

Social Monitoring Report

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CAM: Provincial Roads Improvement Project

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Inception Report for Design and Implementation of Income Restoration Program (NR13 and PR314D)

Prepared by Social Development Consultant for Inter-Ministerial Resettlement Committee (IRC), Resettlement Department, Ministry of Economy and Finance, Kingdom of Cambodia and Asian Development Bank.

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Inception Report for Design and Implementation of Income Restoration Program

CAM: Provincial Roads Improvement Project (PR314D and NR13)



Submitted to

General Department of Resettlement

Ministry of Economic and Finance

Inter-Ministerial Resettlement Committee (IRC)

ACCRONYMS AND ABBREVIATION

ADB	: Asian Development Bank
AHs	: Affected Households
APs	: Affected Persons
DMS	: Detailed Measurement Survey
DPs	: Displaced Persons
DRSCs	: District Resettlement Sub-Committees
EA	: Executing Agency
EDPs	: Economically Displaced Persons
EMO	: External Monitoring Organization
FGDs	: Focus Group Discussions
GMS	: Greater Mekong Sub-region
GRC	: Grievance Redress Committee
HHs	: Household
IPP	: Indigenous Peoples Plan
IRC	: Inter-Ministerial Resettlement Committee
IRC-RD	: Inter-Ministerial Resettlement Committee Resettlement Department
LARP	: Land Acquisition and Resettlement Plan
MEF	: Ministry of Economy and Finance
NGO	: Non-Government Organization
PDPs	: Physically Displaced Persons
PIB	: Project Information Booklet
PICs	: Project Implementation Consultants
PMU	: Provincial Management Unit
PRSC	: Provincial Resettlement Sub-Committee
PRSC-WG	: Provincial Resettlement Sub-Committee Working Group
RCS	: Replacement Cost Survey
RD	: Resettlement Department
RD-MEF	: Resettlement Department of Ministry of Economy and Finance
ROW	: <i>Right-of Way</i>
RP	: Resettlement Plan
RSC	: Resettlement Sub-Committee
SES	: Socioeconomic Survey
SGHs	: Self-help Groups



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I. PROJECT BACKGROUND

The Rural Roads Improvement Project aims to rehabilitate an aggregate of approximately 176 km of provincial road (PR) 314D, national road (NR) 13, PR150B, NR53, and PR151B, located in Prey Veng, Svay Rieng, Kampong Chhnang, and Kampong Speu provinces, to paved condition to provide a safer, cost-effective provincial road network with all-year access to markets and other social services for provincial centres of southeastern and mid-western Cambodia. The Project is financed through a loan from the Asian Development Bank (ADB). The Ministry of Public Works and Transport (MPWT) is the Executing Agency. The major impacts caused by the Project in the rehabilitation of PR314D and NR13 include *demolition of structures used for residence and business, and acquisition of occupied land in the road right-of-way (ROW).*

Based on the results of DMS conducted on January – August 2014, a total of 120 HHs will be eligible to participate in the Income Restoration Program that will be developed and implemented for AHs severely affected by the loss of their productive assets or main structures, landless AH, and AH falling under vulnerable group. Those are (i) 2 HHs losing 10% or more of their productive agriculture land; (ii) 67 HHs headed by elderly; 51 HHs headed by women.

II. OBJECTIVE

The main purpose of this Inception Report is to review the current socioeconomic conditions, skills, strengths and weaknesses of the affected persons (APs) losing out their household assets and capacities due to the Project in the rehabilitation of PR314D and NR13, and set out the strategy and key steps involved in the implementation of the income restoration program for the severely affected households (AHs) which have been defined in the 2014 project RP. The report also specifies various activities and actions commencing with the review of existing documents and development of tools and materials for Training Needs Assessment, organization of the training programs and delivery of key project outputs based on tasks specified in TOR of the project. This Inception report describes the project approach and methodologies, self-help group formation and organization, organization of training program, financial bank credit assistant, a detailed work plan, and terms of reference for the project.

2.1. General Objective

The Income Restoration Program (IRP) designed for East Road section is geared at restoring the livelihood of AHs to the same or better pre-project conditions. AHs whose shops will be entirely affected by the project, although, by policy are eligible for participation in IRP, are not expected to experience major disruption in business operation. Therefore, the focus of the IRP is the poor and vulnerable to improve their living situation.

The components of the IRP will be defined in close consultation with AH and may include Training in food production, seed-capital for home-base livestock and food production and training for job placement.

2.2. Specific Project Purpose

The specific project objective is to restore or improve the socio-economic conditions of the total of severely affected and the vulnerable households by means of: (i) provide special assistance to severely

affected & vulnerable households; (ii) provide opportunity of employment; (iii) supplemental livelihood activities to be designed, and (iv) provide financial credit assistant and support.

III. ORGANIZATION OF THE INCEPTION REPORT

The Inception Report has been prepared by the team leader after consulting and obtaining assistance from various key stakeholders including the APs themselves, key representatives of the client, commune leaders, and village leaders.

This report aims to summarize and present the activities undertaken as well as the achievements made during the Inception period including a review of the background information, design and conduct of socio-economic and needs assessment, organization of the training needs analysis, and the listing of the expected outputs from the program. In addition, the report presents a detailed work plan for the implementation of the program.

The structure of this report is as follows:

- Section 1: Scope of the program
- Section 2: The Income Restoration Program
- Section 3: Project reporting
- Section 4: Program organization and management
- Section 5: Conclusion

3.1. Scope of Income Restoration Program

Prey Veng and Svay Rieng are the provinces to be covered under the income restoration program. The TOR has indicated that there are totally 120 households which are severely affected by the rehabilitation of the Project in the rehabilitation of PR314D and NR13 and hence would need to be included under the design and implementation of income restoration program as shown in Table 1. The Project Team including the team leader, assistant team and field staff have been meeting the eligible AHs for assessing their socio economic situation as a consequence of the rehabilitation of PR314D and NR13 and their inclusion in the income restoration program designed to address their specific needs. Thus, it is envisaged that 120 households (See Annex 1) may be covered under the program.

The income restoration program (IRP) envisaged for the severely affected and vulnerable households will focus on the provision of alternative or supplemental livelihood activities that will be designed with the AHs by the NGOs/Agency to be hired for the program. Said alternative or supplemental livelihood activities will be supported with skills training and credit support as needed.

The Project Team then undertook a comprehensive socio-economic and needs assessment with all affected people using the survey form prepared by the team (Annex 6) and consultation with local officials, commune and village leaders as shown in Annex 2. The majority of the families were met and interviewed by the Team following the assistant from the local officials, commune leaders, village leaders, and other. Some families, however, could not be reached by the Team, even though the Team has tried very hard, spent a lot of time waiting and used every possible means. And some other households could not be identified by the village leaders.

The team has conducted series of meeting, discussion and consultation with local authorities and the purpose of the meeting is to explore the project, seek assistant and support, introduce about the program,

purpose and activities, seek support and assistant in the program, find out number of NGOs/agencies registered and their implementation in the area, find out major purpose and activities carried out by those NGOs/agencies in the area, help identify NGOs/agencies which are related with activities of the rehabilitation of PR314D and NR13, find out living conditions, life style, management strategies of the people in the Project area, find out employment opportunity and skills needed for people in the project area, learn more about the situation of APs living in the new location compared to living in the old one, seek advice and recommendations on good ways for helping the APs, and for planning and implementation of the Program.

