

Project Administration Manual

Project Number: 53199-001
Loan Number: 4143
August 2022

Kingdom of Cambodia: Livable Cities Investment
Project

ABBREVIATIONS

ADB	–	Asian Development Bank
AP	–	affected person
CEMP	–	construction environmental management plan
COVID-19	–	coronavirus pandemic
CPD	–	client portal for disbursement
DCS	–	design and construction supervision
DDR	–	due diligence report
DIMDM	–	Department of Internal Monitoring and Data Management
DMF	–	design and monitoring framework
DED	–	detailed engineering design
EA	–	executing agency
EMP	–	environmental management plan
FGD	–	focus group discussion
FMA	–	financial management assessment
GDR	–	General Department of Resettlement
GESIAP	–	gender equality and social inclusion action plan
GRC	–	grievance redress committee
GRM	–	grievance redress mechanism
IEE	–	initial environmental examination
IP	–	Indigenous peoples
MEF	–	Ministry of Economy and Finance
MOE	–	Ministry of Environment
MPWT	–	Ministry of Public Works and Transport
NGO	–	nongovernment organization
OCB	–	open competitive bidding
PAM	–	project administration manual
PDPWT	–	Provincial Department of Public Works and Transport
PIA	–	project implementation agency
PMU	–	project management unit
PPME	–	project performance monitoring and evaluation
PPMS	–	project performance management system
PSC	–	project steering committee
QCBS	–	quality- and cost-based selection
REA	–	rapid environmental assessment
RFQ	–	request for quotation
RP	–	resettlement plan
RRP	–	Report and Recommendation of the President to the Board of Directors
SCS	–	stakeholder communication strategy
SOE	–	statement of expenditure
SPRSS	–	summary poverty reduction and social strategy
SPS	–	Safeguard Policy Statement
SURF	–	Southeast Asia Urban Services Facility
TA	–	technical assistance
TOR	–	terms of reference
WA	–	withdrawal application
WBWS	–	willing buyer willing seller

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Project Administration Manual Purpose and Process

The project administration manual (PAM) describes the essential administrative and management requirements to implement the project on time, within budget, and in accordance with the policies and procedures of the government and Asian Development Bank (ADB). The PAM should include references to all available templates and instructions either through linkages to relevant URLs or directly incorporated in the PAM.

The executing and implementing agencies are wholly responsible for the implementation of ADB-financed projects, as agreed jointly between the borrower and ADB, and in accordance with the policies and procedures of the government and ADB. ADB staff is responsible for supporting implementation including compliance by executing and implementing agencies of their obligations and responsibilities for project implementation in accordance with ADB's policies and procedures.

At loan negotiations, the borrower and ADB shall agree to the PAM and ensure consistency with the loan agreement. Such agreement shall be reflected in the minutes of the loan negotiations. In the event of any discrepancy or contradiction between the PAM and the loan agreement, the provisions of the loan agreement shall prevail.

After ADB Board approval of the project's report and recommendations of the President (RRP), changes in implementation arrangements are subject to agreement and approval pursuant to relevant government and ADB administrative procedures (including the Project Administration Instructions) and upon such approval, they will be subsequently incorporated in the PAM.

I. PROJECT DESCRIPTION

1. The project will support the inclusive and sustainable development of the secondary cities of Bavet, Kampot, and Poipet by providing: (i) 26,850 people with access to improved wastewater services; (ii) 91,130 people with benefits from improved solid waste management services, (iii) 23,960 people with benefits from reduced flooding through improved urban stormwater and drainage systems; and (iv) capacity development to strengthen the institutional capacity of the municipal administration in the operations and maintenance (O&M) of public services.

A. Impact and Outcome

2. **Impact:** Livability of secondary cities improved.¹

3. **Outcome:** Access to urban infrastructure and services in participating cities improved.

B. Outputs

4. **Output 1: Policy and regulatory environment improved.** The project will support the participating cities and stakeholders in developing resilient spatial planning and land-use plans to inform and regulate future growth and development.² Planning and service delivery guidelines for wastewater, stormwater drainage, and municipal solid waste will be prepared to provide guidance to the municipal administration of the participating cities on the operation, maintenance, and delivery of sustainable and efficient services. These will include climate resilient, gender responsive, and inclusive measures, taking into account different needs of women, men, and vulnerable groups.

5. **Output 2: Urban infrastructure improved.** The project will improve access to urban infrastructure through (i) construction of a wastewater treatment plant and sewerage network in Bavet and Poipet, and the expansion of the sewerage network in Kampot; (ii) rehabilitation of existing canals and construction of new stormwater drains in Bavet and Poipet; and (iii) construction of landfills, including sorting and composting plants, in Bavet and Poipet.³ A behavior change campaign to promote awareness on pollution prevention and waste minimization measures will also be developed. Expanded access to improved sanitation will be particularly beneficial to vulnerable households, including those headed by women.

6. **Output 3: Institutional effectiveness and governance improved.** Institutional development road maps for each participating city will be developed that will guide the municipal administrations to become self-sufficient service providers and will include tariff reform to cover

¹ Kingdom of Cambodia. 2018. *Rectangular Strategy for Growth, Employment, Equity and Efficiency: Building the Foundation Toward Realizing the Cambodia Vision 2050 Phase IV*. Phnom Penh.

² The spatial and land use plans will consider provisions to improve special conservation areas, biodiversity areas, border zones, coastal and riverfront, and the promote green infrastructure and sustainability principles.

³ The output will include: (i) in Bavet, constructing a sewerage network comprising a wastewater treatment plant (WWTP) with a capacity of 3,930 cubic meters per day (m³/day), 1,522 household connections, 9.6 km of new or rehabilitated drainage network, and a sorting and composting plant with a controlled landfill of 516,305 m³ capacity with waste collection vehicles; (ii) in Poipet, constructing a sewerage network comprising a WWTP with a capacity of 9,576 m³/day, 2,415 household connections, 7.13 km of new or rehabilitated drainage network, and a sorting and composting plant with a controlled landfill of 632,784 m³ capacity with waste collection vehicles; and (iii) in Kampot, extending the existing sewerage network by constructing additional sewerage gravity lines and providing 1,515 household connections. Wastewater services will allow for septage receipt and treatment at the WWTPs, and septage collection.

O&M, and to reduce the risk of ineffective service delivery through poor maintenance of the infrastructure. A program for recruitment, mobility, and training will be developed to ensure regular skills development. Women's participation in the sector will be encouraged through the promotion of women at technical and decision-making positions and provision of scholarships for women in engineering or relevant disciplines.

II. IMPLEMENTATION PLANS

A. Project Readiness Activities

Table 1: Project Readiness

Indicative Activities	Months						Responsible Party
	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	
Advance contracting actions							
Commence recruitment of DCS Consultants							Government
Establish project implementation arrangements							Government
Disclosure of safeguard documents							ADB
ADB Board approval							ADB
Loan signing							ADB and Government
Government legal opinion provided							Government
Loan effectiveness							ADB

ADB = Asian Development Bank; DCS = design and construction supervision consultants.
Source: Asian Development Bank

B. Overall Project Implementation Plan

7. A project implementation plan recording outputs with key implementation activities on a quarterly basis is provided in Table 2 below. The project implementation plan will be updated annually and submitted to ADB with contract and disbursement projections for the following year.

Table 2: Project Implementation Plan

	2021			2022				2023				2024				2025				2026				2027			
	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
A. DMF																											
Output 1: Policy and Regulatory Environment Improved																											
Sector and regulatory review																											
Development of planning and service delivery guidelines																											
Output 2: Urban Infrastructure Improved																											
Field surveys																											
Preparation of DED, safeguard documents, bid document preparation																											
CW-BAV-01: Bavet Wastewater Treatment Plant and Conveyance Network and Stormwater Drainage Network																											
CW-BAV-02: Bavet Solid Waste Management System																											
CW-KAM-01: Kampot Wastewater Conveyance Network																											
CW-POI-01: Poipet Wastewater Treatment Plant and Conveyance Network and Stormwater Drainage Network																											
CW-POI-02: Poipet Solid Waste Management System																											
Bidding process and contract awards																											
CW-BAV-01: Bavet Wastewater Treatment Plant and Conveyance Network and Stormwater Drainage Network																											
CW-BAV-02: Bavet Solid Waste Management System																											
CW-KAM-01: Kampot Wastewater Conveyance Network																											
CW-POI-01: Poipet Wastewater Treatment Plant and Conveyance Network and Stormwater Drainage Network																											
CW-POI-02: Poipet Solid Waste Management System																											
Construction and implementation																											
Behavior change and awareness campaign																											
Output 3: Institutional Effectiveness and Governance Improved																											
Development of Institutional Development Roadmap and Guidelines																											
Capacity building and training																											
B. Management Activities																											
Recruitment of DCS consultancy services																											
Project management and supervision																											
Implementation of the GESIAP																											
Project completion report																											

DCS = design and construction supervision; DED = detailed engineering design; GESIAP = gender equality and social inclusion action plan; Q = quarter.

Source: Asian Development Bank.

III. PROJECT MANAGEMENT ARRANGEMENTS

A. Project Implementation Organizations: Roles and Responsibilities

Table 3: Project Implementation Organizations

Project Implementation Organizations	Management Roles and Responsibilities
MEF	<ul style="list-style-type: none"> • Signs legal agreements on behalf of the government with ADB. • Oversight of the advance account. • Ensure compliance with loan covenants as agreed with ADB • Focal point for land acquisition and resettlement (carried out by GDR) • Monitor performance of project
Project Steering Committee	<ul style="list-style-type: none"> • Chaired by Secretary of State, MPWT and include representatives from MEF, MISTI, MLMUPC, MPWT, MOE, and MOI. • Provide guidance and policy direction to facilitate project implementation • Facilitate interagency and inter-ministerial coordination • Coordination of discussion among central level agencies
EA	<ul style="list-style-type: none"> • Role held by MPWT • Focal agency to ADB • Overall responsibility for project implementation, including procurement, financial management, environment, resettlement, social and gender safeguards, project reporting and administration. • Provision of assistance and guidance to project implementation units • Accountable for compliance and adherence to loan agreement • Administration of the advance account • Oversee the preparation of audited project financial statements • Administration of loan disbursements
Project Coordination Working Group ⁴	<ul style="list-style-type: none"> • Chaired by MPWT with MLMUPC • Promote coordination between infrastructure / sector plans and urban and land use planning • Lead discussions between line ministries on the status of deliverables to be delivered under the attached TA and the project loan • Active participation in meetings and sharing of information
PMU ⁵	<ul style="list-style-type: none"> • Day to day project management, supervision and administration including programming, budgeting, financial planning and accounting • Coordination of project activities with stakeholders • Project performance monitoring and progress reporting • Oversee technical design, environment, resettlement, social and gender safeguard policy provisions, and national legislative requirements • Ensure implementation of the EMP, including approving the CEMP before works commence • Coordinate the preparation and implementation of social safeguard documents (resettlement plans, gender action plans/gender equality and social inclusion action plans) • Management of procurement and consulting recruitment activities including advertisement, evaluation, negotiation and contract award • Preparation of reports required under the loan agreement • Provision of technical, financial management and administrative support to the PIAs

⁴ Working group established to facilitate information sharing between the project and the attached technical assistance on Technical Support and Capacity Development in Urban Planning.

⁵ The PMU will be led by a project director, who will be supported by deputy project directors, project managers, engineer/technical officer, safeguard specialists, procurement and financial specialists and administration support. A nominated focal point from the MWPT gender committee will also support the PMU in gender monitoring and implementation activities.

Project Implementation Organizations	Management Roles and Responsibilities
PIA (PDPWT of Banteay Meanchey, Kampot and Svay Rieng)	<ul style="list-style-type: none"> • Role held by the PDPWT of the participating provinces • Provide progress reports on subproject components to the PMU • Subproject performance monitoring • Coordination/communication with provincial departments
PIU ⁶	<ul style="list-style-type: none"> • Day to day oversight and coordination of subproject preparation and implementation • Facilitation of data collection for detailed engineering designs and progress reports • Supervision of construction activities • Coordination of project activities, including community social surveys, capacity building • Monitoring of environmental and resettlement safeguard compliance • Clearance of the CEMP • Monitoring and coordination of the social and gender related activities, and reporting as outlined in the GESIAP • Reporting to the PIA and PMU on project implementation
ADB	<ul style="list-style-type: none"> • Project administration, including procurement review and support, public financial management, safeguards, social and gender monitoring and supervision

ADB = Asian Development Bank; CEMP = construction environmental management plan; EA = executing agency; GDR = General Department of Resettlement; GESIAP=Gender Equality and Social Inclusion Action Plan; MEF = Ministry of Economy and Finance; MISTI = Ministry of Industry, Science, Technology and Innovation; MLMUPC = Ministry of Land Management Urban Planning and Construction; MOE = Ministry of Environment; MPWT= Ministry of Public Works and Transport; PDPWT = Provincial Department of Public Works and Transport; PIA = project implementation agency; PIU = project implementation unit; PSC = project steering committee; TA = technical assistance.

Source: Asian Development Bank.

B. Key Persons Involved in Implementation

Executing Agency

Ministry of Public Works and Transport

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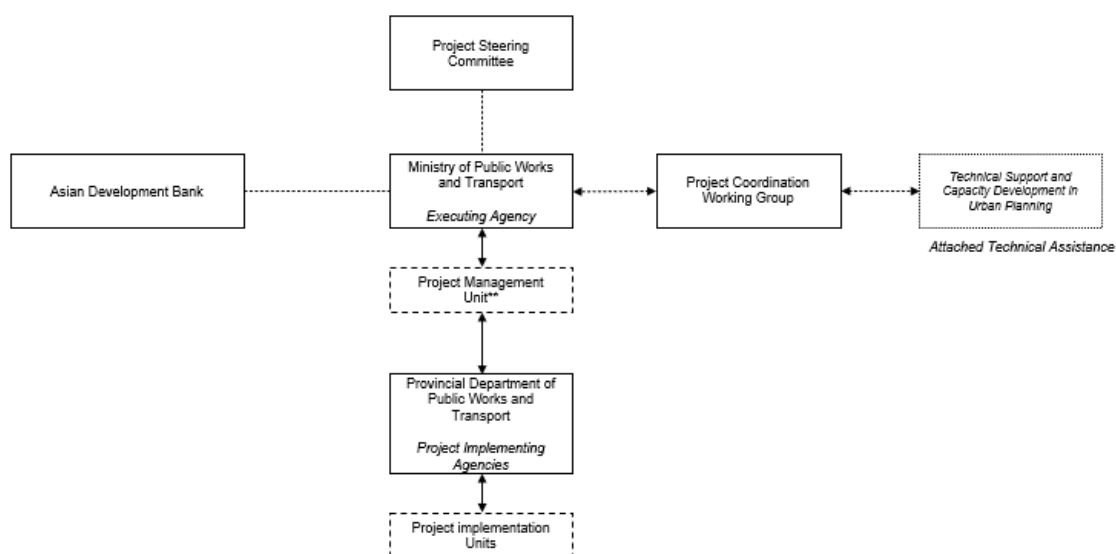
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⁶ The PIU will include representatives from the PDPWT and municipal administration, including representation from the Division of the Provincial Hall, Provincial Department of Environment, Provincial Department of Land Management Urban Planning and Construction, City Mayor, and the Public Works and Transport Environmental Sanitation and Public Order Office.

C. Project Organization Structure

8. The project organization structure is as follows.

Figure 1: Project Organization Structure



IV. COSTS AND FINANCING

9. The project is estimated to cost \$194.1 million. The financing plan is in **Table 4** below.

Table 4: Summary Cost Estimates

Item	Amount ^a (\$ Million)
A Base Cost^b	
Output 1: Policy and regulatory environment improved	1.6
Output 2: Urban infrastructure improved	147.5
Output 3: Institutional effectiveness and governance improved	2.1
Subtotal (A)	151.2
B Contingencies ^c	37.1
C Financing Charges During Implementation ^d	5.8
Total (A+B+C)	194.1

^a Includes taxes and duties of \$13.63 million. The government will finance \$1.96 million of taxes and duties associated with mechanical and equipment, and consultancy services through exemption and \$0.01 million of taxes for audit service in cash. The balance of taxes of \$11.66 million for civil works will be financed by the ADB loan. Such amount does not represent an excessive share of the project cost.

^b Mid-2021 prices as of 22 July 2021.

^c Physical and price contingencies, and a provision for exchange rate fluctuation are included.

^d Includes interest on all sources of financing.

Source: Asian Development Bank.

10. The government has requested a concessional loan of \$180 million from ADB's ordinary capital resources to help finance the project. The loan will have a 32-year term, including a grace period of 8 years; an interest rate of 1.0% per year during the grace period and 1.5% per year thereafter; and such other terms and conditions set forth in the draft loan agreement. The government will contribute \$14.1 million to finance expenditures in relation to land acquisition and

compensation, recurrent costs (staff allowances and financial auditing services), and interest during construction through cash contribution and in-kind contribution, including other running costs, and exemption of local taxes on mechanical and equipment, and consulting services. ADB will finance expenditures in relation to investment costs, contingencies and taxes and duties on civil works.⁷

11. The summary financing plan is in **Table 5**.

Table 5 : Summary Financing Plan

Source	Amount (\$ million)	Share of Total (%)
Asian Development Bank		
Ordinary capital resources (concessional loan)	180.0	92.7
Government	14.1	7.3
Total	194.1	100.0

Source: Asian Development Bank

12. Climate adaptation is estimated to cost \$30.86 million and climate mitigation costs is estimated to cost \$5.46 million. The climate adaptation costs are for measures to improve the resilience of the wastewater and stormwater systems to accommodate increase in rainfall events, while the climate mitigation costs will allow potential to increase penetration of renewable energy generation into the grid using solar power.

A. Cost Estimates Preparation and Revisions

13. Cost estimates were prepared based on feasibility studies prepared by the transaction technical assistance consultants engaged under the Southeast Asia Urban Services Facility (SURF)⁸ and will be updated during project implementation.

B. Key Assumptions

14. The following key assumptions underpin the cost estimates and financing plan:

- (i) Exchange rate: KR 4,074= \$1.00 (July 2021)
- (ii) Price contingencies based on expected cumulative inflation over the implementation period are as follows:

Table 6: Escalation Rates for Price Contingency Calculation

Item	2021	2022	2023	2024	2025	Average
Foreign rate of price inflation	1.6%	1.7%	1.7%	1.8%	1.8%	1.7%
Domestic rate of price inflation	3.1%	3.0%	3.0%	3.0%	3.0%	3.0%

Source: Asian Development Bank

- (iii) In-kind contributions were calculated based on current prevailing rates for salaries of project staff, utilities and office administrative costs

⁷ Land acquisition and compensation cost estimate was prepared based on the preliminary design during the feasibility study and will be finalized after the completion of detailed engineering designs, detailed measurement surveys and replacement cost study.

