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FCPF Cambodia

Standard Operating Procedures

2014-2017

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Acronyms

AWP	Annual Workplan
CCCA	Cambodia Climate Change Alliance
HRTS	Chair of REDD+ Taskforce Secretariat
FA	Forestry Administration
FACE	Funding Authorization and Certificate of Expenditures
FAO	Food and Agriculture Organization of the United Nations
FCPF	Forest Carbon Partnership Facility
FiA	Fisheries Administration
GDANCP	General Department of Administration for Nature Conservation and Protection
HACT	Harmonized Approach to Cash Transfers
ITB	Invitation To Bid
LTA	Long Term Agreement
MAFF	Ministry of Agriculture, Forests and Fisheries
MoE	Ministry of Environment
NIM	National Implementation Modality
NPD	National Programme Director
PEB	Programme Executive Board
QWP	Quarterly Workplan
RFP	Request For Proposal
RFQ	Request For Quotation
RT	REDD+ Taskforce
RTS	REDD+ Taskforce Secretariat
TA	Travel Authorization
TO	Technical Officer
ToR	Terms of Reference
TS	Technical Specialist
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
VHRTS	Vice Chair of REDD+ Taskforce Secretariat

ADMINISTRATION FORMS:

- Appendix 1. Activity Note
- Appendix 2. Travel Authorization
- Appendix 3. Local Travel Claim
- Appendix 4. International Travel Claim
- Appendix 5. Asset List
- Appendix 6. Asset Loan Form

PROCUREMENT FORMS:

- Appendix 7. Request for Quotation
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- Appendix 10. Suppliers Submission List
- Appendix 11. Declaration of Impartiality and Confidentiality
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- Appendix 14. Technical Evaluation Form
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- Appendix 18. Purchase Order
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- Appendix 20. Receipt Voucher
- Appendix 21. Disbursement Voucher
- Appendix 22. Payment Voucher
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- Appendix 27. Purchase Request Form
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- Appendix 29. FACE

REFERENCES:

1. National Implementation Modality (NIM)
2. Inception Report
3. Programme Documents

I. PROGRAMME STRUCTURE AND IMPLEMENTATION

The Forest Carbon Partnership Facility assists developing countries in their efforts to reduce emissions from deforestation and forest degradation and foster conservation, sustainable management of forests, and enhancement of forest carbon stocks by providing value to standing forests. The FCPF Readiness Fund supports participating countries as they prepare for REDD+ by developing the necessary policies and systems, including adopting national REDD+ strategies; developing reference emission levels (RELs); designing measurement, reporting, and verification (MRV) systems; and setting up REDD+ national management arrangements, including proper environmental and social safeguards.

Cambodia is a member of the FCPF, and has received \$3.8M from the FCPF Readiness Fund. UNDP is the Delivery Partner of the FCPF for Cambodia. The FCPF project works with the Forestry Administration as implementing partners, supported by the General Department of Administration for Nature Conservation and Protection (GDANCP), and the Fisheries Administration.

The Project's highest decision-making authority in the implementation of activities lies in the Programme Executive Board (PEB). The PEB will provide overall guidance for effective implementation of the Project, including through approval or revision of AWP and budgets, and through overall monitoring and evaluation of progress. The composition of the PEB is as follows:

Co-Chairman	:	Director General, Forestry Administration
Co-Chairman	:	Resident Coordinator, UNRC
Members	:	UN-REDD National Programme Director, FA (PEB Secretary)
		Deputy Director General, GDANCP (alternate PEB Secretary)
		Director of Department of Fisheries Conservation, FiA
		UN-REDD Deputy National Programme Director, GDANCP
		Representative of Government of Japan
		Representative of the Government of Norway
		Delegation of the European Union
		FAO, Country Representative
		UNDP, Country Director
		UN-REDD Regional Coordinator (UNEP)
		Indigenous Peoples' representative
		Civil Society representative

The REDD+ Taskforce Secretariat is responsible for day-to-day management of the REDD+ Readiness process and the FCPF project (see Figure 1a for the structure of the REDD+ Task Force Secretariat; note that its composition might change over time based on needs and the availability of funds). It is chaired by the FA with GDANCP as the Vice-chair, and is composed of staff from FA, GDANCP and FiA, international and national advisors, and support staff. The lead representatives from FA and GDANCP are responsible for management of work plans and budgets for their respective agencies. In coordinating the implementation of FCPF Project activities to achieve the planned target outcomes, the FA has appointed a National Project Manager (NPM), who will be assisted by a technical and support team (see Figure 1a for the structure of the FCPF team).

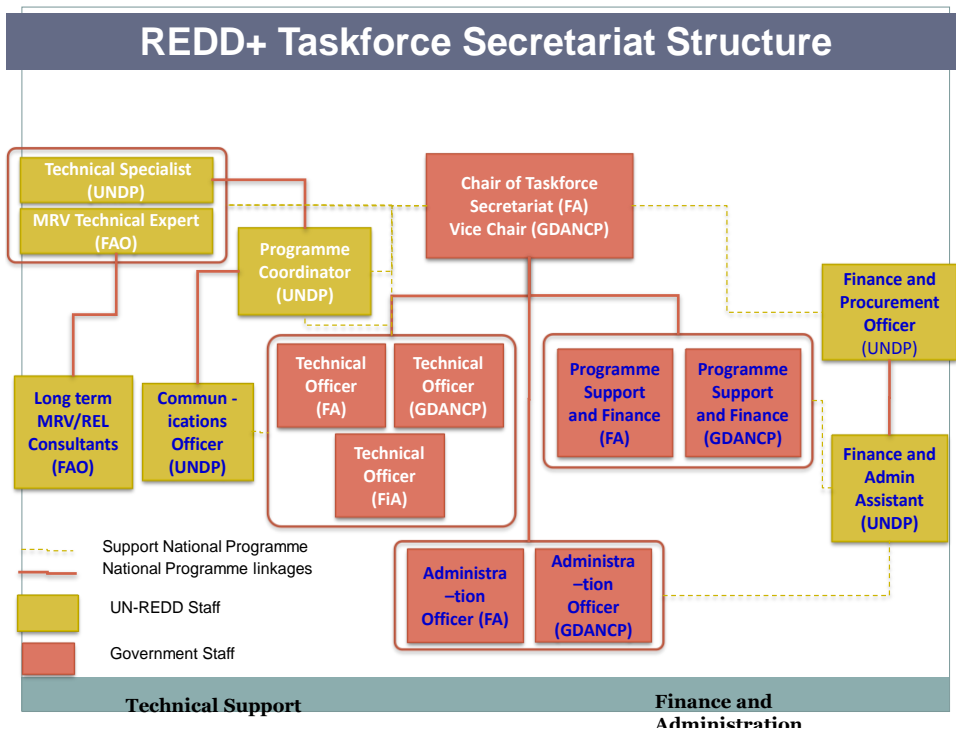


Figure 1: Organization Structure of the Cambodia REDD+ Taskforce Secretariat (RTS)

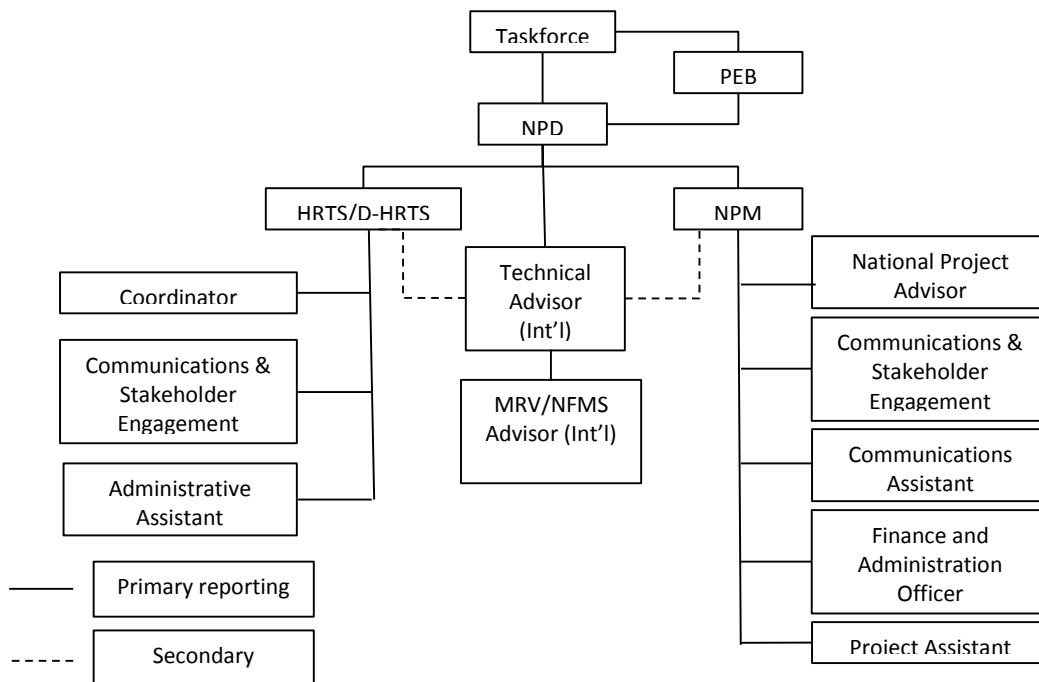


Figure 1a: Organization Structure of FCPF technical and support team

I-1.National Programme Director (NPD)¹

- a. NPD provides oversight of the Support Team and ensure that all partners implement their tasks and deliver required outputs.
- b. NPD ensures the activities are implemented in time to allow the outcomes to be reached, as identified in Pro-Doc; and that they are consistent with the National Strategy.
- c. NPD corresponds with external parties such as officials from MAFF and other government agencies, UNDP, and the UN-REDD Global Programme.
- d. NPD decides on representation from the project and Cambodia's National REDD+ Programme at national and international events.

