



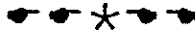
ព្រះរាជាណាចក្រកម្ពុជា
ជាតិ សាសនា ព្រះមហាក្សត្រ
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ក្រសួងប្រតិបត្តិការ និងឧតុនិយម

លេខ **១៧** ប្រក.បក
ថ្ងៃទី ០៤ ខែ វិច្ឆិកា ឆ្នាំ ២០០៦

ប្រកាស

**ស្តីពីការដាក់ឱ្យប្រើប្រាស់ជាដួងការងារនៃការងារស្រាវជ្រាវ (Term of Reference, TOR)
សម្រាប់ការងាររបស់ការិយាល័យគ្រប់គ្រងគំរោងប្រចាំក្រសួងប្រតិបត្តិការ និងឧតុនិយម**



រដ្ឋមន្ត្រី ក្រសួងប្រតិបត្តិការ និងឧតុនិយម

- បានឃើញរដ្ឋធម្មនុញ្ញនៃព្រះរាជាណាចក្រកម្ពុជា
- បានឃើញព្រះរាជក្រឹត្យលេខ នស/រកត/១១៩៨/៧២ ចុះថ្ងៃទី ៣០ ខែ វិច្ឆិកា ឆ្នាំ ១៩៩៨ ស្តីពីការតែងតាំងរាជរដ្ឋាភិបាលនៃព្រះរាជាណាចក្រកម្ពុជា
- បានឃើញព្រះរាជក្រមលេខ នស/រកម/០៦៩៩/០៨ ចុះថ្ងៃទី ២៣ ខែ មិថុនា ឆ្នាំ ១៩៩៩ ដែលប្រកាសឱ្យប្រើច្បាប់ស្តីពីការបង្កើតក្រសួងធនធានទឹក និងឧតុនិយម
- បានឃើញព្រះរាជក្រមលេខ ០៦ នស/៩៤ ចុះថ្ងៃទី ៣០ ខែ តុលា ឆ្នាំ ១៩៩៤ ដែលប្រកាសឱ្យប្រើច្បាប់សហលក្ខន្តិកៈមន្ត្រីរាជការស៊ីវិល
- បានឃើញអនុក្រឹត្យលេខ ៥៨ អនក្រ.បក ចុះថ្ងៃទី ៣០ ខែ មិថុនា ឆ្នាំ ១៩៩៩ ស្តីពីការរៀបចំ និងការប្រព្រឹត្តិទៅរបស់ក្រសួងធនធានទឹក និងឧតុនិយម
- បានឃើញសេចក្តីសម្រេចលេខ ០៥៨ សសរ. ធនធាន. បល ចុះថ្ងៃទី ១៧ ខែ មីនា ឆ្នាំ ២០០៦ ស្តីពីការបង្កើតអង្គភាពគ្រប់គ្រងគំរោងប្រចាំក្រសួងធនធានទឹក និងឧតុនិយម
- បានឃើញលិខិតលេខ ០៨៩ សសរ. ធនធាន. បល ចុះថ្ងៃទី ៣០ ខែ ឧសភា ឆ្នាំ ២០០៦ ស្តីពីការបន្ថែមមន្ត្រីបង្គោលជាជំនួយការសំរាប់អង្គភាពគ្រប់គ្រងគំរោងប្រចាំក្រសួងធនធានទឹក និងឧតុនិយម
- បានឃើញលិខិតលេខ ០១៨ PMO-ធនធាន ចុះថ្ងៃទី ០៤ ខែ វិច្ឆិកា ឆ្នាំ ២០០៦ របស់ការិយាល័យគ្រប់គ្រងគំរោងប្រចាំក្រសួងធនធានទឹក និងឧតុនិយម
- បានឃើញការចាំបាច់របស់ក្រសួងធនធានទឹក និងឧតុនិយម

សម្រេច

ប្រការ ១:

អនុញ្ញាតដាក់អោយប្រើប្រាស់ជាផ្លូវការនូវឯកសារលក្ខខណ្ឌយោង (TOR) ក្នុងឧបសម្ព័ន្ធទី១ សំរាប់អនុវត្តការងារគ្រប់គ្រងលើគ្រប់គំរោងពាក់ព័ន្ធទាំងអស់ក្នុងក្រសួងធនធានទឹក និងឧតុនិយម ក្នុងទិសដៅធានាឱ្យមានប្រសិទ្ធភាពខ្ពស់ និងមាននិរន្តរភាព ។