1. Geo-demographic Profile of the AHs

Svay Rieng, with a population of 482,785, is a Cambodian province bordered by Prey Veng province to the West and Vietnam to the East. It is geographically an eastern province which is 125 Kilometres from Phnom Penh. As shown in Table 1, in Svay Rieng, 116 AHs have been affected by the rehabilitation of PR314D and NR13, residing in 5 districts and 15 communes.

Prey Veng, with a population of 947,357, is a province is bordered by those of Kampong Cham to the northwest, Thong Khmum to the northeast, Kandal to the west, and Svay Rieng to the east and by Vietnam to the south. It is crossed by two major rivers of the country namely the Mekong and Tonle Bassac. As shown in Table 1, in Prey Veng, only 4 AHs have been considered eligible for the IRP program due to their affected properties by the project of PR314D and NR13.

See the Annex 4 about the project location map.

Table 1: Number of Eligible Affected Households by Location

Province	District	Commune	Total	Road
Prey Veng	Kamchay Mea	Krabao	4	NR13
Svay Rieng	Romeas Haek	Andong Trabek	2	
		Kampong Trach	19	
		Andong Pou	3	
		Angk Brosrae	4	
	Rumduol	Kampong Ampel	3	
		Chrong Popel	7	
		Sangke	4	
		Kampong Chork	5	
	Krong Svay Rieng	Sangkhor	15	
	Svay Teab	Kandiang Reay	3	
Brosotr		9		
Kampong Rou	Preah Ponlea	2	PR314D	
	Kho	22		
	Ksetr	3		
	Thmei	15		
Total			120	

3.2. *The Income Restoration Program*

The Rural Roads Improvement Project aims to rehabilitate an aggregate of approximately 176 km of provincial road (PR) 314D, national road (NR) 13, PR150B, NR53, and PR151B, located in Prey Veng, Svay Rieng, Kampong Chhnang, and Kampong Speu provinces, to paved condition to provide a safer, cost-effective provincial road network with all-year access to markets and other social services for provincial centres of southeastern and mid-western Cambodia. The Project is financed through a loan from the Asian Development Bank (ADB). The Ministry of Public Works and Transport (MPWT) is the Executing Agency. The major impacts caused by the Project in the rehabilitation of PR314D and NR13 include demolition of structures used for residence and business, and acquisition of occupied land in the road right-of-way (ROW).

Based on the results of DMS conducted on January – August 2014, a total of 120 HHs will be eligible to participate in the Income Restoration Program that will be developed and implemented for AHs severely affected by the loss of their productive assets or main structures, landless AH, and AH falling under vulnerable group. Those are (i) 2 HHs losing 10% or more of their productive agriculture land; (ii) 67 HHs headed by elderly; 51 HHs headed by women.

3.2.1. Objectives and Expected Outcomes

The income restoration program has been designed to implement a sustainable income restoration program for households severely affected by the rehabilitation of PR314D and NR13 in Cambodia over the expanded period of 2 years. The IRP takes cognizant of the fact that these severely affected and vulnerable AHs live along PR314D and NR13 as they already are, their chances of being able to re-establish themselves will be further compromised unless they are resettled in a way that will maintain their existing closeness and ties with one another. The IRP will capitalize on these existing ties among and the APs and will, to the extent possible, formalize this into self-help groups that will serve as the catalyst within which the APs would decide on the appropriate livelihood activities each shall pursue, based on the knowledge and resources of each member, that of the other members of the self-help group, and what the IRP can provide.

It is hoped that by the end of the two-year IRP, the participating AP households through their self-help groups would have re-established their lives. The APs and their self-help groups will be on their own, having been adequately prepared to pursue their self-help activities without the continued intervention of the development NGO/agency, the Government, and the ADB. It is for this reason that the two-year Program will be carried out with the following strategic goals:

- a. Within the first year, the AP households shall have started their respective livelihood activities, while the self-help groups shall have been set up;
- b. Within the first semester of the second year, the AP households shall have been able to fine-tune their livelihood activities, while the self-help group shall have been stabilized their operation. Both AP households and self-help groups are practically on their own with minimal and intermittent support from the NGO/agency;
- c. Within the second semester of the second year, IRP will ensure that the affected and vulnerable households are able to restore or even improve their income/sources of livelihood through backstop support (monitoring and supervision), if and when necessary.

3.2.2. Project Strategy

The income restoration program will be undertaken over a period of two years. The indicative work plan includes the design and implementation of the sustainable income restoration for people affected by the rehabilitation of PR314D and NR13 project in the Cambodia, specifically in 2 provinces: Prey Veng with 4 AHs and Svay Rieng with 116 AHs, and together account for 120 affected households. The indicative work plan includes carrying out situational and needs assessment surveys to be served as baseline studies to identify and substantiate key areas for action, as well as the means for achieving the desired outcomes, designing IRP and SHG establishment, SHG follow up and problem solving, the provision of training programs, practice & apply their training skills to actual business activities, conduct of SHG Audit and preparation of exit strategy, conduct of Post-Evaluation Survey (results framework), and follow up activities and final evaluation.

The Project Team is fully aware that a successful income restoration program requires the adoption of a holistic approach and that the training plan for the program must be well prepared. Thus, it is important that such a holistic approach is incorporated through better understanding as well as effective planning and budgeting. A comprehensive training program strategy for the income restoration program will address the needs of all the APs and be coordinated by various NGOs and other micro-finance agencies. It is extremely crucial that the project team must work closely with all parties involved in the program both at the policy level, donors, local authorities, NGOs, APs, and related individuals and organizations and under the supportive supervision of the Resettlement Department (RD) of the Ministry of Economy and Finance.