I-2.National Programme Manager (NPM)/andTechnical Specialists (TS)¹

- a. NPM manages all activities undertaken by the FCPF to allow the outcomes to be reached, as identified in Pro-Doc;
- b. NPM corresponds with other REDD+ readiness partners in Cambodia and UNDP.
- c. NPM ensures that the work of FCPF is coordinated with the work of the RTS.
- d. In collaboration with TS and Project Coordinator (PC), NPM develops quarterly and annual workplans for the project.
- e. The Technical Advisor and MRV/NFMS Advisor ensure that the quality of work undertaken by the FCPF project is of the highest technical standards

I-3 FCPF Support Team

Working as the Programme Management Unit for the FCPF project, the Support Team should:

- a. Support implementation of project activities as determined by the NPM and Technical Specialists;
- b. Organize project meetings, including PEB meetings;
- c. Provide training and advice to RTS staff;
- d. Ensure full and effective participation of all relevant stakeholders in the FCPF project
- e. Communicate information about the FCPF project, including lessons learned to stakeholders inside and outside Cambodia
- f. Ensure that all project activities are implementing cost-effectively and efficiently.

This structure will work closely with the RTS, which has the following structure:

I-4 Head /Vice Head of RTS (HRTS/VHRTS)/andTechnical Specialists (TS)¹

- a. HRTS/VHRTS and TS have full management authority on the implementation and operational of administrative duties, and the activities at the Secretariat level.
- b. HRTS/VHRTS and TS inform and discuss with the DDG FA and DDG GDANCP matters involving Secretariat management or supervision.
- c. HRTS/VHRTS and TS communicate with other parties related to the management of the RTS.
- d. HRTS/VHRTS provide leadership in development of a comprehensive approach to awareness raising, information sharing, and multi-stakeholders.
- e. HRTS/VHRTS lead the review of relevant policies and policy framework.
- f. The Technical Advisor and MRV/NFMS Advisor provide technical advice to the RTS on the overall development of the REDD+ Cambodia programme

¹ See detailed ToR is Section VI

I-5.Cambodia REDD+ Taskforce Secretariat (RTS)

Supporting the Cambodia REDD+ Taskforce to manage the overall Cambodia REDD+ Process, the RTS should:

- a. Support the development and management of a Cambodia REDD+ governance and management framework, including members of civil society, indigenous peoples and the private sector.
- b. Coordinate and facilitate key meetings, including those of the Cambodia REDD+ Taskforce, Consultation Group, and technical teams.
- c. Support the development and implementation of training on REDD+
- d. Ensure that information on the Cambodia REDD+ Programme is easily available, and that stakeholders are both made aware of progress and are able to comment on it.
- e. Ensure that there is effective and inclusive consultation on Programme development and outputs.

II.PROGRAMMEADMINISTRATION AND MANAGEMENT

II-1.Issuance and Receiving Documents (Including correspondence, concept notes, TORs and reports)

a. Issuance of letters and documents:

- (1) Responsible person prepares a draft letter/document,
- (2) Sends to the NPM for review, and to HRTS/V-HRTS for information and comment,
- (3) Checking, comment, revision and endorsement the letter/documents by NPM and return to responsible person for transmission to NPD (2 days),
- (5) Signature of approval by NPD (2 days),
- (6) Recording/registration of decision (1 day)
- (7) Delivery immediately with signature of receiver by messenger (letter), (1 day)
- (8) Responsible person to follow up and confirmation of participation if it is invitation letter (1 day).

If the deadline passes and respective person not yet commented, approval is assumed and the document passed to the next step.

b. Use of Activity Note (See appendix 1):

An Activity Note is used for two purposes: to process incoming correspondence, and to process internal documents (other than Financial Supporting Documents).

For processing of incoming correspondence:

- (1) The Administrative Assistant prepares an Activity Note and in the case of correspondence addressed to a specific official, forwards the correspondence with Activity Note to that official for onward processing.
- (2). If the correspondence is not addressed to a specific official, the Administrative Assistant prepares an Activity Note and forwards the correspondence and Activity Note to the NPM for onward processing, and to HRTS/V-HRTS for information.

For processing internal documents:

- (1) An Activity Note is prepared by the originator of the document.
- (2) The draft Activity Note and accompanying document is sent to NPM for comment with document and review (2 days), and to HRTS/V-HRTS for review and comment
- (4) The Activity Note is then sent to the NPD for approval (2 days)

If no comment or answer is received by the deadline, the document is considered agreed and approved.

- c. Every staff member who wishes to send letters, faxes or documents can submit it to the Administrative Assistant for the delivery process.
- d. The Administrative Assistant will receive, open and check/select the incoming letters, faxes and documents. That correspondence which is not addressed to a particular person will be directed to the NPM.

II-2.Archiving (filing) Letters and Documents

- g. Each signed document shall have soft copy version in PDF or similar format for archiving purposes.
- h. Each signed document shall have a hard copy version and archived by Finance and Administration.
- i. The Administrative Assistant is responsible for archiving all hard copy documents (Except financial supporting document)
- j. Individuals who keep his/her own files need to make copies or scans on their own for filing by the Administrative Assistant.

II-3.Email Communication

- a. Documents such as meeting minutes, reports, concept notes, TOR etc. should be circulated by email for no objection comment and contribution/feedback.
- b. In some cases, an email message can be used as supporting to comment/advice purpose in urgent case such as during the time NPD is on mission overseas.

II-4.Asset Management

The management of assets includes all actions necessary for the acquisition and receipt, custody, maintenance and disposal of non-expendable assets which are controlled and safeguarded by Cambodia FCPF project.

- a. Cambodia FCPF assets can be grouped into two:
 - 1. Expendable assets: are items costing up to \$400; the Administrative Assistant will be responsible for monitoring, custodianship and maintenance of a record and log of movement and disbursement, checking the stocks, storing in a locked cabinet; and providing supplies issued only against written requests.
 - 2. Non-Expendable assets: are items costing above \$400, such as: desktop computer, laptop, heavy machinery, generator, project equipment, printer, photocopier, desk, table, etc..

The Administrative Assistant will be responsible as custodian of Non-Expendable Assets and will undertake the following:

- Develop asset list (See Appendix 5)
- Require receivers of non-expendable assets to sign a Loan Form (see Appendix 6) for any assets they are acquired to use in order to provide service to the programme.

- Assets procured using funds from UNDP are recorded using the format s in Appendix 5, which will be prepared by the Administrative Assistant, reviewed by NPM, and approved by NPD.
- Any goods or equipment must have a UNDP codification/tagging number and be recorded in the asset list. The number/tag of each item should be written clearly on the goods concerned.
- An assets physical count should be undertaken every 30 June and 31 December and the results reported to UNDP management.

II-4-1 Asset Ownership

- a. All assets purchased with FCPF project funds or otherwise acquired by the FCPF project will be used and managed by the Cambodia FCPF project until the Programme ends.
- b. Ownership of assets following completion of the project will be referred to the PEB to decide on the transfer and other uses or destinations of the assets purchased by the Programme, which may be transferred, sold or donated.
- c. Each user of an asset must take full responsibility for the safety and whereabouts of the asset.
- d. In the case of damage, theft or loss, users shall report to NPM within 48 hours for investigation; and report the theft/loss to the police. A report must be submitted to the NPD for further reporting to UNDP. Personal Liability will be decided by UNDP.

II-4-2 Reporting on assets

- a. The Administrative Assistant reports the assets status to the NPM every 6 months for review and forwarding to the NPD for Approval.
- b. NPD reports the assets status to UNDP every 6 months.

II-5 Official Travel

- a. International Travel allowances (meals, local transportation and taxis to and from the airport) are part of the Daily Subsistence Allowance (DSA) UN rates. DSA is paid in lump sum.
- b. Domestic Trip allowances will be based on inter-office memorandum, and include meals, accommodation and transportation.
- c. Rental of taxi, boat, and other vehicles can be accounted for if there is a valid proof of leased payment from taxi, boat, and other vehicles.
- d. Provision of the use of private vehicles and rental vehicles for official travel
 1. Staff undertaking official travel may use a private vehicle or rental vehicle as long as it is more efficient than alternative. Such use requires prior clearance from NPM and NPD.

2. Reimbursement of the use of personal vehicle for official travel is \$0.10/km. For travel in Phnom Penh/local (from home/hotel to venue = 2 ways = maximum of \$5/day). Reimbursement rates will be reviewed once a year). The reimbursement is for the owner of the vehicle only, not to any passengers.
3. For local official trips (meeting/workshop/training) in Phnom Penh, staff may use metered taxis. Taxi costs are reimbursed at cost (actual invoice).

Travel Advance

The process of providing travel advances will depend on the purpose of the trip:

1. Seminar/Workshop/Training/Meeting (referred to below as “event”)

In order to prepare travel advances to attend an event the following steps will be taken:

- a. Invitation letter sent from event organizer to the Support Team, addressed to NPD
 - b. The invitation will be approved (or not approved) by NPM for domestic level 2 days after receipt of the invitation letter. For an international event, the invitation will be reviewed by NPM within 2 days; and approved by NPD within 2 further days.
 - c. After receiving approval, a nomination letter will be sent back to the organizer as confirmation of participant(s) within 1 day of approval.
 - d. Participants must complete a Travel Authorization (TA) (See Appendix 2) form and attach the form with invitation letter and nomination letter to get approval from NPM for domestic travel; approval being provided within 2 days.
 - e. For an international event, the traveller submits the same documents to NPD for approval within 2 days then refers the approved TA to the Finance Officer for procurement of travel advance.
 - f. The Finance Officer prepares DSA at 80% of the total DSA and submits to NPM for approval within 2 days for local travel; and to NPD for approval within another 2 days for an international event.
 - g. After TA is approved, the Administrative Assistant will prepare logistic arrangements for participants such as flight bookings, local transportation, and room reservation (within 2 days).
 - h. Following the event, a mission report should be submitted for approval within 7 working days after returning the mission. The approved report is submitted to the Finance Officer for the remaining 20% DSA payment.
 - i. The traveler should submit documentation at least 14 working days in advance for international travel to get the DSA advance, and at least 7 working days in advance for domestic events.
2. Field Mission
 - a. Travelers have to prepare concept note/ToR and budget plan (specify activity code in AWP) together with cash advance request, and TA to be submitted to NPM for 2 days review and 2 days approval for NPD if it's over US\$400. To NPM if it's under US\$400 for 2 days approval.

- b. Completed form is submitted to Finance.
- c. Finance reviews the submitted Cash Advance Request Form (Appendix:?) and other support documents for 1 day if it is compliance and acceptable if not have to wait until requester completed the requirement. Then submit to NPM for 1 day review if it's over \$400 and for approval if it's under \$400. To NPD for approval if it's over \$400.
- d. Cash advance for DSA expenses is 80% of the total DSA. The 20% allocation would be paid after the end of the mission and after the requesting staff submits the approved Back To Office Report to Finance (Back To Office Report should be made 7 days after returning from the trip).
- e. The Back To Office Report will be approved by NPM for 2 days after receiving report.
- f. The cash advance request is approved when there is no pending unpaid cash advance from previous activity by the same person.