ប្រការ ២:

គ្រប់សមិទ្ធផលពាក់ព័ន្ធនៃក្រសួងធនធានទឹក និងឧតុនិយម ត្រូវទទួលយកនូវការណែនាំ និងប្រឹក្សាជាប្រចាំជាមួយនិងការិយាល័យគ្រប់គ្រងគំរោង (Project Management Office-PMO) របស់ក្រសួងធនធានទឹក និងឧតុនិយម ដើម្បីប្រើប្រាស់ឯកសារលក្ខខណ្ឌយោង (TOR) ក្នុងឧបសម្ព័ន្ធទី១ នេះធ្វើការអនុវត្តន៍គ្រប់សកម្មភាពការងាររបស់គំរោងអោយចំទិសដៅ ។

ប្រការ ៣:


គ្រប់អង្គភាពពាក់ព័ន្ធនៃក្រសួងធនធានទឹក និងឧតុនិយមដែលមានចែងក្នុងឧបសម្ព័ន្ធទី១ ត្រូវសហការប្រកបដោយស្មារតីយកចិត្តទុកដាក់ខ្ពស់ រួចត្រូវរាយការណ៍ពីប្រសិទ្ធភាព និងលទ្ធផលការងារជូនការិយាល័យគ្រប់គ្រងគំរោង (PMO) របស់ក្រសួងធនធានទឹក និងឧតុនិយម ជាប្រចាំ ។

ប្រការ ៤:

PMO ត្រូវរាយការណ៍ជាប្រចាំ សុំយោបល់ និងសុំការសម្រេចលើទិសដៅយុទ្ធសាស្ត្រស្តីពីការអនុវត្តគ្រប់សកម្មភាពការងារគ្រប់គំរោងរបស់ក្រសួង ពីថ្នាក់ដឹកនាំពាក់ព័ន្ធទាំងអស់របស់ក្រសួងធនធានទឹក និងឧតុនិយម ។

ប្រការ ៥:

អគ្គនាយក អគ្គាធិការ គ្រប់សមិទ្ធផលក្នុងឧបសម្ព័ន្ធទី១ និងគ្រប់អង្គភាពពាក់ព័ន្ធទាំងអស់នៃក្រសួងធនធានទឹក និងឧតុនិយម ត្រូវទទួលបន្ទុកអនុវត្តប្រកាសនេះតាមភារកិច្ចរៀងៗខ្លួនចាប់ពីថ្ងៃចុះហត្ថលេខាតទៅ ។

ភ្នំពេញ ថ្ងៃទី ០៤ ខែ ធ្នូ ឆ្នាំ ២០០៦

លីម កាន់ហេ :

- កន្លែងទទួល :**
- ទីស្តីការគណៈរដ្ឋមន្ត្រី
 - ក្រសួងសេដ្ឋកិច្ច និងហិរញ្ញវត្ថុ
 - ថ្នាក់ដឹកនាំក្រសួងធនធានទឹក និងឧតុនិយម
 - ខុទ្ទកាល័យឯកឧត្តមរដ្ឋមន្ត្រី
 - ដូចក្នុងប្រការ ៥
 - ឯកសារ-កាលប្បវត្តិ

ឧបសម្ព័ន្ធទី ១

ឯកសារលក្ខខណ្ឌយោង

(Term of Reference-TOR)

**KINGDOM OF CAMBODIA
NATION RELIGION KING**



**MINISTRY OF WATER RESOURCES AND
METEOROLOGY (MOWRAM)**

TERM OF REFERECE



**FOR
PROJECT MANAGEMENT OFFICE
(PMO) OF MOWRAM**

August, 2006

MLN/kr

ABBREVIATIONS

ADB	Asian Development Bank
APs	Affected Persons
AA	Assistance of Accountant
DAs	Donor Agencies
EA	Executing Agency
FMM	Financial Management Manual
FWUCs	Farmer Water User Communities
GPN	General Procurement Notice
IETs	Irrigation Extension Teams
MOWRAM	Ministry of Water Resources and Meteorology
MEF	Ministry of Economic and Finance
NGOs	Non-Government Organizations
NPM	National Project Manager
O&M	Operations and Maintenance
PMO	Project Management Office
PM	Procurement Manual
PDWRAM	Provincial Department of Water Resource and Meteorology
PIUs	Project Implementation Units
PPMS	Project Performance Management System
RAP	Resettlement Action Plan
SOP	Standard Operation Procedure
TA	Technical Assistance
TOR	Term of Reference
WUGs	Water User Groups
WB	World Bank

