Document 06

**Standard Operating Procedure**

**2013-2014**

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**Acronyms**

|  |  |
| --- | --- |
| AWP | Annual Workplan |
| CCCA | Cambodia Climate Change Alliance |
| CRTS | Chair of REDD+ Taskforce Secretariat |
| FA | Forestry Administration |
| FACE | Funding Authorization and Certificate of Expenditures |
| FAO | Food and Agriculture Organization of the United Nations |
| 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 |
| VCRTS | Vice Chair of REDD+ Taskforce Secretariat |

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# I. PROGRAMME STRUCTURE AND IMPLEMENTATION

Document 06

The UN-REDD Programme is a collaborative initiative between UN agencies, FAO, UNDP and UNEP working with two implementing partners-the Forestry Administration and the General Department of Administration for Nature Conservation and Protection (GDANCP) and supported by the Fisheries Administration.

The Programme’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 Programme, including through approval or revision of AWPs 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 UN-REDD Programme (see Figure one 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 Programme activities for various Programmes to achieve the planned target outcomes, the VCRTS/CRTS will be assisted by technical and support team.



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

The organizational structure within the Cambodia UN-REDD National Programme shows the hierarchy of the tasks and requires a mechanism of both internal and external communications in order to maintain efficiency in the employment relationship at each structure based on authority. Internal and external communications based on separation of duties and a clear authority in each Programme organ. The procedures applied in the formal relationship between organs within the programme structure regulate the following things:

## I-1.National Programme Director (NPD)/Deputy NPD (DNPD)[[1]](#footnote-1)

1. NPD/DNPD provides oversight of the RTS and ensures that all partners implement their tasks and deliver required output.
2. NPD/DNPD ensure the activities are implemented in time to allow reaching the outcomes as identified in Pro-Doc and are part of National Strategy.
3. NPD/DNPD corresponds with external parties such as officials from MAFF and other government agencies, FAO, UNDP, UNEP, UNRC, and the UN-REDD Global Programme.
4. NPD/DNPD decides on representation from the UN-REDD Programme and Cambodia’s National REDD+ Programme at national and international events.

## I-2.Chair /Vice Chair of RTS (CRTS/VCRTS)/andTechnical Specialist (TS)[[2]](#footnote-2)

1. CRTS/VCRTS and TS have full management authority on the implementation and operational of Programme administrative duties, and the activities at the Secretariat level.
2. CRTS/VCRTS and TS inform and discuss with NPD matters involving Secretariat program management or supervision.
3. CRTS/VCRTS and TS shall communicate with other parties related to the management of the Cambodia UN-REDD National Programme, with reporting or consultation with NPD/DNPD.
4. CRTS/VCRTS provide leadership in development of comprehensive approach to awareness raising, information sharing, and multi-stakeholders.
5. In collaboration with TS and Programme Coordinator (PC) develop quarterly and annual workplans for the Programme.
6. Lead the review of relevant policies and policy framework.

## I-3.Cambodia REDD+ Taskforce Secretariat (RTS)

Supporting the Cambodia REDD+ Taskforce to manage the overall Cambodia REDD+ Process and working as the Programme Management Unit for the UN-REDD Programme.

Under both roles the RTS should:

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

# 

# II.PROGRAMMEADMINISTRATION AND MANAGEMENT

## II-1.Issuance and Receiving Letters (Correspondence) (Including concept note, TOR and report)

* + - 1. Issuance of letters and documents:

(1) Focal person prepare of draft letter/documents (2days),

(2) Send to Admin Assistant for deliver further (1day)

(3) Checking, comment, revision and endorsement the letter/documents by VCRTS (1day),

(4) Checking, comment, revision and endorsement the letter/documents by CRTS (2days),

(5) Signature of approval by D/NPD (2days),

(6) Recording/registration by Admin Assistant (1day)

(7) Delivery immediately with signature of receiver by messenger (letter), (1day)

(8) Admin Assistant follow up and confirmation of participation if it is invitation letter (1day).

If the deadline comes and respective person not yet review then it’s automatically skip to the next one.

* + - 1. Use of Activity Note (See appendix 1):

(1) If the document/letter from outsider to Admin. This Activity Note also use with any secretariat staffs who wish to proceed their documents to NPD/DNPD for Signature.

(2) Comment with document sends back to VCRTS for review (1day)

(3) CRTS review (2days)

1. DNPD for review (2days)
2. NPD for approval (2days)

Vice versa for documents from the secretariat staff it has to go through VCRTS before submit to CRTS.

Note: This Activity Note is used for every document except Financial Supporting Document.

If no comment or answer is received by the set day, that means the documents are agreed and approved.

* + - 1. Every staff who is going to send letters, faxes or documents can submit it to the Admin for the delivery process.
      2. Admin will receive, open and check/select the incoming letters, faxes and documents. That does not address to a particular person.

## II-2.Archiving (filing) Letters and Documents

* + - * 1. Each signed document shall have soft copy version in PDF or similar format for archiving purposes.