⁸ Asian Development Bank. 2018. [Southeast Asia Urban Services Facility](#). Manila.

C. Detailed Cost Estimates by Expenditure Category

Table 7: Cost Estimates by Expenditure Category

Item	KIP Million			\$ Million			% of Total Base Costs
	Foreign	Local	Total	Foreign	Local	Total	
A. Investment Costs							
1 Civil works	190,068.0	332,619.1	522,687.1	46.7	81.6	128.3	84.9%
2 Mechanical and equipment	13,476.0	9,722.0	23,197.9	3.3	2.4	5.7	3.8%
3 Land acquisition and compensation	-	20,187.2	20,187.2	-	5.0	5.0	3.3%
4 Consultancy and training							
a. Project consultants	23,334.4	19,445.3	42,779.8	5.7	4.8	10.5	6.9%
b. Capacity development	-	1,539.4	1,539.4	-	0.4	0.4	0.2%
Subtotal (A)	226,878.4	383,512.9	610,391.3	55.7	94.1	149.8	99.1%
B. Recurrent Costs							
1 Staff allowances	-	1,574.2	1,574.2	-	0.4	0.4	0.3%
2 Running costs	897.8	2,693.5	3,591.4	0.2	0.7	0.9	0.6%
3 Financial audit costs	40.7	407.4	448.1	0.0	0.1	0.1	0.1%
Subtotal (B)	938.6	4,675.1	5,613.7	0.2	1.1	1.4	0.9%
Total Base Cost (A+B)	227,817.0	388,188.0	616,005.0	55.9	95.3	151.2	100.0%
C. Contingencies							
1 Physical	39,341.7	67,036.1	106,377.8	9.7	16.5	26.1	17.3%
2 Price	16,536.4	28,177.2	44,713.6	4.1	6.9	11.0	7.3%
Subtotal (C)	55,878.1	95,213.3	151,091.4	13.7	23.4	37.1	24.5%
D. Financing Charges During Implementation							
1 Interest during construction	23,624.1	-	23,624.1	5.8	-	5.8	3.8%
Subtotal (D)	23,624.1	-	23,624.1	5.8	-	5.8	3.8%
Total Project Costs (A+B+C+D)	307,319.2	483,401.3	790,720.5	75.4	118.7	194.1	128.4%

Notes: Numbers may not sum precisely because of rounding.

Source: Asian Development Bank

D. Allocation and Withdrawal of Loan Proceeds

Table 8: Allocation and Withdrawal of Loan Proceeds: OCR (Concessional Loan)

ALLOCATION AND WITHDRAWAL OF ADB LOAN PROCEEDS			
No.	Item	Amount Allocated for ADB Financing Category (USD)	Basis for Withdrawal from the Loan Account
1	Works	128,298,258	100% of total expenditure claimed
2	Goods and consulting services	14,615,001	100% of total expenditure claimed*
3	Unallocated	37,086,741	
	Total	180,000,000	

* Exclusive of taxes and duties imposed within the territory of the Borrower.

ADB=Asian Development Bank

Source: Asian Development Bank

E. Detailed Cost Estimates by Financier

Table 9: Detailed Cost Estimates by Financier

Item	OCR (concessional loan)		Government		Total Cost	
	Amount	% of cost category	Amount	% of cost category	Amount	Taxes and Duties
A. Investment Costs						
1 Civil works	128.3	100.0%	-	0.0%	128.3	11.7
2 Mechanical and equipment	4.7	83.0%	1.0	17.0%	5.7	1.0
3 Land acquisition and compensation	-	0.0%	5.0	100.0%	5.0	-
4 Consultancy and training						
a. Project consultants	9.5	90.9%	1.0	9.1%	10.5	1.0
b. Capacity Development	0.3	90.9%	0.0	9.1%	0.4	0.0
Subtotal (A)	142.9	95.4%	6.9	4.6%	149.8	13.6
B. Recurrent Costs						
1 Staff Allowances	-	0.0%	0.4	100.0%	0.4	-
2 Running Costs	-	0.0%	0.9	100.0%	0.9	-
3 Financial audit costs	-	0.0%	0.1	100.0%	0.1	0.0
Subtotal (B)	-	0.0%	1.4	100.0%	1.4	0.0
Total Base Cost (A+B)	142.9	94.5%	8.3	5.5%	151.2	13.6
C. Contingencies						
1 Physical	26.1	100.0%	-	0.0%	26.1	-
2 Price	11.0	100.0%	-	0.0%	11.0	-
Subtotal (C)	36.1	100.0%	-	0.0%	37.1	-
D. Financing Charges During Implementation						
1 Interest during construction	-	0.0%	5.8	100.0%	5.8	-
Subtotal (D)	-	0.0%	5.8	100.0%	5.8	-
Total Project Costs (A+B+C+D)	180.0	92.7%	14.1	7.3%	194.1	13.6

Note: Numbers may not sum precisely because of rounding.

Source: Asian Development Bank

F. Detailed Cost Estimates by Outputs and/or Components

Table 10: Detailed Cost Estimates by Outputs
(\$ million)

Item	Output 1		Output 2		Output 3		Total Cost
	Amount	% of cost category	Amount	% of cost category	Amount	% of cost category	Amount
A. Investment Costs							
1 Civil works	-	0.0%	128.3	100.0%	-	0.0%	128.3
2 Mechanical and equipment	-	0.0%	5.7	100.0%	-	0.0%	5.7
3 Land acquisition and compensation	-	0.0%	5.0	100.0%	-	0.0%	5.0
4 Consultancy and training							
a. Project consultants	1.1	10.0%	7.9	75.0%	1.6	15.0%	10.5
b. Capacity development	0.1	33.3%	0.1	33.3%	0.1	33.3%	0.4
Subtotal (A)	1.2	0.8%	146.9	98.1%	1.7	1.1%	149.8
B. Recurrent Costs							
1 Staff allowances	0.1	33.3%	0.1	33.3%	0.1	33.3%	0.4
2 Running costs	0.3	33.3%	0.3	33.3%	0.3	33.3%	0.9
3 Financial audit costs	-	0.0%	0.1	100.0%	-	0.0%	0.1
Subtotal (B)	0.4	30.7%	0.5	38.7%	0.4	30.7%	1.4
Total Base Cost (A+B)	1.6	1.1%	147.5	97.5%	2.1	1.4%	151.2
C. Contingencies							
1 Physical	0.3	1.1%	25.5	97.5%	0.4	1.4%	26.1
2 Price	0.1	1.1%	10.7	97.5%	0.2	1.4%	11.0
Subtotal (C)	0.4	1.1%	36.2	97.5%	0.5	1.4%	37.1
D. Financing Charges During Implementation							
1 Interest during construction	0.1	1.1%	5.7	97.5%	0.1	1.4%	5.8
Subtotal (D)	0.1	1.1%	5.7	97.5%	0.1	1.4%	5.8
Total Project Costs (A+B+C+D)	2.1	1.1%	189.3	97.5%	2.7	1.4%	194.1

Note: Numbers may not sum precisely because of rounding.

Source: Asian Development Bank

G. Detailed Cost Estimates by Year**Table 11: Detailed Cost Estimate by Year**
(\$ million)

Item	2022	2023	2024	2025	2026	2027	Total Cost
A. Investment Costs							
1 Civil works	-	19.2	44.9	57.7	6.4	-	128.3
2 Mechanical and equipment	0.9	1.7	1.4	1.1	0.6	-	5.7
3 Land acquisition and compensation	-	5.0	-	-	-	-	5.0
4 Consultancy and training							
a. Project consultants	1.1	5.3	2.1	1.1	0.5	0.5	10.5
b. Capacity development	0.0	0.2	0.1	0.0	0.0	0.0	0.4
Subtotal (A)	1.9	31.3	48.5	60.0	7.5	0.5	149.8
B. Recurrent Costs							
1 Staff allowances	0.1	0.1	0.1	0.1	0.1	0.1	0.4
2 Running Costs	0.1	0.1	0.1	0.1	0.1	0.1	0.9
3 Financial audit costs	0.0	0.0	0.0	0.0	0.0	0.0	0.1
Subtotal (B)	0.2	0.2	0.2	0.2	0.2	0.2	1.4
Total Base Cost (A+B)	2.2	31.6	48.7	60.2	7.8	0.8	151.2
C. Contingencies							
1 Physical	0.3	5.3	8.5	10.6	1.3	0.1	26.1
2 Price	0.1	1.4	3.2	5.3	0.9	0.1	11.0
Subtotal (C)	0.4	6.7	11.7	15.9	2.2	0.2	37.1
D. Financing Charges During Implementation							
1 Interest during construction	0.0	0.2	0.7	1.3	1.7	1.8	5.8
Subtotal (D)	0.0	0.2	0.7	1.3	1.7	1.8	5.8
Total Project Costs (A+B+C+D)	2.6	38.4	61.2	77.4	11.7	2.8	194.1
% of cost category	1.3%	19.8%	31.5%	39.9%	6.0%	1.4%	100.0%

Note: Numbers may not sum precisely because of rounding.

Source: Asian Development Bank

H. Contract and Disbursement S-Curve

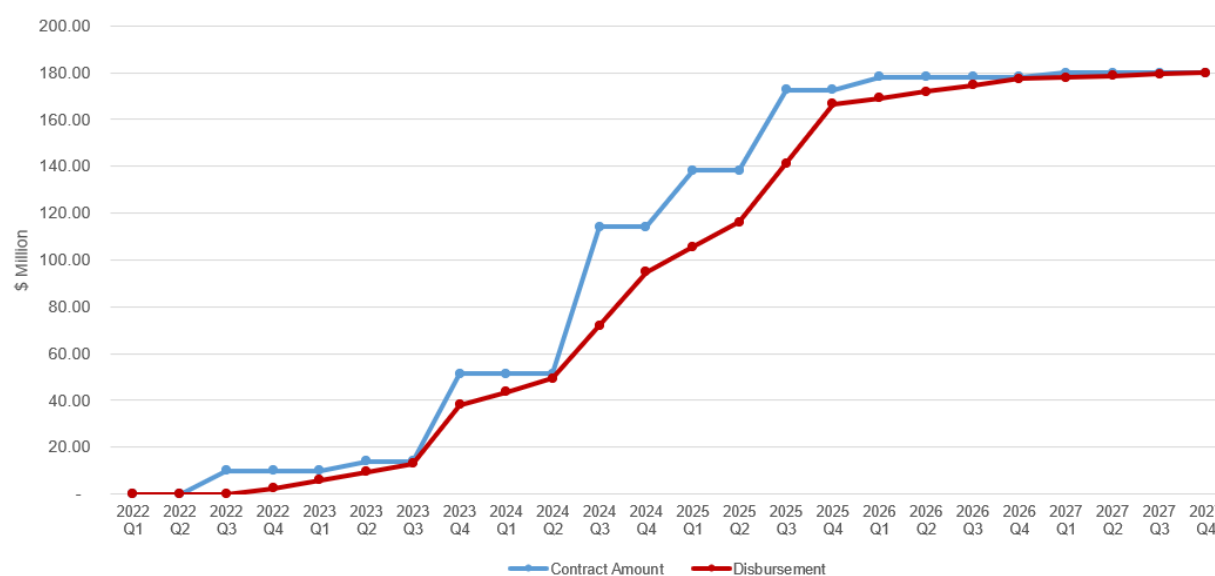
15. The following tables and graphs show the contract awards and disbursements over the life of the project.

Table 12 : Contract Awards and Disbursements (ADB Loan)

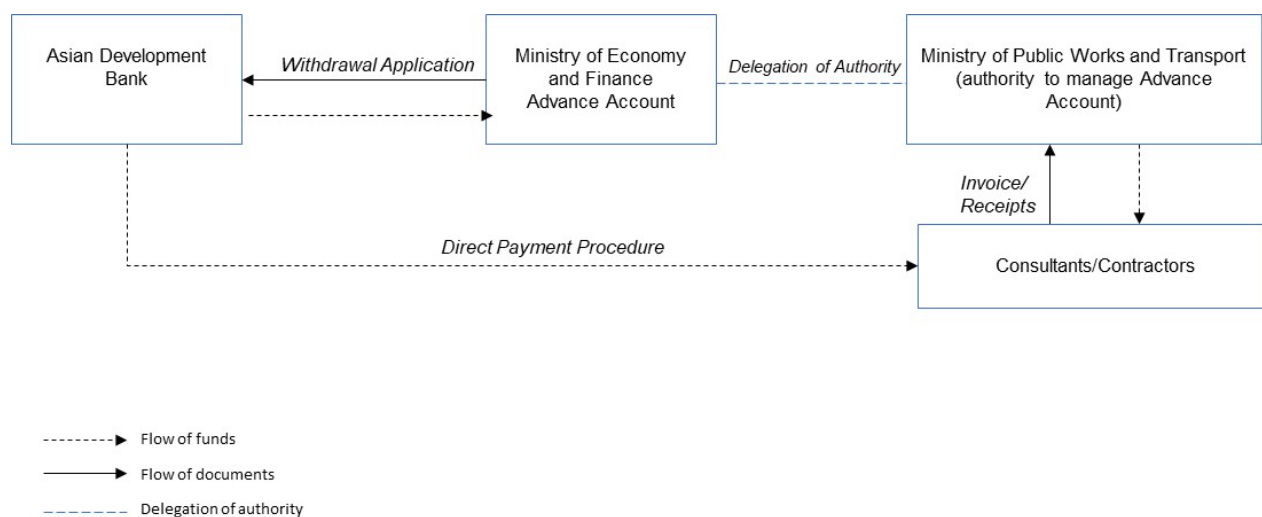
	Contract Awards					Disbursements				
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total
2022	-	-	9.90	-	9.9	-	-	-	2.4	2.4
2023	-	4.2	-	37.2	41.4	3.6	3.6	3.6	24.9	35.7
2024	-	-	62.8	-	62.8	5.6	5.6	22.7	22.7	56.6
2025	24.1	-	34.4	-	58.5	10.8	10.8	25.1	25.1	71.8
2026	5.6	-	-	-	5.6	2.7	2.7	2.7	2.7	10.8
2027	1.8	-	-	-	1.8	0.6	0.6	0.7	0.7	2.6
	180.0					180.0				

Note: Numbers may not sum precisely because of rounding.

Figure 2: Contract Award and Disbursement S-Curve for ADB Loan



I. Fund Flow Diagram



V. FINANCIAL MANAGEMENT

A. Financial Management Assessment

16. The financial management assessment (FMA) was conducted in June 2021 in accordance with ADB's Guidelines for the Financial Management and Analysis of Projects and the Financial Due Diligence: A Methodology Note. The FMA considered the capacity of the MPWT (EA), PDPWT (PIA), and municipal administration (PIU), including funds-flow arrangements, staffing, accounting and financial reporting systems, financial information systems, and internal and external auditing arrangements. The assessment found that the MPWT has the capacity and experience in managing advance accounts. However, the following key financial management risks have been identified: (i) the implementing entities have limited experience in the implementation of externally funded projects; (ii) there may be increased risks as a result of improper handling of loan proceeds due to the involvement of multiple implementing agencies; (iii) no internal audit function at the provincial and municipality level and (iv) no proper accounting software and back-up system in place.

17. It is concluded that the overall pre-mitigation financial management risk of MPWT, PDPWT and the municipal administration is substantial. The borrower and the EA have agreed to implement a financial management action plan to address the deficiencies. Financial management risks and risk-mitigation measures will be reviewed and updated throughout the life of the project and the status of implementation of these risks and mitigation measures discussed as part of the project missions. A comprehensive assessment on the improvement in internal controls, financial management capacity, financial sustainability, and the effectiveness of the financial management risk mitigation measures will be conducted at project completion and documented as part of the project completion report.

Table 13: Risk Assessment and Financial Management Action Plan

Weakness	Mitigation Actions	Responsibility	Timeline
Implementing Entity The PIAs and project implementation units have limited experience with the implementation of externally funded projects.	ADB will provide training on disbursement, financial management and procurement. The PMU and DCS consultants will support project management, financial, monitoring, evaluation procedures and capacity building.	ADB, EA, PIA PMU, DCS	Q2 2022 Throughout the project duration
Fund Flow Overly complicated fund flow due to three participating cities, resulting in increased risk of improper handling of loan proceeds and documentation.	Fund flow will be simplified and limited to the Borrower and the EA. No subaccounts to be created.	MEF, EA, ADB	Before loan effectiveness
Internal Audit Lack of internal audit system in the provincial and municipal administration.	Internal audit manual and training program will be developed as part of the capacity development program.	PMU, DCS	Q4 2024
Information systems The use of spreadsheet based financial management systems by the PDPWTs and municipal administrations may lead to improper record keeping or mistakes.	An accounting software and cloud back up storage will be purchased and implemented for each PDPWT and municipal administration. PMU and PIA will ensure staff are trained in the use of the software. A qualified external auditor will be engaged to carry out a review of financial statements.	EA, PMU, PIU MEF, EA	Within 3 months from loan effectiveness Throughout the project duration

ADB = Asian Development Bank; DCS = design and construction supervision consultants; EA = executing agency; MEF = Ministry of Economy and Finance; PDPWT = Provincial Department of Public Works and Transport; PIA = project implementation agency; PMU = project management unit; Q = quarter.

B. Disbursement

1. Disbursement Arrangements for ADB

18. The loan proceeds will be disbursed in accordance with ADB's *Loan Disbursement Handbook* (2017, as amended from time to time)⁹, and detailed arrangements agreed upon between the government and ADB. Online training for project staff on disbursement policies and procedures is available.¹⁰ Project staff are encouraged to avail of this training to help ensure efficient disbursement and fiduciary control.

19. **Advance fund procedure.** The Ministry of Economy and Finance (MEF), on behalf of the government, will open one advance account at the National Bank of Cambodia to receive funds from ADB. MEF will be the account holder and will delegate the authority to MPWT to manage

⁹ The handbook is available electronically from the ADB website (<https://www.adb.org/documents/loan-disbursement-handbook>).