TERM OF REFERENCE FOR PROJECT MANAGEMENT OFFICE

Regarding to the necessity of Ministry of Water Resources and Meteorology (MOWRAM), a Project Management Office (PMO) was established to coordinate, Manage and implement all projects related to the Water Resources Development Sector, under the Loan and Grant projects from all Donor Agencies and relevant Agencies who have strong willing to cooperate with the MOWRAM. The PMO acts as the focal point for project implementation and carries out the day-to-day project management and administration. It undertakes all of the core activity required by the project.

The PMO are headed by a National Project Director and a Deputy National Project Director, who are responsible, for overall coordination with all Donor Agencies (DA) and Relevant Agencies and for project management and implementation, based on the following responsibilities:

National Project Director

- 1) Responsible for the management and administration of the project. He is the most senior executive in the project management hierarchy.
- 2) Approves and signs contracts and other important project documents within thresholds specified by the EA and the MEF.
- 3) Approves expenditure within delegated authority.
- 4) Ensures that implementation tasks and responsibilities are carried out on time, within budget, and in accordance with the basic principles of good governance.
- 5) Ensures that the EA coordinates effectively with MEF and DAs in accordance with established guidelines and procedures.
- 6) Receives instructions from, and reports directly to the Minister/Secretary of State or similar top-level official in the concerned ministries.
- 7) Normally holds only one Project Director position for a loan project. Could hold more than one Project Director Position in exceptional cases where it can be demonstrated to the DA and the MEF that benefits will accrue to the projects if the same Project Director were appointed to more than one project. However, a person can be a project director of more than one TA project.
- 8) The removal from office of a Project Director should only take place in consultation with the DA and the MEF. This is to prevent removal of Project Directors for political considerations.
- 9) When the Project Director is absent from his position for any reason for more than a day than his authority and responsibilities should be delegated to the Deputy National Project Director/Project Manager.

Deputy National Project Director

- 1) Assist the National Project Director for the management and administration of the project.

- 2) Regularly monitors project performance and initiates actions to address variations to plans.
- 3) Take responsibilities in any duties that assigned by the national directors and report that duties to the national director for approval and signed.

National Project Manager

- 1) Responsible for the day to day activities of project implementation.
- 2) Ensures that project objectives and goals are realized on time and within budget.
- 3) Approves expenditure within delegated authority.
- 4) Ensures effective financial systems and procedures for accounting and financial management of the project or TA activities are maintained.
- 5) Responsible for the employment and management of project staff.
- 6) Maintains high level of performance by the project and its staff.
- 7) Supervises and manages all contracting done by the EA.
- 8) Maintains effective channels of communication with all stakeholders.
- 9) Ensures that all reports, papers and other information are made available in an orderly and timely manner.
- 10) Ensures that monitoring and evaluation activities generate the information necessary to support project management.
- 11) Ensures that management actions are pro-active, adequate, and effective in responding to monitoring information and changing circumstances.
- 12) Receives instructions from, and reports directly to, the project director.

Deputy National Project Manager/Administrative Officer

- 1) Responsible for personnel management and administration.
- 2) Manages and administers project assets and facilities, and ensures that they are only used for approved project purpose by authorized personnel and are properly secured and maintained
- 3) Prepares and coordinates regular scheduled and non-scheduled meetings related to administration of the project.
- 4) Coordinates reporting and information exchange.
- 5) Undertakes any other duties and responsibilities assigned by the project manager.
- 6) Receives instructions from, and reports directly to, the project manager.
- 7) Responsible for ensuring project documents are properly maintained and retained for project activities.

Accountant/Financial Officer

MOWRAM has been appointed an Accountant Officer and two assistants of accountant (AA) to responsible for the following tasks:

- 1) Responsible for managing and administering the financial affairs of the project in accordance with the government financial policies, guidelines and procedures, and with all financial covenants and other obligations in the loan/credit and TA agreements
- 2) Establishes and maintains the different budgets for the project.
- 3) Establishes and maintains project accounts (accounting and financial management systems and records) in compliance with the procedures and guidelines outlined in the *Financial Management Manual (FMM)*.
- 4) Maintains proper internal controls within the financial operations of the project, particularly for bank accounts and cash advances
- 5) Supervises the management and administration of all financial transactions under the project.
- 6) Approves expenditure within delegated authority.
- 7) Generates and distributes the different financial reports and information necessary for effective and responsible financial management and decision making.
- 8) Carries out any other financial and accounting duties and responsibilities assigned by the project manager.
- 9) Receives instructions from, and reports directly to, the project manager.
- 10) Prepares financial statements and reports for audit and facilitates the conduct of audits of the project.