* + - * 1. The Finance and Admin is responsible for archiving all Programme documents as soft copy on the UN-REDD Workspace.

* + - * 1. Each signed document shall have a hard copy version and archived by Finance and Admin .
        2. The Admin is responsible for archiving all hard copy documents (Except financial supporting document)

* + - * 1. Individuals who keep his/her own file need to make copy or scanning on their own by asking the file from administration.

## II-3.Email Communication

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

1. Cambodia UN-REDD asset can be grouped into two:
2. Expendable asset: are items costs up to $400 and will be monitored and custodian by Admin and performing the maintenances a record and log of movement and disbursement, checking the stocks, storing in a locked cabinet and supplies issued only against written requests.
3. Non-Expendable asset: are items costs above $400 and are similar to the following items: desktop, laptops, heavy machinery, generator, project equipment, printer, photocopiers, desks, tables, etc..

Admin will be responsible as custodian to Non-Expendable Asset as following,

* Developing asset list (See Appendix 5)
* Will have receivers signed on Loan Form (see Appendix 6) for any assets they are acquired to use in order to provide service to the programme.
* Asset which procured by using funds from UNDP, FAO, or UNEP is recorded by following recording format (see Appendix5)will be prepared by admin assistant and reviewed by V/CRTS and Approved by D/NPD.
* Any goods or equipment must have a UN-REDD codification/tagging number and recorded in the asset list. Number/tag of each item should be written clearly on the goods concerned.
* Asset physical count should be undertaken every 30 June and 31 December and report to management as well as UN-Agencies.

II-4-1Asset Ownership

1. All assets purchased with UN-REDD Programme funds is used and managed by the Cambodia UN-REDD Programme until the Programme ends.
2. Ownership of assets will be in consultation in PEB meeting to decide on the transfer and other uses or destination of the asset purchased in the framework of the project to be transferred, sold or donated at end of project.
3. Each user for the asset must take full responsibility for the safety and whereabouts of the goods.
4. In the case of damage, theft or loss users shall report to V/CRTS in the next 48 hours for investigation and police report then submit to NPD to be further report to the UN agencies that provided funds for the purchase of the asset. Personal Liability will be decided by UN agencies.

II-4-2 Reporting on assets

1. The Admin reports the asset status to the VCRTS/CRTS for every 6months for review and forwarded to the DNPD and NPD for Approval.
2. NPD with initial by DNPD, reports the assets status to FAO, UNDP and UNEP every 6months.

## II-5 Official Travel

1. International Travel allowances (meals, local transportation and taxis to and from the airport) are part of the Daily Subsistence Allowance (DSA) UNrates. DSA is paid in lump sum.
2. Domestic Trip allowances will be based on interoffice memorandum which included meals, accommodation and transportation.
3. 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.
4. Provision of the use of private vehicles and rental vehicles for official travel
5. Staff undertaking official travel may use a private vehicle or rental vehicle as long as it is more efficient and it would require prior clearance from V/CRTS and D/NPD.
6. 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 = 2ways =$5/day). Reimbursement rates will be reviewed once a year). The reimbursement is for the owner of the vehicle only, not to any passengers.
7. Local official trip (meeting/workshop/training) in Phnom Penh may use taxi meter. Taxi costs are reimbursed at cost (actual invoice).

**Travel Advance**

The process of travel advance will be made according to different purpose:

1. Seminar/Workshop/Training/Meeting (i.e. Event)

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

1. Invitation letter sent from event organizer to RTS addressing NPD
2. The letter will be approved by both VCRTS/CRTS for domestic level 2days after receiving invitation letter. For international level will be reviewed by VCRTS/CRTS 2days and approved by DNPD/NPD 2 days after receiving invitation letter.
3. After receiving approval, a nomination letter will be sent back to organizer as confirmation of participant(s) for 1day.
4. Participants must complete Travel Authorization (TA)(See Appendix 2) form and attached with invitation letter and nomination letter to get approval from V/CRTS for domestic travel for 2days. For International travel submits to DNPD/NPD for 2 days then refers the approved TA to Finance for advance purpose.
5. Finance prepare DSA is 80% of total DSA and submit to V/CRTS for 2days approval if it’s local travel and to D/NPD for another 2days approval if it’s international travel.
6. After TA is approved, Admin will prepare logistic arrangement for participants such as flight booking, local transportation, and room reservation (2days).
7. The mission report should be finalized and gets approval within 7 working days after returning back from mission. And submit approved report to Finance to get 20% clearance.
8. Traveler should submit at least 14 working days (prior) for international travel to get advance. And 7 working days (prior) for domestic events.
9. Field Mission
10. 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 V/CRTS for 2days review and 2days approval for DNPD/NPD if it’s over US$400. To V/CRTS if it’s under US$400 for 2days approval.
11. Completed form is submitted to Finance.
12. 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 V/CRTS for 1 day review if it’s over $400 and for approval if it’s under $400. To D/NPD for approval if it’s over $400.
13. 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 7days after returning from the trip).
14. The Back To Office Report will be approved by V/CRTS for 2 days after receiving report.
15. The cash advance request is approved when there is no pending unpaid cash advance from previous activity by the same person.