3.2.3. Project Approach & Methodology

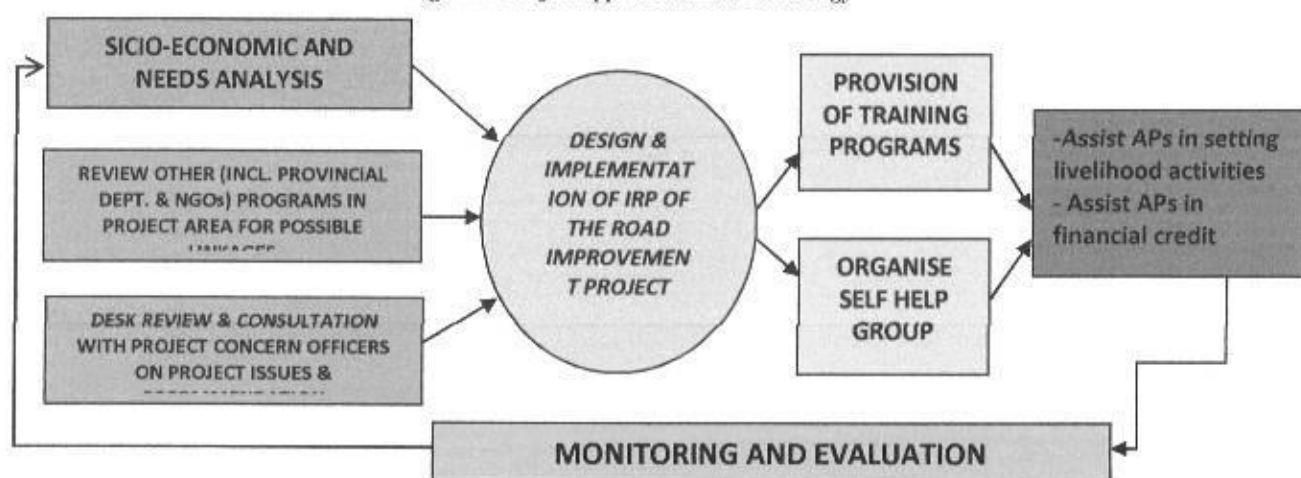
The methodology proposed under the project is based on a combination of the needs assessment and income restoration approach, constant consultation with stakeholders, and implementation of best practices. In accordance with the terms of reference and the project proposal, the approach and methodology (see Figure depicted below) will utilize the needs assessment instrument, consultations, and training activities, focusing on the improvement of living conditions and provide necessary skills for the affected people. These include:

- a. Review all related and existing documents regarding the rehabilitation of PR314D and NR13 project and those severely affected households in all the two designated provinces: Svay Reing and Prey Veng.
- b. Consult and desk review with project-concern officers on project issues and seek possible recommendation on way forward.
- c. Prepare situational and needs assessment survey instrument and pre-test the instrument as well as submit the instrument to the project concern officers for endorsement.
- d. Conduct field visit to the respective areas of all 120 targeted APs within 2 different provinces (Prey Veng and Svay Rieng) to:
 - analysis of their existing sources of livelihood to serve as a baseline data on pre-Project incomes and living standards and as an evaluation measure for the achievement of the project at its end.
 - detail profiles of the severely affected households and their members including: information on gender, age group, education, productive skills, household size, and livelihood preference.

- identify of key socio-economic problems facing the participating AHs and suggestions on ways and means to help them overcome said problems.
 - learn about their needs and preferences in their living condition improvement and livelihood activities
 - observe and witness their current living conditions, challenges and needs as well as to consider possible means that would allow them improve and generate incomes.
- e. Consult with key stakeholders in the designated provinces both provincial departments and NGOs in the project area for possible recommendations and effective intervention. The meeting and consultation aim at identification of employment opportunity & skills needed for APs in the project area and possible intervention in the rehabilitation of the project.
- f. Establish and form self-help groups (SHG) of the participating APs, the grouping could be people living in the same village or commune and/or nature of livelihood activities. Activities in the formation of the self-help groups will include:
- Organize initial meeting to each location, each meeting consists of around 20 to 30 participants *which prefer them to/as two groups to be setup. The meeting will facilitate all participants to initiate and identify their own group members. The meeting would preferably be with the women of the target group and discuss:*
 - Objectives of Self Help Groups
 - What a Self Help Group is
 - Operating principles
 - Weekly meetings
 - Management Committee
 - Regulations
 - End of the year distribution of profit
 - Provide technical support to each group in the formulation of internal groups' regulation, principles, and its vision with the participation of all group's members from each group.
 - Facilitate the meeting to support the each SHG in the formulation of internal group regulation, principles, and its vision. The meeting consists of one day for each group. Support the group in electing their *management committee* by ballot.
 - Explain that the group will write its own regulation. Guide them through the example regulation and make them decide on
 - the amount savings that the members will deposit every week
 - the loan term
 - the interest rate on loans
 - the time and place of the weekly meeting
 - Provide training to all SHGs' committees on the group management, leadership and organizational and financial management for officers;
 - Provide training to all SHGs' committees on simple bookkeeping, capital management, and minutes taking and group's report writing.
 - Provide needed guidance and support to the officers of the self-help groups
 - SHG follow up, monitoring and support
- g. Identify the appropriate livelihood activities for all severely APs to participate in the program.

- h. Provide training program and activities to all participating APs.
- i. Assist in identifying and encourage the appropriate livelihood activities for each AP household based on the skill acquired, knowledge and resources of each member and that of their self-help groups and that will ensure that the household has the capacity to provide for its daily sustenance.
- j. Identify existing or planned programs of the Government, NGOs, and other agencies operating in the project area for possible link-up to the IRP.
- k. Prepare a gender strategy that will enhance opportunities for women to participate in the decision-making process and to learn new skills for use in their chosen livelihood activities.
- l. Assist APs in setting-up their respective financial and credit management policy, system and procedures.
- m. Continue to provide follow up activities & on-going support to APs in applying their skills to business activities to make sure that APs are self-sustain and self-dependent in generating their incomes.

Figure 1: Project approach and Methodology



3.2.4. Program Outputs Development

The team has thoroughly reviewed the TORs established for the project and has developed the following expected explicit outputs:

Output 1: Socio-Economic and Needs Analysis

- Output 1.1: Report on the existing source of livelihood, detailed profiling, key socio-economic problems of APs, and suggestions to overcome problems
- Output 1.2: Report on livelihood programs needed
- Output 1.3: Report on investigation of each target household situation
- Output 1.4: Report on skills/strengths/weaknesses of individual APs in the 2 provinces
- Output 1.5: Report on employment opportunity & skills needed for APs in the project area

Output 2: Establishment of Self-Help Group

- Output 2.1: Report on the membership of SHG
- Output 2.2: Report on the role and responsibilities of SHG
- Output 2.3: Report on establishment of SHG by laws
- Output 2.4: Report on the process of SHG

Output 3: The Provision of Training Program

- Output 3.1: Clusters of the potential trainees
- Output 3.2: Training schedule and materials
- Output 3.3: List of Trainers/NGOs that provide training activities

Output 4: Curriculum Development (modules and methods)

- Output 4.1: Training curriculum for agricultural production
- Output 4.2: Training curriculum for vocational/technical training
- Output 4.3: Training curriculum for sales and marketing strategy

Output 5: Extension Service

- Output 5.1: Follow up, Monitoring and Back up Report
 - Output 5.1.1: Assistant in the creation of livelihood activities
 - Output 5.1.2: Assistant in both financial and technical issues
 - Output 5.1.3: On-going support and problem solving

3.2.5. Work Plan Development

The team has developed a work plan based on the expected outputs, timeframe, and potential resources available under the program (The Work Plan is provided in [Annex 4](#))

3.2.6. Establishment of Self Help Group

3.2.6.1. Concept of SHG

The concept is developed by various organizations in Cambodia for resettlement projects, reintegration of migration groups and other vulnerable group to assist in restoring their livelihood. It is found feasible for disadvantage community in all rural areas. Traditionally, SHGs have been set up by communities with different arrangement to support the community needs such as pagoda committee, an association of people formed to undertake specific tasks, and the traditional solidarity groups. They are usually formed on their own, and function based on certain norms is developed by SHGs themselves.