¹⁰ Disbursement eLearning. http://wpqr4.adb.org/disbursement_elearning

the account. The currency of the advance account is the US dollar. The advance account will be used exclusively for ADB's share of eligible expenditures. The EA, who administers the advance account, is accountable and responsible for proper use of advances to the advance account.

20. The total outstanding advance to the advance account should not exceed the estimate of ADB's share of expenditures to be paid through the advance account for the forthcoming 6 months. The EA may request for initial and additional advances to the advance account based on an Estimate of Expenditure Sheet¹¹ setting out the estimated expenditures to be financed through the account for the forthcoming 6 months. Supporting documents should be submitted to ADB or retained by the EA in accordance with ADB's *Loan Disbursement Handbook* (2017, as amended from time to time) when liquidating or replenishing the advance account.

21. **Statement of expenditure procedure.**¹² As the borrower has sufficient capacity and administrative experience to prepare and maintain statement of expenditure (SOE) and advance account, SOE procedures and advance account will be used. The SOE procedure may be used for reimbursement of eligible expenditures or liquidation of advances to the advance account. However, considering its weak internal audit system, the ceiling of the SOE procedure will be capped at the equivalent of \$100,000 per individual payment. Supporting documents and records for the expenditures claimed under the SOE should be maintained and made readily available for review by ADB's disbursement and review missions, upon ADB's request for submission of supporting documents on a sampling basis, and for independent audit. Reimbursement and liquidation of individual payments more than the SOE ceiling should be supported by full documentation when submitting the withdrawal application to ADB.

22. Before the submission of the first withdrawal application (WA), the borrower should submit to ADB sufficient evidence of the authority of the person(s) who will sign the withdrawal applications on behalf of the government, together with the authenticated specimen signatures of each authorized person. The minimum value per WA is stipulated in the *Loan Disbursement Handbook* (2017, as amended from time to time). Individual payments below such amount should be paid (i) by the EA and subsequently claimed to ADB through reimbursement, or (ii) through the advance fund procedure, unless otherwise accepted by ADB. The borrower should ensure sufficient category and contract balances before requesting disbursements. Use of ADB's Client Portal for Disbursements (CPD)¹³ system is encouraged for submission of withdrawal applications to ADB.

2. Disbursement Arrangements for Counterpart Fund

23. The EA will be responsible for the disbursement and liquidation procedures for government funds and will (i) prepare disbursement projections, and (ii) request budgetary allocations for counterpart funds. The government will finance all taxes and duties for all cost categories, except civil works and equipment and machinery. Staff salaries and supplements will be covered by counterpart funds. Government counterpart funds will be disbursed following government disbursement regulations and procedures.

¹¹ Estimate of Expenditure sheet is available in Appendix 8A of ADB's *Loan Disbursement Handbook* (2017, as amended from time to time),

¹² SOE forms are available in Appendix 7B of ADB's *Loan Disbursement Handbook* (2017, as amended from time to time).

¹³ The CPD facilitates online submission of WA to ADB, resulting in faster disbursement. The forms to be completed by the Borrower are available online at <https://www.adb.org/documents/client-portal-disbursements-guide>.

3. Accounting

24. The EA will maintain, or cause to be maintained, separate books and records by funding source for all expenditures incurred on the project following the government's financial regulations on cash-based accounting. The EA will prepare project financial statements in accordance with Cambodian Public Sector Accounting Standards (CPSAS).

4. Auditing and Public Disclosure

25. The EA will cause the detailed project financial statements to be audited in accordance with the Cambodian International Standards on Auditing (CISA) by an independent auditor acceptable to ADB.¹⁴ The audited project financial statements together with the auditor's opinion will be presented in the English language to ADB within 6 months from the end of the fiscal year by the EA.

26. The audit report for the project financial statements will include a management letter and auditor's opinions, which cover (i) whether the project financial statements present a true and fair view or are presented fairly, in all material respects, in accordance with the applicable financial reporting standards; (ii) whether the proceeds of the loan were used only for the purposes of the project; and (iii) whether the borrower or executing agency was in compliance with the financial covenants contained in the legal agreements (where applicable).

27. Compliance with financial reporting and auditing requirements will be monitored by review missions and during normal program supervision, and followed up regularly with all concerned, including the external auditor.

28. The government, EA and PIAs have been made aware of ADB's approach to delayed submission, and the requirements for satisfactory and acceptable quality of the audited project financial statements.¹⁵ ADB reserves the right to require a change in the auditor (in a manner consistent with the constitution of the borrower), or for additional support to be provided to the auditor, if the audits required are not conducted in a manner satisfactory to ADB, or if the audits are substantially delayed. ADB reserves the right to verify the project's financial accounts to confirm that the share of ADB's financing is used in accordance with ADB's policies and procedures.

29. Public disclosure of the audited project financial statements, including the auditor's opinion on the project financial statements, will be guided by ADB's Access to Information Policy (2018).¹⁶ After the review, ADB will disclose the audited project financial statements and the opinion of the

¹⁴ Sample terms of reference for the financial auditor is in Appendix B.

¹⁵ ADB's approach and procedures regarding delayed submission of audited project financial statements:

- (i) When audited project financial statements are not received by the due date, ADB will write to the executing agency advising that (a) the audit documents are overdue; and (b) if they are not received within the next 6 months, requests for new contract awards and disbursement such as new replenishment of advance accounts, processing of new reimbursement, and issuance of new commitment letters will not be processed.
- (ii) When audited project financial statements are not received within 6 months after the due date, ADB will withhold processing of requests for new contract awards and disbursement such as new replenishment of advance accounts, processing of new reimbursement, and issuance of new commitment letters. ADB will (a) inform the executing agency of ADB's actions; and (b) advise that the loan may be suspended if the audit documents are not received within the next 6 months.
- (iii) When audited project financial statements are not received within 12 months after the due date, ADB may suspend the loan.

¹⁶ ADB. 2018. *Access to Information Policy*. Manila.

auditors on the project financial statements no later than 14 days of ADB's confirmation of their acceptability by posting them on ADB's website. The management letter will not be disclosed.¹⁷

VI. PROCUREMENT AND CONSULTING SERVICES

A. Advance Contracting and Retroactive Financing

30. All advance contracting and retroactive financing will be undertaken in conformity with ADB Procurement Policy: Goods, Works, Nonconsulting and Consulting Services, 2017 (as amended from time to time), and Procurement Regulations for ADB Borrowers: Goods, Works, Nonconsulting and Consulting Services, 2017 (as amended from time to time). The issuance of invitations to bid under advance contracting and retroactive financing will be subject to ADB approval. The borrower, EA and PIAs have been advised that approval of advance contracting and retroactive financing does not commit ADB to finance the project.

31. **Advance contracting.** Advance contracting will include recruitment of the design and construction supervision consultants. The steps to be concluded in advance for recruitment of consultants includes soliciting and evaluating expressions of interest, shortlisting and (for firms) preparation of and evaluation of proposals. Contracts for consultants will only be awarded after the loan becomes effective.

32. **Retroactive financing.** No retroactive financing have been requested.

B. Procurement of Goods, Works, and Consulting Services

33. All procurement of goods, works and consulting and non-consulting services will be undertaken in accordance with ADB's Procurement Policy (2017, as amended from time to time), the Procurement Regulations for ADB Borrowers (2017, as amended from time to time) and the Standard Operating Procedures for All Externally Financed Projects/Programs in Cambodia (2019, as amended from time to time).

34. Open competitive bidding (OCB) procedures will be used for the procurement of the civil works contracts and request for quotations (RFQ) will be used to procure readily available goods, such as vehicles.

35. Consulting services will be engaged through quality and cost-based selection (QCBS) method with a standard quality-cost ratio of 80:20 for high value packages such as the design and construction supervision consultants.

C. Procurement Plan

36. Strategic procurement planning was carried out to develop the procurement plan, which supported the project to achieve value for money. Value for money will be achieved by: (i) adopting appropriate evaluation criteria that will address sustainability, cost, quality, and risks; (ii) ensuring abnormally low bid provisions are included in both OCB-international advertised packages to mitigate quality risks from substandard subcontracting; (iii) adopting the use of contract management plans for civil works; and (iv) applying the most appropriate procurement method and contract type based on past lesson learnt, to ensure bidding is open to all parties and attracts qualified bidders.

¹⁷ This type of information would generally fall under access to information policy exceptions to disclosure.

37. An 18-month procurement plan indicating review procedures, goods, works and consulting service contract packages and competitive bidding guidelines is in Appendix C.

D. Consultant's Terms of Reference

38. The following consultants are planned to be recruited under the project:

- (i) Design and construction supervision (DCS) consultants. The DCS consultants will be an engineering consultancy firm who will be engaged to support the implementation of the project. Key scope of works of the DCS consultants will include (i) surveys and investigations; (ii) detailed engineering design; (iii) ensuring compliance with safeguard requirements, including health and safety; (iv) procurement and contract award; (v) construction supervision, contract administration, and management; and (vi) project management reporting. Terms of reference for the DCS consultants is included in Appendix D. This is a summary of the detailed TOR to be prepared and submitted to ADB.
- (ii) Individual consultants may be recruited to fulfil specialist roles throughout the project implementation phase to support the EA/PMU. Engagement of these consultants will be based on qualification.

VII. SAFEGUARDS

39. **ADB safeguard classifications.** All subprojects to be financed shall be screened and categorized for environment, involuntary resettlement (IR), and indigenous people (IP) impacts in accordance with Safeguard Policy Statement (SPS), 2009. Safeguard documents will be prepared and submitted to ADB for review and concurrence prior to implementation. The detailed engineering designs (DED) will include ADB safeguard screening and categorization and preparation of the necessary due diligence (technical, social, economic, and safeguards). The EA and PIAs have committed to implementing the plans and adhering to ADB and the government's safeguard policies. Any project variations under implementation that would re-classify any of the subprojects to a Category A will not be permitted and are to be excluded from the project.

40. **Environmental safeguards.** The safeguard category for environment is B. Initial environmental examinations (IEEs) and corresponding environmental management plans (EMPs) have been prepared for the project based on feasibility studies for each of the three participating cities. The project is expected to enhance the quality of life and urban environment by improving solid waste collection and management, wastewater collection and treatment, odor reduction and control, and reduced risks of flooding and pollution discharges through improved and expanded drainage networks.

41. The projects are expected to experience short-term localized impacts during construction that are site-specific and reversible,¹⁸ and can be mitigated or minimized to an acceptable level with good construction practices and mitigation measures as defined in the EMPs and the corresponding to be prepared site-specific construction EMPs (CEMPs). The EMPs define the mitigation measures, supervision, monitoring and reporting requirements, public consultation and grievance redress procedures, institutional strengthening, and capacity building.

¹⁸ Potential environmental impacts include temporary disruption of roads and access to properties, increase in dust concentration, increase in noise levels, sediment runoff, solid waste generation and disposal, as well as for occupational and community health and safety.

42. The IEEs and EMPs will be updated during the DED stage, cleared by ADB, and final versions disclosed prior to contract award. Stakeholder consultations will be conducted again. Any further environmental parameters and quality monitoring are to be conducted at DED stage for re-verification purposes (e.g., due to site changes). In the case of Kampot, the monitoring data from the ongoing project¹⁹ will be used. All updated IEEs will integrate the respective environmental analysis undertaken during domestic environmental impact assessment (EIA)/initial environmental impact assessment (IEIA) processes (i.e. water/air sampling).

43. In Bavet, the Ministry of Agriculture, Forestry and Fisheries (MAFF) has given permission, during project preparation (as documented in the IEE for Bavet), for the community forest to be used by the project as the new wastewater treatment plant site. Budget has been set aside by the project for the tree compensation planting of approximately 69,000 trees. Prior to DED stage completion, and in consultation with MAFF, a suitable site for replanting will be identified to support the National Forest Programme. Further meaningful consultations with the affected community forest members will need to be conducted at that stage. Further, for Bavet and Poipet, budget has been set aside for a landscaper/architect role within the DCS consultants to enhance the project design, reduce visual impacts of the infrastructure, and to enhance the biodiversity benefits.

44. Bidding documents are required to include the EMPs (based on the DED and cleared by ADB), as well as the necessary environmental provisions and budget.²⁰ Domestic EIA/IEIA reports will be prepared by a firm registered with the Ministry of Environment (MOE).²¹ No civil works shall commence without domestic national environmental clearance and compliance (license) having been awarded. The results of the domestic environmental license and any requirements and conditions shall be incorporated into the respective IEEs and corresponding EMPs, ideally before bidding, and latest before works commence. These updated versions shall be shared with ADB for clearance and disclosure on the ADB website. This is to ensure that the Contractor has one consolidated set of EMP requirements to follow, which meet good international practice standards and national requirements.

45. CEMPs, including a construction risk management and health and safety plan²², shall be prepared based on the final cleared EMPs and be approved and cleared by the project management unit (PMU) prior to civil works being permitted to commence. Unexploded ordinance (UXO) clearance, where required, shall be conducted and certification secured prior to any work being permitted to commence. Certifications of clearance by an authorized entity are to be shared with ADB. During implementation, if unanticipated environmental impacts are encountered, the PMU will update the respective environmental assessment and EMP or prepare a new environmental assessment and EMP to assess the potential impacts, evaluate the alternatives, and outline mitigation measures and resources to address those impacts.

46. If the project undergoes any site changes or variations, then consultations with all relevant

¹⁹ ADB. [Second Greater Mekong Subregion Corridor Towns Development Project](#).

²⁰ As a minimum, the bidding documents should include: (i) the EMP budget in the bills of quantities; (ii) a reference to the EMP in the Employers Requirements; (iii) a requirement for an environmental health and safety officer under personnel; and (iv) a reference to the EMP and requirements for CEMPs in the Particular Conditions of Contract.

²¹ Prakas on Registration of Consulting Firms for Studying and Preparing Environmental and Social Impact Assessment Report (No. 215 Brk MOE 2014)

²² A COVID-19 risk management plan (in line with national requirements), identifying COVID-19 health and safety related risks, along with a site-specific health and safety plan will be prepared and implemented by the Contractor during the construction period.

stakeholders will be needed in the context of updating the environmental due diligence, whether it be new rapid environmental assessment (REA) checklists, due diligence reports (DDRs), or revisions to the existing IEEs and EMPs. Any further environmental parameters and quality sampling and monitoring will also need to be re-verified if deemed necessary as per the updated REAs and environmental assessments. Revisions or updates to the environmental due diligence shall be submitted to ADB for review and clearance. Furthermore, consultations with MOE will be carried out for any variations not covered under the awarded environmental license or approved IEA/IEIA report. To ensure domestic environmental compliance for any variation not covered by the awarded license or approved EIA/IEIA report, no new works are permitted to commence without domestic environmental verification and clearance. All received clearances shall be shared with ADB.

47. Costs associated with the environmental management, which includes staff and consultant time for IEEs and EMPs preparation, EMPs implementation, monitoring and field investigations will be included in the surveys and investigation budget for the project. A semi-annual environmental safeguard monitoring reporting format has been prepared and is found in Appendix E of this PAM.

48. **Involuntary resettlement safeguards.** The safeguard category for involuntary resettlement is B. Basic resettlement plans (BRP) have been prepared for Bavet, Kampot, and Poipet in accordance with government laws and regulations and ADB SPS.

49. The General Department of Resettlement (GDR), as the lead agency for land acquisition and involuntary resettlement (LAR), is experienced in implementing resettlement activities consistent with the ADB's SPS (2009), Safeguard Requirements 2: Involuntary Resettlement. GDR will finalize the BRPs based on the detailed engineering designs. These final/detailed RPs (DRPs) will be approved by the government and cleared by ADB and disclosed on its website before contract award. No land acquisitions, site clearing, or physical and economic displacement will occur until the compensation at full replacement cost and other entitlements due to the affected persons (AP) are paid to them, in accordance with the DRP, and a comprehensive income and livelihood rehabilitation program, supported by an adequate budget, is in place to help displaced persons improve, or at least restore, their incomes and livelihoods (as required). However, civil works may proceed in sections or at sites where there are no IR impacts with prior agreement between ADB and the EA.

50. If there are any changes that may trigger additional land requirements or resettlement impacts, DRPs will be prepared by GDR. The DRP will be reviewed by ADB prior to the award of civil works and implemented prior to the commencement of the civil works. Implementation shall be monitored internally by the Department of Internal Monitoring and Data Management (DIMDM) of GDR.

51. The government shall provide counterpart funds for land acquisition and compensation activities, specified in the agreed DRPs, and will meet any unforeseen obligations in excess of the DRPs budget estimate to satisfy resettlement objectives.

52. Where the process of negotiated settlement is applied in lieu of compulsory land acquisition (where failure of negotiation would result in expropriation), SPS requirements (paragraph 25, Appendix 2) will be followed and described in the BRPs/DRPs. Any land acquisition through negotiated settlement will be based on meaningful consultation with affected persons, including those without legal title to assets. A negotiated settlement will offer adequate and fair price for land and/or other assets. GDR will ensure that any negotiations with displaced

persons openly address the risks of asymmetry of information and bargaining power of the parties involved in such transactions. For this purpose, GDR will engage an independent external party to document the negotiation and settlement processes. GDR will agree with ADB on consultation processes, policies, and laws that are applicable to such transactions/negotiated land acquisition; third-party validation; mechanisms for calculating the replacement costs of land and other assets affected; and record-keeping requirements.²³

53. Acquisition of land through willing buyer/willing seller (WBWS) can take place where land markets are functioning, the transaction takes place with the seller's consent, and the seller receives a price consistent with prevailing market prices. This will not be applied to subprojects where there are multiple APs, or where there are no options to change the siting of infrastructure in the absence of agreements. The WBWS cases (where expropriation will not be used and is not an option) are not subject to SPS requirements. For such cases, ADB will have access to all the documentation for on-site verification at GDR and prepare a note to file. If agreement between the willing buyer and willing seller cannot be reached, alternate site will be selected. GDR will demonstrate to ADB the options to change siting in the absence of agreement, if WBWS method is applied for acquiring land and assets for the Project.

54. GDR will provide a site handover letter to the EA, copying ADB upon completing payment of compensation and other entitlements due to APs. The letter shall be attached with a summary table indicating the location of the site, total number of APs in the DRP versus the total actual number of APs, including vulnerable; total compensation amount in DRP versus total compensated amount; and total number of APs entitled to income restoration plan (IRP) in the DRP, versus the total actual number of APs entitled to IRP. Any difference in the numbers and amounts will be explained accordingly. The letter will serve as a basis for ADB's no objection to commencement of works on any unencumbered section. Further details related to land acquisition and resettlement planning and implementation will be reported in the semi-annual social safeguards (resettlement) monitoring reports after the approval and clearance of the DRP.

