



PROJECT IMPLEMENTATION PLAN

2 February 2018

- 1. Project Code** 15-AG-33-LD-DON-C-CAM (DEM-1)
- 2. Project Title** Demonstration Company Project on Advanced Food Safety Management Systems for SMEs: Phase II
- 3. Reference** APO Project Notification for 15-AG-33-LD-DON-C (Special Program for Capacity Building in the Food Industry in ASEAN Least Developed Countries [ASEAN-LDCs]: Second Year) dated 8 February 2016
- 4. Timing and Duration** From February 2018 to May 2018 (four months)
Details of the implementation schedules will be worked out separately, following consultations among the expert, implementing organization, and demonstration companies involved.
- 5. Venue** Phnom Penh, Cambodia
- 6. Implementing Organization** National Productivity Centre of Cambodia (NPCC), Ministry of Industry and Handicraft
- 7. Objectives**

To establish effective advanced food safety management systems (FSMS) in three food-processing demonstration companies to strengthen their capacity to manage their operations with the ultimate aim of obtaining advanced FSMS certification based on the achievements of phase I of the project from October 2016 to May 2017 under 14-AG-29-LD-DON-C-CAM (DEM-1): Demonstration Company Project on Advanced Food Safety Management Systems for SMEs. The specific objectives are:

- a. To provide practical examples of advanced FSMS in Cambodia for other food-processing companies to emulate the practices;
- b. To establish a pool of practitioners and experts on advanced FSMS for the Cambodian food industry;
- c. To strengthen the training and consulting capacities of the NPCC so that it can offer its own training courses and consultancy services on advanced FSMS; and
- d. To contribute to strengthening FSMS, and thereby public health standards and labor productivity, in the host country.

8. Background

Under the previous Special Program for Strengthening the Capacity for Food Supply Chain Management in ASEAN LDCs (FSCM-LDCs) implemented mainly from 2011 to 2015, the APO carried out a series of national projects for enhancing productivity as well as food safety and quality management skills in Cambodia. The development of demonstration company projects was the leading initiative of the special program with emphasis on Good Manufacturing Practices- and hazard analysis and critical control point (HACCP)-based FSMS to assist the capacity building of food-processing companies to enhance food safety and quality standards. The success of the special program encouraged many SMEs to obtain or apply for HACCP certification. However, at present no SME in Cambodia is certified in advanced FSMS such as ISO 22000:2005.

ISO 22000:2005 incorporates requirements to meet the elements of prerequisite programs, HACCP, management system processes, communication, and statutory and regulatory requirements. For this reason, it was suggested that the implementation of such advanced FSMS should be introduced and promoted at the SME level so that they can become more productive and compete in the high-end food market.

Under the Special Program for Capacity Building in the Food Industry in ASEAN LDCs initiated in 2015 under a special cash grant from the Ministry of Agriculture, Forestry and Fisheries of Japan, a demonstration company project on Advanced Food Safety Management Systems for SMEs: Phase I was conducted from October 2016 to May 2017. The objective was to establish and promote advanced FSMS with the aim of enhancing food safety and quality standards and to strengthen the training and consulting capacities of the NPCC on advanced FSMS with an emphasis on ISO 22000:2005.

Based on the achievements of phase I of the project, phase II was designed to provide further guidance to demonstration companies and local consultants. In addition to ISO 22000:2005, FSSC22000 of the Global Food Safety Initiative will be introduced in phase II to enhance understanding of NPCC consultants and demonstration company staff of recent advances in FSMS and to enable the demonstration companies to produce safe food products meeting the stringent requirements of the global market.

9. Expert

The APO Secretariat will assign an overseas expert who will assist in the implementation of phase II of the demonstration project. For this purpose, the expert will visit Cambodia three times during the project duration to conduct three training and consultancy sessions.