Procurement Officer

The following text outlines the Procurement Officer's general responsibilities, more detailed descriptions of each task is contained in the succeeding sections of Procurement Manual (PM). MOWRAM has been nominated a Procurement Officer and two assistants of procurement to responsible for the following tasks:

- 1) Preparing the project's general procurement notice (GPN) updating it on an annual basis, and submitting it through the Project Manager for national and international publication.
- 2) Collating by area of expertise all expressions of interest received in response to the GPN.
- 3) Quantify the goods works and services required by the project.
- 4) Group the goods works and services required into packages so that they will attract the maximum of competition.
- 5) Preparing the overall project procurement plan.

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- 6) Update the overall project procurement plan at the end of each month.
- 7) Preparing specific bidding documents, using agreed standard bidding documents.
- 8) Prepare and issue through the Project Manager specific procurement notices
- 9) When the DA's prior review of the bidding document is required, submit the document through the Project Manager to the relevant DA for its review and 'no objection.
- 10) Distribute copies of the Invitation for Bids to all relevant firms that expressed interest in response to the General Procurement Notice.
- 11) Distribute the bidding documents to all firms purchasing the same.
- 12) Through the project manager, acting as purchaser/client/employer receive and respond to all clarification requests received during the bidding period.
- 13) Ensure that the venue for bid opening is adequate and that all logistical arrangements are in place.
- 14) Receive all bids and proposals ensuring their secure storage.
- 15) With the supervision of either the Chief Financial Officer or Project Manager undertake the public opening of bids.
- 16) Review and pass all bid securities to the Financial Officer for secure storage, recording amounts and validities ensuring that validities do not expire prior to notification of award and requesting extensions as and when required.
- 17) Under the guidance of the Procurement Review Committee undertake preliminary evaluation of all bids and proposals received.
- 18) Facilitate with the assistance of the Technical Officer and any other available resources such as consultants, the technical evaluation of all bids and proposals received.
- 19) Through the Project Manager seek clarifications to bids and proposals as required to complete the evaluation
- 20) Draft the Bid Evaluation Report for review and approval by the Procurement Review Committee.
- 21) Respond, through the Project Manager, to any queries raised on the evaluation report from oversight agencies or DAs.
- 22) Draft contracts in accordance with the recommendation for award contained in the 'no objected' evaluation report and in the case of consultants services in accordance with the minutes of contract negotiation.
- 23) Ensure that the relevant oversight agencies are provided with copies of contacts and in the case of prior review submitting copies of draft contracts to the reviewing agency with a request for 'no objection'.
- 24) Issue the notification of award to the winning bidder/consultant/contactor requesting the pre-requisite performance and advance payment securities.
- 25) With the assistance of the Financial Officer draft the documentary requirement for any letter of credit to be issued in a supplier's/contractor's/consultant's favor.
- 26) Monitor, with the support of the Technical Officer and any other resources available such as consultants, suppliers/contractors/consultants performance against the contract.

- 27) Review all payment requests received from a supplier/contractor/consultant confirming (or otherwise) that the contractual payment is due obtaining validation and approval of the payment request as necessary and confirming that the conditions of contract triggering the payment have been met.
- 28) Ensure that either the performance security or retention monies are in place to adequately protect the Government for the period of the supplier's warranty period or a contractor's defects liability period.
- 29) In the event that the period for contractual performance is extended or the amount of the contract changed ensure that any performance securities held are amended to reflect the change in the conditions of the contract.
- 30) Ensure that all performance securities and retention monies are passed to the supplier or contractor upon the satisfactory expiry of their contractual obligations.
- 31) Act as Secretary to the Procurement Review Committee.
- 32) Compiling pre and post contract files in accordance with Section of this Manual

In the event that the Project or EA has a separate unit for the management of contracts, all of the Procurement Officer's responsibilities after the award of contract shall pass to this unit

Technical Officers

(Engineering Works, Resettlement, Water and Irrigation/Design Engineer, Construction Supervision Engineer, Operation and Maintenance):