55. Effective monitoring and public consultation with all stakeholders and APs at all stages of project implementation will be ensured. In compliance with ADB's information disclosure and consultation requirements, the safeguard documents required as per the loan agreement will be posted on ADB's website and disclosed to affected persons and communities in local language. Stakeholder consultations will continue through formal and informal focus group discussions.

56. **Indigenous peoples safeguards.** The safeguard category for indigenous people (IP) is C. The project will not directly or indirectly affect the dignity, human rights, livelihood systems, or culture of Indigenous Peoples, neither will it affect the territories or natural or cultural resources that Indigenous Peoples own, use, occupy, or claim as their ancestral domain.

57. An indigenous peoples due diligence report (IP DDR) has been prepared, and social impact assessment identified that: (i) there are no IP communities that will be positively or negatively affected within the project impact area; (ii) there is a small number of ethnic Vietnamese in Bavet; (iii) the Cham minorities in Poipet and Kampot are well integrated into Cambodian society, in terms of citizenship, language, education and political representation and enjoy equal rights and opportunities as Cambodian citizens; (iv) the project will not have differential impact on ethnic minorities and any potential minor IR impact will be adequately addressed in the resettlement planning documents in accordance with ADB SPS and government laws and regulations.

²³ In accordance with the requirements of ADB SPS, Appendix 2, paragraph 25, pages 48-49

58. **Project implementation assistance.** The PMU has the overall responsibility for the Project, including safeguards compliance. The PMU will be assigned resources including safeguards officers, who with the support of the DCS consultants, will work with the PIAs, PIUs, and other stakeholders in completing the scope of activities, including: (i) conducting due diligence following detailed engineering design; (ii) consulting with all affected persons and communities to inform them about the Project and its salient features; (iii) assisting the work of resettlement committees; (iv) updating the IEEs and EMPs; (v) working with the MOE, GDR and provincial counterparts, to facilitate and resolve any emerging issues relating to the project's environment and/or social safeguard requirements; (vi) internal monitoring and regular reporting on environment, land acquisition, compensation and resettlement activities, and IP requirements (as applicable); and (vii) ensuring coordination of environment, land acquisition activities, and civil works. The PIUs will assign a national officer to fulfill each environmental and social safeguard's role.

59. The DCS consultants will include qualified and experienced national and international environmental, resettlement, and social safeguard specialists, throughout project implementation to ensure compliance with the project's safeguard requirements, as outlined in the IEEs, EMPs, and DRPs.

60. The PMU will coordinate with GDR to ensure compliance with involuntary resettlement safeguard requirements, in line with the "Land Acquisition and Involuntary Resettlement Standard Operating Procedures for Externally Financed Projects" (LAR SOP) and in the BRPs/DRPs are met. While the PMU is not mandated to carry out resettlement activities, it will assume a number of tasks in coordination with GDR on land acquisition and involuntary resettlement (LAR) activities within the corridor of impact (COI) of the right of way (ROW). The PMU will designate a resettlement focal person/social safeguards coordinator to undertake specific LAR responsibilities and coordinate with GDR, the provincial resettlement sub-committee (PRSC) and the PIUs on all matters concerning LAR planning and implementation. The specific tasks of the PMU related to LAR include the following:

- Conduct social impact screening of the Project/Subprojects;
- Prepare the draft basic resettlement plan/s based on preliminary alignments for GDR's review and endorsement;
- Set out the demarcation of the land requirement along the final alignment within a month after completion of the DED in coordination with GDR;
- Provide GDR with the proposed construction schedule identifying the completion schedule of LAR and handover of sites by sections to the contractor before planned contract award date;
- Inform GDR in a timely manner if progress of construction is hampered by LAR issues or any anticipated bottlenecks;
- Assist and cooperate with GDR in seeking solutions to problems encountered during Project/Subproject implementation;
- Invite GDR to participate in supervision missions and wrap-up meetings with APs and ensure that GDR's comments on LAR issues are incorporated in Aide Memoires (AMs), Memorandum of Understanding (MOU) and Minutes of Discussions (MOD); and
- Ensures that no further encroachment on the ROW after handover by GDR of the land for the Project/Subproject.

61. **Capacity building.** The PMU and PIUs environment and social safeguards officers will be further trained by the DCS consultants' environment and social safeguards specialists on ADB SPS safeguards requirements based on the issues related to the project impacts, meaningful consultation, documentation and disclosure, monitoring and reporting, the project GRM, etc. The targeted participants of the briefings and awareness sessions (and refresher trainings as needed) would be (but not limited to) PMU and PIUs staff, project engineers, municipal authorities, contractors, etc. Typical modules include: (i) introduction and sensitization to ADB SPS policy principles and requirements on environment, involuntary resettlement, and indigenous peoples; (ii) policies and requirements reflected in the IEEs, EMPs, DRPs and IP DDR; (iii) improved coordination within key departments and stakeholders and developing coordination mechanism for environment, IR, and IP impact assessment, planning and implementation of plans; (iv) monitoring and reporting system; and (v) project grievance redress mechanism (GRM), roles at each level, recording and reporting on complaints. Briefings will be conducted to the contractors upon their mobilization.

62. **Grievance Redress Mechanism.** ADB SPS requires that a GRM be established to receive and facilitate the resolution of APs concerns about project social and environmental performance. The PMU will establish the project safeguards GRM for environmental safeguards/EMPs, within 60 days of the loan effectiveness date. GDR will be responsible for establishing the GRM for LAR, as described in the DRPs and will be made fully functional prior to DMS. GRM will be established commensurate to the project risks and impacts.

63. The GRM comprises a set of clear procedures to receive, record, and address concerns of complaints raised about safeguard issues at village, municipal, district, and provincial level. GRM focal points from the PIU and the contractor teams will be identified and disclosed at construction sites and camps. APs will have the option of seeking redress through existing channels, such as the Grievance Redress Committee (GRC) or through project GRM entry points. The PIU will report monthly on the GRM to the PMU. The PMU will monitor and report on GRM to ADB in quarterly project progress reports and respective separate semi-annual social and environmental safeguards monitoring reports.

64. The EA and GDR will ensure: (i) effective grievance redress mechanisms are in place, fully functional and relevant focal points and GRC members are trained to assist the APs to resolve queries and complaints in a timely manner; (ii) all complaints are registered, investigated and resolved in a manner consistent with the provisions of the GRM, as reflected in the DRP and IEEs/EMPs; (iii) the complainants/aggrieved persons are kept informed about status of their grievances and remedies available to them; and (iv) adequate staff and resources are available for supervising, monitoring and reporting on the mechanism. This process will be further refined prior to project construction starts to ensure that the GRM is culturally appropriate and reflects customary conflict resolution (as needed).

65. **Information disclosure.** Information sharing and disclosure are tools to engage with local communities and the project affected population during project planning, development, and implementation aimed to promote understanding about project activities and discuss way forward for fruitful solutions for various local needs, problems, and prospects for environmental and social safeguards. The 3 BRPs and IPDDR will be translated to local and understandable language and disclosed to the affected persons and communities through posting on commune office boards following their approval. Information from these documents were disclosed to affected persons and communities during consultations at project preparation stage.

66. PMU shall ensure that all safeguards documents, including monitoring reports are

disclosed by: (i) uploading the draft and final safeguards documents on ADB website (once cleared by ADB) and to the affected persons promptly upon their submission; (ii) distributing Public Information Brochures (PIBs) containing summary of the project impacts as per final IEEs/EMPs, DRPs, the GRM with procedures and forms, contacts of the grievance redress committee (GRC) members in local language amongst the affected communities and persons; (iii) explaining the contents of the monitoring reports, PIBs, contracts or any other relevant project related information to illiterate persons.

67. **Meaningful consultations.** At the project preparation stage, consultations were conducted with affected persons and communities, including vulnerable groups. Due to the COVID-19 pandemic, further consultations and verification of impacts may be required. Meaningful consultations will be carried out in a culturally appropriate way throughout implementation in accordance with the relevant ADB requirements and national legal and regulatory frameworks as reflected in the safeguards planning documents. For continued information sharing, PMU and GDR shall ensure that: (i) additional consultations during updating and implementation of the safeguards documents (including also for any site changes and contract variations requiring new due diligence to be prepared), including focus group discussions (FGDs) and individual consultations, are conducted; (ii) the affected communities including subproject APs are informed about: (a) civil works duration and schedule, and any potential environmental related impacts and mitigation measures, (b) resettlement impacts, asset valuation and replacement cost, entitlements, and compensation payment modalities and timelines, (c) rehabilitation and income restoration measures suggested for the project APs (as relevant), and (d) GRM put in place with status of redress of grievances; and (iii) liaison is maintained with APs and community, and consultation meetings are held regularly with surrounding communities and APs, including women and other marginalized groups to share project-related information during project implementation.

68. **Project safeguard documents.** Safeguard documents for the project have been prepared in accordance with ADB's Safeguard Policy and Government's Laws and Regulations. Safeguard documents prepared include: (i) IEEs with integrated EMPs for Bavet, Kampot, and Poipet; (ii) BRPs for Bavet, Kampot and Poipet; and (iii) A due diligence report on Indigenous Peoples impact for the three cities. These have been disclosed on the ADB website, and any subsequent updating to any of these respective due diligence documents will also warrant re-disclosure of the new versions on the ADB website.

69. **Prohibited investment activities.** Pursuant to ADB's Safeguard Policy Statement (2009), ADB funds may not be applied to the activities described on the ADB Prohibited Investment Activities List set forth at Appendix 5 of the Safeguard Policy Statement (2009).

VIII. GENDER AND SOCIAL DIMENSIONS

70. **Poverty and social assessment.** The project is classified as general intervention for poverty targeting as it will provide improved urban services to the participating cities. The project will benefit approximately: (i) 26,850 people with access to improved wastewater management; (ii) 91,130 people with benefits from improved solid waste management services; and (iii) 23,960 people with benefits from reduced flooding through improved urban stormwater and drainage systems. The project includes pro-poor and social inclusion design features (e.g., household connections, public toilets, etc.) to ensure the poor and vulnerable communities' benefit at the same level as any other citizens from improved urban infrastructure and services. The residents' direct benefits consist of increased community awareness and commitment to better sanitation, climate change resilience, and affordable access to urban services.

71. During project preparation, poverty and social assessments on the participating cities was conducted to determine the socioeconomic, poverty, social and gender characteristics. An analysis of the different types of ethnic groups in the project to determine whether any minority ethnic groups are present in the project area, and whether any self-identified as district groups was also carried out. The assessment recorded the priorities of residents in the subproject towns to help shape the project design. Based on this assessment, a summary poverty reduction and social strategy (SPRSS) has been prepared to present project benefits and mitigation measures, if any, to address social impacts and enhance distribution of project benefits.²⁴

72. **Gender.** The project is categorized effective gender mainstreaming. A gender assessment was completed, and a gender equality and social inclusion action plan (GESIAP) prepared, which reflects ADB's past (an ongoing) experiences in the water and sanitation sector in the country (footnote 20). The GESIAP identifies performance actions and targets, timelines and entities/organizations responsible for their implementation. Key activities for the promotion of gender equality include: (i) development of gender-responsive and inclusive guidelines on financial planning, tariff setting and reporting; (ii) behavior change analysis and strategy development on wastewater and solid waste management targeting men, women, and vulnerable groups in the project area; (iii) community surveys to track if and how the infrastructure services respond to the needs of the targeted population; (iv) development of gender responsive and inclusive recruitment and training plan for each participating municipal administration; and (v) award of at least 20 scholarships to female employees of the MPWT, PDPWT, or municipal administration to study engineering or other relevant sciences at an accredited institution to advance their careers in the water and sanitation sector.

73. The PMU and PIAs will be responsible for GESIAP implementation, resourcing, monitoring and preparation of regular GESIAP implementation monitoring reports. The PMU will be supported by the DCS consultants, which will include a social and gender specialist.

IX. PERFORMANCE MONITORING, EVALUATION, REPORTING, AND COMMUNICATION

A. Project Design and Monitoring Framework

74. The design and monitoring framework (DMF) is available in the report and recommendation of the President (RRP).

B. Monitoring

75. **Project performance monitoring.** The EA will establish a project performance management system (PPMS) within 12 months of the Effective Date, to assist in monitoring and evaluating the project during implementation against the DMF. The DMF includes indicators and targets and assumes that safeguard documents will be approved and implemented, and project monitoring reports will be prepared.

76. At the commencement of the project, the PMU, with assistance from the DCS consultants, will develop the PPMS procedures to generate data systematically on the inputs and outputs of

²⁴ Accessible from the list of linked documents in Appendix A.

the subprojects, as well as the agreed indicators used to measure the project impacts.²⁵ The PMU will: (i) refine the PPMS, as required; (ii) confirm the baseline figures and targets through consultation with beneficiaries; (iii) determine appropriate monitoring and recording arrangements; (iv) confirm data sources; (v) check assumptions and risks; and (vi) establish systems and procedures. The PMU will submit the final PPMS, with revisions and recommendations for improvement (if any) to ADB for approval, within 12 months of effectiveness. Any changes will be uploaded by ADB into the e-Operations system. An annual project performance monitoring and evaluation (PPME) report will be prepared and submitted to ADB by 31 January of the following year.

77. The PMU will be responsible for managing the PPMS, including establishing benchmarks, collection of baseline and progress data, monitoring of benefits and evaluation of social impact. Data will be presented in simple formats for analyzing and consolidating the resulting data through its management information system. The PPMS will be designed to permit adequate flexibility to adopt remedial action regarding project design, schedules and activities. The PMU will prepare and submit to ADB quarterly progress reports on both physical implementation and financial aspects of the project, including status of each output, procurement and contract awards, project expenditure and disbursements, key issues and mitigation/remedial measures, compliance with loan covenants and key activities to be carried out in the next quarter. The purpose of the progress reports is to ensure that impacts are monitored and implemented in line with ADB requirements. These quarterly reports will provide information necessary to update ADB's project performance reporting system.²⁶

78. A midterm survey will be carried out prior to project midterm review to determine progress, and a survey at project completion will be conducted to evaluate progress against project outcome and achievement towards project impact. This will include a summary of gender results from the project, based on the implementation of the GESIAP.

79. **Compliance monitoring.** The government have agreed with ADB on standard covenants for the proposed project, which are set forth in the loan agreement (refer to project linked documents in Appendix A). The status of compliance with covenants – policy, legal, financial, economic, environmental and social safeguards, and others, will be reviewed and assessed at each ADB review mission – to be conducted at about 6-month intervals. The PMU will monitor compliance against the covenants and report updates in quarterly progress reports and propose any remedial actions for consideration at ADB review missions. ADB will update the e-Operations system following each review mission.

80. **Environmental safeguards monitoring.** The PMU and PIUs will oversee the monitoring and implementation of EMPs (and corresponding CEMPs) for the subprojects, and assess compliance against the IEEs and EMPs, including the availability of personnel, material and financial resources, and identifying any remedial actions to correct any problems that arise. The PMU will be supported by the DCS consultants (environmental safeguards specialists), who will provide technical advice and guidance. The DCS consultants will update the IEEs and EMPs, based on the detailed design and domestic environmental licenses (and who will also prepare and update any further due diligence required for any contract variations) and carry out supervision during the construction phase. They will also support the PMU in preparation of the

²⁵ ADB's project performance reporting system is available at <http://www.adb.org/Documents/Slideshows/PPMS/default.asp?p=evaltool>

²⁶ Refer to PAI 5.01 Executing Agency's Progress Report for the progress report contents. Available at: <https://www.adb.org/sites/default/files/institutional-document/33431/pai-5-01.pdf>

semi-annual environmental safeguards monitoring reports, provision of environmental safeguards information into the quarterly reports to ADB, as well as in monitoring the monthly contractor reports.

81. The PMU will monitor the preparation of the EMPs and corresponding CEMPs during planning, while the PIUs will have the primary responsibility during construction. The PIUs will also be responsible for monitoring during O&M, including reporting on community feedback. Based on environmental monitoring and reporting systems in place, the PMU shall assess whether further mitigation measures are required as corrective action, or improvement in environmental management practices are required. The effectiveness of mitigation measures and monitoring plans will be evaluated by a feedback reporting system. The PMU will play a critical role in the feedback and adjustment mechanism. If the PMU identifies a substantial deviation from the EMPs, or if any changes are made to the project scope that may cause significant adverse environmental impacts or increase the number of APs, then the PMU shall immediately consult ADB to get approval and identify EMP adjustment requirements or update the corresponding IEEs and EMPs.

82. The PMU will provide an update on environmental safeguards in the quarterly progress reports and prepare and submit semi-annual environmental safeguards monitoring reports. The reports will table all indicators measured with the monitoring plan of the EMPs and will include relevant national environmental quality standards. The reports for January-June will be submitted to ADB latest 31 July, and for July-December on 31 January of the following year. The indicative template of the environmental safeguards monitoring report is included in Appendix E.

83. **Involuntary resettlement (IR) safeguards monitoring.** The DIMDM will be responsible for carrying out the internal monitoring, which will include a review of the quarterly progress reports provided by the relevant Resettlement Department, including fielding its own missions to verify the progress and the validity of the data and information, where necessary. The DIMDM will validate that (i) entitlements and the corresponding compensation are paid in accordance with the Entitlement Matrix in the detailed RP; and (ii) GRM is functioning as per the guidelines. The GDR will provide MPWT with a quarterly progress report and submit to ADB, a semi-annual social safeguard monitoring report, in the form outlined in Appendix F, for review, clearance and disclosure.²⁷ Reporting shall commence after the approval of the DRP. Safeguards monitoring reports for involuntary resettlement will follow internal monitoring indicators included in the BRPs/DRPs.

84. **Social safeguards monitoring.** The PMU will provide an update on social (indigenous peoples and involuntary resettlement) safeguards compliance in the quarterly progress reports, and in accordance with paragraph 83, GDR will submit to the MPWT a quarterly progress report outlining the status of IR safeguards monitoring (once the DRPs have been approved). The PMU will attach the report to the project's quarterly progress report and submit to the ADB. Prior to any DRP approval, the PMU will include a summary of any preparatory/planning IR activities in the project's quarterly progress report, based on consultations with GDR.

