region
5. Basic data survey and desktop literature review
6. Survey on traffic volume and problems in Mekong areas
7. Survey on conflict between logistics related institutions in Mekong Area
8. Survey on status of logistics
9. Technical exchange visit in third country
10. Logistics industry functional manpower and advanced manpower training
 |
| **Requirements** | * Bachelor degree or above in civil engineering or other related field of study
* At least 5 to 10 years working experience related to coordination and management of project implementation
* At least 10 years of experiences working with development partners, public and private sectors and governmental authorities in the field of project development and implementation
* Strong interpersonal skills and good communication/presentation skills
* Proven project management skills including management of consultant/consulting firms
* Fluency in Khmer and English
 |
| **Date** | 01/10/2019 to 01/10/2021 (240 working days) |

|  |
| --- |
| TOR No. 5 |
| **Position** | **Administration and Finance Officer** |
| **Job Level** | Supporting and operational staff  |
| **Duty Station** | GDL/MPWT |
| **Responsibilities** | 1. Establish an accounting and finance system for the project as required by the Mekong-ROK
2. Prepare accounting documents and monthly statement of cash receipts and disbursements as well as liquidation reports in a timely basis
3. Manage financial and administration aspects of project assets and financial resources to meet satisfactory outcomes of the project annual audit
4. Perform administrative activities and tasks under the project framework such as maintain soft and hard copy of project documentation and communication
5. Assist in monitoring and review of annual budget for finance and accounting
6. Prepare periodic expense reports in accordance with the project’s requirement
7. Handle local purchase and manage payroll and cash reserves of the project in line with Mekong –ROK procurement procedure
8. Facilitate to organize meetings, national and regional workshops for consultation on logistics M&E Framework and database system and to disseminate and share with other Mekong countries and the ROK
 |
| **Requirements** | * + Bachelor’s degree in accounting, business administration or other related fields
	+ At least 3 years working experiences in administration and finance
	+ Proficient in MS, Word, Excel, Spreadsheet, PPT, Email and internet access
	+ Be honest and transparent in dealing with others, commitment, accountable, integrity, be flexible and accept responsibility for delivering outcomes
	+ Good organizational and inter-personal skills, self motivated with hard working and willing to work as a team
	+ Good command of spoken and written in both English and Khmer
 |
| **Date** | 01/10/2019 to 01/10/2021 (360 working days) |

|  |
| --- |
| TOR No.  |
| **Position** | **International Consultant**  |
| **Job Level** | Technical Advisor  |
| **Duty Station** |  |
| **Responsibilities** | 1. Case study on monitoring and evaluation techniques of advanced countries2. Workshop and Seminar arrangement for gathering the expert and academia to provide inputs and sharing knowledge on the M&E framework and database related to logistics in Cambodia and/or Mekong Region3. Conduct in-house and oversea training associated to M&E skill and database management in logistics sector4. Developing M&E framework and guidebook for tracking and tracing the logistics in Cambodia and Mekong region (CLV countries in particular) will be tasked and coordinated with a research institute |
| **Requirements** |  |
| **Date** | 01/10/2019 to 01/10/2021 (360 working days) |

**CVs of the Core team members with reference to ToR**

|  |
| --- |
| **CV of TOR No. 1** |
| **Position in Project** | Senior Project Manager |
| **Full time/Part time** | Part time |
| **Name**  | **H.E. CHHIENG Pich, Director General of Logistics, Ministry of Public Works and Transport** |
| **Qualifications** | With over 25 years working in the public sector, H.E. CHHIENG Pich had became the Director General, General Department of Logistics and Head of the Secretariat of National Logistics Council in 2017. Prior to this top civil servant position, H.E. CHHIENG Pich held various key positions in the Royal Government such as National Project Director of Trade Development Support Program (TDSP) supported by European Union and World Bank, National Project Director of the Enhanced Integrated Framework (EIF) supported by World Trade Organization (WTO), Commercial Counselor at the Royal Embassy of Cambodia in Singapore for three years, Commercial Counselor at the Royal Embassy of Cambodia in Washington DC for six years. |
| **Experiences in relevant field** | Prior to this top civil servant position, H.E. CHHIENG Pich held various key positions in the Royal Government such as National Project Director of Trade Development Support Program (TDSP) supported by European Union and World Bank, National Project Director of the Enhanced Integrated Framework (EIF) supported by World Trade Organization (WTO), Commercial Counselor at the Royal Embassy of Cambodia in Singapore for three years, Commercial Counselor at the Royal Embassy of Cambodia in Washington DC for six years. |
| **Positions held** | Director General |
| **Publications etc if any** |  |
| **Others** |  |

|  |
| --- |
| **CV of TOR No. 2** |
| **Position in Project** | Project Manager |
| **Full time/Part time** | Part time |
| **Name**  | **SORN Sopheavatey** |
| **Qualifications** | * Master in Urban Management and Development, Erasmus University Rotterdam (EUR), the Netherlands, 2016 – 2017
* Bachelor in Law, Royal University of Law and Economics, Cambodia, 2007 – 2011
* Strong communication, coordination and management skills, be able to work well as a team and in multinational organization.
* Strong communication with relevant stakeholders: national and sub-national governmental level, local authorities and people.
 |
| **Experiences in relevant field** | * Seven years of experience in working as a policy maker for the Ministry of Public Works and Transport, Cambodia including National Transport and Logistics Master Plan, Road Traffic Law, Transport Policy, Urban Transport Policy, and Sewage System Management Law
* Be a project coordinator for a project entitled “Project for Improving the Logistics System of Cambodia”, implemented by the Ministry of Public Works and Transport
* Be a policy maker and urban planner by professional training
* Be a monitoring and evaluation expert, by on the job training and professional training
* Be a negotiator and coordinator
* Be a public speaker and public consultation coordinator
 |
| **Positions held** | **Director of Logistics Monitoring and Evaluation department** |
| **Publications etc if any** |  |
| **Others** |  |

|  |
| --- |
| **CV of TOR No. 3** |
| **Position in Project** | Project M&E Officer |
| **Full time/Part time** | Part time |
| **Name**  | **SREY Vireak** |
| **Qualifications** | * Master in Development Studies, Royal University of Phnom Penh, Cambodia, 2012 – 2014
* Bachelor in Environmental Science, Royal University of Phnom Penh, Cambodia, 2007 – 2011
* Bachelor in English, Western University, Phnom Penh, Cambodia, 2007 – 2011
* Strong communication, analytical and report writing skills in Khmer and English, be able to work well independently and collectively as a team.
* Strong communication with relevant stakeholders: national and sub-national governmental level, local authorities and people.
 |
| **Experiences in relevant field** | * Six years of experience in conducting research and consultation works on environmental and social research, including Environmental Impact Assessment (EIA), agricultural development, climate change and greenhouse gas mitigation, urban poor settlement communities, rural livelihood and development, and resettlement and replacement cost survey studies
* Be a project coordinator for a project entitled “Greenhouse Gas Emission Inventory and Mitigation Options for Road Transport Sector in Cambodia”, implemented by Ministry of Public Works and Transport
* Be an environmental and social Impact assessment expert, by on the job training and professional training
* Be a national renewable energy and Greenhouse gas inventory Specialist, by training and on-the job training
* Be an environmental economists and climate change expert
* Be a social and Resettlement Specialist
* Be a GIS specialist and statistician
* Be a qualitative and quantitative data analyst
* Be a comprehensive Public Consultation Coordinator
 |
| **Positions held** | Chief Officer, Office of Logistics Monitoring and Evaluation |
| **Publications etc if any** |  |
| **Others** |  |

**All the above documents are to be submitted in one file.**