II-6. Cambodia FCPF Seminar/Workshop/Training/Meeting

- a. Seminars/workshops/training/meeting (i.e. events) related to the implementation of Cambodia FCPF project should have concept note and proposed budget to be approved by NPM within 5 working days after submission and can be undertaken in two ways, outsourced or self managed.
- b. Events that are outsourced shall follow the RTS Guidelines on Procurement of Goods and Services or the provisions of UNDP in case it is procured by UNDP.
- c. Events that are self managed by the Secretariat shall be coordinated by NPM.
- d. Preparation specifically for workshop/seminar, all draft support documents such as concept note, list of participants, invitation letter, need to be submitted to NPM one month prior to the workshop/seminar date in order to get Director General approval.
- e. For events that are self-managed, the administration of the FCPF project shall follow the rule of procurement procedure.
 - ◆ The Administrative Assistant coordinates attendance of participants and resource persons, the completeness of supporting documents such as papers/materials, meeting minutes, and others.
 - ◆ The Program Support & Finance Officer ensures the completeness of required payment proof for the implementation of the event.
 - ◆ Person in charge of events (Team Leader/Facilitator...) makes a summary report or minute of the events. The participants, material/presentation materials and notes or minutes of meetings.

II-7. Other Cambodia FCPF Activities (Activities in work plan)

- a) Implementation of other activities should have Concept note (including ToR) and proposed budget to be approved by NPM within 5 working days after submission and can be undertaken in 3 ways, e.g. outsource or self managed (Support Team) or line agencies such as GDANCP, FA, FiA, or by UNDP.
- b) Activities that are outsourced shall follow the RTS Guidelines on Procurement of Goods and Services or the provisions of UNDP in case it is procured by UNDP.
- c) Self- managed activities shall be coordinated by NPM.
- d) Activities implemented by line agencies (i.e. GDANCP, FA, FiA) Agreement should be made between line agency and NPM. Line agency shall follow rules and regulation of RTS in terms of expenditure such as DSA, Travel, Resource Person, venue procurement.

II-8. Publication of Programme Documents

Publication of all Programme documents such as Concept notes, TOR, reports and other related programme documents for which cost are above \$400 will be approved by NPD.

II-9. PROGRAMME EXECUTIVE BOARD (PEB) MEETING PREPARATION

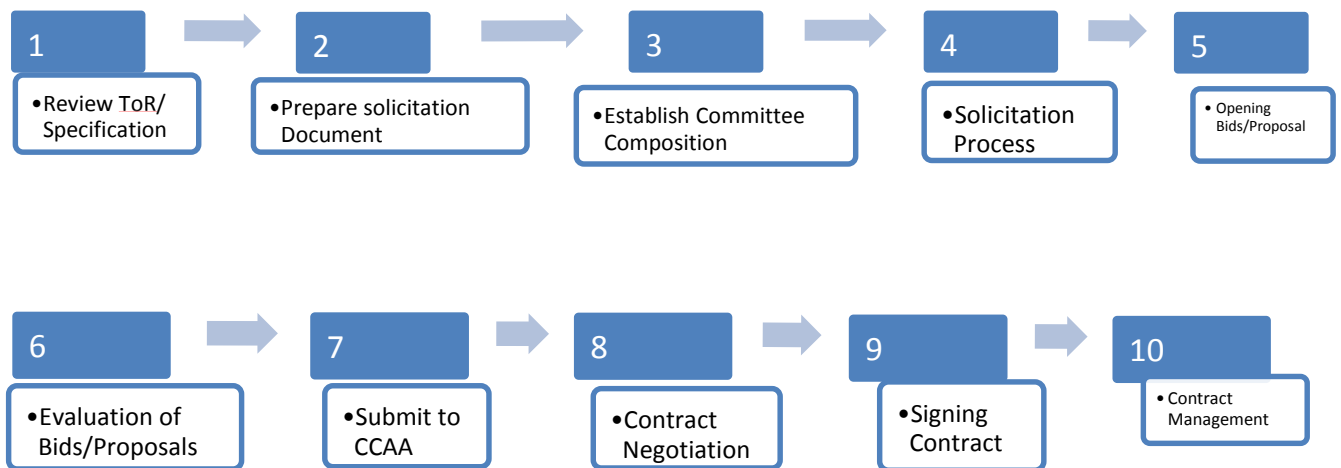
The PEB will meet once every four months, or more often, as required. At each meeting of the PEB, the date of the next meeting will be agreed, but the PEB may be convened before the next planned meeting if the NPD determines the need.

1. The Support Team will organize PEB meetings and issue invitations and documentation for consideration at the meeting at least two weeks in advance. Included in the documentation will be a description of actions taken in response to previous PEB decisions.
2. PEB meeting decisions will be made based on a quorum (50%+1). PEB members who cannot attend a meeting will assign an alternate representative.
3. The PEB Meeting will be minuted by the Support Team. The draft minutes will be circulated for comments to all PEB members within two weeks of the meeting, in both English and Khmer. PEB members shall have one week to comment on the draft minutes. Following any amendments required based on comments received from PEB members, minutes will be signed by the co-chairs within another one week.
4. All PEB documents, including agenda, background documentation, presentations, and minutes, will be posted on the REDD+ Cambodia web-site within 6 weeks of the PEB meeting.
5. The NPM and Support Team will be responsible for ensuring that PEB decisions are acted upon within the time period specified by the PEB and as indicated in the minutes.

III. PROCUREMENT PROCEDURE

- a. Procurement will be carried out in two ways namely procurement of goods/services which procured by the Support Team and procurement of goods/services/civil work which are not procured by the Support Team.
- b. The Support Team organizes the procurement of goods, civil work and services that have been listed in the Procurement Plan according to Procurement Policy.
- c. Procurement of goods/services/civil work which are not procured by the Support Team is a direct procurement carried out by UNDP which the budget listed in AWP or because of technical considerations, the NPD requested the UNDP to carry out procurement of goods/service/civil work. Procurement of goods is undertaken based on consideration that the goods are required to support the achievement of outputs as agreed in the Project Document.
- d. As long as the Support Team has not selected permanent and official vendor(s), the Support Team will carry out the task of procuring goods and services, the Support Team shall make a direct appointment and use the vendor(s) that have been used by UNDP called Long Term Agreement (LTA).

Below are the steps for procurement:



1) Review ToR/Scope of Work/Specification:

- Support Team staff contact NPM to inform about upcoming procurement of service/goods by using activity note (See Appendix 1)
- NPM assign government counterpart to take responsibility for technical aspects, within 1 day.
- For procurement of goods/services with a value less than \$400, approval is by NPM. For goods/services with a value over \$400, approval is by NPD. Requesters shall prepare the following documents:

- i. ToR/Scope of Work/Specification,
- ii. Estimated budget by including all related cost such as public announcement with number of issues.
- iii. Supplier List in consultation with procurement focal point.

- Requester submits approved documents to procurement focal point for further processing within 2 days.

Note: In case of specifications, they should be generic. Brand names shall be avoided.

2) Prepare solicitation document

Within 1 day of receipt of the documentation, the method of procurement is selected, based on estimated cost to be used:

- Request for Quotation (RFQ) (See Appendix 7)
- Invitation to Bid (ITB)
- Request for Proposals (RFP) (See Appendix 7)
- Consider Pre-Bid meeting if necessary
- Design evaluation criteria
 - RFP: cumulative or lowest price
 - ITB & RFQ: based on specification and other conditions (e.g delivery period, after sales service, bid/proposal security, etc.)
- Develop timeline for the whole procurement process.

3) Committee Composition

Within 4 days of the completion of step 1, step 2 and step 3.

- Three to five members and approved by NPD
- Provide independent advice and chaired by experienced individual
- The work of committee is strictly confidential
- Sign Declaration of Impartiality and Confidentiality statement (See Appendix 11)
- Sign Statement of ethical conduct and fraud and corruption (See Appendix 12)

4) Solicitation Process

Within 5 days of completion of step 4 if it's RFQ and 14 days of completion if it's public announcement needed.

- Advertisement in local newspapers/on website (UNDP Cambodia, UNDP Global, etc.)
- Conduct pre-bid meeting if required / Clarification from bidders upon request.

5) Opening Bids/Proposals

- ITB: Open publicly on same day of the deadline with the presence of evaluation committee in No. 3 above and bidders' representative.
- RFQ: Public opening is not necessary, but opening will take place on the same day as receipt.
- RFP: Public opening of financial proposal encouraged.

6) Evaluation Methodologies

- Request for Quotation (RFQ)(See Appendix 7) – the lowest-priced offer among the technically compliant/responsive offers is selected; RFQs are reviewed based on a pass/fail method.
- Invitation to Bid (ITB) – The lowest-priced offer among the technically compliant/responsive offers is selected; ITBs are reviewed based on a pass/fail method.
- Request for Proposal (RFP) (See Appendix 8) – Two modalities exist:
 - i. The lowest priced technically compliant/compliant offer is selected based on a point system method with a minimum threshold; or
 - ii. The offer is selected based on a cumulative analysis
 - iii. Opening record list (See Appendix 13) will be signed by committee members.
 - iv. Committee will evaluate on technical proposal first and scoring in provided technical evaluation template (See Appendix 14) without opening financial proposal unless it's passed.
 - v. Summary of technical proposal template is provided for consolidation committees' scoring.
 - vi. Financial Proposal is opened with opening record list.
 - vii. Summary of Technical and Financial Evaluation (See Appendix 15)
 - viii. Background check to selected service provider either by phone call or by email.
 - ix. Minute of evaluation is prepared (See Appendix 17).

7) Submission to Committee for Contract, Assets & Acquisition (CCAA)

CCAA Committee shall make evaluation and recommendation by using Procurement Review Form for CCAA (See Appendix 16) within 3 days after receiving documents.

- Single Contract with supplier for both competitive/direct contracts above US\$30,000.
- Minute of CCAA meeting is prepared.
- CCAA shall comprise of, FA, GDANCP, FiA, UNDP representatives.
- Prepare letter of intent to successful bidder and signature of NPD.