85. The PMU will submit quarterly progress reports starting from loan effectiveness, and the GDR will submit semi-annual social safeguards monitoring reports (involuntary resettlement) every six month of each year starting from DRP approval and clearance, in accordance with paragraph 83. The semi-annual safeguards monitoring report will be submitted to ADB for review, clearance and disclosure. Semi-annual safeguard monitoring for January-June will be submitted

²⁷ Progress on RP implementation will also be provided during the portfolio review meetings.

to ADB latest 15 July, and for July-December on 15 January of the following year. The indicative template of the social safeguards monitoring report is included in Appendix G.

86. **Gender and social dimensions monitoring.** Gender and social dimensions will be monitored internally through the PPMS and the gender monitoring table in Appendix G. The DMF contains specific indicators and targets, which are also part of the GESIAP. At the beginning of the project, the PMU, with assistance from the DSC consultants, will develop the PPMS and associated forms to generate data systematically for each output. The PMU will consolidate the data and include the status of gender and social dimensions and progress against the GESIAP activities in the quarterly progress reports, submitted to ADB. Safeguard monitoring against IPP elements integrated into the GESIAP and DMF will also be included in the quarterly progress reports and more in-depth monitoring will be included in the social safeguard monitoring reports.

C. Evaluation

87. ADB and the government will jointly review the project at least twice a year (at 6-month intervals). This will include: (i) achievement of contract awards and disbursements; (ii) physical progress of each project output; (iii) effectiveness of capacity development programs; (iv) compliance with social and environmental safeguards; (v) progress of gender and social dimensions; (vi) compliance with project covenants; and (vii) performance of government agencies, implementation units, consultants and contractor performance. In addition to regular reviews, the ADB and the government may conduct special project administration reviews to address and resolve specific administration problems.

88. In addition to the regular review missions, the government and ADB will undertake a comprehensive mid-term review in the third year of project implementation to identify problems and constraints encountered and suggest measures to address them. Specific items to be reviewed include: (i) appropriateness of scope, design, contract packaging, implementation arrangements and schedule of activities; (ii) review of institutional, administrative, organization, technical and financial aspects of the project, based on the assumptions and risks included in the DMF; (iii) assessment of the implementation progress against progress indicators; (iv) governance improvement and capacity development; (v) compliance with safeguard measures; (vi) implementation of the GESIAP; (vii) lessons learned, good practices and corrective actions; and (viii) changes recommended.

89. Within 6 months of physical completion of the project, the EA will submit a project completion report to ADB.²⁸

D. Reporting

90. The EA will provide ADB with (i) quarterly progress reports in a format consistent with ADB's project performance reporting system; (ii) semi-annual environment and social safeguards monitoring reports; (iii) consolidated annual reports including (a) progress achieved by output as measured through the indicator's performance targets, (b) key implementation issues and solutions, (c) updated procurement plan, and (d) updated implementation plan for the next 12 months; and (iv) a project completion report within 6 months of physical completion of the project. To ensure that projects will continue to be both viable and sustainable, project accounts and the executing agency audited financial statement together with the associated auditor's report, should

²⁸ Project completion report format is available at: <http://www.adb.org/Consulting/consultants-toolkits/PCR-Public-Sector-Landscape.rar>

be adequately reviewed.

E. Stakeholder Communication Strategy

91. A stakeholder communication strategy (SCS) has been prepared to ensure inclusiveness, transparency, timeliness, and the meaningful participation of stakeholders in the project. The SCS promotes select messages targeted at key stakeholders consistent with established communication objectives as to what perspectives, actions and changes should be promoted to ensure the project's success. The SCS ensures that vulnerable groups, such as the poor, elderly, indigenous and ethnic groups, and women, who risk being marginalized, are provided with opportunities. Implementation of the SCS will be supported by the DCS consultants and activities are included in the project budget. SCS activities will be organized from the outset of the project and will continue throughout implementation. The SCS is included as part of the consultation and participation plan, which is available as a linked document in the RRP.

X. ANTICORRUPTION POLICY

92. ADB reserves the right to investigate, directly or through its agents, any violations of the Anticorruption Policy relating to the project.²⁹ All contracts financed by ADB shall include provisions specifying the right of ADB to audit and examine the records and accounts of the executing agency and all project contractors, suppliers, consultants, and other service providers. Individuals and/or entities on ADB's anticorruption debarment list are ineligible to participate in ADB-financed activity and may not be awarded any contracts under the project.³⁰

93. To support these efforts, relevant provisions are included in the loan agreement and the bidding documents for the project.

XI. ACCOUNTABILITY MECHANISM

94. People who are, or may in the future be, adversely affected by the project may submit complaints to ADB's Accountability Mechanism. The Accountability Mechanism provides an independent forum and process whereby people adversely affected by ADB-assisted projects can voice, and seek a resolution of their problems, as well as report alleged violations of ADB's operational policies and procedures. Before submitting a complaint to the Accountability Mechanism, affected people should make an effort in good faith to solve their problems by working with the concerned ADB operations department. Only after doing that, and if they are still dissatisfied, should they approach the Accountability Mechanism.³¹

XII. RECORD OF CHANGES TO THE PROJECT ADMINISTRATION MANUAL

95. The PAM is a living document and subject to change after ADB Board approval of the project. All revisions and/or updates during the course of implementation should be retained in this section to provide a chronological history of changes to implemented arrangements recorded in the PAM, including revision to contract awards and disbursement s-curves.

²⁹ Anticorruption Policy: <https://www.adb.org/documents/anticorruption-policy>.

³⁰ ADB's Office of Anticorruption and Integrity website: <https://www.adb.org/site/integrity/main>.

³¹ Accountability Mechanism. <http://www.adb.org/Accountability-Mechanism/default.asp>.

LIST OF LINKED DOCUMENTS

<http://www.adb.org/Documents/RRPs/?id=53199-001-3>

1. Loan Agreement
2. Sector Assessment (Summary): Water and Other Urban Infrastructure and Services
3. Project Administration Manual
4. Financial Analysis
5. Economic Analysis
6. Summary Poverty Reduction and Social Strategy
7. Risk Assessment and Risk Management Plan
8. Contribution to Strategy 2030 Operational Priorities
9. Attached Technical Assistance Report
10. Climate Change Assessment
11. Gender Equality and Social Inclusion Action Plan
12. Initial Environmental Examination: Bavet
13. Initial Environmental Examination: Kampot
14. Initial Environmental Examination: Poipet
15. Basic Resettlement Plan: Bavet
16. Basic Resettlement Plan: Kampot
17. Basic Resettlement Plan: Poipet

Supplementary Documents

18. Detailed Economic Analysis
19. Financial Management Assessment
20. Strategic Procurement Plan
21. Climate Risk and Vulnerability Assessment: Bavet
22. Climate Risk and Vulnerability Assessment: Kampot
23. Climate Risk and Vulnerability Assessment: Poipet
24. Indigenous Peoples Due Diligence Report
25. Consultation and Participation Plan

Terms of Reference for Financial Auditor (Sample)

Introduction

1. An External Financial Auditor will be engaged to carry out an audit of the financial position of the project and of the funds received and expenditure for the accounting period ended, as reported by the project financial statement, and express a professional opinion on the financial position of [] project at the end of each fiscal year, as well as an opinion on the Statement of Expenditures.
2. The project accounts provide the basis for preparation of the project financial statement and are established to reflect the financial transactions in respect of the project.

Scope of Services

3. The audit of the project financial statements will be carried out in accordance with International Standards of Auditing, and will include such tests and controls as the auditor considers necessary under the circumstances in conducting the audit, special attention should be paid to the following:
 - (a) All external funds have been used in accordance with the conditions of the relevant financing agreement, with due attention to economy and efficiency and only for the purposes for which the financing was provided;
 - (b) Counterpart funds have been provided and used in accordance with the relevant financing agreements with due attention to economy and efficiency, and only for the purposes for which they were provided;
 - (c) Goods and services financed have been procured in accordance with the relevant financing arrangements;
 - (d) All necessary supporting documents, records and accounts have been kept in respect of all project ventures (including expenditures reported via SOEs or IAs). Clear linkages should exist between the books of account and reports presented to the Bank;
 - (e) Where the project advance account, has been used, it has been maintained in accordance with the provisions of the relevant financing agreements; and
 - (f) The project accounts have been prepared in accordance with consistently applied International Accounting Standards and give a true and fair view of the financial situation of the project and of resources and expenditures for the year end on that date.

Project financial statements

4. The project financial statements should include:
 - (a) Summary of funds received, showing the ADB, project funds from other donors, and counterpart funds separately;
 - (b) Summary of Expenditures shown under the main project headings and by main categories of expenditures, both for the current fiscal year and accumulated to date; and
 - (c) Balance Sheet showing accumulated funds of the project, bank balances, other assets of the project and liabilities, if any.

5. As an Appendix to the project financial statements, the auditor should prepare a reconciliation between the amounts shown as “received by the project from the ADB” and that shown as being disbursed by the Bank. As part of the reconciliation, the auditor should indicate the mechanism for the disbursement, i.e., project advance account, Statements of Expenditures, or direct reimbursement.

Statement of expenditures

6. In addition to the audit of the PFS, the auditor is required to audit all SOEs used as the basis for the submission of withdrawal applications. The auditor should apply such tests and controls as the auditor considers necessary under the circumstances. These expenditures should be carefully compared for project eligibility with the relevant financing agreements. Where ineligible expenditures are identified as having been included in withdrawal applications and reimbursed against, these should be separately noted by the auditor. Appendix to the Project Financial Statements should be a schedule listing individual SOE withdrawal applications by specific reference number and amount. The total withdrawals under the SOE procedure should be part of the overall reconciliation of Bank disbursements described above.

Advance Accounts

7. In conjunction with the audit of the project financial statements, the auditor is also required to audit the activities of the project advance account which usually comprise:

- (a) Deposits and replenishments received from the Bank;
- (b) Payments substantiated by withdrawal applications;
- (c) Interest that may be earned from the balances and which belong to the borrower; and
- (d) The remaining balances at the end of each fiscal year.

8. The auditor must provide an opinion as to the degree of compliance with the ADB's procedure and the balance of the advance account at year-end. The audit should examine the eligibility and correctness of financial transactions during the period under review and fund balances at the end of such a period, the operation and use of the advance account in accordance with the financing agreement and the adequacy of internal controls for this type of disbursement mechanism.

9. Project advance account statements and the auditor's report should be attached with the project financial statements.

Audit Opinion

10. The annual audit report of the project accounts should include a separate paragraph commenting on the accuracy and propriety of expenditures withdrawn under SOE procedures and the extents to which the Bank can rely on SOEs as a basis for loan disbursements.

11. In addition to the audit reports, the auditor will prepare a management letter in which the auditor will:

- (a) Give comments and observations on the accounting records, systems and controls that were examined during the course of the audit;

- (b) Identify specific deficiencies and areas of weaknesses in systems and controls and make recommendation for their improvement;
- (c) Report on the degree of compliance of each of the financial covenants on the financing agreement and give comments, if any, on internal and external matters affecting such compliance;
- (d) Communicate matters that have come to attention during the audit which might have a significant impact on the implementation of the project; and
- (e) Bring to the borrower's attention any other matters that the auditor considers pertinent.

Auditor Qualifications and Experience

12. The auditor shall be impartial and independent from all aspects of management or financial interests in the enterprise being audited. The auditor should not, during the period covered by the audit nor during the undertaking of the audit, be employed by, serve as director for, or have any financial or close business relationships with any management officer or director of the enterprise. The auditor should disclose any relationship that might possibly compromise his independence.

13. The auditor should be experienced in applying Cambodian and generally accepted audit, accounting and financial reporting standards. The auditor must employ adequate staff with appropriate professional qualifications and suitable experience in Cambodia and generally accepted audit, accounting and financial reporting standards.

14. The Auditor Firm should be registered and have a practicing license. The audit firm should have at least two full time partners, not less than 10 employees and have been in existence for not less than five (5) years. The Key Team will comprise of at least:

- (a) Engagement Partner with over 10 years audit experience
- (b) An Audit Manager with over 5 years of audit experience;
- (c) An Audit Team Leader with at least 3 years audit experience; and
- (d) Sufficient Assistant Auditors with adequate experience and professional qualifications.

15. Curriculum vitae (CVs) should be provided to the enterprise by the principal of the audit firm who would be responsible for signing the opinion, together with the CVs of managers, supervisors and key personnel proposed as part of the audit team. CVs should include details on audits carried out by the applicable staff, including ongoing assignments indicating capability and capacity to undertake the audit and experience in auditing financial statements compliant with Cambodia and generally accepted accounting and financial reporting standards.

PROCUREMENT PLAN

Basic Data

Project Name: Livable Cities Investment Project	
Project Number: 53199-001	Approval Number: 4143
Country: Cambodia	Executing Agency: Ministry of Public Works and Transport
Project Financing Amount: US\$ 194,100,000 ADB Financing: US\$ 180,000,000 Cofinancing (ADB Administered): Non-ADB Financing: US\$ 14,100,000	Implementing Agency: N/A
	Project Closing Date: 31 May 2028
Date of First Procurement Plan: 18 January 2021	Date of this Procurement Plan: 12 April 2022, Version 1
Procurement Plan Duration: 18 months	Related to COVID-19 response efforts: No
Advance Contracting: Yes	Use of e-procurement (e-GP): No

A. Methods, Review and Procurement Plan

Except as the Asian Development Bank (ADB) may otherwise agree, the following methods shall apply to procurement of goods, works, and consulting services.

Procurement of Goods and Works	
Method	Comments
Open Competitive Bidding (OCB) for Goods	<p>Open competitive bidding (international advertisement) for goods: As indicated in the procurement plan. This method will be used to procure solid waste collection vehicles, equipment and specialty vehicles.</p> <p>Open competitive bidding (national advertisement) for goods and nonconsulting services: As indicated in the procurement plan based on risk, value, complexity of the package.</p>
Request For Quotation for Goods	Request for Quotation for Goods, Works and Non-Consulting Services: As indicated in the procurement plan, based on risk, value, complexity of the package. This method will be used for vehicles, office equipment and furniture.
Open Competitive Bidding (OCB) for Works	<p>Open competitive bidding with international advertisement for civil works: As indicated in the procurement plan, based on risk, value and complexity of the package. This method will be used for all civil works packages.</p> <p>Open competitive bidding with national advertisement for civil works: As indicated in the procurement plan.</p>

Consulting Services	
Method	Comments
Quality- and Cost-Based Selection for Consulting Firm	As indicated in the procurement plan based on risk, value, complexity of the package. ADB Standard Request for Proposals.
Consultant's Qualification Selection for Consulting Firm	<p>As indicated in the procurement plan based on risk, value, complexity of the package.</p> <p>Two submissions: (i) draft request for proposal and shortlisting review, shortlist; (ii) combined technical and financial evaluation review. ADB Standard for Request for Proposals.</p>

Least-Cost Selection for Consulting Firm	As indicated in the procurement plan, based on risk, value, complexity of the package.
Competitive for Individual Consultant	As indicated in the procurement plan, based on risk, value, complexity of the package.

B. Lists of Active Procurement Packages (Contracts)

The following table lists goods, works, non-consulting and consulting services contracts for which the procurement activity is either ongoing or expected to commence within the procurement plan duration.

Goods and Works							
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Advertisement Date (quarter/year)	Comments
CW-03-KAM	Kampot: Wastewater Conveyance Network	4,100,000.00	OCB	Prior	1S1E	Q3 / 2023	Non-Consulting Services: No Advertising: International No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Bidding Document: Large Works High Risk Contract: No Covid-19 Response? No Comments: Scope: Construction of stormwater network, including supply of materials; Advance contracting: No; E-procurement: No
G-01	Pick-up vehicles	800,000.00	RFQ	Prior		Q4 / 2022	Non-Consulting Services: No No. Of Contracts: 1 Advance Contracting: No High Risk Contract: No Covid-19 Response? No Comments: Advertising: RFQ; at least 3 quotations; Prequalification of bidders: No; Domestic preference applicable: No; Bidding Documents, Request for Quotation (Goods) E-procurement: No. Expected number of vehicles to be procured is 10.

Consulting Services							
Package Number	General Description	Estimated Value (in US\$)	Selection Method	Review	Type of Proposal	Advertisement Date (quarter/year)	Comments
CS-01	Consulting Services for the Detail Design and Construction Supervision and capacity building services	10,500,000.00	QCBS	Prior	FTP	Q4 / 2021	Non-Consulting Services: No Type: Firm Assignment: International Quality-Cost Ratio: 80:20 Advance Contracting: Yes Covid-19 Response? No Comments: Eligibility – ADB member countries

C. List of Indicative Packages (Contracts) Required Under the Project

The following table lists goods, works, non-consulting and consulting services contracts for which procurement activity is expected to commence beyond the procurement plan duration and over the life of the project (i.e., those expected beyond the current procurement plan duration).