II-6. Seminar/Workshop/Training/Meeting

1. Seminars/workshops/training/meeting (i.e. events) related to the implementation of Cambodia UN-REDD National Programme should have concept note and proposed budget to be approved by CRTS within 5working days after submission andcan be undertaken in two ways,outsourced or self managed.
2. Events that areoutsourced shall follow the RTS Guidelines on Procurement of Goods and Services or the provisions of UN agencies in case it is procured by UN agencies.
3. Events that are self managed by the Secretariat shall be coordinated by VCRTS/CRTS.
4. Preparation specifically for workshop/seminar, all draft support documents such as concept note, list of participants, invitation letter, need to be submitted to VCRTS/CRTS one month prior to the workshop/seminar date in order to get Director General approval.
5. For events that areself-managed, the administration of UN-REDD Programme shall follow the rule of procurement procedure.
   * + - * Admin coordinateses attendance of participants and resource persons, the completeness of supporting documents such as papers/materials, meeting minutes, and others.
         * The Program Support &Finance Officerensures 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 Activities (Activities in work plan)**

Implementation of other activities should have Concept note (including ToR) and proposed budget to be approved by V/CRTS within 5 working days after submission and can be undertaken in 3ways, e.g.outsource or self managed (RTS) or line agencies such as GDANCP, FA, FiA, or by UN Agencies.

Activities that are outsourced shall follow the RTS Guidelines on Procurement of Goods and Services or the provisions of UN agencies in case it is procured by UN agencies.

Self- managed activities shall be coordinated by V/CRTS.

Activities implemented by line agencies (i.e. GDANCP, FA, FiA) Agreement should be made between line agency and V/CRTS. Line agency shall follow rules and regulation of RTS in terms of expenditure such as DSA, Travel, Resource Person, venue procurement.

**II-8. Programme Documents**

All Programme documents such as Concept notes, TOR, reports and other related programme documents that costs above $400 will be approved by DNPD/NPD. Except TOR of 6 groups of technical teams such as Consultation Team, Safeguard Technical Team, Benefit-sharing Technical Team, REDD+ Demonstration Team, MRV/REL Technical Team, Consultation Group and Advisory Group. These are TORs to be approved by REDD+ Taskforce (RT).

**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 RTS will organize PEB meetings, issue invitations at least two weeks in advance, and circulate all materials for consideration by the PEB at least one week in advance of each meeting.RTS will circulate a description of actions taken in response to previous PEB decisions.
  2. PEB meeting decision will be made based on the quorum (50%+1)
  3. PEB Meeting will be minute by the RTS. They will be circulated for comments to all PEB members and will be available in both English and Khmer Version within two weeks after the meeting. Minutes will be signed by the co-chairs.
  4. The RTS will be responsible for ensuring that PEB decisions are acted upon within the time period specified by the PEB and indicated in the minutes.

# III.PROCUREMENT PROCEDURE

* 1. Procurement will be carried out in two ways namely procurement of goods/services which procured by RTS and procurement of goods/services/civil work which are not procured by the RTS.
  2. RTS organizes the procurement of goods, civil work and services that have been listed in the Procurement Plan according to Procurement Policy.
  3. Procurement of goods/services/civil work which are not procured by RTS is a direct procurement carried out by FAO, UNDP, and UNEP which the budget listed in AWP or because of technical considerations, RTS requested the UNDP/FAO/UNEP 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 Pro Doc. RTS develop Procurement Plan document.
  4. As long as the RTS has not selected permanent and official vendor(s), RTS will carry out the task of procuring goods and services,RTS 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:

- RTS staffs contact CRTS to inform about upcoming procurement of service/goods by using activity note (See Appendix1)

- V/CRTS assign government counterpart to take responsibility for technical aspects, within 1 day.

- Requesters shall prepare below documents for VCRTS/CRTS review if it’s over US$400 and approved by D/NPD. And for VCRTS/CRTS approval if it’s under US$400:

1. ToR/Scope of Work/Specification,
2. Estimated budget by including all related cost such as public announcement with number of issues.
3. 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 specification, they should be generic. Brand names shall be avoided.

1. Prepare solicitation document

Within 1 day, 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.

1. 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)

1. Solicitation Process

Within 5 days of completion of step 4 if it’s RFQ and 14days 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.

1. 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.

1. 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:

1. The lowest priced technically compliant/compliant offer is selected based on a point system method with a minimum threshold; or
2. The offer is selected based on a cumulative analysis
3. Opening record list (See Appendix 13) will be signed by committee members.
4. 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.
5. Summary of technical proposal template is provided for consolidation committees’ scoring.
6. Financial Proposal is opened with opening record list..
7. Summary of Technical and Financial Evaluation (See Appendix 15)
8. Background check to selected service provider either by phone call or by email.
9. Minute of evaluation is prepared (See Appendix 17).
10. 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 3days 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, FAO, UNEP representative.
* Prepare letter of intent to successful bidder and signature of NPD.