SHG is defined differently for different purposes. For the purpose of resettlement activities, the SHG could be defined as a small autonomous, non-political group of people living in the same vicinity of near each other and sharing common concerns, who come together voluntarily to work for their mutual personal, social and economic development.

All members are responsible for the obligation of their groups and needs to participate actively in the group activities. The SHG can be last very long or short depending on dynamic of socio-economic conditions.

3.2.6.2. Main characteristics of SHGs

Small Group: The concept encourages formation of small groups in order to enable effective participation of all members. Generally groups with members ranging from 15 - 20 have found to be very effective. If the size is too small, it may result in less seriousness among members of the group.

Homogeneous: If the members belong to the same social and economic strata, if they have similar concerns, and if there is a natural affinity among them, it becomes very easy to work as a group.

Functional and fully participation: The group has to meet regularly, at least twice a month. All members need to attend all meetings.

Autonomous: The groups are autonomous in their functions. They operate base on their own bylaws, rules and regulation. All members meet together and decided the rules and regulation based on concerns. The group is accountable to itself in terms of its functioning.

Collective Leadership: Though the groups have a Representative, Assistant and Treasurer, the office bearers cannot take any involvement in on their decision. All decisions are made in the group meetings when all members are present. All decisions are therefore made in consensus. The position of the office bearers is seen more as responsibility than as power. Nevertheless, the office bearers are rotated regular basis to avoid concentration of power in the hands of a few.

Membership Voluntarily: The group forms on its own based on the concept explained to them. Membership in a group is to be decided between the prospective member and the other members of the group, and not by anybody else.

Non-Political: The SHGs expressly state that they will not discuss any political agenda. Here politics means party-related politics. Members are free to have their own political affiliation, which may differ from member of member within the group. Their issues, however, are not discussed in the group meeting.

Mutual Help: The SHGs strive for the personal social and economic development of the members, though mutual help.

Regular Savings: The SHGs focuses on savings and credit activities for mutual help. Saving is not from surplus, but from whatever little the members can put aside from their consumption. The group members collectively decide the size of the amount saved and the frequency of saving.

Interests of SHGs vary depending on their needs. It is necessary to introduce interests of at least at two levels:

- Community level needs which shall include collective interests for community such as water and sanitation, health, education and improvement of other social activities.
- Household and individual needs which may include food security, clothing, shelters, and access to credit, self-confidence and social recognition which can be addressed by small group rather than whole community.

3.2.6.3. Specific Approach for Setting Up SHGs

1. Public awareness of benefits of SHGs: It is important to inform community about the benefit of SHG to encourage their participation in the process. A guideline for public communication and awareness will be developed using simple Khmer words easy to understand by all type of people

in Community. The general principle of the SHG will be included in the public communication guideline.

2. Identification of membership in the group shall be voluntary. All members of a group have to mutually agree to work with each other. The team will facilitate identification of membership but will avoid *influence* in the process.
3. Building leadership for group leader is essential. The whole group is responsible and accountable all decisions which need to ensure that all functions are performed out smoothly. It needs to ensure that the group leader will not make any decisions unilaterally in the leadership, it should be in consensus through meeting with majority of members attended. The leadership group could include a Chief, Secretary and Accounts. Detail tasks and responsibilities of the leadership group and members will be defined and communicated to all SHGs.
4. Assist in establishing bylaws and norms to carry out their tasks smoothly and with greater efficiency. Bylaws are made for their own convenience and not to create obstacles. The SHGs formulate their own rules and regulations. This is an expression of the group's autonomy.
5. Assist each SHG to identify purpose and goals by providing them as much as possible most relevant information
6. Assist in setting up savings and credit activities appropriate for SHGs because they meet important needs of the members and foster a high level of self-reliance. It generally needs revolving funds to help establish saving/credit funds for each SHG. These revolving funds will be managed through a commercial bank account, possibly ACLEDA bank and the team will help to negotiate with the Bank to get most benefit on fee charges and minimum deposit. In fact, this saving is small SHGs is not really savings in a conventional way. It is not money kept aside for a specific purpose. It is not even available to withdraw at all.
7. The team will assist the SHGs to make their rules that all members save regularly and equally.
8. Assist in establishing bookkeeping. Apart from help in maintaining records of the various activities of the group, the book also helps in making the group more transparent. These may include:
 - Saving book, to maintain the saving detail of members
 - Cash-book, to record all monetary transactions of the group
 - Loan ledger, to record loan particulars of each member
 - Individual savings and credit pass book, given to each member of the group

3.2.6.4. Training to SHG

Training is an important tool for capacity building. This will include both informal and formal ways of training. Informal training takes place in the routine meetings of the SHGs, in the form of on-the-job learning, of book keeping, facilitation group meeting, and through discussion on topics of interest.

Formal training, on the other hand, is deliberately planned sessions, based on a joint analysis of the training needs. The training may involve sessions on various aspects of the group dynamics such as meeting facilitation, decision making, leadership, problem solving and conflict resolution, and on credit management and book keeping.

Curriculum for training will be developed based on the needs identified during the needs assessment. Some curriculums already exist but may need to adapt to knowledge of participants.

It is also aimed at creating awareness on the social and personal development aspect. Basic knowledge of human rights, gender, ecology and environment, and any other issues will also provide to the members as appropriate.

3.2.7. SHG Audit

Auditing of credit activities of SHGs is very important to ensure transparency and long-term sustainability. Internal Audit to be conducted by the team participating by the SHGs will be used as basis for corrective actions.

Some examples of aspects to be covered by audit: books are properly written and the procedures, properly followed, loan utilization, the ability of members to plan their business to get credit, the quality of loan negotiations, use of power for influencing decisions, and equity in accessing loans.

Community who involved in the audit activities will be trained so that they can later on assume this auditing role and reduce administrative cost.

External audit will be performed as required.

3.2.8. Exit Strategy

It is important to encourage the groups become self-reliant in managing their functions, especially the book keeping, meeting, facilitation and credit management aspects. The team will gradually reduce its active role in the group, and finally withdrawals from the group and end completely when the group is fully functioning, expected by mid of second year.

To prepare exit strategy from each SHG, the team will:

1. Conduct joint analysis of the strengths and weaknesses of each SHG and assist them to prepare plan to overcome their weaknesses and build on their strengths.
2. Provide backstopping services to each SHG to improve their capacity to fully take over responsibility.
3. Establish linkage with some financial institution, which could provide capital assistance.
4. Establish at community level mechanism to address the larger community support on drinking water, education, communication, and community health care.

3.2.9. Ensuring Financial Sustainability through networking with Local Financial Institutions

The team will help to establish network with financial institutions to allow SHGs to access affordable credit as required for their group. It will be necessary to explain requirement for accessing credit from financial institutions, helping them to prepare proper documents, show transparency management. It is unavoidable that additional funds are needed when the groups are grown up.

3.3. Project Reporting

SDC, through the team leader, will submit reports to Ministry of Economy and Finance concerning the implementation of project and its progress. The reports will include (i) Inception Report within 1 month after the commencement of the project (ii) Socio-Economic Report within 3 months after submitting Inception Report, (iii) Quarterly Progress Report within every 15 days after each quarter, (iv)

Completion Report within 1 month after completion of all activities, and (v) Post Evaluation Report within 1 months after completing Post Evaluation activity which is commenced after 6 months of two-year IRP activities to include case studies and lessons learnt.