Goods and Works						
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Comments
CW-01-BAV	Bavet: Wastewater Treatment Plant and Conveyance Network and Stormwater Drainage Network	37,200,000.00	OCB	Prior	1S1E	Non-Consulting Services: No Advertising Type: International No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Bidding Document: Large Works Covid-19 Response? No Comments: Scope: Construction of treatment plant, sewer network, stormwater network, including supply of materials; Advance contracting: No; E-procurement: No; CMP: Yes; Expected advertisement: Q4 2023

CW-02-BAV	Bavet: Solid Waste Management System	12,100,000.00	OCB	Prior	1S1E	<p>Non-Consulting Services: No</p> <p>Advertising Type: International</p> <p>No. Of Contracts: 1</p> <p>Prequalification of Bidders: No</p> <p>Domestic Preference Applicable: No</p> <p>Bidding Document: Large Works</p> <p>Covid-19 Response? No</p> <p>Comments: Scope: Construction of solid waste landfill, sorting facility, composting plant; Advance contracting: No; -procurement: No; CMP: Yes; Expected advertisement: Q2 2024</p>
CW-04-POI	Poipet: Wastewater Treatment Plant and Conveyance Network and Stormwater Drainage Network	62,700,000.00	OCB	Prior	1S1E	<p>Non-Consulting Services: No</p> <p>Advertising Type: International</p> <p>No. Of Contracts: 1</p> <p>Prequalification of Bidders: No</p> <p>Domestic Preference Applicable: No</p> <p>Bidding Document: Large Works</p> <p>Covid-19 Response? No</p> <p>Comments: Scope: Construction of treatment plant, sewer network, stormwater network, including supply of materials; Advance contracting: No; E-procurement: No; CMP: Yes; Expected advertisement: Q1 2024</p>
CW-05-POI	Poipet: Solid Waste Management System	11,900,000.00	OCB	Prior	1S1E	<p>Non-Consulting Services: No</p> <p>Advertising Type: International</p> <p>No. Of Contracts: 1</p> <p>Prequalification of Bidders: No</p> <p>Domestic Preference Applicable: No</p> <p>Bidding Document: Large Works</p> <p>Covid-19 Response? No</p> <p>Comments: Scope: Construction of solid waste</p>

						landfill, sorting facility, composting plant; Advance contracting: No; E-procurement: No CMP: Yes; Expected Advertisement Period: Q2 2024
G-02	Solid waste collection equipment and vehicles	3,100,000.00	OCB	Prior	1S1E	Non-Consulting Services: No Advertising Type: International No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Bidding Document: Goods Covid-19 Response? No Comments: E-procurement: No; Expected advertisement: Q4 2025
G-03	Specialty vehicles	1,600,000.00	OCB	Prior	1S1E	Non-Consulting Services: No Advertising Type: International No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Bidding Document: Goods Covid-19 Response? No Comments: E-procurement: No; Expected advertisement: Q4 2025
G-04	Office equipment and furniture	200,000.00	RFQ	Prior		Non-Consulting Services: No No. Of Contracts: 1 Covid-19 Response? No Comments: Non-Consulting Services: No No. Of Contracts: 1 Advance Contracting: No High Risk Contract: No Covid-19 Response? No Comments: Advertising: RFQ; at least 3 quotations. Number of

						Contracts: 1 Prequalification of bidders: No Domestic preference: No
Consulting Services						
Package Number	General Description	Estimated Value (in US\$)	Selection Method	Review	Type of Proposal	Comments
CS-02	PMU support staff (financial)	200,000.00	ICS	Prior		Non-Consulting Services: No Type: Individual Advertising: National Expertise: Financial Covid-19 Response? No Comments: Non-Consulting Services: No Type: Individual Assignment: National Expertise: Financial Advance Contracting: No Covid-19 Response? No Comments: Intermittent, throughout full duration of project; Expected advertisement: Q4 2024
CS-03	PMU support staff (procurement)	200,000.00	ICS	Prior		Non-Consulting Services: No Type: Individual Advertising: National Expertise: Procurement Covid-19 Response? No Comments: Non-Consulting Services: No Type: Individual Assignment: National Expertise: Procurement; Advance Contracting: No Covid-19 Response? No Comments: Intermittent, throughout full duration of project; Advertisement period: Q4 2024

D. List of Awarded and Completed Contracts

The following table lists the awarded and completed contracts for goods, works, non-consulting and consulting services.

Goods and Works					
Package Number	General Description	Contract Value	Date of ADB Approval of Contract Award	Date of Completion	Comments
None					

Consulting Services					
Package Number	General Description	Contract Value	Date of ADB Approval of Contract Award	Date of Completion	Comments
None					

E. Non-ADB Financing

The following table lists goods, works, non-consulting and consulting services contracts over the life of the project, financed by Non-ADB sources.

Goods and Works				
General Description	Estimated Value (cumulative)	Estimated Number of Contracts	Procurement Method	Comments
None				
Consulting Services				
General Description	Estimated Value (cumulative)	Estimated Number of Contracts	Recruitment Method	Comments
Financial auditor	100,000.00	1	ICS	Covid-19 Response? No Government will engage financial auditing services

Terms of Reference for Design and Construction Supervision Consultants

A. Introduction

1. A consulting firm will be recruited to act as the Design and Construction Supervision (DCS) consultants for the proposed Livable Cities Investment Project in Cambodia, to be financed by the Asian Development Bank. The Project will be managed by the project management unit (PMU) under the Ministry of Public Works and Transport (MPWT).

2. The project will support the inclusive and sustainable development of the secondary cities of Bavet, Kampot and Poipet. It will support the Government to provide: (i) 26,850 people with access to improved wastewater management; (ii) 91,130 people with benefits from improved solid waste management services, (iii) 23,960 people with benefits from reduced flooding through improved urban stormwater and drainage systems; and (iv) capacity development to strengthen the sustainability of the municipal administration.

B. Scope of Services

3. The implementation of the project will be carried out by a dedicated PMU and project implementation agencies (PIA) at each participating city. The DCS consultants will be expected to work closely with the PMU and PIA throughout the project.

4. As part of the project, the following five civil works packages will be delivered:

- (i) CW-BAV-01: Bavet Wastewater Treatment Plant and Conveyance Network and Stormwater Drainage Network;
- (ii) CW-BAV-02: Bavet Solid Waste Management System
- (iii) CW-KAM-01: Kampot Wastewater Conveyance Network
- (iv) CW-POI-01: Poipet Wastewater Treatment Plant and Conveyance Network and Stormwater Drainage Network; and
- (v) CW-POI-02: Poipet Solid Waste Management System.

5. The role of the DCS consultants is to facilitate the implementation and timely completion of the project by providing: (i) technical support, including the preparation of detailed engineering designs, technical specifications, and bidding documents; (ii) construction supervision and contract administration; (iii) compliance with government and national policies and regulations, ADB's procurement policies and guidelines, Safeguards Policy statement, Gender and Development Policy, and Guidelines for Gender Mainstreaming Categories of ADB Projects; (iv) institutional capacity development; and (v) stakeholder engagement, awareness, and communication activities.

6. The scope of services of the DCS consultants is described below.

Output 1: Regulatory environment improved

7. The DCS consultants will support the development of the capacity of the municipal administration as sustainable service providers. The services to be provided by the DCS include, but not limited to:

- (i) Conducting an assessment on the current practices for planning and service delivery;

- (ii) Developing infrastructure planning and service delivery guidelines on wastewater, stormwater drainage and municipal solid waste that will help strengthen the municipal administration in delivering sustainable and efficient services;
- (iii) Reviewing and standardizing asset management, operations and maintenance, and financial management practices;
- (iv) Developing reporting tools and templates to help develop the regulatory functions of the municipal administration in delivering services; and
- (v) Reviewing and updating the sector master plans and long-term sector strategies to guide the future development of infrastructure (for wastewater, stormwater and solid waste).

Output 2: Urban infrastructure improved

8. The DCS consultants will provide services to improve access to urban infrastructure (wastewater, stormwater, and solid waste) in the participating cities, including design, contract management, and construction supervision. The DCS consultants will:

- (i) Carry out a detailed review of the feasibility studies, recommendations, including other supplementary reports;
- (ii) Carry out field visits and facilitate discussions with relevant authorities on the subproject scope, with the PMU and PIAs;
- (iii) Develop and conduct community consultation programs and surveys in conjunction with environmental safeguard specialists, resettlement safeguard specialists and gender and social specialists on the subproject scope, including collection of socio-economic data to inform economic and financial assessment, institutional and social development assessments, and environmental and social safeguards due diligence;
- (iv) Prepare hydraulic models, technical notes, concept designs (where required) for the subprojects;
- (v) Prepare safeguards due diligence documents in accordance with ADB safeguard policies for environment, involuntary resettlement and indigenous people (as applicable);
- (vi) Carry out field surveys (geotechnical, topographical, drone imagery and geo radar surveys surveys), environmental monitoring surveys, as required to inform the design and construction activities;
- (vii) Develop detailed engineering designs, reports, drawings, and specifications, in accordance with relevant design guidelines and standards, incorporating climate resilient design considerations, and in accordance with the environmental and social safeguard planning documents;
- (viii) Prepare engineer's cost estimates for civil works, preparation of bidding documents, based on ADB's standard bidding documents and qualification and evaluation criteria;
- (ix) Ensure environmental and social safeguards provisions are included within the bidding documents and respective cleared due diligence reports are included in the annex;
- (x) Support bid evaluation committees in providing technical advice and preparing bid evaluation reports and contract awards for civil works contracts;
- (xi) Prepare a comprehensive geographic information systems (GIS) for the project including provision of training to operational staff.

Output 3: Institutional effectiveness and governance improved.

9. The DCS will support and strengthen the municipal administration in planning, service delivery and financial management. The DCS will:

- (i) Develop and facilitate the implementation of an institutional development road map for each participating city to improve capacity in long term planning, service delivery and financial management and reporting;
- (ii) Facilitate development of an operational plan (roadmap) that outlines the resources required to support the development of the municipal administration in its role as a public service provider;
- (iii) Conduct assessments of the capacity development needs and prepare a comprehensive training program that includes (i) financial management, (ii) tariff reviews; (iii) billings and tariff collections; (iv) asset management; (v) project planning and service delivery; (vi) disaster risk management and contingency planning.
- (iv) Facilitate the roll out of the training program to the participating cities and to the PIAs;
- (v) Support the PMU and PIA in developing capacity in contract management, supervising of O&M services;
- (vi) Identify digital solutions that can be adopted to improve asset management, O&M planning and monitoring;
- (vii) Support the PIUs in the development of a gender responsive and inclusive training and recruitment program;
- (viii) Support the PMU in establishing a memorandum of understanding with an accredited institute or university to promote women's careers in engineering, sciences and technical studies, including the development of a scholarship program to advance women's careers in the water and sanitation sector; and
- (ix) Promoting women's participation and facilitating gender mainstreaming workshops.

10. In addition, the DCS will be required to:

Project management

- (i) Liaise with the EA, PMU and PIAs and carry out the coordination of all activities;
- (ii) Assist the PMU and PIAs in collecting and preparing project-related information material, from time to time, and as requested;
- (iii) Prepare project progress reports, including reporting on all status of the project (procurement and construction activities), including brief monthly management reports to the PMU, quarterly progress reports, separate semi-annual environmental and social safeguard reports to the PMU, and progress of the gender equality and social inclusion action plan (GESIAP);
- (iv) Support the PMU and PIA in liaising with relevant line ministries and stakeholders to obtain necessary approvals and clearances for the project;
- (v) Provide supporting materials to the PMU and PIA to facilitate the development of spatial plans and land use master plans;
- (vi) Set up the project performance management system (PPMS) based on the design monitoring framework (DMF), GESIAP, and other relevant loan documents, in accordance with ADB's policy requirements, including establishing baseline and

- operation mechanisms for data collection (sex-disaggregated), analysis and reporting;
- (vii) Set up the project management information system (MIS) to: (a) ensure efficient and effective information sharing and coordination on project management (e.g. procurement, disbursement, construction, environmental and social safeguard compliance, GESIAP compliance); and (b) monitoring the projects' DMF through the use of the PPMS;
 - (viii) Carry out consultations and surveys relating to the take up of connections, consumer satisfaction, effect on gender relations, and report on the status of project implementation, working in consultation with the environmental, resettlement and gender and social specialists;
 - (ix) Collect and compile all necessary information and documents for ADB's loan administration missions; and
 - (x) Prepare the project completion report.

Procurement, contract management and construction supervision support

- (i) As part of the bid preparation, prepare the contract management plan (CMP) template and submit to ADB for review, with the CMP to be included as part of the bid documents;
- (ii) On contract award, complete the CMP in consultation with the PMU with the relevant project data to enable monitoring of the works or service;
- (iii) Facilitate the development of a comprehensive site-specific environmental, health and safety management plan (SSHSM) with the contractor, for approval by the employer before works commence;
- (iv) Monitor the implementation of the SSHSM including providing progress updates in the respective safeguards monitoring reports and carrying out EHS/OHS audits on site;
- (v) Conduct contract management as the Engineer or Engineer's Representative during project implementation, to include monitoring of construction progress, compliance with environmental and social safeguards, preparing progress reports and CMP updates, reviewing and certifying contractor's claims for payment, coordinating project implementation among contractors and various stakeholders and coordinating daily operational tasks; and
- (vi) Carry out site supervision of all construction works.

Safeguard policies and requirements

- (i) Assist the PMU and PIUs in monitoring compliance against safeguard requirements, including implementation of the resettlement plans (RPs), environmental management plans (EMPs) and corresponding construction environmental management plans (CEMPs), occupational health and safety (OHS) plans, and grievance redress mechanisms (GRMs), and any corrective action plans (CAPs);
- (ii) Prepare, revise and update safeguard planning documents for the project, including support in finalizing the RPs under the guidance of General Department for Resettlement (GDR), initial environmental examinations (IEEs), EMPs and any other required due diligence reports (DDRs);
- (iii) Support the PMU and PIUs in the preparation and review of safeguard monitoring reports, and safeguards inputs to quarterly progress reports, as well as preparation of separate social and environmental semi-annual safeguards monitoring reports;

- (iv) Prepare the respective domestic environmental impact assessment(s) compliant with Cambodian environmental assessment laws, including carrying out baseline surveys, public and stakeholder consultations and prepare the necessary environment assessment documents, for each city (domestic environmental impact assessments will be prepared by a firm registered with the Ministry of Environment).
- (v) Support the implementation of the EMPs and RPs (as required in consultation and cooperation with GDR);
- (vi) Carry out compliance monitoring of environmental and social safeguards including identification of any corrective actions, where necessary;
- (vii) Assist PMU in the establishment of a project-level grievance redress mechanism;
- (viii) Advise works contractors on site-specific construction EMPs (CEMP) requirements, in accordance with IEE/EMP and environmental safeguard requirements, review and support the PMU to clear the CEMPs of works contractors prior to commencement of works;
- (ix) Conduct environmental monitoring in accordance with the EMPs (and in collaboration with PIU staff) and any corrective action plans; and
- (x) Support to implementation of safeguards trainings and capacity development.

Social and gender requirements, community awareness and capacity building

- (i) Identify the project beneficiaries with the local authorities of each participating city, using data disaggregated by sex, age, disability, ethnic group and other social factors, relevant to a person's vulnerability;
- (ii) Identify ID poor households and households with low income (similar to ID Poor cardholder, but not registered), in consultation with the local authority, to confirm eligibility to access free household connection during the construction phase, or to support the improvements to on-site sanitation;
- (iii) Provide support to vulnerable households indirectly affected by the project (waste-pickers at the dumpsites, not included as part of the income restoration program), to maintain and improve their livelihoods.
- (iv) Provide support to vulnerable communities to take collective action and organize community service for waste collection;
- (v) Conduct a behavior change analysis among different target groups on solid waste and wastewater management, including conducting research to identify key drivers, hygiene behaviors and risks using quantitative and qualitative tools;
- (vi) Develop and implement a behavior change strategy that identifies triggers for behavior change and the best approach and media for communication, and monitoring. The strategy should include awareness systems to: (a) provide information on the wastewater system, leakages, health issues, need for improvement and proposed treatment for safe wastewater management; (b) promote concepts of disaster risk reduction, how to prevent flooding and their consequences, and local action; and (c) motivate waste reduction, reuse, separation and recycling, and the identification and development of information tools to disseminate information via social media/local radio, etc.
- (vii) Develop and manage gender-sensitive and socially-inclusive capacity building activities in consultation with local authorities, commune committees for women and children and women and children consultative communities;
- (viii) Develop information, education and communication activities to promote project awareness, hygiene awareness, initiate behavior change, promote use of waste collection services, and disseminate information to communities in the project areas;

- (ix) Work with the local authorities to disseminate information on HIV/communicable diseases, GBV/SEAH prevention among workers at construction sites and surrounding communities;
- (x) Support the project team in the development of socially inclusive and gender responsive technical and operational guidelines;
- (xi) Support the project team in the development of community surveys to track if and how the infrastructure services responds to the needs of the targeted population, ensuring the surveys adopts an inclusive approach that will ensure participation of women and vulnerable groups;
- (xii) Assist the PMU and PIA to ensure the implementation of the GESIAP by conducting necessary workshops and focus group discussions;
- (xiii) Carry out monitoring of social and gender issues, activities and performance indicators, including updating of the GESIAP monitoring table; and
- (xiv) Support capacity development and training on social development and gender aspects (gender mainstreaming, GESIAP implementation).

C. Duration and Location of Assignment

11. The project implementation period is six years. The DCS consultancy is expected to provide support to the PMU throughout the implementation period.

12. The assignment will be based in Phnom Penh, Cambodia, and the project will cover the three participating cities of Bavet, Kampot, and Poipet. Travel to the project sites will be required.

D. Implementation Arrangements

13. The DCS consultancy will report to the PMU and will be led by a single Team Leader who will manage all activities and inputs of team members. During the Team Leader's absence from the Project, the Deputy Team Leader will assume the role of Team Leader (designate).

E. Expertise Required

14. The DCS will work with the government throughout the project implementation and is expected to be filled with specialists with the necessary qualifications and experience in the design and construction of wastewater systems and networks, stormwater drainage network, and solid waste management facilities, environmental and social safeguards (involuntary resettlement and indigenous peoples), financial management, and procurement.

15. The consulting services will be provided by an association of an international consulting firm and a national consulting firm, who will be engaged in accordance with ADB's Procurement Regulations for ADB's Borrowers (October 2017, as amended from time to time) using quality and cost-based selection criteria with a quality cost ratio of 80:20, through a full technical proposal.

16. It is expected that all detailed engineering design, safeguards, and bidding documents will be completed by the first quarter of 2024. The DCS consultancy is expected to develop a workplan such that this implementation schedule is addressed, and this may require ensuring adequate design teams are mobilized. Proposal submissions are to include detailed work plan, human resources, timeframe, schedule of activities, and a budget breakdown, inclusive of all provisional and reimbursable expenses. All positions under the contract must be included and budgeted for in the financial proposal, in accordance with the person-months allocation.

17. The consulting firm will include an estimated 776.5 person-months of consulting services (177.5 person-months international and 599 person-months national). Proposing firms have some flexibility to determine the number and nature of the experts they will require to achieve the objectives of the contract, in accordance with the proposed approach and methodology, and to ensure the output deliverables are prepared to an agreeable standard. All international consultants should have experience in developing countries; experience in the Southeast Asia region, preferably in Cambodia, will be considered. All national consultants should be fluent in English as well as the national language.

18. The minimum expertise in specific areas, with the minimum person-months is listed in the following table. CVs of these mandatory experts must be submitted.