8) Contract Negotiation

- Conducted after selection but prior to award to contract.
- Negotiations on prices are not allowed (RFQ, ITB and RFP) but IC and direct contracting is allowed.
- Send draft contract to successful bidder.

9) Signing Contract

- Contract is to be signed by the designated authorities in the programme within 3 days of the completion of step 8.

10) Contract Management

- Monitor payment terms in contract (Advance payment and installment)
- Deliverables in case of consulting services.
- Delivery and installation of goods
- Breach of contract

III-1. Procurement Ethics

- Conflict of interest: A conflict of interest may exist when a staff is involved in an activity or has a personal interest that might interfere the objectivity in performing the function. It can arise:
 - i. When a staff takes outside employment or has financial interest
 - ii. When personal relationship with staff of other business entity could influence the decision.
- Gifts and Gratuities:
 - i. May not accept gifts or gratuities from any supplier for themselves or for their family.
 - ii. May not take advantage of their position to seek discounts on procurement for personal use. This is construed as a gratuity
- Integrity: Open and effective competition
- Ethics vs. Compliance (Ethics encourages responsible conduct and compliance prevent misconduct; Ethics is self-imposed)
- Ethical belief is a personal choice; however ethical conduct can be mandated by an organization.
- Ethics are moral boundary or values within our work
- Fraud Prevention: Fraud is defined as “dishonestly obtaining a benefit by deception or other means” and includes both tangible and intangible benefits. Falsifying documents. Misrepresenting information.
- All committee members are required to sign on Declaration of Impartiality and Confidentiality and Statement on Ethical Conduct and Fraud and Corruption.

Table 1. Approvals Authority of Procurement

Acquisition Cost	Approval From
Up to US\$400	NPM
Above US\$400	NPD

III-2. Procurement Method

No.	Procurement Method	Transaction Value	Description
1	Local Shopping	<US\$400	- Direct appointment by the Support Team. Purchase Order (See Appendix 18) Contracts issued by NPM.
2	Request for Quotation (RFQ)	US\$400 US\$2,499	- Informal Process of Procurement undertaken by Secretariat with minimum 3 quotations. - Decision on Quote selection is reviewed by NPM and approved by NPD. -Contract issued by NPD -Technical Committee is optional
3	Request for Quotation (RFQ)/ Request For Proposal (RFP)	US\$2,500 - US\$100,000	- Formal Process of Procurement of goods and services through invitation to suppliers by emailing or posting RFQ or RFP in website and/or national newspaper - RFP Used in the procurement of complex goods

			<p>and services</p> <ul style="list-style-type: none"> -Contract issued by NPD - Technical committee needed - CCAA Committee needed for contract over US\$30,000
4	Invitation to Bid	>US\$100,000	<ul style="list-style-type: none"> -Normally used when entity is not required to propose technical approaches to a project activity (i.e., goods and civil works) -Public Announcement of goods and services on website and national newspaper, - Selected evaluation methodology, - Contract issued by NPD. - Technical committee needed - CCAA Committee needed for contract over US\$30,000 with evaluation minute (See Appendix 16)

IV.FINANCIAL MANAGEMENT

IV-1.GENERAL POLICIES

The Support Team maintains financial records with supporting documentation in accordance with generally accepted accounting principles. The Support Team will develop a financial management system that can provide:

- a) Accurate, current and complete disclosure of financial transactions;
- b) Records that identify source and application of funds; and
- c) Effective control and accountability for funds, property and other assets; and comparisons of expenditures versus budget amounts.

The Support Team uses automated accounting software called QuickBooks Pro which has been customized to be used during the life of Programme. Reports are generated on a monthly basis and are sent to UNDP for audit / fund clearance.

The Support Team maintains original copies of financial records. These records are available for inspection by appropriate auditors and UNDP at any time.

Financial records of the programmes are retained for 7 years after submission of final reports or final audit closeout.

IV-2.INTERNAL CONTROL POLICIES

General Provision:

It is the Support Team's policy to maintain an effective system of internal control in order to provide management with reasonable assurance that assets are safeguarded and transactions are authorized, valid, complete and accurate.

The Support Team will develop and implement a system of internal controls. Its elements of include:

- Adequate segregation of duties. No person should have control over a transaction from beginning to end. Ideally, no person should be able to record, authorize and reconcile a transaction.
- Transactions are authorized and performed by persons acting within the range of their authority.
- Transactions are clearly and thoroughly documented and available for review.

2.1 FINANCIAL RECORDS

The Support Team will maintain an accounting system which comprises of the following journals: cash register, petty cash, and journal entries. In addition, copies of bank statements, cancelled checks, and bank reconciliation statements are maintained and on file.

2.2 INFORMATION SECURITY

The accounting system database is backed up daily into the external hard disk drive by the Finance Officer and Program Support.

2.3 SEGREGATION OF DUTIES AND RESPONSIBILITIES

2.3.1 National Programme Director (NPD)

The National Programme Director is responsible for the overall Programme administration and ensure that objectives are achieved as stated in agreements or contracts with donors. The NPD operates the activities in accordance with policies and procedures, the rules and regulations of the UNDP. S/He will authorize on daily operation and technical program activities and procurement cost above US\$400.

3.2 Authorization Level for National Programme Manager (NPM)

The NPM is authorized to approve as a single signatory on daily operation and technical program activities and procurement cost up to US\$400. Any Programme activities and or procurement cost above US\$400 requester is required to submit to Finance Unit for review in terms of budget verification. After reviewed, the Finance Unit will submit the request to NPM for his review and NPD or his designee for approval except if it had been approved in weekly meeting, the attached minute can be used as supporting documents.

3.3 Authorization for Approving on Payment Vouchers

NPM is authorized to sign as a single approval up to US\$400 on all vouchers and above US\$400, NPD or his designee sign as a single approval on all vouchers.

IV-3.CASH AND BANK MANAGEMENT

Authorization to open a bank account for the Programme is given to the NPD. The title of the account must bear the name of organization, institution and not the individual's name.

- As the US currency is being used in Cambodia and there is no restriction from the government for using foreign currency, the Support Team will open US Dollar bank accounts for its operation.
- Four authorized signatory including the NDP, NPM are authorized to sign on cheques.
- Funds are requested from UNDP and wired into the US\$ bank account (the primary account) on a quarterly basis.
- Cheques are issued to cover expenditures for more than US\$50.
- Upon receiving the cheque books from the bank, it must be ascertained that all book pages are intact.
- Tight security over the cheque books should be maintained and unused books kept in a locked safe under the responsibility of the Finance Officer (FO). The cheque books in use and the counterfoil cheques should be kept under lock and under the responsibility of the Finance Assistant (FA).
- New cheques ordered for a specific account must continue to be in a sequential order within the cheque book for the new ordered.

The following procedures are strictly prohibited:

- Cheques payable to "CASH"
- Cheques signed in blank

- Altered cheques and bank transfers

IV-3-1. CASH ADVANCE LIQUIDATION

After the completion of field activities, requesters need to prepare as following in order to clear advance:

Type of supporting documents following each type of activities:

Advance to individuals

- Request for advance (See Appendix 24) with breakdown of planned expense
- Activity workplan
- activity completion report
- Liquidation report (See Appendix 25)with detailed expenditure list
- Supporting documents for expenditure reported.

Travel and DSA

- Travel Authorization
- Request for travel advance (if advance)
- Travel claim form (See Appendix 3 & 4) (if advance)
- Back to Office report.
- Boarding pass

Consultants on short term service contracts

- Certificate of payment ((See Appendix 19)
- Interim/final report (if indicated in contract)
- timesheet (if indicated in contract)
- copy of contract
- performance evaluation (for final payment only)

Consultancy contracts with firms

- Invoice
- Interim/final report
- Acceptance of output by project manager
- Copy of contract

Liquidation of Advance to Individual

- Liquidation must be made within 14 working days after mission completed.
- The staff member will bring the receipts/invoices to the PCC who will prepare a Payment Voucher (See Appendix 22) or Disbursement Voucher (See Appendix 21).
- The PCC will attach the receipts/invoices to the payment voucher and disbursement voucher for 1 day at NPM for review and approve (if under \$400) or approved by NPD for 1 day (if over \$400).
- After approval, the PCC will reimburse the staff member, having the staff member sign for the receipt of cash.
- Next, the PCC will stamp the payment voucher and on receipt "PAID" and file it along with all accompanying documentation in the appropriate file.
- The PCC will update the Cash Advance Register (See Appendix 26) after each transaction.

Liquidation of Travel Advance

- Liquidation must be made within 14 working days after mission completed.
- The staff member complete Travel Claim Form attach with Back to Office report and boarding pass (if international) and attach the receipt/invoice of transportation (local only) to PCC who will prepare disbursement voucher.
- The PCC will attach the above mentioned supporting documents to the disbursement voucher for 1 day at NPM for review and approve (if under \$400) or approved by NPD for 1 day (if over \$400).
- After approval, the PCC will reimburse the staff member, having the staff member sign for the receipt of cash.
- Next, the PCC will stamp the payment voucher and on receipt "PAID" and file it along with all accompanying documentation in the appropriate file.
- The PCC will update the Cash Advance Register (See Appendix 26) after each transaction.

IV-4. PETTY CASH FUNDS

A Petty Cash Funds (in US Dollar and Cambodian Riels) is established to meet minor and recurring expenses (taxi fares, copying, small office supplies, meeting refreshments, landline, etc.), which would not normally require the issuance of cheques. Any expense occurs up to \$50 will be used petty cash.

All petty cash is to be kept in a secure place in a safe box, and there shall be limited access as follows:

- The NPM has access to the key of the safe but not to the safe codes
- The finance officer has access to the safe codes but not to the key of the safe. The FO has the authorization to change the safe codes when necessary to ensure that no other third party knows the safe codes.
- The finance assistance who is assigned as the Petty Cash Cashier (PCC) serves as the custodian of the petty cash funds and has full access to the key and the codes of the safe.