☞ Water and Irrigation/Engineering Works

⊙ Design Engineer

- 1) Control and supervise the feasibility studies.
- 2) Develop terms of reference for the tendering of feasibility studies including topographical/land leveling holding surveys, hydrological and geo-technical investigations as required, concept designs, including the proposed method of irrigation and drainage at field level for identified subprojects. These works must be base on the crop and water modeling.
- 3) Assist NPM in the procurement of feasibility studies for candidate subprojects.
- 4) Assist the NPM in the preparation of terms of reference for, and procurement of, design and supervision contracts for the detailed engineering design of subprojects.
- 5) Oversee the design process to ensure co-ordination between specialist and consultation with farmers, and provide specialist irrigation and drainage design advice.
- 6) Work with NPM to devise appropriate contractual arrangements for implementation.
- 7) In cooperation with the community development water user specialist and the contracted designing team, attempt to accommodate farmers' views in designing the irrigation scheme layout.
- 8) Provide quality assurance and quality control over the output from the contracted detailed designing teams.

- 10) Assess design requirements to assist farmers with development/rehabilitation of subprojects.
- 11) Assist NPM to prepare conditions of contract, specifications and tender documents for pre-qualified contractor procurement.
- 12) Assist NPM to evaluate tenders received and prepare recommendations for selection of contractors.
- 13) Assist PDOWRAM or PIUs in conducting the necessary preliminary surveys on the eligible subprojects, or to use the information available, in order to get the basic data necessary to get a primary estimation of the water resources available, of the irrigated area, and of the subproject construction cost.
- 14) In coordination with other specialists, assist PDOWRAM or PIUs in completing the information on the eligible subprojects in other relevant domains (socio-economics, agronomic).
- 16) Assist PDOWRAM or PIUs in conducting the necessary preliminary surveys on the eligible subprojects, or to use the information available, in order to get the basic data necessary to get a primary estimation of the water resources available, of the irrigated area, and of the subproject construction cost.
- 17) In coordination with other specialists, assist PDOWRAM or PIUs in completing the information on the eligible subprojects in other relevant domains (socio-economics, agronomic).

⊙ **Construction Supervision Engineer**

- 1) Assist NPM and PDOWRAM or PIU to supervise construction and in contracting suitable, qualified and experienced site supervisors.
- 2) Assist NPM and PDWRAMs to provide quality control to ensure construction of the works is in accordance with the drawings and specifications. Spot-check the quality of material and works in selected subprojects.
- 3) Assist NPM and PDWRAMs to assess methodologies and proposals submitted by contractors for approval.
- 4) Assist NPM and PDWRAMs to prepare final certificates for payment on completion of the works.
- 5) Assist NPM and PDWRAMs to takeover the works from the contractor, noting and agreeing with the contractor any works to be completed during the defects liability period.

⊙ **Water Management and Community Development**

⊙ **Water User Specialist**

- 1) Assist the resettlement working groups and Irrigation Extension Teams (IETs) in their initial activities of land consolidation in command areas.
- 2) Develop mechanisms for the IETs to facilitate land consolidation after final detailed design has been completed for subprojects.

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- 3) Undertake training for PDWRAM staff and IETs in social and participatory processes, gender issues and techniques for community organizing and FWUCs/WUGs.
- 4) Assist in the development of group formation and operational procedures for WUGs/FWUCs.
- 5) In cooperation with the IETs, contact district and commune authorities and village leaders in the subproject areas to inform them in details of the plans and objectives of the subproject and the extent to which particular areas will be involved.
- 6) In cooperation with the water management specialist, the design engineer and the IETs, conduct farmer workshops at the village level to answer questions on the subproject design and elicit feedback on the planned design and the planned extent of farmer involvement in scheme management.
- 7) Assist PDWRAMs and the IETs in the formation of FWUCs/WUGs.
- 8) Supervise the domestic community development specialists (members of IETs) in the implementation of the "gender action plan", with the support of the international gender expert.
- 9) Assist MOWRAM and PDWRAMs in the negotiation of the agreement on rehabilitation and transfer of responsibility of O&M with the FWUC.
- 10) Contribute to the preparation of standardized management and financial accounting systems for FWUCs/WUGs.
- 11) Prepare guidelines and training material for FWUCs/WUGs formation and strengthening to be followed as new schemes are selected as subprojects.
- 12) In cooperation with the design engineer and the contracted designing team, attempt to accommodate farmers' views in designing the irrigation schemes layout.
- 13) In cooperation with the IETs, assist PDWRAMs and FWUCs, develop cost recovery measures and irrigation service fee collection arrangements and ensure that they are applied fairly and efficiently.
- 14) With the PPMS specialist, develop monitoring mechanisms to report on the irrigation service fees collected and the ongoing plans for the routine maintenance of secondary and tertiary canals by the FWUCs and WUGs.
- 15) Propose mechanisms for coordination of extension activities between IETs and district and provincial agricultural extension officers. Collaborate with other donor organizations and NGOs to coordinate the provision of similar services in the subproject area.