Table 1: List of Experts and Qualification

Code	Position Title	Total person months	Qualification and Experience
A	International Experts		
K-A1	Team Leader - Technical Specialist	46	<p>Bachelors' degree in civil engineering with at least 20 years post graduate experience in planning, design and construction supervision of urban infrastructure (wastewater, solid waste, stormwater).</p> <p>At least 15 years' experience as a Team Leader on similar projects, managing multi-disciplinary teams. Demonstrated ability to work with a wide range of stakeholders. Previous experience on infrastructure projects financed by ADB or other multilateral development agencies in Cambodia or Southeast Asia is preferred.</p>
K-A2	Civil Engineer / Wastewater Specialist	11.5	<p>Bachelors' degree in civil engineering, with at least 20 years' experience in the design and construction of wastewater facilities (including treatment plants, pumping stations and conveyance systems).</p> <p>Previous experience on infrastructure projects financed by ADB or other multilateral development agencies, in Cambodia or Southeast Asia is preferred.</p>
K-A3	Solid Waste Specialist	11.5	<p>Bachelors' degree in civil/municipal engineering, or related discipline.</p> <p>At least 15 years' experience in design and construction of solid waste facilities (sorting plants, landfills). Previous experience on infrastructure projects financed by ADB or other multilateral development agencies, in Cambodia or Southeast Asia is preferred.</p> <p>Specialists with operations experience would be desirable.</p>
K-A4	Stormwater / Drainage Engineer	10.5	<p>Bachelors' degree in civil engineering or related discipline, with at least 15 years' experience in design of stormwater management.</p> <p>Experience in hydraulic/network modelling would be preferable.</p>

Code	Position Title	Total person months	Qualification and Experience
K-A5	Financial and Economic Specialist	6	<p>Bachelors' degree in accounting, financing, economics, business management, economics or a related discipline. At least 15 years' experience in public infrastructure financing in urban infrastructure. Specific experience in business planning, tariff setting, designing cost recovery systems and billing mechanisms is preferred.</p> <p>Previous experience on donor-funded projects is desirable.</p>
K-A6	Institutional / Governance Expert	6	<p>Bachelors' degree in civil/municipal engineering, or related discipline with experience in corporate governance, institutional development and reform. Experience in conducting training needs assessment and developing and facilitating training programs is desirable. At least 15 years' experience in the urban infrastructure sector and with prior experience on donor-funded projects.</p>
K-A7/A8	Safeguards – Environment Specialist (2 positions)	10	<p>Master's degree in environmental management, environmental engineering, biological sciences or related discipline. At least 15 years' experience in environmental management of urban infrastructure projects (water, wastewater/sanitation, solid waste), including preparation of environmental impact assessment and works supervision. EHS/OHS expertise and experience with IFC/WB or ADB Environmental Safeguards preferred. Experience working in Cambodia is desirable.</p>
K-A9/A10	Safeguards – Resettlement and Indigenous Peoples Specialist (2 positions)	10	<p>Bachelors' degree in social sciences or related discipline. At least 15 years' experience in land acquisition and resettlement, and indigenous peoples planning activities associated with infrastructure projects.</p> <p>Experience on donor-funded projects and working in Cambodia is preferred.</p>
K-A11	Social and Gender Specialist	12	<p>Bachelors' degree in social sciences or related discipline. At least 10 years' experience in social development, gender action planning, community consultations, behavior change and awareness raising for infrastructure projects and WASH is desirable. Previous experience working in Cambodia and on donor-funded projects would be an advantage.</p>
K-A12	Climate / Disaster Risk Specialist	6	<p>Master's degree in engineering or environmental science, with 15 years' experience in design and construction of urban infrastructure projects with specialist knowledge on climate change and climate resilience.</p>
K-A13	Contract Administration / Procurement Specialist	10	<p>Bachelors' degree in engineering or relevant field, with at least 15 years' experience in procurement and contract management, including processing of claims and variations, monitoring budget and construction schedules.</p> <p>Experience on donor-funded projects preferred.</p>

Code	Position Title	Total person months	Qualification and Experience
K-A14	Asset Management Specialist	10	Bachelors' degree in civil/municipal engineering, with at least 10 years' experience in development and utilization of asset management, GIS based asset management.
K-A15	Structural Engineer	6	Bachelors' degree or equivalent in civil engineering or structural engineering, with at least 15 years' experience in design concepts and methodologies, preparation of detailed structural designs, technical specifications, performance specifications, detailed cost estimates and quantities.
K-A16	WASH Specialist	6	Bachelors' degree or equivalent in environmental science, public health, or related discipline. At least 15 years' experience in water supply, sanitation, hygiene behavior change, developing of awareness programs, and providing capacity building to improve access to WASH. Experience in Southeast Asia or in Cambodia would be desirable.
International Non-Key Experts			
NK-A1	Mechanical Engineer	4	Bachelors' degree or equivalent in civil / mechanical engineering or related discipline, with at least 15 years' of experience in developing appropriate electrical/mechanical design criteria, design concepts and methodologies, instrumentation drawings, specifications, cost estimates and quantities.
NK-A2	Electrical Engineer	4	Bachelors' degree civil / electrical engineering, or related discipline, with at least 15 years' of experience in developing detailed engineering designs, technical specifications, performance specifications, detailed cost estimates, quantities, process and instrumentation drawings, and remote control and monitoring systems.
NK-A3	Utilities Engineer	4	Bachelors' degree civil / environmental engineering, or related discipline, with at least 15 years' experience in wastewater and stormwater sector, including developing design criteria, concepts and methodologies, engineering drawings and specifications.
NK-A4	Process Engineer	4	Master's degree in civil/chemical engineering or related discipline, with at least 15 years' of experience. The process engineer will be required to develop design criteria, process flow diagrams, engineering drawings and specifications to support the project design.
B	National Experts		
K-B1	Deputy Team Leader - Technical Specialist	50	Bachelors' degree or equivalent in civil/environmental engineering (or related discipline), with at least 15 years of experience in urban infrastructure including at least 5 years in a project management/ supervisory role.
K-B2/B3	Civil / Wastewater Engineer (2 positions)	24	Bachelors' degree or equivalent in civil/environmental engineering (or related discipline), with at least 10 years of experience in wastewater engineering projects, including design and implementation.

Code	Position Title	Total person months	Qualification and Experience
K-B4/B5	Solid Waste Engineer (2 positions)	24	Bachelors' degree or equivalent in civil/environmental engineering (or related discipline), with at least 10 years of experience in solid waste engineering projects, including design and implementation.
K-B6/B7	Stormwater / Drainage Engineer (2 positions)	20	Bachelors' degree or equivalent in civil/environmental engineering, (or related discipline), with at least 10 years of experience in stormwater / engineering related projects including design and implementation.
K-B8	Stormwater / Hydraulic Modeler	6	Bachelors' degree or equivalent in civil/environmental engineering (or related discipline), with at least 10 years of experience in stormwater / hydraulic modelling.
K-B9	Financial and Economic Expert	12	Bachelors' degree or equivalent, with at least 10 years' of experience in accounting, auditing, financial management, economic and financial analysis. Experience in cost recovery, billing mechanisms, and tariff reform is preferred.
K-B10	Institutional Development Expert	10	Bachelors' degree in civil/municipal engineering (or related discipline), with experience in formulation and implementation of corporate governance principles, institutional development of utility operators.
K-B11/B12	Environment Expert (2 positions)	14	Bachelors' degree in environmental management, environmental engineering, or biological sciences with at least 10 years of experience working on infrastructure projects with a focus on conducting environmental impact assessments.
K-B13/B14	Resettlement Expert (2 positions)	14	Bachelors' degree in social sciences or equivalent, with at least 10 years of experience in land acquisition and resettlement activities associated with infrastructure projects.
K-B15	Social and Gender Expert	16	Bachelors' degree in social sciences (or related discipline), with at least 10 years of experience in social and gender issues associated with infrastructure projects including conducting socioeconomic surveys, gathering data for socioeconomic profile, gender mainstreaming, behavior change, community awareness.
K-B16	Asset / GIS Systems Expert	16	Bachelors' degree in civil engineering (or related discipline), with preferably 15 years' experience, including 5 years as an asset management expert with in-depth knowledge of GIS systems, GIS mapping, and development of asset databases/registers.
K-B17	Geotechnical Engineer	7	Bachelors' degree in geotechnical engineering (or related discipline), with at least 10 years' experience including conducting field surveys and ground investigations, developing design criteria, concepts and methodologies.
K-B18	Structural Engineer	7	Bachelors' degree in structural engineering (or related discipline), with at least 10 years' experience in civil/structural engineering, including design and implementation of retaining structures.

Code	Position Title	Total person months	Qualification and Experience
K-B19	Mechanical Engineer	7	Bachelors' degree in mechanical engineering (or related discipline), with at least 10 years' experience including developing design criteria, concepts and methodologies, reviewing electrical/mechanical drawings.
K-B20	Electrical Engineer	7	Bachelors' degree in electrical engineering (or related discipline), with at least 10 years' experience in electrical design aspects water/wastewater infrastructure projects including SCADA systems.
K-B21	Landscape Architect	5	Bachelor's degree or equivalent in landscape architecture, with at least 10 years' experience.
National Non-Key Experts			
NK-B1	Capacity Building and Training Specialist / Facilitator	8	Bachelor's degree in social science or a related field, with at least 15 years' professional experience and a minimum 5 years' experience in capacity building and training, conducting training needs assessment, developing training plan and developing relevant supporting materials to develop in-house capacity.
NK-B2	Project Performance Monitoring Engineer	24	Bachelor's degree in social science or a related field, with at least 10 years' experience in international development projects, and 5 years' experience in project monitoring.
NK-B3	CAD Drafters (3 positions)	72	At least 5 years' of AutoCAD experience in preparing detailed engineering design drawings for subproject works, including mechanical and structural design drawings, detailed transmission and distribution network pipeline drawings, and preparation of bill of quantities and cost estimates.
NK-B4	Construction Manager (5 positions)	116	Bachelor's degree with at least 15 years' experience in civil engineering, and 10 years' experience in contracts management, procurement and construction supervision.
NK-B5	Site Engineers (5 positions)	140	Bachelor's degree or equivalent in engineering or technicians in a related field with at least 5 years construction supervision experience on major construction projects, preferably in wastewater, solid waste or drainage fields.
Total - International		177.5	
Total – National		599	
Total Inputs		776.5	

F. Deliverables

19. The DCS shall submit to the PMU the following key project deliverables. All reports and deliverables shall be carried out in full consultation with the PMU, PIAs, and other relevant parties and stakeholders. All designs and bidding documents, including environmental and social safeguards due diligence will be subject to ADB review. Deliverables will be prepared in the English language, unless specified.

Table 2: List of Deliverables

Deliverable	Expected Submission Date
Inception report	Within 2 months of mobilization
Detailed engineering design reports, including technical specifications, bills of quantities and bidding documents; social and environmental safeguards due diligence reports	Deliverables submitted based on project implementation schedule
Monthly progress briefs including construction management plan reports	Within two weeks of the end of each month
Quarterly progress reports	Within two weeks of the end of each quarter
Progress reports on GESIAP implementation	Within one month of the end of the reporting period
Semi-annual safeguards monitoring reports (separate environmental and social safeguards monitoring reports to be prepared)	Within one month of the end of the reporting period
Project completion report	Within three months of physical completion of the project

Semi-Annual Environmental Monitoring Reporting Template

Semi-Annual Environmental Monitoring Report

COUNTRY [complete]

Ministry of [complete]

[Project Number/Name]

Reporting Period: [date covered by this report]

Date: [date of issue of this report]

SEMR Report Number: [1, 2 or 3 ... – depending on how many SEMRs issued before]

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Notes on this template:

[Advice: text in red] - this gives the PMU help on what information to add into the sections of the report. **Delete** the red text when the report is complete.

[text in yellow] - delete this text and add the relevant answer. **Delete** the text in yellow when the answers are completed.

ENVIRONMENTAL SAFEGUARDS SUMMARY

[Advice: Complete this summary under each heading. This summary can be copied directly into the main report to support with the Main Report preparation]

1. The [1st,2nd, 3rd etc] Semi-annual Environment Monitoring Report (SEMR) covers the period of [start month – end month and year] for [Project Name]. The SEMR has been prepared to fulfil the safeguard policy requirement of ADB.
2. The SEMR is prepared by [name of organisation and function e.g External Monitoring Consultant or Support Consultant] and checked by [PMU or Ministry].

Summary of Project Progress

[Advice: Complete the summary table below. Section 2 gives more detail Project Progress]

3. The following table gives a brief summary of the project progress for contract award, construction and key activities in this reporting period:

Table 1 Project Progress Summary

Safeguards Category	Environment	B	
Reporting Period:	[Months/ Year]	Date Last Report Issued:	[Month/ Year]
Contracts Awarded to Date:	[Advice: For each Civil Works Contract to be awarded, give progress to date] CW1 [contractor name, award date, subproject] CW2 [contractor name, award date, subproject]		
Construction Progress to Date:	[Advice: For each Civil Works Contract to be awarded, at END of Reporting Period] As of [Month/Year of this reporting period] the physical construction progress is as follows: CW1 [x %] construction completed CW2 [x %] construction completed		
Key Sub-project Activities in this Reporting Period:	[Advice: For each Civil Works (CW) Contract, write the key activities that have taken place on construction sites during the 6 months covered in this report] Construction Activities CW1 [e.g. ground clearance and preparation, excavation of site] CW2 [e.g. ground clearance and preparation, excavation of site] [Advice: Include any consents or permissions in this section such as UXO clearance, EIA Approval, Waste disposal permission – include any issued during the 6 months covered in this report] Permits or Consents Issued: Permit / Consent for [activity] issued by [Authority] on [date]		

Summary of EMP Implementation

[Advice: This section gives a high level summary of how the progress on implementing the EMP and the mitigation measures is progressing, in this reporting period. Consider any main issues – the detail will be in the EMP Implementation section of the main report]

4. EMP implementation is summarised in the following points, for this reporting period:

- [mitigation measures in use]
- [overall progress and performance of contractors]
- [other issues affecting project environmental performance?]

Summary of EMP Monitoring

[Advice: This section gives a high level summary of how the EMP has been monitored in this reporting period. This includes site visits by PIU, PMU, Construction Supervision Contractor, Independent Monitoring Organisation. The EMP will say who should be monitoring and when. Detail will be in the EMP Monitoring section of the main report]

5. EMP monitoring is summarised in the following points, for this reporting period:

- Number of Monitoring Visits to Construction Site and wider area:
 - [Number of] visits by PMU/PIU
 - [Number of] visits by [others e.g. Independent Monitoring Organisation, MoE, CSC]
- Number of Environmental Samples Tested:
 - [Number of] water quality samples tested
 - [Number of] air quality samples tested
 - [Number of] water quality samples tested

Summary of Complaints, Issues and Corrective Action

[Advice: This section informs the Project and ADB of any potential problems that have been addressed or need to be addressed. It can include formal complaints through project Grievance Redress Mechanism. This is main issues only – the detail will be in the Corrective Actions/GRM part of the main report]

6. Any complaints, issues and corrective action that has been identified or implement is summarised in the following points, for this reporting period:

- Issues Raised: [issues on construction sites e.g. dust, noise, traffic]
- Grievances Raised with GRM: [Number of] grievances
- Corrective Action issued by project to Contractor:
 - [problem that needed corrective action]
 - problem that needed corrective action]

SAFEGUARDS STAFF, TRAINING AND DOCUMENTATION

Implementation Arrangements

[Advice: This section confirms if all roles have staff allocated, or if there are more people to recruit. It confirms if there are resources available for the project for Environmental Safeguards. If resources are not available e.g. cannot find the skills, or people have no time, say so here]

7. The EMP defines the Environmental Safeguards roles and responsibilities. The roles are required to be filled in order to meet the EMP requirements. The following table gives the status of the key roles for EMP implementation:

Table 2. Status of Environmental Safeguard Roles

Safeguards Role	Status & Comment			
[see EMP for list of roles required e.g. Project Consultant Environmental Specialist]	Date Started:	[date]	Full Time/ Part Time	[FT/PT]
	Comment	[Person Identified? Problems identifying person? No time available?]		
[e.g. PMU- Environmental Control Officer (ECO)]	Date Started:	[date]	Full Time/ Part Time	[FT/PT]
	Comment	[Person Identified? Problems identifying person? No time available?]		
[e.g. PIU Environmental And Social Safeguards Staff]	Date Started:	[date]	Full Time/ Part Time	[FT/PT]
	Comment	[Person Identified? Problems identifying person? No time available?]		
[e.g. PIU GRM Focal Point]	Date Started:	[date]	Full Time/ Part Time	[FT/PT]
	Comment	[Person Identified? Problems identifying person? No time available?]		
[e.g. CSC]	Date Started:	[date]	Full Time/ Part Time	[FT/PT]
	Comment	[Person Identified? Problems identifying person? No time available?]		
[e.g. Environmental Monitoring Consultant (EMC)]	Date Started:	[date]	Full Time/ Part Time	[FT/PT]

	Comment	[Person Identified? Problems identifying person? No time available?]		
[e.g. Contractor Environment Health & safety Staff]	Date Started:	[date]	Full Time/ Part Time	[FT/PT]
	Comment	[Person Identified? Problems identifying person? No time available?]		
[others? E.g Contractor GRM Person]	Date Started:	[date]	Full Time/ Part Time	[FT/PT]
	Comment	[Person Identified? Problems identifying person? No time available?]		

8. The project concludes that the environmental safeguards roles are [conclusion – enough people? Enough budget for staff? Other conclusion or comment?]