The following controls have been established to facilitate tight management of the petty cash accounts:

- The Petty Cash is maintained in both US Dollar and in Riel.
- The Petty Cash is used to cover expenditures below or equal to US\$50 but not for per diem and salary.
- The US dollar Petty Cash should be replenished only by cheques when the balance is less than US\$150. The cheque is written to the PCC for all petty cash replenishment (a memo authorized that all cheques written for petty cash replenishment need to be documented). Occasionally, petty cash may be replenished even if the balance is more than US\$150; this occurs only when the finance unit has a high demand from different expenditures at once.
- A regular cash count should be conducted by the FO or the NPM on both currencies at least once a month. Random cash counts also shall be conducted on at least 4 times a year by the FO or NPM. This spot check is documented each time. If there is a difference, this difference must be explained. A signed cash count sheet needs to

be documented each time a cash count is performed. A copy of the signed cash count sheet may be provided to the NPD upon request within the same day.

- All cash counts must be conducted in front of the PCC.
- The petty cash fund should not be mixed with other funds of money and cannot be used for short-term loans for employees or officials.

Petty Cash reimbursement requests must follow the following procedures:

- The staff member will bring the receipt and/or request to the PCC who will prepare a petty cash voucher (Payment Voucher).
- The PCC will attach the receipt and/or request to the payment voucher and submit to NPM for approval.
- After approval, the PCC will reimburse the staff member, having the staff member sign for the receipt of cash.
- Next, the PCC will stamp the payment voucher and on receipt "PAID" and file it along with all accompanying documentation in the appropriate file.
- The PCC will update the spreadsheet after each transaction.

4.1 Cash Register

A Cash Register is a chronological record of all Programme expenditures and income. A Cash Register is maintained and set up in QuickBooks. For expenditures, or payments, the register shall include the following:

- Payment date;
- Payee;
- Description of transaction;
- Voucher number;
- Cheque number;
- Account code;
- Activity code; and
- Amount of payment.

For income or receipts, the register shall include(See Appendix 20):

- Date of deposit;
- Payer (funding source);
- Description of transaction;
- Voucher number;
- Account code; and
- Amount of funds received.

4.2 General Journal Entries(See Appendix 23)

The general journal entries are used to record accounting transactions other than those recorded through the Cash Register—such as recording liquidation of advances, or reclassifying entries (changing the Programme or Account Code) made in previous periods. Original supporting documents explaining why the entries are being made must be attached to the entry.

The functions of preparation and approval of the general journal entries have been separated to observe internal control. The general journal entry will be prepared by the assigned FA, reviewed by the FO and approved by the NPM or his designee.

All cases, the general journal entry voucher must be approved by someone other than the person preparing and reviewing the journal entry voucher.

4.3 Payment

A sound system of cash control requires that payments be made by cheques and/or by bank transfers. Drawing a cheque or bank transfer is not practical for small expenditures or in the cases of emergency or where circumstances demand for payment to be in cash. It thus becomes necessary to maintain a Petty Cash Fund. All Support Team staff should continuously seek to reduce the necessity to make disbursements via Petty Cash. The Support Team uses Payment Vouchers with appropriate supporting documentation to document cash disbursements and to maintain proper internal controls on expenditures.

4.4 Petty Cash Payments

- Petty cash payment vouchers are prepared for expenditure below US\$50 by the PCC (FA), reviewed by the FO and approved by the NPM or his designee. The Purchase Request (See Appendix 27) may not be needed for an emergency expenditure which cost below US\$50 or routine expenditure such as electricity, telephone, internet, drinking water etc. NPM can approve together on invoice and Payment Voucher (PV) instead of issuing Purchase Request.
- Stamp certify of goods/services/civil work on invoice is required.
- Based on the approval of the payment voucher, the PCC settled the payment.
- After the payment is settled; the PCC stamps it with "PAID" on invoice and PV.
- The PCC records the paid vouchers in a Petty Cash book and prepares a petty cash summary replenishment.
- When disbursements are made from the Fund, the vouchers attached with the supporting documents must be presented to another FO for data entry into the Support Team accounting system.

4.5 Cheque Payments

- The FA initiates check payments by preparation of a Disbursement Voucher (DV) upon receipt of an invoice and other supporting documents.
- Stamp certify of goods/services/civil work on invoice is required.
- The DV is reviewed by the FO and approved by the NPM or his designee.
- The cheque is prepared by the FA.
- Cheque photocopied by FA.
- Cheque delivered to payee or payee is called to collect payment by FA. Carrying cheque to pay to suppliers is not encouraged.
- Voucher, copy of the check, and invoice and payment are recorded in G/L, and then filed.
- Once the cheque is prepared and signed, a cheque photocopy is made to be attached to the payment voucher and invoice. The invoice will be stamped with "PAID" to indicate that payment has been made.
- When payments are made, the vouchers attached with the supporting documents must be presented to another FO for data entry into the Support Team accounting system.

IV-5.BANK RECONCILIATION

Bank reconciliations will be performed on a monthly basis. The bank reconciliation statement is to reconcile the month end balance per the Cheque Register to the bank statement when it is received. When completed, the bank reconciliation statement will reflect the difference between the cash on hand according to the bank statement and the actual cash on hand per the Cheque Register.

There is usually a difference between the bank statement and Cash Register records because:

- Some of the cheques written may not yet have cleared the bank at the time the bank statement is issued;
- Bank charges/fees have not been recorded in the Cash Register; and
- Deposits may have been made close to the end of the month, after the bank statement has been issued by the bank.
- At the end of each month, the bank reconciliation is prepared by the FO. Below are the detailed steps for performing bank reconciliation:

- Compare last month's bank statement ending balance to the beginning balance on the current month's bank statement.
- Compare last month's bank reconciliation to the current bank statement. Verify that all items in the "Balance per Bank Statement" section have cleared the bank:
- Verify all deposits in transit have cleared. If not, list the amount on this month's bank reconciliation, but follow-up action is necessary as this deposit is lost.
- Verify that all outstanding cheques have cleared the bank. If not, list the cheque on this month's bank reconciliation. If the cheque is considered "stale" (cheque has been written 6 months ago but has not cleared the bank) contact the cheque payee, stop payment on the cheque, make a correcting entry to reverse/void this cheque and process a new cheque to the supplier.
- Verify that any bank errors have been rectified. If not, list the amount on this month's bank reconciliation but follow-up action is necessary.
- For any bank error identified, notify the bank in writing and list these as adjustments to the "Balance per Bank Account."
- After every item has been checked off in both the bank statement and the general ledger cash account, the bank reconciliation is ready to be finalized:
- List the balances per the bank statement (ending balance) and the general ledger cash account (ending balance) on the bank reconciliation.
- The "Adjusted Balance Per Bank Statement" and the "Adjusted Balance Per Cash Account" should equal. If they are not equal, you need to look for the difference and identify the error.
- The final steps include the signing and checking of the bank reconciliation:
- The individual preparing the bank reconciliation will sign the bank reconciliation.
- Attach the following documents to the reconciliation:
 - i. Signed Reconciliation.
 - ii. Copy of Last Month's reconciliation, bank statement and general ledger cash account.
 - iii. This month bank statement.
 - iv. This month's general ledger cash account printout.
 - v. Any correspondence with the bank regarding errors.

- The FO will review and sign the bank reconciliation.
- The signed package will go to the NPM for review and signature.

IV-6.WORK PLANING PREPARATION AND DELIVERY

The UNDP scrutinize delivery in terms of both expenditures and results, so high quality and accurate work planning is essential.

Work planning occurs at two time scales: annually and quarterly. The process for preparing both Annual Work Plans (AWPs) (See Appendix 28) and Quarterly Work Plans (QWPs) is similar. An AWP shows the planned activities broken down by quarter. However, due to changes in circumstances or priorities that inevitably occur during a year, the details in the 2nd, 3rd, and especially the 4th QWP may deviate from anticipated activities in the AWP.

The process for preparing work plans is as follows:

- The National Project Advisor and Technical Specialist, reviewing the Programme Document and progress, prepare an initial draft for the following year/quarter at least 3 weeks before the end of the current year/quarter, in consultation with UNDP CO.
- Draft QWPs include, as attachments, all ToR/concept papers required for activities to be undertaken during the quarter. The AWP include as attachments, all ToR/concept papers required for activities to be undertaken during the first quarter.
- Draft work plans are sent to regional UNDP advisor for a one-week no-objections review (meaning that the draft is considered reviewed if no comments are received within one week).
- Draft work plans (with any amendments resulting from the regional advisor review) are discussed with the NPM for another one week. Any amendments emerging from this discussion are communicated to UNDP CO and regional advisor.
- The work plan is sent to HRTS/V-HRTS for information, and presented to the NPD for endorsement for 2 days.
- In the case of the AWP, the work plan is presented to the PEB for approval. QWPs do not need to be presented to the PEB for approval unless there are significant deviations from activities anticipated in the AWP. This is likely to occur for 3rd and 4th quarter QWPs.

After PEB approval, the AWP is posted to the Cambodia REDD+ web-site. QWPs are available upon enquiry.

The National Project Advisor and Finance and Procurement Officer are jointly responsible for monitoring implementation of AWP and QWPs to ensure that delivery targets are met in terms of expenditure and results. Where it appears that delivery targets may not be met, the National Project Advisor is responsible for notifying the Technical Specialist to be reported to NPD and UNDP focal points so that remedial measures can be prepared.

IV-7.BUDGET/AWP REVISION MECHANISM

1. If the change in budget allocation is proposed within an outcome and without affecting total outcome totals, that change does not require a revision of the AWP. That means it just moves from one output to another and keeps the total outcome the same.
2. If the change takes the form across Outcome or the amount for each component is substantially higher or lower than the approved AWP in variation above 20%, which changes

need to inform NPD to be reported to PEB with a copy to REDD+ Taskforce members. The process of those changes should be as follow:

- a. NPM prepare the revision of AWP with attached justification and submit to NPD
- b. NPD reviews and approves on the changes within 2 days after submission.

V.MONITORING, REPORTING AND AUDIT

V-1.MONITORING

- HACT Micro Assessment
 - The Policy and Procedure for HACT Assessment is based on framework for cash transfer modality.
 - HACT micro assessment become the principles to determine the risk level and the fund transfer modalities to the implementing partner and activities to maintain assurance over the utilization of the provided cash.
 - frequency of spot check implementation.

- SPOT CHECK ASSURANCE ACTIVITIES

UNDP can at any time conduct a spot check to verify inventory provision and financial management which uses FCPF project funds and applies its management.