1. 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.

1. Signing Contract

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

1. 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:

1. When a staff takes outside employment or has financial interest
2. When personal relationship with staff of other business entity could influence the decision.

* Gifts and Gratuities:

1. May not accept gifts or gratuities from any supplier for themselves or for their family.
2. 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 | V/CRTS |
| Above US$400 | D/NPD |

## III-2.Procurement Method

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Procurement Method | Transaction Value | Description |
| 1 | Local Shopping | <US$400 | - Direct appointment by RTS. Purchase Order (See Appendix 18) /Contracts issued by V/CRTS. |
| 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 V/CRTS and approved by D/NPD.  -Contract issued by D/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 and services  -Contract issued by D/NPD  - Technical committee needed  - CCAA Committee needed for contract over US$30,000 |
| 4 | Invitation to Bid | >US$100,000 | -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 D/NPD.  - Technical committee needed  - CCAA Committee needed for contract over US$30,000 with evaluation minute (See Appendix 16) |

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# IV.FINANCIAL MANAGEMENT

## IV-1.GENERAL POLICIES

The Cambodia REDD+ Taskforce Secretariat maintains financial records with supporting documentation in accordance with generally accepted accounting principles. The RTS has developed 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 RTS 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 FAO, UNDP and UNEP for audit / fund clearance.

The RTS maintains original copies of financial records. These records are available for inspection by appropriate auditors and UN agencies 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 Cambodia REDD+ Taskforce Secretariat’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 RTS has developed and implements 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 Cambodia REDD+ Taskforce Secretariat maintains 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 Deputy and National Programme Director (DNPD)/(NPD)

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

3.2 Authorization Level for Vice Chair and Chair of REDD+ Taskforce Secretariat (V/CRTS)

The V/CRTS 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 V/CRTS 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

V/CRTS is authorized to sign as a single approval up to US$400 on all vouchers and above US$400, D/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 DNPD and 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, Cambodia REDD+ Taskforce Secretariat has opened US Dollar bank accounts for its operation.
* Four authorized signatory including the NDP, DNPD, CRTS, VCRTS are authorized to sign on cheques. To be valid, all cheques must have two signatures; cheques are co-signed by FA (NPD or CRTS) and GDANCP (DNPD or VCRTS).
* 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 within14 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 1day at VCRTS and 1day at CRTS for review and approve (if under $400) or approved by DNPD for 1day and NPD for 1day (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 1day at VCRTS and 1day at CRTS for review and approve (if under $400) or approved by DNPD for 1day and NPD for 1day (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 CRTS 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 V/CRTS on both currencies at least once a month. Random cash counts also shall be conducted on at least 4times a year by the FO or V/CRTS. 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 V/CRTS 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 V/CRTS 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 Cambodia REDD+ Taskforce Secretariat staffs should continuously seek to reduce the necessity to make disbursements via Petty Cash. The RTS 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 V/CRTS 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. V/CRTS 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 Cambodia REDD+ Taskforce Secretariat 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 V/CRTS 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 Cambodia REDD+ Taskforce Secretariat 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:

1. Signed Reconciliation.
2. Copy of Last Month's reconciliation, bank statement and general ledger cash account.
3. This month bank statement.
4. This month's general ledger cash account printout.
5. Any correspondence with the bank regarding errors.

* The FO will review and sign the bank reconciliation.
* The signed package will go to the V/CRTS for review and signature.

## IV-6.WORK PLANING PREPARATION AND DELIVERY

The UN Agencies 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 Programme Coordinator 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 CRTS, VCRTS, and UN-agencies focal points and, in the case of Outcome 4, the MRV Technical Specialist.
* Draft QWPs include, as attachments, all ToR/concept papers required for activities to be undertaken during the quarter. The AWPs include as attachments, all ToR/concept papers required for activities to be undertaken during the first quarter.
* Draft work plans are sent to regional advisors (for FAO and UNDP) 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 CRTS and VCRTS for another one week. Any amendments emerging from this discussion are communicated to UN-Agencies focal points and regional advisors.
* The work plan is presented to the NPD for endorsement for 2days.
* 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 REDD+/Cambodia web-site. QWPs are available upon enquiry.

The Programme Coordinator 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 Programme Coordinator is responsible for notifying the Technical Specialist to be reported to NPD and Agency focal points so that remedial measures can be prepared.

## IV-7.BUDGET/AWP REVISION MECHANISM

* + - 1. If the change in budget allocation takes form within outcome, without affecting UN Agency allocations, and without affecting total output and outcome, that change does not affect the revision of AWP as well as does not affect the Pro Doc. 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 member and Programme Executive Boards. The process of those changes should be as follow:
         1. VCRTS/CRTS prepare the revision of AWP with attached justification and submit to NPD
         2. NPD reviews and approves on the changes within 2 days after submission.