Reporting Requirements	Report Timing	Prepared by
Inception Report	Within 1 month after mobilization	SDC (through Team Leader)
Socio-Economic Report	Within 3 months after submission of Inception Report	SDC (through Team Leader)
Quarterly Progress Report	Within 15 days after each quarter	SDC (through Team Leader)
Completion Report	Within 30 days after completion of all activities	SDC (through Team Leader)
Post-Evaluation Report	Within 30 days after conducting post evaluation which is 6 months after the completion of all activities	SDC (through Team Leader) (case studies & lessons learnt)

3.4. Program organization and management

In the design and implementation of the IRP, necessary tools and activities are to be taken into consideration as far as the interest of those severely APs is concerned. To name a few, the provision of training program and SHG activities are mere tools to help each AH restore its livelihood and sources of income.

As mentioned in the signed contract for this assignment, the income restoration program for the rehabilitation of PR314D and NR13 project is managed by the team leader. The project is assisted by Team Assistant, SHG training officers, field staff, and a data analysis specialist.

Team Leader will be responsible for overall management of program including technical training aspects and coordination with IRC and MEF for general policy directions and activities reports and ensure good collaboration with local government agencies and other local training institutions. He will prepare detail work plan and ensure that all activities are implemented as schedule.

Project Assistant will assist the SHG training officer to conduct training need assessment, organizing SHG, set up the groups, and establishing accounting system and assist them in problem solving.

One SHG training officer will be responsible for conducting training need assessment and develop training curriculum that fit well with the demand for services. Provide training to selected participants and monitor their performance.

One Assistant Training Officer will assist the SHG training officer to conduct training need assessment, organizing SHG, set up the groups, and establishing accounting system and assist them in problem solving.

Ten field researchers need for beginning and at the beginning of the program to conduct training need assessment.

One Administrator will be responsible for all kind of administrative works including preparation of correspondence with communities, filing and documentations, and appointment for meetings.

Two data analysts will need from the beginning of the assignment to analyze needs assessment data.

3.5. Conclusion

Preliminary work on the design and implementation of Income Restoration Program for the severely APs was to identify the alternative and supplemental livelihood activities that the AHs will be engaged. In this respect, training program and SHG formation along with other activities are necessary tools to be used for the implementation of the IRP. The team has met with the appointed severely AHs in their respective area and consulted agencies/NGOs in the project area. Specific training program and needs have been identified and determined by the team.

As proposed in this report, there are overall 120 AHs (4 from Prey Veng and 116 from Svay Rieng) who have been considered eligible for the program. During this inception phase, the Team has sought support, assistance and participation from various stakeholders. The APs have been visited by the Team in order to encourage for their full and active participation and support the program and to collect specific information pertaining to their socioeconomic situation regarding specific livelihood skills which may need to be developed or strengthened.

ANNEXES

Annex 1: List of APs in Svay Rieng and Prey Veng

No.	AP's Name		Commune	District
	in Khmer	in English		
1.	ជា សុខា	Chea Sokha	Kandiang Reay	Svay Teab
2.	ហ៊ុន សុខ	Hun Sokh	Kandiang Reay	Svay Teab
3.	ប៉ុល សុគុន	Pol Sokun	Kandiang Reay	Svay Teab
4.	រស់ អាន	Rus Oan	Brosotr	Svay Teab
5.	នាង សំណាង	Neang Samnang	Brosotr	Svay Teab
6.	នេត រុន	Net Run	Brosotr	Svay Teab
7.	កុយ វ៉ាត់	Koy Vat	Brosotr	Svay Teab
8.	គង់ សុផល	Kung Sophal	Brosotr	Svay Teab
9.	ហេង សំអាង	Heng Sam Ang	Brosotr	Svay Teab
10.	សួស សារី	Suos Sari	Brosotr	Svay Teab
11.	ម៉ា ភូមិរ៉ា	Ma Phoumira	Brosotr	Svay Teab
12.	ស សារ៉េន	Sor Savoeun	Brosotr	Svay Teab
13.	ងួន សុខ	Nguon Sokh	Preah Ponlea	Kampong Rou
14.	កៅ យ៉េត	Kao Yet	Preah Ponlea	Kampong Rou
15.	ប្រាក់ លន់	Prak Lun	Nhor	Kampong Rou
16.	កែវ ផាត់	Keo Phat	Nhor	Kampong Rou
17.	ឈូក សាវិន	Chhouk Savin	Nhor	Kampong Rou
18.	ចាន់ ទឹម	Chan Teom	Nhor	Kampong Rou
19.	ឌុយ ថន	Uy Thorn	Nhor	Kampong Rou
20.	សរ ទិត	Sor Tith	Nhor	Kampong Rou
21.	ចាន់ ចែម	Chan Chem	Nhor	Kampong Rou
22.	កង ឈិន	Korng Chhen	Nhor	Kampong Rou
23.	ឥន ឡៃ	En Lai	Nhor	Kampong Rou
24.	គង់ សាខន	Kung Sakhorn	Nhor	Kampong Rou

No.	AP's Name		Commune	District
	in Khmer	in English		
25.	អ៊ូន យ៉ែម	Uon Yem	Nhor	Kampong Rou
26.	ព្រំ វ៉ាត់	Prum Vat	Nhor	Kampong Rou
27.	តូច សាវិត	Touch Savet	Nhor	Kampong Rou
28.	សោម សៀន	Soam Soeun	Nhor	Kampong Rou
29.	សំ សន	Sam Sorn	Nhor	Kampong Rou
30.	ជា យ៉ង់	Chea Yung	Nhor	Kampong Rou
31.	ថោង យ៉ែម	Thoang Yem	Nhor	Kampong Rou
32.	យស សារ៉េន	Yors Savoeun	Nhor	Kampong Rou
33.	ម៉ុល ម៉ុល	Mel Mol	Nhor	Kampong Rou
34.	ញឹក ចាន់	Nheok Chan	Nhor	Kampong Rou
35.	ទេព ជឹម	Tep Chim	Nhor	Kampong Rou
36.	យស សារ៉េន	Yors Savoeun	Nhor	Kampong Rou
37.	មាស សាវ៉ែន	Meas Savaen	Ksetr	Kampong Rou
38.	ផុន ណារី	Phon Nary	Ksetr	Kampong Rou
39.	ថូ សាវិន	Thou Savin	Ksetr	Kampong Rou
40.	សៅ សាវ៉ែន	Sao Saven	Thmei	Kampong Rou
41.	គឹម សាម៉ាត់	Kem Samatt	Thmei	Kampong Rou
42.	ខៀវ ទុំ	Keiv Tum	Thmei	Kampong Rou
43.	ធន់ ចិល	Thun Chel	Thmei	Kampong Rou
44.	ប៉ុល សុខ	Pol Sokh	Thmei	Kampong Rou
45.	នេត ចាន់ថន	Net Chanthorn	Thmei	Kampong Rou
46.	ណៃ សុន	Nai Son	Thmei	Kampong Rou
47.	សុខ សេង	Sokh Seng	Thmei	Kampong Rou
48.	សៅ សារ៉េន	Sao Saroeun	Thmei	Kampong Rou
49.	គង់ សុគន្ធារី	Kung Sokuntheary	Thmei	Kampong Rou