10. Local Consultants as Counterparts

The same group of local consultants who participated in phase I of the demonstration company project will serve as local counterparts during phase II. The counterparts will work in three independent teams with each team responsible for visiting the assigned company throughout the project duration and monitoring and guiding the follow-up activities under the APO expert's instructions.

11. Demonstration Companies

Phase II will be conducted in the same three companies that participated in phase I of the demonstration project. They are expected to have adopted advanced FSMS such as ISO 22000:2005 and therefore be able to serve as model companies, sharing the lessons learned through the project with other similar companies in Cambodia and cooperating with the APO and NPCC to achieve greater multiplier effects of this project.

12. Methodology

Phase II of the project will be carried out in three sessions by the NPCC, the implementing organization. It is expected that the expert will visit each company with the local counterpart consultants three times for guidance and final review of the entire project.

The tentative timing of three sessions is as follows, although it may change depending on the NPCC's convenience and expert's availability:

First session (expert visit 1): 20 February to 6 March 2018

Second session (expert visit 2): 2 to 12 April 2018

Third session (expert visit 3): 24 April to 9 May 2018

In the intervals between the three expert visits, the local consultant teams will continue to monitor and guide the three demonstration companies with an expected one or two visits per month.

A typical schedule for each session by the APO expert is shown below. The schedule may change depending on the specific objective and length of the visit.

Typical schedule for each session by the APO expert

Day	Activities	Participants	Venue
Day 1	Coordination meeting with the NPCC and review of performance of visits to the companies by local consultants	All local consultants	NPCC office
Day 2	Preparation for visits to companies	All local consultants	NPCC office
Day 3	Training course on a specific topic in advanced FSMS to be the main subject of company visits on subsequent days	All local consultants, demo company representatives	Conference room
Day 4	Visit to company 1 (company guidance)	Local consultants for company 1	Company 1
Day 5	Visit to company 2 (company guidance)	Local consultants for company 2	Company 2
Day 6	Visit to company 3 (company guidance)	Local consultants for company 3	Company 3
Day 7	Visit to company 1 (company guidance)	Local consultants for company 1	Company 1
Day 8	Visit to company 2 (company guidance)	Local consultants for company 2	Company 2
Day 9	Visit to company 3 (company guidance)	Local consultants for company 3	Company 3

Day 10	Review of company visit Preparation for next visit (meeting with APO expert)	All local consultants	NPCC office
Day 11	Preparation for subsequent visits by NPCC consultants/local consultants (meeting with APO expert)	All local consultants	NPCC office

13. Financial Arrangements

To be borne by the APO

- a. All assignment costs of the APO resource persons, covering honoraria, airfare, daily subsistence allowances, and overseas travel insurance.
- b. Local implementation costs such as for conference rooms, meeting package, conference facilities, interpretation fees, translation costs, material costs, local transportation costs, etc.
- c. The total amount of financial assistance from the APO for this demonstration company project should not exceed USD9,513.00 for all three sessions during the project period. Please see Attachments 1–3 for a detailed breakdown of the approved project cost of each session.

To be borne by the NPCC

- a. If the actual project cost exceeds USD9,513.00, the overrun should be covered by the NPCC.
- b. Other expenses not covered by the APO.

14. Roles and Responsibilities

The roles and responsibilities of the APO, NPCC, and demonstration companies are:

APO

- a. Providing financial support for organizing the demonstration company project as detailed in section 13;
- b. Assigning one APO expert for the demonstration company project; and
- c. Coordinating with the APO expert and NPCC, the implementing organization.

NPCC

- a. Organizing the demonstration company project;
- b. Assigning local coordinators(s) to organize the project (e.g., conference facilities, training materials and/or stationery, logistics);
- c. Assigning and inviting local consultants;
- d. Making arrangements for the venue and logistics;
- e. Making copies of the training materials;
- f. Providing budget not provided by the APO;

- g. Bearing the balance of project implementation costs if the total amount exceeds USD9,513.00;
- h. Submitting a project completion report to the APO, including the financial report and expenditure receipts for the project; and
- i. Organizing dissemination workshops and/or training courses upon completion of the project to enable experience sharing and learning by the local public with the assistance of the APO.