If the change affects UN Agency allocations, the proposal needs to be referred to the UN-REDD Policy Board for a decision.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

FAO, UNDP, and UNEP could at anytime conduct a spot check to verify inventory provision and financial management which uses UN-REDD Programme funds and applies its management.

Spot check is not an audit, but an inspection activity on the spot. Spot check is conducted by UN Agencies. 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 Programme’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 V/CRTS in the forms of UNDP and Secretariat templates.

V/CRTS 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.
* V/CRTS submits draft quarterly progress report to NPD for approval
* NPD submits the report to UNDP for reference.
* **Annual Report**

An annual report is required by the Multi-Partner Trust Fund Office and by UN Agencies in-country.

The annual report for UN Agencies in-country is prepared by V/CRTS in the forms of UNDP, UN-REDD and secretariat templates; the Annual Report for the Multi-Partner Trust Fund Office is prepared by the UN Agencies

Annual report contains the annual development results and financial status.

In the case of the Annual Report for UN Agencies, V/CRTS submits draft report to NPD for review. In the case of the Annual Report for the Multi-Partner Trust Fund Office, the draft is submitted to the NPD to provide comments in the appropriate section

In the case of the Annual Report for UN Agencies, NPD submits to PEB for approval.

* **End of Project Report**

End of project report is prepared by V/CRTS in the forms of UNDP, UN-REDD.

End of project report contains the narrative and summary of the project’s activities, development results and its financial report.

V/CRTS submits end of project reports in all forms to D/NPD for review

D/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  2. Secretariat Template | End of Quarter | REDD+ Taskforce Secretariat | UNDP |
| 3. | Annual Report | 1. Harmonized Template | End of quarter | REDD+ Taskforce Secretariat | FAO,UNDP,UNEP |

## V-3.Audit

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

The objective of the audit is to assure UN agencies, 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 yearbased 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

🙡🟑🙣

**កំណត់បង្ហាញរឿង(Activity Note)**

**កម្មវត្ថុ(Objective):**........................................................................................................................................................................................................................................................................................................

* **ការប្រញាប់(Urgent)**

|  |  |
| --- | --- |
| យោបល់មន្រ្តីជំនាញ (Comment/Activity Note by Technical Staff) | |
| យោបល់អនុប្រធានលេខាធិការដ្ឋាន  (Comment by Deputy Chair of CRST) | យោបល់ប្រធានលេខាធិការដ្ឋាន  (Comment by Chair of CRST) |
| យោបល់អនុប្រធានកម្មវិធីជាតិUN-REDDកម្ពុជា  (Comment by Deputy National Programme Director) | យោបល់ប្រធានកម្មវិធីជាតិUN-REDDកម្ពុជា  (Comment by National Programme Director) |

Appendix 2 Travel Authorization

## Description: a Logo-DFW gifDescription: Description: UN-REDD_full_logo_EN.png

**CAMBODIA UN-REDD NATIONAL PROGRAMME**

UNDP PROJECT No. 00078446

(#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

Appendix 5 Asset List

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Cambodia UN-REDD Program Assets** | | | | | | | | | | | | | | | | | | | | | | |
| **As of 31 December 2012** | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project Name: | | Cambodia UN-REDD National Programme | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |
| Project No.: | | 78446 | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project Address: | | #40, Street Preah Norodom Blvd, Khan Daun Penh, Phnom Penh | | | | | | | | | | | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **BUSINESS\_ UNIT** | **OPERATING\_ UNIT** | **ASSET\_ID** | **ASSET TYPE** | **PROFILE ID (electricals,  vehicles etc)** | **CATEGORY** | **LIFE** | **TAG\_ NUMBER** | **SERIAL\_ID** | **DESCRIPTION** | **LOCATION  (phsysical)** | **CUSTODIAN   NAME** | **ACQUISITION\_ DATE** | **Quantity (should always be 1)** | **Acquisition Cost** | **Currency (Should Always be USD)** | **FUND\_ CODE** | **Implementing Agent** | **Donor** | **PROJECT \_ID** | **DEPTID (expenditure)** | **Activity** |
| KHM10 | KHM |  |  | Equipment | Non-CAP | 0 | UN-REDD-36 | LG-HS C1865SA8 | Air-Conditioner | Secretariat Office | Project Office | 9/10/2012 | 1 | 400 | USD | 30000 | FA, FiA & GDANDP | 10714 | 78446 | 39605 | 1 |
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Appendix 6 Asset Loan Form

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**Cambodia UN-REDD National Programme**

UNDP ROJECT No. 00078446

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# កិច្ចព្រមព្រៀងខ្ចីសម្ភារៈ

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

តាមរយៈកិច្ចព្រមព្រៀងនេះ ល.រ.ក អនុញ្ញាតឱ្យភ្នាក់ងារខ្ចី............................................................ ដើម្បីបំពេញការងារក្នុងក្របខ័ណ្ឌលេខាធិការដ្ឋានរេដ+កម្ពុជា ក្រោមកម្មវិធី UN-REDD កម្ពុជា ដោយ ភ្នាក់ងារត្រូវអនុវត្ដតាមល័ក្ខខ័ណ្ឌដូចខាងក្រោម៖