No.	AP's Name		Commune	District
	in Khmer	in English		
50.	ញ៉ែម យ៉ាន	Nhaem Yan	Thmei	Kampong Rou
51.	គឹម សារា	Kem Sara	Thmei	Kampong Rou
52.	សេង សុយ៉ាង	Seng Sokheang	Thmei	Kampong Rou
53.	វ៉ា សាវ៉ាត	Va Savat	Thmei	Kampong Rou
54.	សាន់ ផល្លី	Sann Phally	Thmei	Kampong Rou
55.	សុក ឈិន	Sok Chhen	Angdong Trobek	Romeas Haek
56.	អ៊ុម សៀន	Um Soeun	Angdong Trobek	Romeas Haek
57.	មី ចាន់ថន	Mei Chanthorn	Angdong Trobek	Romeas Haek
58.	អ៊ុ សាវុត	U Savut	Angdong Trobek	Romeas Haek
59.	ខៀវ ថា	Keiv Chea	Angdong Trobek	Romeas Haek
60.	ម៉ឺង សាម៉ៀន	Meong Samean	Angdong Trobek	Romeas Haek
61.	ម៉ែន សារឹម	Men Sarem	Angdong Trobek	Romeas Haek
62.	ចិន សៀន	Chen Soeun	Angdong Trobek	Romeas Haek
63.	អ៊ុក សាវុត	Uk Savut	Angdong Trobek	Romeas Haek
64.	ព្រំ ពៅ	Prum Pouv	Angdong Trobek	Romeas Haek
65.	ស្ដើង យ៉ាន	Sdeung Yan	Angdong Trobek	Romeas Haek
66.	រៀន ទូច	Roeun Touch	Angdong Trobek	Romeas Haek
67.	អ៊ុ ជាគង់	Um Cheakung	Angdong Trobek	Romeas Haek
68.	សេក សុទ្ធ	Sek Sot	Angdong Trobek	Romeas Haek
69.	ព្រំ សម្បត្តិ	Prum Sambat	Angdong Trobek	Romeas Haek
70.	ពេជ សុខ	Pech Sokh	Angdong Trobek	Romeas Haek
71.	អ៊ុក វ៉ាន	Uk Van	Angdong Trobek	Romeas Haek
72.	ហឹម យ៉ែម	Hem Yem	Angdong Trobek	Romeas Haek
73.	សឹង សារ៉ែន	Soeng Saren	Angdong Trobek	Romeas Haek
74.	គឹម ណារី	Kem Nary	Angdong Trobek	Romeas Haek

No.	AP's Name		Commune	District
	in Khmer	in English		
75.	ប្រាក់ សារីម	Prak Sarem	Angdong Trobek	Romeas Haek
76.	ពៅ យ៉យ	Pouv Yory	Angdong Trobek	Romeas Haek
77.	ហាំ សារ៉ុន	Ham Saron	Angdong Trobek	Romeas Haek
78.	សូ ឈឺន	Sau Chheun	Kampong Chork	Rumduol
79.	សូ សៀន	Sau Soeun	Kampong Chork	Rumduol
80.	ចាប ឌិន	Chab Din	Kampong Chork	Rumduol
81.	ប៉ាត សុខុម	Pat Sokhom	Songkhor	Krong Svay Rieng
82.	អ៊ុំ យ៉ាន់	Um Yan	Songkhor	Songkhor
83.	ចក់ ឆន	Chork Chhorn	Songkhor	Krong Svay Rieng
84.	សៅ ហាន	Sao Han	Songkhor	Krong Svay Rieng
85.	គឹម អ៊ុត	Kem Ut	Songkhor	Krong Svay Rieng
86.	សោម សំបាត	Soam Sambat	Songkhor	Krong Svay Rieng
87.	ព្រំ សុខ	Prum Sokh	Songkhor	Krong Svay Rieng
88.	នង សាផល	Nong Saphal	Ampel	Romeas Haek
89.	កើត ស៊ីនឿន	Keut Synoeun	Ampel	Romeas Haek
90.	ស៊ិន សុភាព	Sin Sopheab	Ampel	Romeas Haek
91.	ស៊ី សាវុត	Su Savut	Ampel	Romeas Haek
92.	ខៀវ ជា	Keiv Chea	Ampel	Romeas Haek
93.	ស្ដឹង យ៉ាន	Sdeung Yan	Ampel	Romeas Haek
94.	រឿន ទូច	Roen Touch	Ampel	Romeas Haek
95.	ព្រំ ឡី	Prum Ley	Ampel	Romeas Haek
96.	ព្រំ សម្បត្តិ	Prum Sambat	Ampel	Romeas Haek
97.	ពេជ សុខ	Pech Sokh	Ampel	Romeas Haek
98.	សៅ ឆាវ	Sao Chhat	Ampel	Romeas Haek
99.	អ៊ុន ពៅ	In Pouv	Ampel	Romeas Haek

Annex 2: Local Officers, Commune and Village Leader Met During the Inception

No.	Name	Description of Purpose
1	<p>Mr. Tem Voeng</p> <p>Village Deputy Chief Angdong Trobek village, Angdong Trobek commune, Romeas Haek district</p> <p>Tel: 0977-218-577</p>	<ul style="list-style-type: none"> - Seek support and assistant in the program - Explore past activities and planned activities related to the area - Share the mission and objectives of the income restoration program - Help identify project-impact villages & their localities - Help identify key stakeholders and APs - Find out the situational living condition of APs <i>impacted by the project</i> - Seek advice for planning and implementation of the program
2	<p>Mr. Nhean Thy</p> <p>Village Leader Troak village, Ampel commune, Romeas Haek district</p> <p>Tel: 0977-536-245</p>	<ul style="list-style-type: none"> - Seek support and assistant in the program - Explore past activities and planned activities related to the area - Share the mission and objectives of the income restoration program - Help identify key stakeholders and APs and their localities - Help in making appointment with APs for interview - Find out the situational living condition of APs - Seek advice for planning and implementation of the program
3	<p>Mr. Ung Chantha</p> <p>Village Leader Kampong Trach village, Kampong Trach commune, Romeas Haek district</p> <p>Tel: 0974-871-099</p>	<ul style="list-style-type: none"> - Seek support and assistant in the program - Explore past activities and planned activities related to the area - Share the mission and objectives of the income restoration program - Help identify key stakeholders and APs and their localities - Help in making appointment with APs for interview - Find out the situational living condition of APs - Seek advice for planning and implementation of the program