Demonstration Companies

- a. Accepting and facilitating consultancy services conducted by the expert assigned by the APO and local consultants;
- b. Designating a coordinator and the necessary team members to work closely with the APO expert and local consultants;
- c. Arranging for all logistical requirements relating to the project (e.g., local transportation, discussion rooms, etc.) for both the APO expert and local consultants;
- d. Videorecording project activities for final video/DVD production upon completion of the project in consultation with the NPCC and with the assistance of the APO;
- e. Announcing, publicizing, and prominently displaying the APO's presence and involvement in the demonstration companies throughout the duration of the project;
- f. Sharing the experiences of the demonstration companies with local parties interested in learning about productivity improvement through FSMS;
- g. Presenting the experiences in a dissemination workshop and/or training courses to be organized by the NPCC and APO upon completion of the project; and
- h. Preparing a comprehensive final report for submission to the APO explaining the initiatives taken during the project and their technical details along with overall analyses of the benefits and impact on the productivity and competitiveness of the demonstration companies upon completion of the project.

15. Procedures for Project Implementation

This project is to be implemented in close collaboration with the APO Secretariat, referred to as the APO in this document.

- a. A temporary advance of up to 50% of the total APO share will be remitted to the NPCC, if necessary, according to the detailed breakdown of the approved project cost of each session given in Attachments 1–3.
- b. The NPCC will make the agreed expenditures and settle the entire account by providing all necessary proof of payment to the APO after completion of the demonstration company project. The proof of payment, e.g., bills, payment records, and receipts issued by third parties, must be submitted together at one time, written in clear English, with English translations for all documents not originally written in English. The final payment will be made based on the actual expenditure after the NPCC submits the comprehensive report. In general, internal evidence is not accepted as proof of payment and will not be reimbursed.
- c. The NPCC will submit a project completion report and a statement of expenses supported by receipts, etc. related to the project to the APO within one month of project completion. The report will provide details on how the project was carried out in the country; program

of activities; benefits and advantages to the local agriculture and food industry sector, implementing organizations, and host country; and follow-up action plans, among others.



Santhi Kanoktanapom
Secretary-General

**PROJECT COST ESTIMATION SHEET
FOR DEMONSTRATION PROJECT**

To: Asian Productivity Organization

Project Title:	Demonstration Company Project on Advanced Food Safety Management Systems for SMEs: Phase II
Duration:	20 February– 6 March 2018 (Visit 1)
Venue:	Phnom Penh, Cambodia
Implementing Organization:	National Productivity Centre of Cambodia (NPCC), Ministry of Industry and Handicraft
Person/Officer in Charge:	Mr. Um Serivuth
Country:	Cambodia

No.	Items	Detailed Breakdown (Please indicate the unit price, number of persons, and days.)	Unit Total
I. Project Implementation Costs			USD
1	Costs for company visits		
	1) Transportation costs for company visits by NPCC experts	USD60 × 3 companies × 2 times	360
	2) Transportation costs for company visits by APO expert and NPCC experts	USD60 × 3 companies × 2 times	360
	3) Interpreter's costs for company visits for APO expert	USD60 × 3 companies × 2 times	360
2	Training course to be held one day before company visit		
	1) Conference room	USD150 × 1 day	150
	2) Conference package	USD24 × 30 persons × 1 day	720
	3) Conference facilities	LCD projector and screen USD100 × 1 day	100
	4) Stationery (notebooks, pens, folders, etc.)	USD12 × 30 persons	360
	5) Interpretation fee	USD150 × 1 day	150
	6) Training course material (translation, photocopies, etc.)		
	a) Material translation	40 pages × USD10 = USD400	400
	b) Document photocopies	40 pages × USD0.05/page × 30 persons = USD60	60
	Subtotal:		3,020
II. Miscellaneous expenses (a lump-sum payment of miscellaneous expenses up to 5% of the above total)			
	Miscellaneous expenses include communication fees (telephone, fax, Internet), etc.		151
	TOTAL :		3,171

Notes:

- * With the submission of the project report and settlement of accounts (final expenses report) with the official receipts, the APO will reimburse the actual expenses within the above amount in accordance with the Project Implementation Plan.