1. ការពណ៌នាពីសម្ភារៈដែលខ្ចី៖​ ប្រភេទៈ.................................................. ពណ៌ៈ................... ម៉ាកៈ............................................ លេខម៉ាស៊ីន.......................................... ដែលបានទិញ ថ្ងៃទី....... ខែ............ឆ្នាំ​...............។
2. សម្ភារៈដែលខ្ចីនៅតែជាកម្មសិទ្ធរបស់លេខាធិការដ្ឋានរេដ+កម្ពុជា និងត្រូវបានអនុញ្ញាតឱ្យ ប្រើប្រាស់ក្នុងការអនុវត្ដការងារក្រោមម្មវិធី UN-REDD កម្ពុជា ចាប់ពីថ្ងៃទី......... ខែ............... ឆ្នាំ......... និងត្រូវប្រគល់មកឲ្យលេខាធិការដ្ឋានវិញនៅពេលបញ្ចប់កិច្ចសន្យា ឬបញ្ចប់កម្មវិធី។
3. ភ្នាក់ងារទទួលខុសត្រូវខ្លួនឯង ចំពោះឧបទ្ទវហេតុណាមួយ ដូចជាការបាត់បង់ ឬខូចខាត ទ្រព្យសម្បត្ដិ និងត្រូវរក្សាឱ្យស្ថិតនៅក្នុងស្ថានភាពល្អ និងទទួលខុសត្រូវក្នុងការថែទាំ។
4. ក្នុងករណីបាត់បង់ ឬខូចខាត ភ្នាក់ងារត្រូវរាយការណ៍ភ្លាមទៅអ្នកទទួលបន្ទុកគ្រប់គ្រង សម្ភារៈ ហើយត្រូវទទួលខុសត្រូវលើការជួសជុល ឬធ្វើការទូទាត់លើតម្លៃនៃការខូចខាតឱ្យ មានសភាពដែលអាចប្រើប្រាស់បាន។
5. ល.រ.ក រក្សាសិទ្ធិក្នុងការដកហូតយកមកវិញនូវសម្ភារៈដែលបានខ្ចី ក្នុងករណីចាំបាច់។

អ្នកប្រគល់

រដ្ឋបាលលេខាធិការដ្ឋានរេដ+កម្ពុជា

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អ្នកទទួល

ភ្នាក់ងារ

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បានឃើញ និងឯកភាព

ប្រធានលេខាធិការដ្ឋានរេដ+កម្ពុជា

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Appendix 7Request for Quotation

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CAMBODIA UN-REDD NATIONAL PROGRAMME** | | | | | | | | | |
| UNDP PROJECT No. 00078446 | | | | | | | | | |
| (#40, PreahNorodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia) | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |
| **REQUEST FOR QUOTATION (RFQ)** | | | | | | | | | |
| **To:** |  | Supplier |  |  |  |  |  |  |  |
| **Attention:** | | The Director |  |  |  |  |  |  |  |
| Cambodia UN-REDD National Programme (UN-REDD) invites your company to quote goods as bellow: | | | | | | | | | |
| **Item No.** | **Generic Specification** | | | | | | | | **Quantity** |
| Printer Detail Specification or Equivalence | | | | | | | | | |
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| 1 |  | | | | | | | | 1 |
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| Time of goods delivered: | | | | | | | | | |
|  | | | 30 days | **X** |  |  |  |  |  |
| Quoted By: | | | **Name**: Ms. Rin Chenda | | | | | | |
| Tel: 023 22 42 51 | | | | | | |
| Quotations Addressed to: | | | **Forestry Administration** | | | | | | |
| **Cambodia UN-REDD National Programme** | | | | | | |
| **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 | | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

Appendix 8 Request for Quotation

**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**

Appendix 8 Request for Quotation (Continued)

**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

1. 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**

1. 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**
2. 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.
3. 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

Appendix 9 Note to File

**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

…………………………………………………………………………………………………….

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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** | | | | | | |
| **Nº** | **Name** | **Company** | **Email** | **Telephone** | **Singnature** | **Date & Time** |
| eQµaH | Rkumh‘un | GIuEm:l | TUrs½BÞ | htßelxa | kalbriecäT nig em:ag |
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| 3 |  |  |  |  |  |  |
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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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| Description: a Logo-DFW gif | Description: UN-REDD_full_logo_EN.png |  |

**CAMBODIA UN-REDD NATIONAL PROGRAMME**

UNDP/PCS PROJECT No. 00078446

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

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**Opening Record List**

|  |  |
| --- | --- |
| Date Issues: | 8 November 2012 |
| Closing Date: | 3rd 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** |
|  |  |  |  |  |
|  |  |  |  |  |
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Appendix 14 Technical Evaluation Form

