



PROJECT IMPLEMENTATION PLAN

26 January 2018

1. **Project Code** 17-AG-39-GE-NFP-C-08
2. **Title** National Conference and Training of Trainers in Green Productivity
3. **Reference** Project Notification 17-IN-34-GE-TRC-A dated 10 March 2017; Project Notification 17-AG-39-GE-NFP-C dated 9 May 2017; and Project Notification Addendum dated 11 July 2017
4. **Timing and Duration** 26–30 March 2018 (five days)
5. **Venue** Phnom Penh, Cambodia
6. **Implementing Organization** National Productivity Centre of Cambodia (NPCC)
Ministry of Industry and Handicraft (MIH)
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7. **Number of Participants** Up to 100 qualified participants for the conference and 40 participants for the training of trainers
8. **Objectives**
 - a. To disseminate and share updates on Green Productivity (GP) and its impact on productivity among Cambodian government officials and industries;
 - b. To equip participants with GP application methodologies, techniques, and tools;
 - c. To develop a pool of APO Certified GP Specialists who will be able to assist the NPCC in spearheading the promotion of GP in Cambodia; and
 - d. To strengthen the capacity of the NPCC to act as the national APO-authorized training provider for Certified GP Specialists.

9. Background

The NPCC, an agency under the MIH, was established to undertake activities and projects designated by the Royal Government of Cambodia. The NPCC has acted as a catalyst in promoting the productivity movement and related efforts at national, provincial, and district levels. These include organizing productivity seminars, national training programs, workshops, and courses and developing materials relating to all aspects of productivity necessary for national and international competitiveness. The NPCC also offers consultancy and support services to the public sector and industry.

Along with the Ministry of Environment, the MIH through the NPCC plays an important role in enhancing awareness of the impact of environmental performance on socioeconomic development. Since 2008, the government has been promoting Cleaner Production (CP), which is similar to GP, to make enterprises more efficient and less polluting. CP is defined as the continued application of an integrated preventive environmental strategy applied to processes, products, and services to increase efficiency and reduce risks to humans and the environment. The National Cleaner Production Office-Cambodia is responsible for promoting CP programs in the country.

To support the movement, the NPCC is promoting GP among Cambodian enterprises, especially SMEs. As the backbone of the economy, it is a necessary to enhance the awareness of SMEs and equip them with know-how on effective methods and techniques for minimizing their environmental impacts. Implementing GP will allow SMEs to enhance their productivity and environmental performance for overall socioeconomic development. However, this will require the creation of a large pool of capable trainers and consultants. Trained GP specialists are expected to play a major role in assisting Cambodian enterprises in their CP/GP journeys, supported by the NPCC. The NPCC is also expected to become a training provider to produce more GP experts.

This one-week course is being organized as a national follow-up to the APO multicountry program on a similar topic held 14 August–1 September 2017 in the ROC.

10. Scope and Methodology

Scope

- a. GP methodologies, tools, and techniques
- b. GP case studies
- c. Project plan preparation
- d. Individual assessment

Methodology

Classroom lectures, observational site visits, examination, and submission of project reports.

The tentative program and topics are as follows:

Date/Time	Activities
Mon., 26 March 2018	Opening National Conference on GP (AM) Training of Trainers in GP: Steps in GP implementation (PM)
Tues., 27 March 2018	Training of Trainers in GP: Methodology, tools, and techniques
Wed., 28 March 2018	Training of Trainers in GP: Methodology, tools, and techniques
Thurs., 29 March 2018	Training of Trainers in GP: GP case studies
Fri., 30 March 2018	Training of Trainers in GP: Presentation of individual project plans on GP, individual exam for APO GP Specialists Certification Program Closing

11. Qualifications of Participants

The participants are expected to possess the following qualifications:

Present Position	High-level officials (for the conference); and government officials within the Government of Cambodia, productivity practitioners in the NPCC, and selected participants from the private sector (for the training of trainers).
Experience	At least five years of experience in the position described above
Education	University degree or equivalent qualification from a recognized university/institution.
Language	All proceedings and/or sessions of the project are conducted in English. Participants are expected to be proficient in spoken and written English, although interpretation may be provided. Those who are not proficient in English will not be accepted.
Health	Physically and mentally fit to attend an intensive project requiring participants to complete a number of individual and group activities.
Age	Candidates who fit the above profile are typically between 35 and 55 years of age.