Training & Capacity Building

[see EMP for list of training required]

9. The following table gives the environmental safeguards training courses that have been completed during this reporting period and the planned training courses for the next six months:

Table 3. Environmental Safeguards Training Provided and Planned

Training Course Title	Training Date	Participants	Training Provider
[E.g CEMP /EMP preparation]	[date – completed or future]	[e.g. No. of PIU/PMU, Contractors]	[e.g. Support consultants, MoE, Independent trainer]

ADB Clearances

[Advice: This section updates ADB with the current progress on the EMP and IEE for the project. Ensure the up to date documents are available and it is clear which is the latest version of each document]

10. The following table gives information on the status of the safeguards documents.

Table 4. Status of Environmental Safeguard Documents

Safeguards Documents	Update Issued (Latest Version)	Submitted to MoE	Submitted to ADB
[e.g. IEE]	[date]	[date or Not Applicable]	[date]
[e.g. EMP subproject 1]	[date]	[date or Not Applicable]	[date]
[e.g. EMP Subproject 2]	[date]	[date or Not Applicable]	[date]
[e.g. EMP Subproject 3]	[date]	[date or Not Applicable]	[date]

National Approvals

[Advice: This section updates ADB with the current progress on any national approvals and/or certifications needed such as final Environmental Impact Assessment (EIA), IEIA, ECC, Environmental Protections Contract, etc. (varies from country to country) or EMP approvals from the relevant Ministry. If there is no change between this reporting period and the last, the table in the previous report can be used here]

11. The following table gives an update on the necessary national approvals required for the project to proceed.

Table 5. Status of National Approvals for Environmental Documents

Documents	Submitted to MoE	Approved By MoE:	Status – if not approved	Comment
[e.g. EIA]	[date or Not Applicable]	[date]	[e.g. on going, expected July 2020]	[add any further comment/ suggestion here]
[e.g. EMP subproject 1]	[date or Not Applicable]	[date]	[e.g. on going, expected July 2020]	
[e.g. EMP Subproject 2]	[date or Not Applicable]	[date]	[e.g. on going, expected July 2020]	
[e.g. EMP Subproject 3]	[date or Not Applicable]	[date]	[e.g. on going, expected July 2020]	

Construction Environmental Management Plan (CEMP) Approvals

[Advice: This section updates ADB on whether the contractor's have submitted the CEMP for each civil works package, and if the quality of the CEMP is suitable. *ADB would also need assurance that the CEMPs have updated health and safety plans in line with national legislation and any WHO best practices to ensure the necessary COVID-19 mitigation and safety measures are in place to ensure workers health and safety.*]

12. The following table confirms the status of the Construction Environmental Management Plan (CEMP) for each CW package:

Table 6. Status of CEMP Approvals

Civil Works Package/ Subproject	CEMP Given to PMU	Approved By PMU:	Comment:
[e.g. CW01 Wastewater]	[date]	[Yes & Date or No]	[E.g. quality of CEMP? Good quality? Easy to monitor, generally complies with ADB?]
[e.g. CW02 Landfill]	[date]	[Yes & Date or No]	
[e.g. CW03 Drainage]	[date]	[Yes & Date or No]	

EMP IMPLEMENTATION

Environmental Performance

[Advice: This is the most important table showing if the Safeguard requirements are being followed. This section is summarised for Section 1: Summary. The summary will be included in the main 6 monthly report for the entire project. Use all the monthly reports from PIU, PMU, GRM, Contractor, construction supervision consultant etc to complete this table.]

13. The following table gives the environmental impact mitigation measures in the Borrower (Project) EMP and the corresponding CEMP and how the project is progressing with implementing the mitigation measures, for each subproject.

14. The evidence for the compliance is through a combination of:

- Site visits to observe site practices;
- Consultation with affected people;
- Regular environmental reporting from [CSC, Contractor, others, according to EMP requirements].

[**Advice:** This table needs to be repeated for each sub-project. Each subproject can EMP has different Mitigation Measures & progress to report on. **Health & safety** Mitigation measures are reported separately]

Table 7. Status of EMP Compliance [subproject]

	EMP Requirement (Mitigation Measure)	Compliance & Description (Yes, No, Partial)	Comment or Further Explanation if Needed	Reasons for Not Full Compliance
1	Example 1. Worker Camp Sanitation	Yes	Camp includes septic tank which is installed	-
2	Example 2. Noise and Dust Management	Partial	Contractor given corrective action issued 21-07-19: -Spray 3x daily -Start work 7am	-Water is not sprayed 2x daily; -Working outside allowed hours, starting at 6:30am
1	[mitigation measure]	[Yes/No/Partial]	[comment on evidence of compliance if needed – any additional information]	[give reason/evidence for non- compliance]
2				
3				
4				
5				
6	[continue]			

15. For all 'Partial' or 'No' compliance issues in the table above, the actions needed to solve the compliance issues are in the table below:

[**Advice:** For any Partial or Not Compliance issues in the table above, the table below shows ADB what actions will be taken to ensure compliance]

Table 8. EMP– Actions Needed for Compliance [subproject]

	EMP Requirement	Further Action to Take	Date for Action	Who will Implement Action
02	Noise and dust management	Contractor should not start work before 7am Contractor should spray water minimum 3x daily	End of Sep. 2020	Contractor
	[requirement from table above for non-compliant issues]	[action needed to make issue compliant]	[deadline for action]	[who implements action]

16. The following table gives information on environmental performance issues from previous Environmental Monitoring Reports. This table confirms that the action was completed or that the action is outstanding.

[Advice: This table shows the result/outcome of Actions needed to be taken in the previous report (this means follow up Table 8, above, of previous EMR)]

Table 9. EMP Compliance Outstanding Issues from Previous Report(s) [subproject]

EMP Requirement	Further Action to Take	Responsibility and Timing	Resolution	Required Action
Example 1. Water pollution from sediment	Change construction drainage	Contractor – by 2 April 2020	Completed – Action was taken and confirmed by PIU visit 4 th April 2020	None
[complete for each issue]				

Health and Safety Performance

[Advice: This reports on any health and safety requirements for the project that the contractor needs to fulfil. This can be combined for all subprojects with similar H&S requirements. Due to the COVID-19 reporting on specific measures that are in place in line with national legislation

and requirements for the pandemic need to be included. ADB would also need assurance that the CEMPs have updated health and safety plans in line with national legislation and any WHO best practices to ensure the necessary COVID-19 mitigation and safety measures are in place.]

17. The following table gives the Health and Safety impact mitigation measures in the Borrower EMP and how the project is progressing with implementing the mitigation measures, for all subprojects.

Table 10. Status of Health and Safety Compliance - ALL subprojects

	Health and Safety Requirement	Compliance & Description (Yes, No, Partial)	Comment or Further Explanation if Needed	Reasons for Not Full Compliance
1	Example 1. Workers Need to wear protective clothing	Partial	Subproject: Landfill Workers are not all wearing hard hats and high visibility Workers seen without safety boots	- Re-issue safety clothing to those without -Training on staff to remind them to wear it 18 th August 2020
2	Example 2. First Aid kit needed on site	Yes	Subproject: All First Aid Kit available in site offices	None
	[complete for each issue]			

18. For all 'Partial' or 'No' compliance issues in the table above, the actions needed to solve the compliance issues are in the table below:

[Advice: For any Partial or Not Compliance issues in the table above, the table below shows ADB what actions will be taken to ensure compliance]

Table 11. Status of Health and Safety Actions Needed for Compliance - ALL subprojects

	Health and Safety Requirement	Further Action to Take	Date for Action	Who will Implement Action
1	Example 1. Workers Need to wear protective clothing	All workers to be given and wear safety clothing	25th August 2020	Contractor
	[complete for each issue]			

19. The following table follows up on Health and Safety performance issues from previous Environmental Monitoring Reports for this subproject. This table confirms that the action was completed or that the action is outstanding.

[Advice: This table shows the result/outcome of Actions needed to be taken in the previous report (this means follow up Table 11, above, of previous EMR)]

Table 12. EMP Compliance Outstanding Issues from Previous Report(s) – ALL subprojects

Issue	Required Action	Responsibility and Timing	Resolution	Required Action
Example 1. Water pollution from sediment	Change construction drainage	Contractor – by 2 September 2020	Completed – Action was taken and confirmed by PIU visit 4 th April 2020	None

EMP MONITORING

[Advice: This section should show the progress made against the monitoring that is required in the EMP for each subproject. This is a combination of environmental quality monitoring (e.g. taking samples or water, noise measurements) and monitoring the EMP performance by consulting affected people.]

Environmental Quality Monitoring

20. Environmental quality monitoring requirements are defined in the Monitoring Plan section of the EMP. The following table gives a summary of the environmental quality monitoring requirements for each subproject

Table 13. EMP Environmental Quality Monitoring Requirements

Subproject	Environmental Issue Monitored	Location	Parameters	Responsible Organisation	Frequency
[use EMP to complete this table e.g Subproject 1]	[noise]	[primary school]	[DbA]	[Contractor]	[every 3 months]
[Subproject 1]	[water]	[stream]	[chemicals/temp]	[Contractor]	[every 3 months]
[Subproject 2]	[noise]	[hospital]	[DbA]	[Contractor]	[every 3 months]

21. The following table gives information on the environmental quality monitoring implemented, during this reporting period. Detailed results compared to relevant national / international standards are in Annex 1.

Table 14. EMP Environmental Quality Monitoring implemented

Subproject	Environmental Issue Monitored	Location	Monitoring Date
[Subproject 1]	[Noise]		
[Subproject 1]	[Surface Water Quality]		
[Subproject 1]	[Groundwater Quality]		

22. **Summary of Results – Noise.** [one paragraph summary on the results – eg. do they meet national standards, international standards? Does it show a good quality or poor quality environment?].
23. **Summary of Results – Surface Water quality.** [one paragraph summary on the results – eg. do they meet national standards, international standards? Does it show a good quality or poor quality environment?].
24. **Summary of Results – Groundwater quality.** [one paragraph summary on the results – eg. do they meet national standards, international standards? Does it show a good quality or poor quality environment?].
25. **Summary of Results – Air quality.** [one paragraph summary on the results – eg. do they meet national standards, international standards? Does it show a good quality or poor quality environment?].

Construction Phase Affected People Consultation

[Advice: Complete the table below with the consultations undertaken during construction site monitoring. This is usually undertaken by project staff e.g. PIU or PMU]

26. During the construction phase, the following table gives information on the consultations that were undertaken in order to understand the impact of the project on Affected People and how effective the EMP Mitigation measures are for residents, businesses and other affected people around the construction sites.

Table 15. Construction Phase Affected People Consultation

Subproject	Consultation Date	Person Consulted / Location	Outcome / Issues	Corrective Action Needed	Action Implemented by (person/date)
[Subproject 1]	[date]	[e.g. group of 5 residents, outside commune office]	[Issues raised or General comment from person on project]	[Describe how this issue will be solved]	[e.g Contractor, by June 14 2020]

COMPLAINTS, ISSUES, CORRECTIVE ACTION

Information Disclosure

[Advice: In this section, provide information on any public meetings, dissemination of information that has taken place to give information to the public. Some of this will take place in the 'before construction' phase, when the project is being prepared. For the FIRST SEMR, include information on pre-construction disclosure activities such as GRM dissemination.]

27. The following table gives information on any information disclosure activities undertaken;:

Table 16. Information Disclosure

Topic / Reason for Information	Disclosure Date	Method of Disclosure	Outcome / Results
[e.g. new project schedule, update on GRM, change to construction plans]	[date]	[e.g. information board, meeting, leaflet]	[Issues raised or outcome of meeting]

Grievance Redress Mechanism

[Advice: In this section include any complaints made through the GRM INCLUDING those made during any consultation with Affected People – such as issued raised in

Table 15 . Include any complaints made that have already been resolved e.g. resolved during time of consultation]

28. The following table gives information on complaints about the project the Project Team is aware of, during this reporting period. The table includes:

- Complaints made thorough GRM entry points
- Issues raised in consultation;
- Issues raised any other way that the project team is aware of.

29. For issues that have already been solved, this is confirmed in the final column of the table. Where possible the project tries to solve all issues as quickly as possible through informal discussions between the affected people and the contractor.

Table 17. Project Complaints or Issues

Details of Complaint / Issue Raised	Detail of Person (Date, Name, Contact Details)	Action Needed & Date	Comment / Resolved?
[e.g. noise/dust, poor access to house, affected water supply]	[date , Name of Person, Phone number/village location]	[e.g. contractor to reinstate water supply by 19 th June 2020]	[Issue solved. Action has been taken and Affected Person is satisfied. PIU followed up.]

30. The following table gives information on all issues raised in previous SEMRs which are not yet resolved:

Table 18. Project Complaints or Issues – Not resolved from previous reports

Details of Complaint	Detail of Person (Date, Name, Contact Details)	Action Needed & Date	Reason this is still not resolved
[e.g. noise/dust, poor access to house, affected water supply]	[date , Name of Person, Phone number/village location]	[e.g. contractor to reinstate water supply by 19 th June 2020]	[explain why the problem continues.]

Corrective Action

[Advice: In this section, provide information on any formal corrective action that had to be issued to change practices on the construction site] being

31. The following table gives information on any formal corrective action that has been issued to the contractor in order to improve environmental performance:

Table 19. Corrective Action Issued

Reason for Corrective Action	Date Issued	Outcome	Comment / Follow Up
[e.g. water supply damaged to village]	[date]	[e.g. Contractor formally requested to repair water supply and compensate people. This was undertaken.]	[PIU will monitor the water supply monthly]

CONCLUSION & RECOMMENDATION

[Advice: Summarise if the EMP is being followed and if the Environmental Safeguards are adequate. Make recommendations on what will happen to improve the project environmental performance in the next reporting period]

32. Conclusion: [on general environmental progress]

33. Recommendations: [on next steps and actions to take to make improvements in environmental performance of the project]

Annex 1 Environmental Quality Monitoring Results

[Insert Table of results and relevant national/international standard]

Annex 2 Photo Record – Visits, Monitoring, Consultation

Photographs of Site Visits

Photographs of Environmental Quality Monitoring

Photographs of Consultation

OUTLINE OF SEMI-ANNUAL SOCIAL SAFEGUARDS MONITORING REPORT

Following requirements of the ADB Safeguard Policy Statement (2009) and the *Operations Manual* section on safeguard policy (OM F1), borrowers/clients are required to establish and maintain procedures to monitor the status of implementation of safeguard plans and ensure progress is made toward the desired outcomes. For projects categorized as A or B in Involuntary Resettlement and/or Indigenous People, the Borrowers/clients are required to submit biannual monitoring reports for ADB review. The level of detail and comprehensiveness of a monitoring report is commensurate with the complexity and significance of social safeguards impacts (IR and IP). A safeguard monitoring report may include but not limit to the following elements:

A. Executive Summary

This section provides a concise statement of project scope and impacts, key findings and recommended actions.

B. Background of the Report and Project Description

This section provides a general description of the project, including:

- a) Background/context of the monitoring report which includes the information on the project, project components, safeguards categorizations, and institutional requirements
- b) Information on physical progress of project activities, scope of monitoring report and requirements, reporting period, including frequency of submission and changes in project scope and adjusted safeguard measures, if applicable
- c) Summary table of identified impacts and the mitigation actions.

C. Scope of Impacts

This section outlines the detail scale and scopes of the project's safeguards impacts, vulnerability status of the affected people/communities, entitlements matrix and other rehabilitation measures, as applicable, as described in the approved final RP(s) /IPP(s).

D. Compensation and Rehabilitation

This section describes the process and progress of the implementation of the safeguards plan and other required activities as determined in the plan. This includes payment of the affected assets compensation, allowances, loss of incomes, etc. to the entitled persons; provisions of other types of entitlement as described in the matrix and implementation of livelihood rehabilitation activities as determined in the plan. Quantitative as well as qualitative results of the monitoring parameters, as agreed in the plan, should be provided. Under this section, any verification of compliance and substantiation of payments/contracts with safeguard measures conducted during the reporting period, is to be documented. This should include as a minimum, details relating to date of verification and documents sighted.

E. Project disclosure, public participation and consultation

This section describes project disclosure mechanism, public participation and consultations activities during the project implementation as agreed in the plan. This includes, numbers of activities conducted, issues raised during consultation and responses provided by the project team, implementing NGOs, project supervision consultants, contractors, etc.

F. Grievance Redress Mechanism (GRM)

This section described the implementation of project GRM as design in the approved RP/IPP. This includes evaluations of its effectiveness, procedures, complaints receive, timeliness to

resolve issues/ complaints and resources provided to solve the complaints. Special attentions should be given if there are complaints received from the affected people or communities.

G. Institutional Arrangement

This section describes the actual implementation or any adjustment made to the institutional arrangement for managing the social safeguards issues in the projects. This includes the establishment of safeguards unit/ team and appointment of staff in the EA/IA; implementation of the GRM and its committee; supervision and coordination between institutions involved in the management and monitoring of safeguards issues, the roles of NGO and women's groups in the monitoring and implementation of the plan, if any.

H. Monitoring Results - Findings

This section describes the summary and key findings of the monitoring activities. The results are compared against previously established benchmarks and compliance status (e.g., adequacy of IR compensation rates and timeliness of payments, adequacy and timeliness of IR rehabilitation measures including serviced housing sites, house reconstruction, livelihood support measures, and training; budget for implementing EMP, DRP, or IPP, timeliness and adequacy of capacity building, etc.). It also compared against the objectives of safeguards or desired outcomes documented (e.g. IR impacts avoided or minimized; livelihood restored or enhanced; IP's identity, human right, livelihood systems and cultural uniqueness fully respected; IP not suffer adverse impacts, environmental impacts avoided or minimized, etc.). If noncompliance or any major gaps identified, include the recommendation of corrective action plan.

I. Follow up Actions, Recommendation and Disclosure

This section describes recommendations and further actions or items to focus on for the remaining monitoring period. It also includes lesson learned for improvement for future safeguards monitoring activities. Disclosure dates of the monitoring report to the affected communities should also be included. A time-bound summary table for required actions should be included.

Appendices

- i. Summary of minutes of meetings during public consultations
- ii. Summary of complaints received and solution status
- iii. Photos of consultations, resettlement activities (i.e. surveys, consultations, negotiations, etc.) conducted during the reporting period
- iv. Updated PIBs (if required)

GESIAP Monitoring Table

GENDER EQUALITY AND SOCIAL INCLUSION ACTION PLAN

Date of Update:

Project Title:

Country:

Project No.:

Type of Project (Loan/Grant/TA):

Approval and Timeline:

Gender Category:

PMU Project Director:

ADB Project Officer:

Project Impact:

Project Outcome:

Project Outputs:

Gender Equality and Social Inclusion Action Plan (GESIAP Activities, Indicators and Targets, Timeframe and Responsibility) based on RRP	Progress to Date (This should include information on period of actual implementation, sex-disaggregated qualitative and quantitative updates (e.g. number of participating women, women beneficiaries of services, etc.). However, some would be in process - so explain what has happened towards meeting this target.	Issues and Challenges (Please include reasons why an activity was not fully implemented, or if targets fall short, or reasons for delay, etc.)
Output 1:		
Action: Responsibility: Time:		
Action: Responsibility: Time:		
Output 2:		
Action: Responsibility: Time:		
Action: Responsibility: Time:		
Output 3:		
Action: Responsibility: Time:		
Action: Responsibility:		

Gender Equality and Social Inclusion Action Plan (GESIAP Activities, Indicators and Targets, Timeframe and Responsibility) based on RRP	Progress to Date (This should include information on period of actual implementation, sex-disaggregated qualitative and quantitative updates (e.g. number of participating women, women beneficiaries of services, etc.). However, some would be in process - so explain what has happened towards meeting this target.	Issues and Challenges (Please include reasons why an activity was not fully implemented, or if targets fall short, or reasons for delay, etc.)
Time:		
Comments / Remarks:		
Accomplished by:		
Date Accomplished:		