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| Description: a Logo-DFW gif | Description: UN-REDD_full_logo_EN.png |  |

**CAMBODIA UN-REDD NATIONAL PROGRAMME**

UNDP/PCS PROJECT No. 00078446

(#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 / Reliability) | 80 |  |  |
| 1.2 | General Organisational Capability which is likely to affect implementation   * Financial stability (audited financial report in last 3 years) * Age/size of the organization * strength of project management support * project management controls | 70 |  |  |
| 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:   * Specialized Knowledge * Experience in similar programm/projects * Experience on projects in the region work for UNDP/major multilateral/or bilateral programme | 150 |  |  |
|  | **Form 1 total** | **400** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Technical Proposal Evaluation**  **Form 2** | | **Obtainable**  **Points** | **Company / Other Entity** | |
|  |  |
| 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

|  |  |  |
| --- | --- | --- |
| Description: a Logo-DFW gif | Description: UN-REDD_full_logo_EN.png |  |

**CAMBODIA UN-REDD NATIONAL PROGRAMME**

UNDP/PCS PROJECT No. 00078446

(#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 UN-REDD National Programme**

UNDP ROJECT No. 00078446

(#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

1. Solicitation Process and Pre-Bid Meeting
2. Composition of Evaluation Committee
3. Evaluation Methodology Refresh
4. Opening of Technical Proposal
5. Evaluation of Technical Proposal
6. 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** |
|  |  |  |
|  |  |  |

1. 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% |
|  |  |  |  |

1. 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 |

1. Recommendation of the evaluation committee

Evaluation Panel:

Appendix 18 Purchase Order

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **CAMBODIA UN-REDD NATIONAL PROGRAMME** | | | | | | | | | |
|  | UNDP PROJECT No. 00078446 | | | | | | | | | |
|  | (#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 | | |  |  | Order/Contractor Information | | | | |
|  | Chhay Hok Computer | | |  |  | Cambodia UN-REDD National Programme | | | | |
|  | #280, St. Monivong | | |  |  | H.E Chea Samang | | | | |
|  | 023 223 339 | | | | | #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 UN-REDD NATIONAL PROGRAMME** | | | | |  |  |  |  |  |
|  | #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



Appendix 20 Receipt Voucher

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| **CAMBODIA UN-REDD NATIONAL PROGRAMME** | | | | | | |
| UNDP PROJECT No. 00078446 | | | | | | |
| (#40, Preah Norodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia) | | | | | | |
|  |  |  |  |  | **Voucher: RV2012 /………….../ ………..** | |
| RECEIPT VOUCHER | | | | | **Date: ………...…./…………….../ 2012** | |
|  |  |  |  |  |  |  |
| **Customer / Payer Name:** | |  |  |  |  |  |
| **Address:** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Description** | | | **Acount 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: |  |
|  |  |  |  |  |  |  |
| [ ] Cheque | [ ] Cash | [ ] Transfer | Check No: |  | Check Date: |  |

Appendix 21 Disbursement Voucher

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| **CAMBODIA UN-REDD NATIONAL PROGRAMME** | | | | | | | |
| UNDP PROJECT No. 00078446 | | | | | | | |
| (#40, Preah Norodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia) | | | | | | | |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Voucher: DV2012/ ……./ ……….. | |
| DISBURSEMENT VOUCHER | | | | | | 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 | | | Khun Vathana, Chari of REDD+TS | | H.E Chea Sam Ang, NPD | |
|  | Date: ………..…… | |  | Date: ………...… | | Date: ………...…… | |
|  |  |  |  |  |  |  |  |
|  | Received by: | |  |  |  |  |  |
|  | Name: …………… | | | Signature: ….……………… | | | Date: ……………..…… |
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Appendix 22 Payment Voucher

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| **CAMBODIA UN-REDD NATIONAL PROGRAMME** | | | | | | | |
| UNDP PROJECT No. 00078446 | | | | | | | |
| (#40, Preah Norodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia) | | | | | | | |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Voucher: PV2012/ ………../ ……….. | |
| PAYMENT VOUCHER | | | | | | 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

|  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  | Voucher: JE 2012 / ……/. | |
| JOURNAL VOUCHER | | | | | | | Date: ….../……/ 2012 | |
|  |  |  |  |  |  |  |  |  |
| **Description** | | | | **Account No.** | **Budget Ref.** | **Funding Source** | **Amount in USD** | |
| **DR** | **CR** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
| **TOTAL AMOUNT** | | | | | | | **-** | **-** |
|  | **Explanation for entry:** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Prepared by: | |  | Certified By: | |  | Approved By: | |
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|  |  |  |  |  |  |  |  |  |
|  | 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