Spot check is not an audit, but an inspection activity on the spot. Spot check is conducted by UNDP. Spot check covers audit action follow up, micro assessment on follow-up recommendation, internal control overview, FACE Form review, petty cash and bank reconciliation, inventory, as well as procurement. Spot check is applied considering the project's potential risks. The criteria for risk evaluation refer to micro assessment and project risk.

V-2.REPORTING

- **Quarterly Progress Report**
 - Quarterly Progress Report is prepared on a quarterly based by NPM in the forms of UNDP and Secretariat templates.
 - NPM would then categorize the reports to:
 - Financial report in the form of FACE forms(See Appendix 29). Financial Report will be generated figure from Atlas System called Combined Delivery Report (See Appendix 31) which comprised of expenditures by Implementing Partners (IP) and Expenditure by UNDP.
 - The next quarterly work plan and Direct Cash Transfer Request
 - The quarterly progress report on project's development results (QPR for UNDP) and Financial Report (See Appendix 30) in accordance.
 - NPM submits draft quarterly progress report to NPD for approval and to HRTS/V-HRTS for information.
 - NPD submits the report to UNDP for reference.

- **Annual Report**

An annual report is required by UNDP.

- The annual report for UNDP in-country is prepared by NPM using UNDP templates;
- Annual report contains the annual development results and financial status.
- NPM submits draft report to HRTS/V-HRTS for information, and to NPD for review.
- NPD submits to PEB for approval.

- **End of Project Report**

- End of project report is prepared by NPM using UNDP templates.
- End of project report contains the narrative and summary of the project's activities, development results and its financial report.
- NPM submits end of project reports in all forms to HRTS/V-HRTS for information, and to NPD for review
- NPD submits end of project report to PEB for approval.

- **Time frame of report preparation and submission**

No.	Type of Report	Template	When	Prepared By Whom	To Whom
1.	Quarterly Progress Report	1. UNDP Template	End of Quarter	Support Team	UNDP
3.	Annual Report	1. UNDP Template	End of quarter	Support Team	UNDP

V-3.Audit

Audit is an integral part of sound administrative and financial management, as well as part of UNDP accountability framework. A programme/project that is financed by the UN is subject to annual audits.

The objective of the audit is to assure UNDP, that its resources are being used and managed in accordance with:

- The UNDP financial regulations, rules, policies and procedures that apply to projects
- The project document and/or annual workplan (AWP) and the workplans, including activities, management arrangements, expected results, monitoring evaluation, and reporting provisions; and
- The key considerations for management, in the areas of management administration and finance.

The audit of projects must cover, but may not necessarily be limited in scope to, the following:

- The rate of delivery
- Financial accounting, monitoring and reporting
- Systems for recording and reporting on resources
- Equipment use and management
- Human Resource Management
- Management Structure, including the adequacy of internal control and record-keeping mechanisms.

The audit of projects must confirm and certify that;

- Disbursements are made in accordance with the activities; workplan and budgets of the project document and/or Annual Workplan (AWP);
- Disbursement are supported by adequate documentation;
- Financial reports are fairly and accurately presented and represent correctly the financial position;

- Appropriate management structure, internal controls and record-keeping systems are maintained;
- Monitoring and evaluation of activities and the progress toward expected results are undertaken as planned and according to the key considerations for management.
- Procurement, use and disposal of equipment are in accordance with the key considerations for management, the procedures governing the project, and UNDP rules;
- Satisfactory measures have been taken by the designated institution/implementing partner and by UNDP to comply with the recommendations of prior audits.

Audit is conducted annually from March to April of the year based on the UNDP set threshold and the findings are reported to UNDP Headquarter. The audit of projects managed by a United Nations agencies is carried out by the duly appointed auditors of UNDP.

The audit must be conducted in conformity with generally accepted common auditing standards and in accordance with the professional judgment of the auditor. The audit may refer to the standards and terms of reference established for the United Nations Board of Auditors.

Appendix 1

ព្រះរាជាណាចក្រកម្ពុជា

Kingdom of Cambodia

ជាតិ សាសនា ព្រះមហាក្សត្រ

Nation Religion and King

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កំណត់បង្ហាញដ្ឋាន (Activity Note)

កម្មវត្ថុ (Objective):.....

កាតព្វកិច្ច (Urgent)

<u>របស់មន្ត្រីជំនាញ (Comment/Activity Note by Technical Staff)</u>	
<u>របស់អនុប្រធានលេខាធិការដ្ឋាន</u> <u>(Comment by Deputy Chair of CRST)</u>	<u>របស់ប្រធានលេខាធិការដ្ឋាន</u> <u>(Comment by Chair of CRST)</u>
<u>របស់អនុប្រធានកម្មវិធីជាតិFCPEកម្ពុជា</u> <u>(Comment by Deputy National Programme Director)</u>	<u>របស់ប្រធានកម្មវិធីជាតិFCPEកម្ពុជា</u> <u>(Comment by National Programme Director)</u>

Appendix 2 Travel Authorization



CAMBODIA FCPF PROJECT

UNDP PROJECT No.

(#40, PreahNorodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia)

TRAVEL AUTHORIZATION

Name: _____ Title: _____ Duty Station: _____

Purpose of travel: _____

ITINERARY:

FROM	TO	DATE OF TRAVEL
_____	_____	_____
_____	_____	_____

DSA advance required: Yes: _____ No: _____

Car Rental required : Yes: _____ No: _____

Car booking : Yes: _____ No: _____

Attached herewith please find copies of invitation, logistic arrangements, and authorization.

Traveler's Signature: _____

Date: _____

Authorized by: _____

Date: _____

Note:

- i). All travel request **MUST TO** inform to Admin Unit at least **5days** prior departure date
- ii). After completed this form, please kindly submit to Finance Unit



Empowered lives. Resilient nations.

Cambodia FCPF Project

UNDP ROJECT No. 00078446

(#40, Preah Norodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia, 3th Floor)

កិច្ចព្រមព្រៀងខ្ចីសង្ការ:

កិច្ចព្រមព្រៀងនេះត្រូវបានធ្វើឡើងនៅថ្ងៃទី.....ខែ.....ឆ្នាំ.....រវាងលេខាធិការដ្ឋានអង្គការសង្ការ + កម្ពុជា ដែលតទៅនឹងប្រើត្រឹមពាក្យ “ល.រ.ក” និងឈ្មោះ.....
អង្គការ..... មុខងារ..... ដែលតទៅនឹងប្រើត្រឹមពាក្យ “ភ្នាក់ងារ”។

តាមរយៈកិច្ចព្រមព្រៀងនេះ ល.រ.ក អនុញ្ញាតឱ្យភ្នាក់ងារខ្ចី..... ដើម្បីបំពេញការងារក្នុងក្របខ័ណ្ឌលេខាធិការដ្ឋានអង្គការសង្ការ + កម្ពុជា ក្រោមកម្មវិធី FCPF កម្ពុជា ដោយ
ភ្នាក់ងារត្រូវអនុវត្តតាមលក្ខខណ្ឌដូចខាងក្រោម៖

- 1> ការពណ៌នាពីសង្ការ: ឈ្មោះ..... ប្រភេទ:..... ពណ៌:..... ម៉ាក:.....
លេខម៉ាស៊ីន..... ដែលបានទិញ ថ្ងៃទី..... ខែ..... ឆ្នាំ.....។
- 2> សង្ការដែលខ្ចីនេះតែងតែជាម្ចាស់របស់លេខាធិការដ្ឋានអង្គការសង្ការ + កម្ពុជា និងត្រូវបានអនុញ្ញាតឱ្យ ប្រើប្រាស់ក្នុងការអនុវត្តការងារក្រោមកម្មវិធី FCPF កម្ពុជា ចាប់ពីថ្ងៃទី..... ខែ..... ឆ្នាំ.....
និងត្រូវប្រគល់មកឱ្យលេខាធិការដ្ឋានវិញនៅពេលបញ្ចប់កិច្ចសន្យា ឬបញ្ចប់កម្មវិធី។
- 3> ភ្នាក់ងារទទួលខុសត្រូវខ្លួនឯង ចំពោះខបទ្ធករហេតុណាមួយ ដូចជាការបាត់បង់ ឬខូចខាត ទ្រព្យសម្បត្តិ និងត្រូវអភ្ជាប់ឱ្យស្ថិតនៅក្នុងស្ថានភាពល្អ និងទទួលខុសត្រូវក្នុងការរៀបចំ។
- 4> ក្នុងករណីបាត់បង់ ឬខូចខាត ភ្នាក់ងារត្រូវរាយការណ៍ភ្លាមៗទៅអ្នកទទួលបន្ទុកគ្រប់គ្រង សង្ការ: ហើយត្រូវទទួលខុសត្រូវលើការជួសជុល ឬធ្វើការទូទាត់លើតម្លៃនៃការខូចខាតឱ្យ មានសភាពដែលអាចប្រើប្រាស់បាន។
- 5> ល.រ.ក រក្សាសិទ្ធិក្នុងការដកហូតយកមកវិញនូវសង្ការដែលបានខ្ចី ក្នុងករណីចាំបាច់។

បានឃើញ និងឯកភាព	អ្នកទទួល	អ្នកប្រគល់
ប្រធានលេខាធិការដ្ឋានអង្គការសង្ការ + កម្ពុជា	ភ្នាក់ងារ	រដ្ឋបាលលេខាធិការដ្ឋានអង្គការសង្ការ + កម្ពុជា

Appendix 7 Request for Quotation

CAMBODIA FCPF Project

UNDP PROJECT No.

(#40, PreahNorodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia)

REQUEST FOR QUOTATION (RFQ)

To: Supplier
Attention: The Director

Cambodia FCPF Project invites your company to quote goods as bellow:

Item No.	Generic Specification	Quantity
1	Printer Detail Specification or Equivalence	1

Time of goods delivered:

30 days

Quoted By:

Name: Ms. Rin Chenda
Tel: 023 22 42 51
Forestry Administration
Cambodia FCPF Project

Quotations Addressed to:

Name: Mr. KhunVathana
Address: #40, PreahNorodom Blvd, Khan Daun Penh, Phnom Penh, Cambodia
Tel: 023 22 42 51

Deadline for quotations:

Date: May 2013, before 5:00 pm

Note: The envelope must be sealed and stamped.

We look forward to receiving your quotation.

