

**“Community Action for Preventing HIV/AIDS”**  
**ADB Project JFPR: REG-9006**  
**Quarterly Report ( July-September 2001)**

Country: Cambodia

Period: July-September2001

Date submitted: 29 January 2002

Submitted by: Seng Sopheap, Project Implementing Officer.

## **1. ACTIVITY REPORT**

### **1.1 National Activities**

#### **1.1.1 *Monitoring and Evaluation & Project Management:***

As part of the Project advocacy and planning process, and to contribute in the design of the baseline survey, a field assessment in the four Project provinces was carried out. The process consisted of the following steps.

On *August 13 2001*, a workshop was convened for NCHADS Staff. The workshop aims to orientate NCHADS staff on the Project scope and components and to prepare the field assessment. Outlines for the assessment were presented by the Project Implementing Officer and was finalised. Two national assessment teams were established. The modalities of the assessment and the field assessment guides were developed. Based on the review of available literature on the links between mobility and vulnerability to HIV/AIDS, a list of target populations and key informants for each province was established.

*From 15 to 16 August 2001*, the four project provinces were invited to participate in an project orientation and planning workshop during which participants were briefed on the Project and the field assessment process. Participants were asked to participate in the preparation of the field assessment which involved the following activities: establishment of provincial assessment teams; review of the list of key informants and potential target populations; review of assessment guide developed by the national teams; scheduling the field assessment.

*Data collection* activities were conducted in Koh Kong and Battambang from 25 August to 01 September 2001, and from 2 to 7 September 2001 in Prey Veng and Svay Rieng.

*As a result of the data analysis*, performed by the PIO and Team leaders in Phnom Penh from 8 to 25 September, draft of field assessment reports in Khmer were produced for each province.

*From 26 to 28 September 2001*, a Project Planning workshop was organised for both NCHADS and Provincial Staff. The results of the field assessment were presented and finalised. Based on these results and keeping concept of decentralisation and "hot spots" in mind, both national and provincial level were asked to develop work plans for 2002 using a standardised work plan format based on the Ministry of Health Strategic Plan for HIV/AIDS/STI Prevention and Care 2002-2005. Draft provincial work plans were developed. Final provincial work plans will be submitted to NCHADS for review and

approval in October. As provinces need technical assistance in the implementation of the activity, NCHADS work plan was developed at the latest stage based on specific provincial needs expressed in the provincial work plans. The first draft of the Project work plan 2002 and disbursement plans will be compiled by the Project Office and presented in the Inter-country Meeting held in Sihanoukville from 24-25 October 2001.

## 2. MANAGEMENT REPORT

### 2.1 Plans and Budgets

#### 2.1.1 Work Plan July-December 2001:

The Project work plan for the period July-December 2001 was developed and submitted to ADB on July 6, 2001.

**2.1.3 Budgets and Costs estimates:** Based on the work plan 2001, a budget estimate and disbursement schedule were submitted to ADB on 18 July 2001.

### 2.2 Reports

#### 2.2.1 Monthly Reports:

Monthly Progress Report	Date of Submission to National IA
Report July 2001	02/08/01
Report August 2001	07/09/01
Report September 2001	10/10/01

### 2.3 Disbursements, Expenditures and Replenishments

The Project Imprest Account was open at the Foreign Trade Bank of Cambodia on 8 June 2001. First withdrawal application of the amount of US\$ 200, 000 was requested to ADB on 2 August 2001. Funds were available from 30 August 2001.

#### 2.3.1 Project Imprest Account

	Disbursements from Imprest account	Amount ( US\$)	Date
1	Payment for NCHADS Orientation Workshop on field assessment	370.20	31/08/01
2	Payment for Provincial Orientation Workshop on field assessment	1928	10/09/01
3	Payment for the field assessment activity in Koh Kong	3019	31/08/01
4	Payment for the field assessment activity in Battambang	2363	31/08/01
5	Payment for the field assessment activity in Prey Veng	2089	15/09/01
6	Payment for the field assessment activity in Svay Rieng	1830	10/09/01
	<b>TOTAL</b>	<b>US\$ 11,599.55</b>	

## 2.4 Contracts

Two contracts for the procurement of Project office furniture and equipment were signed on 28 September 2001. Payments will be made to the selected Suppliers early in October 2001.

## 2.5 Project Office and Consultants

### 2.5.1 *Project Office:*

A list of the furniture, equipment and Project vehicle, along with technical specification were prepared and submitted to NCHADS and ADB on 2 August 2001. An office within NCHADS building was allocated to the Project. Furniture for the Project Office and one LCD projector were being procured. Delivery will be made in October. Procurement of the Project vehicle was made. ADB approval was received on 25 September 2001.

### 2.5.2 *Consultants:*

**Status of the recruitment of the Project Implementing Officer.** On 18 July 2001, a selection committee, consisting of NCHADS Director, one Deputy-Director of NCHADS, the chief of technical bureau, the deputy-chief of Administration and Finance Bureau and the Regional Technical Advisor was appointed by EA for the recruitment of Project staff. Terms of reference for the Project Implementing Officers were developed and sent to ADB for approval on 25 June 2001. ADB approved the terms of reference on 05 July 2001. Report on the selection was submitted to ADB on 23 July 2001. ADB approval of the selection was sent to Project Office on 31 August 2001.

**Status of the recruitment of the Project Accountant and Administrative Assistant:**

- Submission of Terms of reference to ADB: 25 June 2001
- ADB approval of the terms of reference: 05 July 2001
- Report of the selection submitted to ADB: 22 August 2001

**Status of the recruitment of the BCC and STI consultants**

- Submission of terms of reference to ADB: 21 July 2001
- Approval of the terms of reference: 23 August 2001
- Recruitment is being undertaken.