⊙ O&M Specialist

- 1) Assist in the evaluation and assessment of the water use studies subcontracted under the Project.

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- 2) In cooperation with the training specialist, develop a training program for IETs to improve their capabilities for water management within command areas, providing the technical content for inclusion in the training material.
- 3) Develop and deliver training modules developed for PDWRAM staff to improve their knowledge of water resource management.
- 4) Prepare simple information relating to the water requirements of crops grow in the area and develop methodologies for estimating the time to deliver the required water given the local soil and canal characteristics.
- 5) Assess and make recommendations on water management practices during dry season irrigation.
- 6) Provide technical resource inputs to detailed design activities being subcontracted to private consulting engineers during the detail design phase.
- 7) In cooperation with the community development/water user specialist, define the appropriate consultation procedures with beneficiaries for establishment of FWUCs and WUGs and for system design to enable the envisaged water allocation.
- 8) In cooperation with the community development/water user specialist, the agronomist and the IETs, assist in the selection and setting-up of the demonstration irrigation blocks within the subproject command areas.
- 9) Assist in the preparation of maintenance manuals for FWUCs and WUGs as well as for PDWRAMs.

② Operation and Maintenance

- 1) In cooperation with the water management specialist and the community development/water user specialist, assist in the preparation of operation and maintenance (both routine and periodic) manuals (guidelines and procedures) for the subprojects at the detail design stage, and in their further improvement during the first years of operation and maintenance.
- 2) Assist the NPM to establish cost estimation for O&M activities at the detail design stage, to be used during negotiation with the beneficiaries regarding their commitment to take over responsibility of O&M.
- 3) Investigate on the status of periodic maintenance works, and assist and train PDWRAM staff in developing periodic maintenance plans for the subprojects and preparing for periodic maintenance activities.

③ Hydrologist and Meteorologist

- 1) Conduct a review of existing hydrological/meteorology data available in the river basins of the study area will be carried out.
- 2) Assist in developing the TOR for the feasibility studies and in awarding and supervising contracts for completion of the studies.

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- 3) Review the reports submitted by subcontracted consulting companies/PDWRAMs to confirm the technical approaches adopted.
- 4) Provide training (formal and on-the-job) to PDWRAMs in practical areas of hydrological/meteorological investigations, water balance studies if needed.
- 5) Assist PDWRAM to ensure that hydrological/meteorological structure designs proposed by consulting engineers are in accordance with standards.
- 6) Assist PDWRAM and the NPM in supervision the hydrological/meteorological design of structures to be constructed in the rehabilitation of irrigation of irrigation subprojects.
- 7) Assist PDWRAM in the implementation of river flow measurement facilities and the process of data collection and analysis.

Resettlement work

MOWRAM has been nominated an Officer and four assistants to responsible for the Resettlement works and has the following tasks:

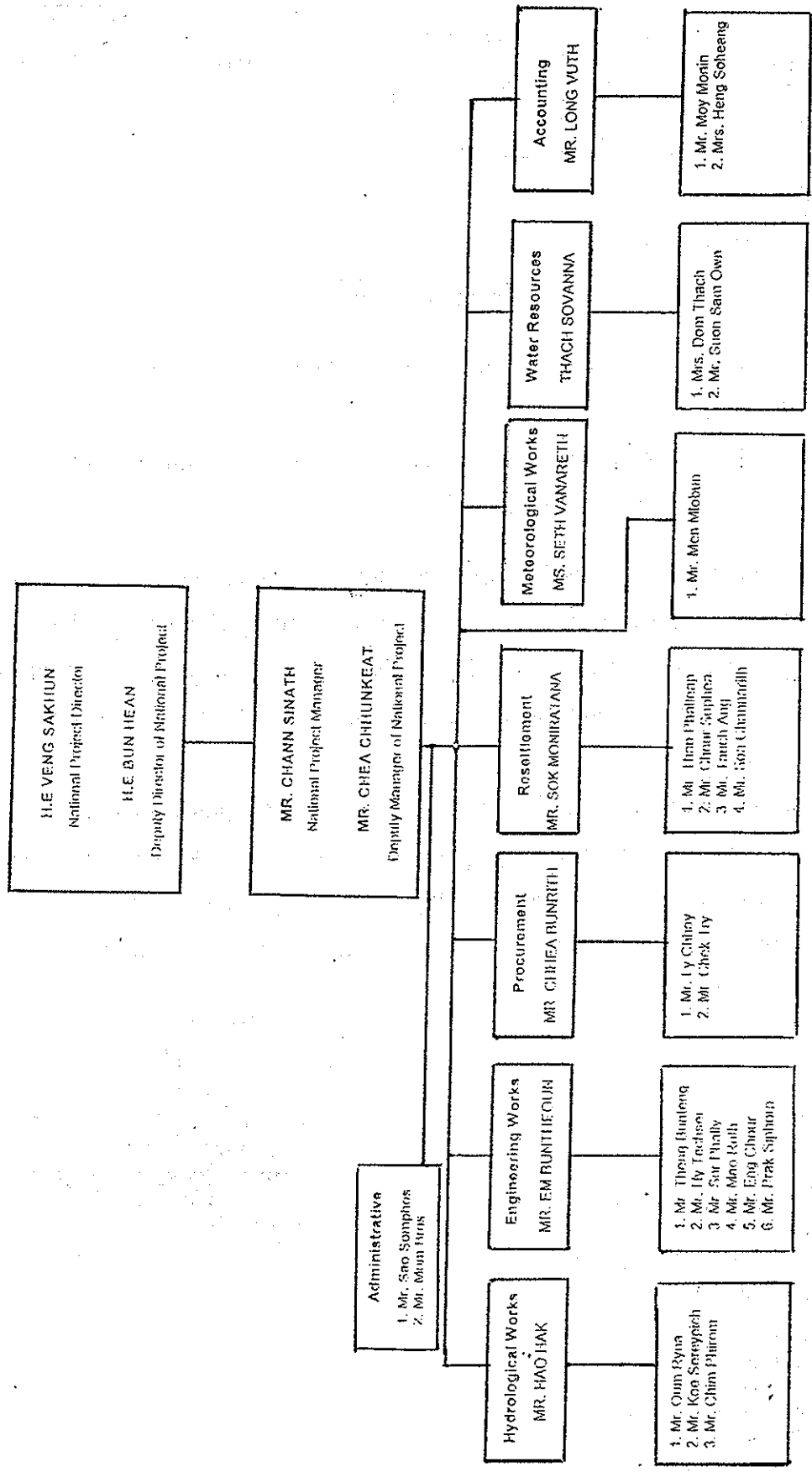
- 1) Identify the scope of land acquisition and resettlement, alternative options to minimize impacts, identify number of project affected persons (APs) and magnitude of impacts as a consequence of the construction of the irrigation scheme and the reservoir and ancillary facilities.
- 2) Gather information on the socio-economic conditions of APs.
- 3) Identify impacts on poor, women, and other vulnerable groups (disabled, women-headed households, poor families) and identify special measures to enhance the economic and social base of these APs.
- 4) Prepare eligibility and entitlements matrix for all categories of APs.
- 5) Validate the market valuation study earlier conducted by the Government to ensure that the rates used are at replacement cost and at current market prices.
- 6) Prepare options for (i) relocation of housing and other structures; (ii) location and suitability of replacement of productive land (paddy, fishpond, and commercial establishments); and (iii) development of resettlement sites and measures for planned integration with host communities.
- 7) Prepare grievance and appeals procedures according to ADB Accountability Mechanism.
- 8) Prepare cost estimates and project impact.
- 9) Prepare implementation schedule to ensure APs are compensated, resettled and assisted as soon as possible.

10) Disclosure the Resettlement Action Plan (RAP) to APs in a form and language that they can understand (e.g., Information booklets, summary RP, use of media)

References

- 1) Ministry of Economic and Finance(MEF), August, 2005: Standard Operating Procedures (SOPs),
- 2) MEF, ADB,WB, August, 2005: Procurement Manual (PM), Financial Management Manual (FMM) ;
- 3) And others MOWRAM's Documents.

Organization Chart of Project Management Office



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