4	<p>Mr. Nong Sarun</p> <p>Village Leader Ta Trav village, Kampong Trach commune, Romeas Haek district</p> <p>Tel: 0972-745-559</p>	<ul style="list-style-type: none"> - Seek support and assistant in the program - Explore past activities and planned activities related to the area - Share the mission and objectives of the income restoration program - Help identify key stakeholders and APs and their localities - Help in making appointment with APs for interview - Find out the situational living condition of APs - Seek advice for planning and implementation of the program
5	<p>Mr. Rus Phan</p> <p>Village Leader Ahrak Svay village, Angdong Pou commune, Romeas Haek district</p> <p>Tel: 092-603-348</p>	<ul style="list-style-type: none"> - Seek support and assistant in the program - Explore past activities and planned activities related to the area - Share the mission and objectives of the income restoration program - Help identify key stakeholders and APs and their localities - Help in making appointment with APs for interview - Find out the situational living condition of APs - Seek advice for planning and implementation of the program
6	<p>Mr. Chan Saban</p> <p>Village Leader Samroang village, Angk Brosrac commune, Romeas Haek district</p> <p>Tel: 017-247-121</p>	<ul style="list-style-type: none"> - Seek support and assistant in the program - Explore past activities and planned activities related to the area - Share the mission and objectives of the income restoration program - Help identify key stakeholders and APs and their localities - Help in making appointment with APs for interview - Find out the situational living condition of APs - Seek advice for planning and implementation of the program
7	<p>Mr. Sao Sophon</p> <p>Village Leader Tropaing Krous village,</p>	<ul style="list-style-type: none"> - Seek support and assistant in the program - Explore past activities and planned activities related to the area

	<p>Sangkae commune, Rumduol district</p> <p>Tel: 071-473-3619</p>	<ul style="list-style-type: none"> - Share the mission and objectives of the income restoration program - Help identify key stakeholders and APs and their localities - Help in making appointment with APs for interview - Find out the situational living condition of APs - Seek advice for planning and implementation of the program
8	<p>Mr. Uk Sokh</p> <p>Village Deputy Leader Tropaing Kraet village, Sangkae commune, Rumduol district</p> <p>Tel: 0978-228-712</p>	<ul style="list-style-type: none"> - Seek support and assistant in the program - Explore past activities and planned activities related to the area - Share the mission and objectives of the income restoration program - Help identify key stakeholders and APs and their localities - Help in making appointment with APs for interview - Find out the situational living condition of APs - Seek advice for planning and implementation of the program
9	<p>Mrs. Koeng Ly</p> <p>Village Deputy Leader Kouk Sromai village, Sangkae commune, Rumduol district</p> <p>Tel: 0976-307-941</p>	<ul style="list-style-type: none"> - Seek support and assistant in the program - Explore past activities and planned activities related to the area - Share the mission and objectives of the income restoration program - Help identify key stakeholders and APs and their localities - Help in making appointment with APs for interview - Find out the situational living condition of APs - Seek advice for planning and implementation of the program
10	<p>Mr. Pech Heng</p> <p>Village Leader Chork village, Kampong Chork commune, Rumduol district</p> <p>Tel: 0887-668-791</p>	<ul style="list-style-type: none"> - Seek support and assistant in the program - Explore past activities and planned activities related to the area - Share the mission and objectives of the income restoration program

		<ul style="list-style-type: none"> - Help identify key stakeholders and APs and their localities - Help in making appointment with APs for interview - Find out the situational living condition of APs - Seek advice for planning and implementation of the program
11	<p>Mr. Sao Han</p> <p>Village Leader Ork Neak village, Sangkhor commune, Svay Rieng district</p> <p>Tel: 0889-970-149</p>	<ul style="list-style-type: none"> - Seek support and assistant in the program - <i>Explore past activities and planned activities related to the area</i> - Share the mission and objectives of the income restoration program - Help identify key stakeholders and APs and their localities - Help in making appointment with APs for interview - Find out the situational living condition of APs - <i>Seek advice for planning and implementation of the program</i>
12	<p>Mr. Cheab Sakhorn</p> <p>Village Leader Porplea village, Sangkhor commune, Svay Rieng district</p> <p>Tel: 0976-141-938</p>	<ul style="list-style-type: none"> - Seek support and assistant in the program - Explore past activities and planned activities related to the area - Share the mission and objectives of the income restoration program - Help identify key stakeholders and APs and their localities - Help in making appointment with APs for interview - Find out the situational living condition of APs - Seek advice for planning and implementation of the program
13	<p>Mr. Meas Yam</p> <p>Village Leader Thlork village, Sangkhor commune, Svay Rieng district</p> <p>Tel: 0972-205-026</p>	<ul style="list-style-type: none"> - Seek support and assistant in the program - Explore past activities and planned activities related to the area - Share the mission and objectives of the income restoration program - Help identify key stakeholders and APs and their localities - Help in making appointment with APs for interview

		<ul style="list-style-type: none"> - Find out the situational living condition of APs - Seek advice for planning and implementation of the program
14	<p>Mr. Sam Samet</p> <p>Village Deputy Leader Thlork village, Sangkhor commune, Svay Rieng district</p> <p>Tel: 0979-909-556</p>	<ul style="list-style-type: none"> - Seek support and assistant in the program - Explore past activities and planned activities related to the area - Share the mission and objectives of the income restoration program - Help identify key stakeholders and APs and their localities - Help in making appointment with APs for interview - Find out the situational living condition of APs - Seek advice for planning and implementation of the program
15	<p>Mr. Cheit Chanthorn</p> <p>Village Leader Prei Keav village, Sangkhor commune, Svay Rieng district</p> <p>Tel: 081-269-798</p>	<ul style="list-style-type: none"> - Seek support and assistant in the program - Explore past activities and planned activities related to the area - Share the mission and objectives of the income restoration program - Help identify key stakeholders and APs and their localities - Help in making appointment with APs for interview - Find out the situational living condition of APs - Seek advice for planning and implementation of the program
16	<p>Mr. Reach Sophon</p> <p>Commune Leader Kampong Ampel commune, Rumduol district</p> <p>Tel: 071-473-3619</p>	<ul style="list-style-type: none"> - Seek support and assistant in the program - Explore past activities and planned activities related to the area - Share the mission and objectives of the income restoration program - Help identify key stakeholders and APs and their localities - Help in making appointment with APs for interview - Find out the situational living condition of APs - Seek advice for planning and implementation of the program

Phase I: The program starts from July 1, 2016 and will take 12 months.

Goal of Phase I:

- The AP households shall have started their respective livelihood activities, while the self-help groups shall have been set up.
- The AP households shall have been able to fine-tune their livelihood activities, while self-help groups shall have stabilized their operations.
- Both APs households and self-help groups are practically on their own with minimal and intermittent support from the NGO/agency.

Phase II: The program of Phase II starts from July 01, 2017 and will take 12 months. The final report (the project completion report) will be prepared and submitted in June 2018.