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| **CAMBODIA UN-REDD NATIONAL PROGRAMME** | | | | | | | | | | |
| UNDP PROJECT No. 00078446 | | | | | | | | | | |
| (#40, Preah Norodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia) | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |
| **REQUEST FOR ADVANCED** | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |
| 1. Payee (Project Staff Name) |  |  |  |  |  |  |  |  |  |  |
| 2. Mode of Payment |  |  |  | Check |  |  |  |  |  |  |
| 3. Currency and Amount |  |  | **USD** |  |  |  |  |  |  |  |
| 4. Purpose of Advanced |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| 5. Project Chair Field / Voucher ID |  |  |  |  |  |  |  |  |  |  |
| 6. Relevance Advance Supporting Documents | |  | Propose Estimate Budget and Workplan | | | | |  |  |  |
| 7. Remarks |  |  |  | Highest Priority | |  |  |  |  |  |
|  |  |  |  | Priority |  |  |  |  |  |  |
|  |  |  |  | Normal |  |  |  |  |  |  |
| 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.   Agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| |  | | --- | |  | |  |  |  |  |  | |  | | --- | |  | |  |  |  |  |
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Appendix 25 Liquidation of Advance

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| **CAMBODIA UN-REDD NATIONAL PROGRAMME** | | | | | | | | |
| UNDP PROJECT No. 00078446 | | | | | | | | |
| (#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. | | |  | Khun Vathana, Chair of RTS | | |  |  |
| Date: ……………………….. | | |  | Date: ……………………….. | | |  |  |

Appendix 26 Cash Advance Register

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **CAMBODIA UN-REDD NATIONAL PROGRAMME** | | | | | | | | | |
| UNDP PROJECT No. 00078446 | | | | | | | | | |
| (#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** |
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Appendix 27 Purchase Request Form

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| **CAMBODIA UN-REDD NATIONAL PROGRAMME** | | | | | | |
| UNDP PROJECT No. 00078446 | | | | | | |
| (#40, Preah Norodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia) | | | | | | |
| **PURCHASE REQUEST FORM** | | | | | | |
|
|
| **No.** | **Description** | | | **Budget Ref.** | **Funding  Source** | **US$ Amount** |
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|  | **TOTAL AMOUNT** | | | | | **$ -** |
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|  | **Requested by:** |  | **Certified by:** |  | **Approved by:** |  |
|  |  |  |  |  |  |  |
|  |  |  | Khun Vathana, Chair of RTS | | H.E Chea Sam Ang, NPD | |
|  | Date: ……………… |  | Date: …………………….. | | Date: …………………….. | |
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| Appendix 28 Annual Work Plan   |  | | --- | | AWPB UN-REDD 2013 and 2014 Q1 | | | | | | | | | | | | | | |
| **Components** | **Activity Number** | **Activities for Programme 2013-14** | **Plan for 2013** | | | | **Plan 2014 Q1** | **Plan 2013 and 2014 Q1** | **UN-REDD Budget Lines and Total Budget Available By Outcome** | **Responsible** | | | |
| **Q1** | **Q2** | **Q3** | **Q4** | **IP(s)** | **UNDP** | **UNEP** | **FAO** |
|  | | | | | | | | | |  |  |  |  |
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Appendix 29 FACE FORM

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Funding Authorization and Certificate of Expenditures** | | | | | | | | | |  |  | **UN Agency:** | **UNDP** |  |  |  | **Date:** | **5-Jun-2013** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Country: Kingdom of Cambodia | | | | | | | | | |  |  |  |  |  |  |  | **Type of Request:** |  |
| Programme Code & Title | | | : | 00061716 - Cambodia UN-REDD National Programme | | | | |  |  |  |  |  |  |  |  |  Direct Cash Transfer (DCT) | |
| Project Code & Title | | | : | 00078446 - Cambodia UN-REDD National Programme | | | | |  |  |  |  |  |  |  |  | □ Reimbursement | |
| Implementing Institution | | | : | Forestry Adminstration | | | | |  |  |  |  |  |  |  |  | □ Direct Payment | |
| Responsible Officer | | | : | **H. E. Chea Sam Ang** | | | | |  |  |  |  |  |  |  |  |  |  |
| Currency | |  | : | US Dollars | | | |  |  |  | **REPORTING** | | | |  | **REQUESTS / AUTHORIZATIONS** | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity Description from AWP with Duration** | | | | | |  | **Coding/Chart of Accounts** | | |  | **Authorised Amount** | **Actual Project Expenditure** | **Expenditures accepted by Agency** | **Balance** |  | **New Request Period & Amount** | **Authorised Amount** | **Outstanding Authorised Amount** |
|  |  | 2QT, 2013 | Apr-May, 2013 | Apr-May, 2013 | May, 2013 |  | June, 2013 | June, 2013 | June, 2013 |
|  | Fund | Donor | Account |  | **A** | **B** | **C** | **D = A - C** |  | **E** | **F** | **G = D + F** |
|  | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Travel Tickets-International | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Travel Tickets-Local | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Daily Subsistence Allow-Intl | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Daily Subsistence Allow-Local | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Svc Co-Natural Resources & Env | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Machinery and Equipment | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. See detailed ToR is Section VI [↑](#footnote-ref-1)
2. See detailed ToR is Section VI [↑](#footnote-ref-2)