12. Financial Arrangements

To be borne by the host country (Cambodia)

- a. Implementation costs exceeding the APO share of USD9,800.
- b. Project management fees and personnel costs of the implementing organization, including transportation of the facilitator and project team to and from the project venue; meeting package for the project team, facilitator, and local resource person(s) during the training; personnel service fees for the development of the program; honorarium for the local resource person(s) if applicable; and consultation meetings with key stakeholders.
- c. Any other local implementation costs not covered by the APO.

To be borne by the APO

- a. All assignment costs for an overseas resource person; and
- b. Implementation costs up to a maximum of USD9,800 for making local arrangements. An itemized breakdown of the implementation costs is attached (Appendix 1).

13. Roles and Responsibilities

The roles and responsibilities of the implementing organization and APO are:

Implementing organization

- a. Inviting local participants and arranging mass media coverage;
- b. Assigning a local resource person(s), if necessary;
- c. Making copies of the training materials;

- d. Organizing a five-day national conference and training course in Phnom Penh, Cambodia; and
- e. Bearing the balance of project implementation costs if the total amount exceeds USD9,800.

APO

- a. Providing financial support for organizing the national conference and training course as detailed in section 12;
- b. Assigning one overseas resource person for the conference-cum-training course; and
- c. Coordinating with the overseas resource person and implementing organization.

14. Procedures for Project Implementation

This program 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.
- b. The proposed project will be carried out by the implementing organization.
- c. The NPCC will make the expenditures for the assigned items and settle the entire account by providing all necessary proof of payment to the APO after completion of the conference. 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 of 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.
- d. The NPCC will submit a project completion report and 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 of efforts to increase awareness and applications of GP among industries, especially SMEs; benefits to the implementing organization(s) and host country; and follow-up action plans, among others.

15. Final Project Output

Upon completion of the project, the NPCC will undertake the following:

- a. Submit a project completion report on the national conference and training course to the APO and disseminate the report on the proceedings including recommendations to relevant government bodies within one month after project completion.
- b. For the settlement of expenses, the NPCC is requested to provide all necessary proof of payment to the APO within one month after completion of the program. Please refer to section 14c.
- c. Submit documents and e-links relating to promotional material on the national conference-cum-training course, e.g., newsletters, brochures, bulletins, and news clippings, written in English or the local language with an English translation of the main points.
- d. Disseminate the knowledge and experience gained by the public and private sectors through publications, consulting and training services, etc.

- e. Monitor and provide guidance to the participants who attended the training course in order to complete and submit the Project Report on Enhancing Productivity through GP for the APO Certification Program. The report must be submitted within six months after course completion.

After completion of the program, participants or their organizations will undertake the following:

Government agencies and universities:

- a. Include GP in extension programs; and
- b. Coordinate with various agencies in support of extension GP programs.

Participants in the training of trainers course:

- a. Complete and submit a Project Report on Enhancing Productivity through GP for the APO Certification Program within six months after course completion. The project report guidelines will be distributed during the course.

Expected outcomes:

- a. National GP programs to promote the concept, methods, and techniques for implementation in various sectors;
- b. Creation of a pool of certified GP specialists in Cambodia to act as trainers, consultants, and promoters; and
- c. The NPCC established as national APO-authorized provider of GP training and promotion to develop more GP specialists in Cambodia.



Santhi Kanoktanaporn
Secretary-General

Appendix 1

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Estimated APO Share of Costs for the
National Conference and Training of Trainers in Green Productivity
(26–30 March 2018, Phnom Penh, Cambodia)

No.	Item	Cost (USD)
1	Meeting package for 1 day for the national conference (100*20*1)	2,000
2	Meeting package for 4 days for the training of trainers (40*20*4)	3,200
3	Translation (of materials) and interpretation (English to Khmer and vice versa)	3,000
4	Conference kit	1,600
Total		9,800
Notes: 1. The APO will reimburse based on the actual expenses up to a maximum of USD9,800. 2. The NPCC is required to submit to the APO receipts for all expenses incurred in implementing this national project.		