Goals of Phase II:

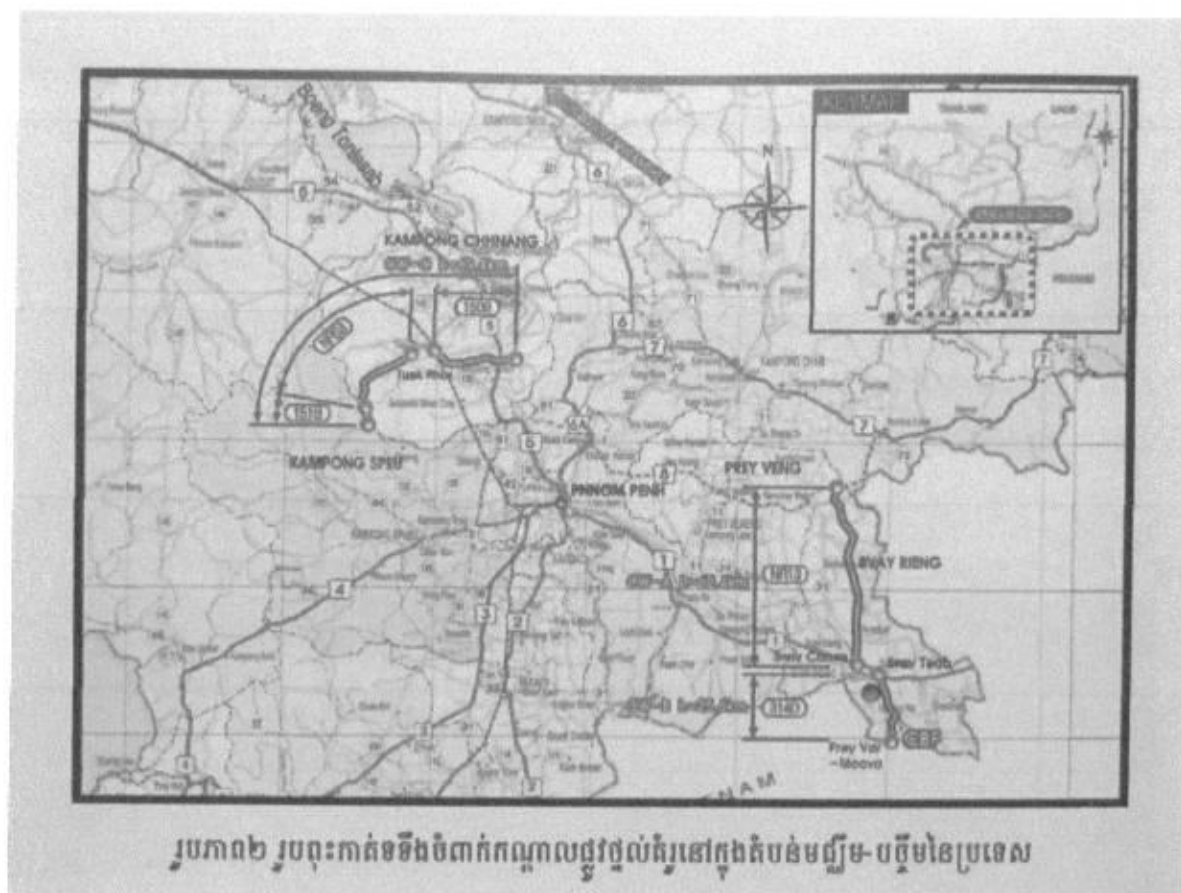
- The affected and vulnerable households are able to restore or even improve their income/resources of livelihood through backstop support

Phase III: Conduct Post Evaluation Study (6 months after the completion of the project) which takes 1 month, starting from February 1, 2018 to March 01, 2018.

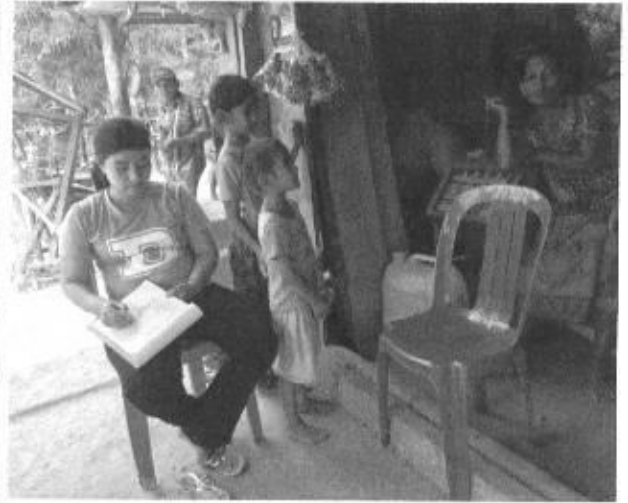
***Note:** The above work plan is subjected to change as per-advised & suggested by the project-concerned officers.

Annex 4: Project Location Map

The project site is located in two provinces, Prey Veng of the north and Svay Rieng of the south. The road length is 88.00 kilometres which is 62.4 kilometres of National Road 13 and 25.6 kilometres of Provincial Road 314D.



Annex 5: Photos of Activities



၂၀၁၆ ခုနှစ်
 နိုဝင်ဘာ ၁၅ ရက်နေ့
 ၂၀၁၆ ခုနှစ်
 နိုဝင်ဘာ ၁၅ ရက်နေ့

အမှတ်	အမည်	အသက်	အမျိုး	အခြား	အခြား
၁	မောင်	၁၀	မ	၁၀	၁၀
၂	မောင်	၁၀	မ	၁၀	၁၀
၃	မောင်	၁၀	မ	၁၀	၁၀
၄	မောင်	၁၀	မ	၁၀	၁၀
၅	မောင်	၁၀	မ	၁၀	၁၀
၆	မောင်	၁၀	မ	၁၀	၁၀
၇	မောင်	၁၀	မ	၁၀	၁၀
၈	မောင်	၁၀	မ	၁၀	၁၀
၉	မောင်	၁၀	မ	၁၀	၁၀
၁၀	မောင်	၁၀	မ	၁၀	၁၀



ព្រះរាជាណាចក្រកម្ពុជា
ជាតិ សាសនា ព្រះមហាក្សត្រ
KINGDOM OF CAMBODIA
Nation Religion King

ក្រសួងសេដ្ឋកិច្ច និង ហិរញ្ញវត្ថុ

MINISTRY OF ECONOMY AND FINANCE

N° ០២៤...MEF/...GDR



Inter-Ministerial Resettlement Committee
General Department of Resettlement
Fax: 855 23 426 682

Phnom Penh, 19 December 2016

Ms. Sokha Ouk


Social Safeguard Officer
ADB Cambodia Resident Mission
Tel: 855 23 215 805
Fax: 855 23 215 807

Subject: Submission of Inception report of IRP for the Provincial Road Improvement Project (NR13 & PR314D) Loan 2839-CAM (SF).

Dear Ms. Sokha Ouk,

Reference is made to the above subject; I would like to send you the Inception Report of IRP for the Provincial Road Improvement Project (NR13 & PR314D) Loan 2839-CAM (SF) prepared by Social Development Consultant (SDC) under contract with Inter-Ministerial Resettlement Committee for your information.

I thank you for your kind cooperation.

Regards, 



YEN SOPHAN

Deputy Director General
General Department of Resettlement
Ministry of Economy and Finance

Cc: H.E Nhean Leng, Under Secretary of State and Chairman of IRC
H.E Im Sethyra, Director General of General Department of Resettlement