The following items will NOT be reimbursed by the APO:

- Administrative costs such as remuneration, transportation, accommodation, per diem allowances, and miscellaneous expenses for NPCC staff; and
- Other items not given in the above list.

**PROJECT COST ESTIMATION SHEET
FOR DEMONSTRATION PROJECT**

To: Asian Productivity Organization

Project Title:	Demonstration Company Project on Advanced Food Safety Management Systems for SMEs: Phase II
Duration:	2–12 April 2018 (Visit 2)
Venue:	Phnom Penh, Cambodia
Implementing Organization:	National Productivity Centre of Cambodia (NPCC), Ministry of Industry and Ha
Person/Officer in Charge:	Mr. Um Serivuth
Country:	Cambodia

No.	Items	Detailed Breakdown (Please indicate the unit price, number of persons, and days.)	Unit Total
I. Project Implementation Costs			USD
1	Cots for company visit		
	1) Transportation costs for company visits by NPCC experts	USD60 × 3 companies × 2 times	360
	2) Transportation costs for company visits by APO expert and NPCC experts	USD60 × 3 companies × 2 times	360
	3) Interpreter cost for company visits for APO expert	USD60 × 3 companies × 2 times	360
2	Training course to be held one day before company visit		
	1) Conference room	USD150 × 1 day	150
	2) Conference package	USD24 × 30 persons × 1 day	720
	3) Conference facilities	LCD projector and screen USD100 × 1 day	100
	4) Stationery (notebooks, pens, folders, etc)	USD12 × 30 persons	360
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	Miscellaneous expenses include communication fees (telephone, fax, Internet), etc.		151
	TOTAL :		3,171

Notes:

- * With the submission of the project report and settlement of account (final expenses report) with the official receipts, the APO will reimburse the actual expenses within the above amount in accordance with Project

The following items will NOT be reimbursed by the APO:

- 1) Administrative costs such as remuneration, transportation, accommodation, per diem allowances, and miscellaneous expenses for NPCC staff; and
- 2) Other items not given in the above list.

**PROJECT COST ESTIMATION SHEET
FOR DEMONSTRATION PROJECT**

To: Asian Productivity Organization

Project Title:	Demonstration Company Project on Advanced Food Safety Management Systems for SMEs: Phase II
Duration:	24 April– 9 May 2018 (Visit 3)
Venue:	Phnom Penh, Cambodia
Implementing Organization:	National Productivity Centre of Cambodia (NPCC), Ministry of Industry and Handicraft
Person/Officer in Charge:	Mr. Um Serivuth
Country:	Cambodia

No.	Items	Detailed Breakdown (Please indicate the unit price, number of persons, and days.)	Unit Total
I. Project Implementation Costs			USD
1	Cots for company visit		
	1) Transportation costs for company visits by NPCC experts	USD60 × 3 companies × 2 times	360
	2) Transportation costs for company visits by APO expert and NPCC experts	USD60 × 3 companies × 2 times	360
	3) Interpreter cost for company visits for APO expert	USD60 × 3 companies × 2 times	360
2	Training course to be held one day before company visit		
	1) Conference room	USD150 × 1 day	150
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	Subtotal:		3,020
II. Miscellaneous expenses (a lump-sum payment of miscellaneous expenses up to 5% of the above total)			
	Miscellaneous expenses include communication fees (telephone, fax, Internet), etc.		151
	TOTAL :		3,171

Notes:

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- Administrative costs such as remuneration, transportation, accommodation, per diem allowances, and miscellaneous expenses for NPCC staff; and
- Other items not given in the above list.