Sincerely Yours,

H.E Chea Sam Ang
National Programme Director
Date : / / 2013

REQUEST FOR PROPOSAL (RFP)

FIRM/AGENCY/INSTITUTION/NGO

For

**Awareness Raising for Reduce Emission from
Deforestation and Degradation (REDD)**

LUMP-SUBM BASED CONTRACT

RFP NO.: RFP/2012/11/002

Letter of Invitation

5 November 2012

Dear Sir/Madam,

Subject: Request for Proposal for the Provision of Awareness Raising to Reduce Emission from Deforestation and Degradation (REDD)

1. We hereby solicit your proposal for the provision of the above mentioned subject, as per enclosed terms of reference (TOR).
2. Attached please find instructions and the following annexes to submit a proposal:

Annex I.	Instructions to Offerors
Annex II.	General Conditions of Contract
Annex III.	Terms of Reference (TOR)
Annex IV.	Proposal Submission Form
Annex V.	Price Schedule
Annex VI.	Acknowledgment Letter

- 3 Your offer comprising of technical proposal and financial proposal, in separate sealed envelopes, should reach the following address no later than **23 November, 2012 by 5:00 p.m., local time.**

Forestry Administration

No. 40, PreahNorodom Blvd, SangkatPhsarKandal 2,

Attn to: Mr. KhunVathana, Chair of REDD+ Taskforce Secretariat

Contact focal point:

Tel: (855) 023 22 42 51 / 012 960 436

E-mail: thida.pan@undp.org

- 4 Interested bidders are invited to participate in a Pre-Bid Meeting to be held on 15, **November 2012 at 2:00 p.m.** at the **Forestry Administration, 1st Floor No. 40, PreahNorodom Blvd, SangkatPhsarKandal 2 Khan Daun Penh, Phnom Penh, Cambodia**
- 5 If you request additional information, we will endeavor to provide it expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.
- 6 You are requested to acknowledge receipt of this letter and to indicate whether or not you intend to submit a proposal.

Yours sincerely,

National Programme Director

**NOTE TO FILE ON
JUSTIFICATION FOR NON-COMPETITION**

TO: H.E Chea Sam Ang
National Programme Director

FROM:

SUBJECT:

DATE:/...../.....

BACKGROUND

.....
.....

RATIONALE FOR SELECTION OF VENDOR

.....
.....

ALTERNATIVES CONSIDERED

.....
.....

ASSURANCE THAT PRICE IS FAIR AND REASONABLE

.....
.....

OTHER POTENTIAL VENDORS

.....
.....

I, therefore, certify to the best of my ability that this justification for partnering noncompetitively with ...ABC Company..... under compelling justification is accurate and complete.

APPROVED:

_____ DATE _____
H.E Chea Sam Ang, National Programme Director

DENIED:

_____ DATE _____
H.E Chea Sam Ang, National Programme Director

Appendix 10 Suppliers Submission List



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List of Suppliers

Title : Laptop

N°	Name	Company	Email	Telephone	Signature	Date & Time
	eQµaH	Rkumh'un	GluEm:l	TUrs½BP	htßelxa	kalbriecäT nig em:ag
1						
2						
3						
4						

Appendix 11 Declaration of Impartiality and Confidentiality

Declaration of Impartiality and Confidentiality

The undersigned _____, having been appointed as Member of the Evaluation Committee for the above-mentioned project, declares to have no links (conflict of interests) whatsoever, either direct or indirect, with none of the bidders that have submitted bids/proposals to this process, as individuals or members of an association, nor with any sub-contractor proposed.

I declare that, should I discover such conflict of interests during the evaluation process, I will immediately report this to the Project Director/Manager and will resign to my position in the Evaluation Committee. I understand that if such conflict of interest is known to me and I have not declared it, the Project Director/Manager is entitled to reject such bid/proposal immediately and remove me from the Evaluation Committee.

I declare that I will not respond to the interests, influence or order from any party, whether involved or not in the process, including the Institution I represent, that may affect the result other process; during the course of the evaluation I will be completely autonomous and independent from my superiors or from the authority that appointed me to this position, in order to eliminate all type of external influence on decision-making.

I declare that I will maintain professional secret during and after the evaluation and I will not disclose confidential information revealed to me or discovered by me to any person or entity and I will not publicly disclose any information concerning the recommendations made during or after the evaluation; and I will not take advantage of the information available to me or accessible to me to the detriment of any person or entity and if it were proven that I have leaked information or committed a breach of confidence, I will be expelled from the Evaluation Committee without a right of appeal.

I declared that during the sessions of the Evaluation Committee I will not make use of personal devices such as mobile phone, electronic agenda or similar objects and that during the evaluation will neither receive calls nor visitors that might distract or affect the confidentiality of the process. I commit myself not to remove any type of document from the evaluation room, nor any notes relative to the evaluation of bids; likewise, I commit myself to work according to the timetable determined, every day from _____ to _____ and from _____ to _____, and overtime agreed upon by the members of the Committee, if required and necessary. After three (3) late arrivals to the evaluation sessions (not due to force majeure that is duly documented) of more than 15 minutes, I may removed from the Evaluation Committee.

I declare that if for any reason I am in complete and total disagreement with the decisions taken by the Evaluation Committee I am part of, I am free to resign from this Committee and will maintain absolute confidentiality regarding the information I have had access to until the time of my resignation, except in the case of the information that will be necessary to report to my direct supervisor as reason for my resignation.

Signed by: _____ Date: _____

Appendix 12 Statement of on ethical conduct and fraud and corruption

Statement on Ethical Conduct and Fraud and Corruption

We the undersigned confirm in the preparation of our bid or proposal, that:

1. Neither we, nor any of our employees, associates, agents, shareholders, consultants, partners or their relative or associates have any relationship that could be regards as a conflict of interest as set out in the bidding document.
2. Should we become aware of the potential for such conflict will report it immediately to the procuring organization.
3. That neither we, nor any of our employees, associates, agents, shareholders, partners consultants or their relatives or associates have entered into corrupt, fraudulent, coercive or collusive practices in respect of our bid or proposal.
4. We understand our obligation to allow the Government or UNDP inspect all records relating to the preparation of our bid or proposal and any contract that may result from such irrespective of if we are awarded a contract or not.
5. That no payments in connection with this procurement exercise have been made by us our associates, agents, shareholder, partners or their relatives or associates to any of the staff, associates, consultants, employees or relatives of such who are involved with the procurement process on behalf of the purchaser, client or employer.

Signed

Name and Position in Company

Appendix 13 Opening Record List



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CAMBODIA FCPF Project

UNDP/PCS PROJECT No.

(#40, Preah Norodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia)

Opening Record List

Date Issues:	8 November 2012
Closing Date:	3 rd December 2012
Opening Date & Time:	5 December 2012 @8:30am
Place	REDD+ Taskforce Secretariat Meeting Room

No.	Name	Country of Origin	No of Pages
1.			
2.			
3.			

The original bids with attachments were opened in our presence and all pages duly numbered and initiated by us.

Name	Title	Signature	Initial	Date

Appendix 14 Technical Evaluation Form



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CAMBODIA FCPF Project

UNDP/PCS PROJECT No.

(#40, PreahNorodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia)

Technical Evaluation Criteria for Awareness Raising

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization submitting Proposal	40%	400
2.	Proposed methodology and Approach	40%	400
3.	Personnel	20%	200
Total			1000

Evaluation forms for technical proposals follow on the next three pages. The obtainable number of points specified for each evaluation criteria indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise of firm / organization submitting proposal

Form 2: Proposed methodology and approach

Form 3: Personnel

Form 1: Expertise of firm / organization submitting proposal	Points obtainable	Company / Other Entity

1.1 Reputation of Organisation and Staff (Credibility/Competence) 80

	/ Reliability)	
1.2	General Organisational Capability which is likely to affect implementation	70
	<ul style="list-style-type: none"> - Financial stability (audited financial report in last 3 years) - Age/size of the organization - strength of project management support - project management controls 	
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.	50
1.4	Quality assurance procedures, warranty and risk mitigation measures for the project implementation	50
1.5	Relevance of:	150
	<ul style="list-style-type: none"> ▪ Specialized Knowledge ▪ Experience in similar programm/projects ▪ Experience on projects in the region work for UNDP/major multilateral/or bilateral programme 	
	Form 1 total	400

Technical Proposal Evaluation		Obtainable Points	Company / Other Entity	
Form 2				
Proposed Work Plan and Approach				
2.1	To what degree does the Offeror understand the task?	50		
2.2	Have the important aspects of the task been addressed in sufficient detail?	30		
2.3	Are the different components of the project adequately weighted relative to one another?	30		
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	50		
2.5	Is the conceptual framework adopted appropriate for the task?	50		
2.6	Is the scope of task well defined and does it correspond to the TOR?	120		
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	70		
		400		

Technical Proposal Evaluation Form 3				Points Obtainable	Company / Other Entity	
Management Structure and Key Personnel						
3.1	Task Manager			110		
				Sub-Score		
	General Qualification			90		
	Suitability for the Project					
	- International Experience	10				
	- Training Experience	10				
	- Professional Experience in the area of specialisation	60				
	- Knowledge of the region	10				
	- Language Qualifications			20		
				110		
3.2	Senior Expert			60		
				Sub-Score		
	General Qualification			50		
	Suitability for the Project					
	- International Experience	5				
	- Training Experience	5				
	- Professional Experience in the area of specialisation	35				
	- Knowledge of the region	5				
	- Language Qualifications			10		
				60		
3.3	Junior Expert			30		
				Sub-Score		
	General Qualification			25		
	Suitability for the Project					
	- International Experience	5				
	- Training Experience	0				

	- Professional Experience in the area of specialisation	20				
	- Knowledge of the region	0				
	- Language Qualification		5			
			30			
	Total Part 3			200		

Appendix 15 Summary of Technical Evaluation Form



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CAMBODIA FCPF Project

UNDP/PCS PROJECT No.

(#40, Preah Norodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia)

Summary Technical Evaluation Criteria

Awareness Raising Proposal

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable			
1.	Expertise of Firm / Organization submitting Proposal	40%	400			
2.	Proposed methodology and Approach	40%	400			
3.	Personnel	20%	200			
Total			1,000			

Name of Evaluators: _____

Title: _____

Signature: _____

Date: _____

Appendix 17 Evaluation Minute

Cambodia FCPF Project

UNDP PROJECT No.

(#40, Preah Norodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia, 3th Floor)

MINUTE OF PROPOSAL EVALUATION

VENUE: CAMBODIA REDD+ TASKFORCE SECRETARIAT MEETING ROOM

AWARENESS RAISING SERVICE PROVIDER

5 December 2012, 8:00AM-12PM

- I. Solicitation Process and Pre-Bid Meeting
- II. Composition of Evaluation Committee
- III. Evaluation Methodology Refresh
- IV. Opening of Technical Proposal
- V. Evaluation of Technical Proposal
 - A. Preliminary Examination of Technical Proposals

Results of Technical Evaluation

The following are the results of detail technical proposal evaluation:

Company's Name:	Evaluators			Grand Total	Percentage
	Mr. Khun Vathana	Mr. Lun Kimhy	Mr. Chhum Sovanny		
Total Obtainable Scores	1000	1000	1000	3000	100%

Analysis on Strengths and Weakness:

Organization	Strengths	Weaknesses
	•	
	•	•

B. Evaluation of Financial Proposal

The following is the score of the financial proposals of

Company's Name:	Price in Financial Proposal	Scores Obtained	Weight for Technical Scores 30%

VI. Combined Technical and Financial Proposal

Technical Score Weighting: 70% (T), Financial Score Weighting: 30% (F)

Company's Name:	Technical Score		Financial Score		Combined Score
Score and Weight	Score (Pts)	T = (0.7) weighted score	Score (Pts)	T = (0.7) weighted score	T + F
Company A	80.20%	56.14	100%	30	86.14

VII. Recommendation of the evaluation committee

Evaluation Panel:

Appendix 18 Purchase Order



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CAMBODIA FCPF Project

UNDP PROJECT No.

(#40, Preah Norodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia)

PURCHASE ORDER

To: Supplier PO No: 5/32/2013
Attention: The Director

Suppliers/Contractor Information
 Chhay Hok Computer
 #280, St. Monivong
 023 223 339

Order/Contractor Information
 Cambodia FCPF Project
 H.E Chea Samang
 #40, Preah Norodom Blvd, Khan Daun Penh,

Type of Contract: Office Equipment						
Description Deliverable Products			QTY		Price	TOTAL
1	Color Printer		1		420	\$ 420.00
Grand Total						\$ 420.00
In Words: Four Hundred and Twenty US Dollars only						

Term of Payment

2 weeks after receiving goods and service

Deliver to CAMBODIA FCPF Project

#40, Preah Norodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia, 3rd floor

Accepted By :	Approved By:	Prepared By:
Supplier Name:.....	H.E Chea Sam Ang	Meas Somonika
Title:.....	National Program Director	Secretary
Date:.....	Date:.....	Date:.....

Appendix 19 Certificate of Payment

Annex II-10 Certificate of Payment Form

Certification of Payment

(To be filled up by Subscriber)

Name: SUN Socheat Contract Number: _____
Project Number and Title: 00078446 Website Development Service
Starting Date: 19 Nov 2012 Expiry Date: Jan 2013
Amount Due: USD100

Dates Worked (for this payment): From _____ to _____

Work Performed/Outputs Completed:

1. Design Logo

2.

3.

4.

Payment Instructions:

_____ by local check _____ by electronic fund transfer
Account Name Cam Info Services Account Number: 3437-20-557924-1-4

Address: _____

SWIFT Code/IBAN: _____

Signature: _____ Date: 05 Dec 2012

(To be Filled up by Requesting Officer/Supervisor)

I certify that the work was performed satisfactorily on the abovementioned dates and/or that the outputs were completed satisfactorily.

Signature: _____ Date: _____

Name: _____

(To be filled up by Certifying Officer)

Please pay the amount of _____ to the subscriber following the payment instructions given above.

Signature: _____ Date: _____

Name: _____



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CAMBODIA FCPF Project

UNDP PROJECT No.

(#40, Preah Norodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia)

RECEIPT VOUCHER			Voucher: RV2012 /...../	
			Date:/...../ 2012	
Customer / Payer Name: _____				
Address: _____				
Description	Account No.	Budget Ref.	Funding Source	US\$ Amount
TOTAL AMOUNT				
Amount in words:				
Prepared by:		Certified By:		Approved By:
Kuch Solida		Khun Vathana		H.E Chea Sam Ang, NPD
Date:		Date:		Date:
.....	
RECEIVED BY:				
Name:		Signature:		Date:
<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash	<input type="checkbox"/> Transfer	Check No:	Check Date:

Appendix 21 Disbursement Voucher



CAMBODIA FCPF Project

UNDP PROJECT No.

(#40, Preah Norodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia)

DISBURSEMENT VOUCHER	Voucher: DV2012// Date:/...../ 2012
-----------------------------	--

Vendor / Payee Name: _____

Address: _____

Description	Account No.	Budget Ref.	Funding Source	US\$ Amount
TOTAL AMOUNT				

Amount in words: _____

Amount in words: _____		
Prepared by: Kuch Solida, Pro. Support & Fin. Officer Date:	Certified By: Khun Vathana, Chari of REDD+TS Date:	Approved By: H.E Chea Sam Ang, NPD Date:

Received by: Name: Signature: Date:		
--	--	--

Appendix 22 Payment Voucher



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CAMBODIA FCPF Project

UNDP PROJECT No.

(#40, Preah Norodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia)

PAYMENT VOUCHER	Voucher: PV2012// Date:/...../ 2012
------------------------	--

Vendor / Payee Name: _____

Address: _____

Description	Account No.	Budget Ref.	Funding Source	US\$ Amount
TOTAL AMOUNT				

Amount in words: _____

Prepared by:	Certified By:	Approved By:
Kuch Solida, Pro. Support & Fin. Officer	Ly Sophorn, Vice Chair of REDD+ TS	Khun Vathana, Chair of REDD+ TS
Date:	Date:	Date:

Received by:		
Name:	Signature:	Date:

Appendix 23 Journal Voucher



CAMBODIA FCPF Project

UNDP PROJECT No.

(#40, Preah Norodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia)

JOURNAL VOUCHER				Voucher: JE 2012 //.	
				Date:/...../ 2012	
Description	Account No.	Budget Ref.	Funding Source	Amount in USD	
				DR	CR
TOTAL AMOUNT				-	-
Explanation for entry:					
Prepared by:		Certified By:		Approved By:	
Kuch Solida, Pro. Sup & Fin. Officer		Ly Sophorn, Vice Chair of REDD+ TS		H.E Chea Sam Ang, NPD	
Date:		Date:		Date:	

Appendix 24 Request For Advance



CAMBODIA FCPF Project

UNDP PROJECT No.

(#40, Preah Norodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia)

REQUEST FOR ADVANCED

1. Payee (Project Staff Name)	
2. Mode of Payment	<input type="checkbox"/> <input type="checkbox"/> Check
3. Currency and Amount	USD
4. Purpose of Advanced	<hr/> <hr/> <hr/>
5. Project Chair Field / Voucher ID	
6. Relevance Advance Supporting Documents	Propose Estimate Budget and Workplan
7. Remarks	<input type="checkbox"/> <input type="checkbox"/> Highest Priority
	<input type="checkbox"/> <input type="checkbox"/> Priority
	<input type="checkbox"/> <input type="checkbox"/> Normal
<p>8. I, _____ here by confirm that I will take full responsibility to encash the check and disburse the funds as per approved activities and submit the advance clearance after 10 working days of completion the activities.</p> <p>Agreed by: _____ Date: _____</p>	

Requested by:
Date: _____

Certified by:
Khun Vathana
Chair or Cambodia REDD+
Taskforce Secretariat
Date: _____

Approved by:
H.E Chea Sam Ang
FCPF National Programme
Director
Date: _____

Appendix 25 Liquidation of Advance



CAMBODIA FCPF Project

UNDP PROJECT No.

(#40, Preah Norodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia)

LIQUIDATION REQUEST FOR ADVANCED

Date:/...../ 2012

To: Finance Officer

From:

1. Amount Previous Advanced

2. Expense incurred (attach copies of invoice)

Date	Invoice No.	Description	Amount	Amount Accepted by Finance Officer
------	-------------	-------------	--------	------------------------------------

Total: USD

3. Balance remaining:

Advance outstanding (1-2): _____ (if negative, amount to be reimbursed)

4. I certify that the above is a true and accurate presentation of financial information. I attach the original invoice and the activity completion report.

Liquidator's Name and Signature

5. I certify that I have examined the report and supporting documents and judged them to be correct. Please (refund/reimburse) the amount of _____

Prepared by: _____ **Approved by:** _____

Kuch Solida, Prog. Sup & Finance Off.

So Thea, NPM

Date:

Date:

Appendix 26 Cash Advance Register



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CAMBODIA FCPF Project

UNDP PROJECT No.

(#40, Preah Norodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia)

ADVANCED REGISTER

For the month of September, 2012

Date	Voucher Number	Payee	Descriptions	Amount Advanced	Deadline for Liquidation	Actual Date of Liquidation	Expenditure Accepted by Finance	Amount Refunded/ Reimbursed	Remarks

Approved by:
H.E Chea Sam Ang
Director of Cambodia FCPF National
Programme
Date:

Certified by:
Khun Vathana
Chair of Cambodia REDD+ Taskforce
Secretariat
Date:

Prepared by:
Kuch Solida
Programme Support and Finance
Officer
Date:



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CAMBODIA FCPF Project

UNDP PROJECT No.

(#40, Preah Norodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia)

PURCHASE REQUEST FORM

No.	Description	Budget Ref.	Funding Source	US\$ Amount
1				
TOTAL AMOUNT				\$ -

Amount in words:

Requested by:

Certified by:

Approved by:

Date:

.....

So Thea, NPM

Date:

H.E Chea Sam Ang, NPD

Date:

Components	Activity Number	Activities for Programme 2013-14	Plan for 2013				Plan 2014 Q1	Plan 2013 and 2014 Q1	UNDP Budget Lines and Total Budget Available By Outcome	Responsible	
			Q1	Q2	Q3	Q4				IP(s)	UNDP

Appendix 29 FACE FORM

Funding Authorization and Certificate of Expenditures

UN Agency: UNDP

Date: 5-Jun-2013

Country: Kingdom of Cambodia

Programme Code & Title :

Project Code & Title :

Implementing Institution : Forestry Administration

Type of Request:

Direct Cash Transfer (DCT)

Reimbursement

Direct Payment

