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**Royal Government of Cambodia**



# **The Cambodia ODA Database**

**(including Mission and Analytical Work Database)**

## **User Manual**

November 2009

**Cambodian Rehabilitation and Development Board  
Council for the Development of Cambodia**

# **The Cambodia ODA Database**

## **User Manual**

version 3.0

<http://cdc.khmer.biz>

**Cambodian Rehabilitation and Development Board  
Council for the Development of Cambodia**

**November 2009**

Database Administrator: [cdc-cmb@camnet.com.kh](mailto:cdc-cmb@camnet.com.kh)

## TABLE OF CONTENTS

Introduction .....	1
--------------------	---

### Part One: User Functions

Logging In to the ODA Database .....	2
Searching for a Project or Portfolio .....	3
Limiting a Search by Project Status .....	4
Viewing a Pre-Defined Report.....	4
Viewing a List of Projects .....	4
Running a Query .....	5
Designing and Generating a Report.....	5
Monitoring the Paris Declaration .....	6

### Part Two: Data Entry and Editing Project Records

Logging In to the ODA Database as an Administrator.....	8
Requesting Password Access.....	8
Who Should Edit and Maintain Project Records?.....	8
On-line Data Entry of a New Project .....	9
Saving Project Records.....	9
Editing a Project.....	10
Archiving Closed/Completed Projects .....	10
Deleting a Project.....	11
Off-Line Data Entry .....	11

### Part Three: Recording Missions and Analytical Work

Logging In to the Mission Database .....	12
Entering the system as a user of visitor .....	12
Opening screen to view data.....	13
Making a query / producing a report.....	13
Query feedback report .....	14
Editing / entering details of a mission / analytical study .....	14

### Annexes

1. Data Entry Questionnaire.....	16
2. Sectors and sub-sectors .....	21
3. Glossary of Terms.....	23
4. Missions and Analytical Work: Definitions.....	27
5. Abbreviations & Acronyms .....	28

## Introduction

The Cambodia ODA Database has been developed to support a single data-entry point for all development assistance in Cambodia. The ODA Database provides a practical tool to promote and monitor the alignment of ODA with the priorities of the National Strategic Development Plan (NSDP) and the aid management principles included in the RGC Action Plan on Harmonisation, Alignment and Results (H-A-R Action Plan). These objectives are further articulated in the Cambodia Declaration (October 2006), the Paris Declaration on Aid Effectiveness (March 2005) and the Accra Agenda for Action (2008).

The ODA Database objectives are to:

- record all development finance to Cambodia from all sources
- promote effective planning, budgeting and management of external resources
- support empirical analysis and the provision of practical policy-relevant advice.
- provide public access to information on aid provided to Cambodia

At a strategic level, the ODA Database is a fully integrated part of the national aid management architecture. This ensures that a more evidence-based approach can be taken to promoting aid effectiveness and to monitoring the contribution of aid to achieving the development results that are envisaged in the NSDP. At a sector or working group level, the ODA Database can therefore support routine reporting, information sharing and coordination functions that are intended to promote dialogue and the development of more effective aid management practices.

Project details that can be extracted from the ODA Database include the following:

- Name of project, duration, start/end dates, status
- Financial details including total committed funding and disbursement profiles
- Partnership arrangements for co-financiers and implementing partners
- Sector details (including use of programme-based approaches)
- Location details of where the project is being implemented
- Use of technical cooperation (TC)
- Projected disbursements over the medium-term (to enhance predictability)
- Automated Paris Declaration indicator monitoring
- Information on TWGs and implementing partners
- Customised TWG reporting capability (especially for the education sector)

In the ODA Database, the user is able to aggregate and format this project data to provide a range of reports that include:

- Total commitments and/or disbursements by development partner / sector
- Projected disbursements by development partner / sector
- Project activity by sector/sub-sector, location or Technical Working Group (TWG)
- Paris Declaration monitoring by development partner / sector

The purpose of this manual is to guide the user so that s/he is able to access the ODA Database, enter/view data and generate reports.

# PART ONE: USER FUNCTIONS

## I. Logging In to the ODA Database

To connect to the ODA Database, enter the url <http://cdc.khmer.biz/> into the web browser. The first screen of the ODA Database application is the *Log-in Screen*. To log-in as a guest user, select the "Visitors" icon on the log-in screen (Figure 1).

The opening screen provides public access to:

- ODA Database
- Mission and Analytical Work supported by development partners
- NGO-supported activity

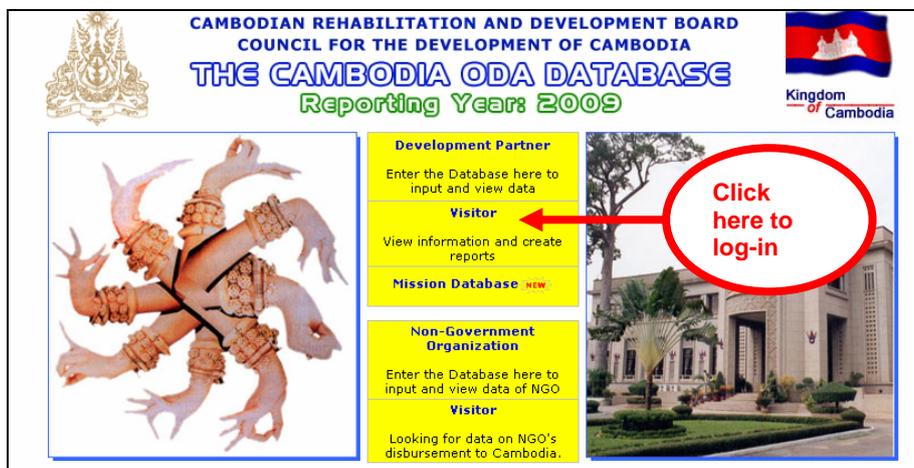


Figure 1. Logging-in as a Guest/Visitor

A guest/visitor will be able to view all of the data (including for missions/studies or for NGO support by selecting the appropriate option), and will be able to sort the data and generate reports, but will not be permitted to edit any of the project records. Development partners who log-in with user name and password will also be able to access the full range of viewing and reporting functions (they will also be able to edit the details of their own project, see Part II).

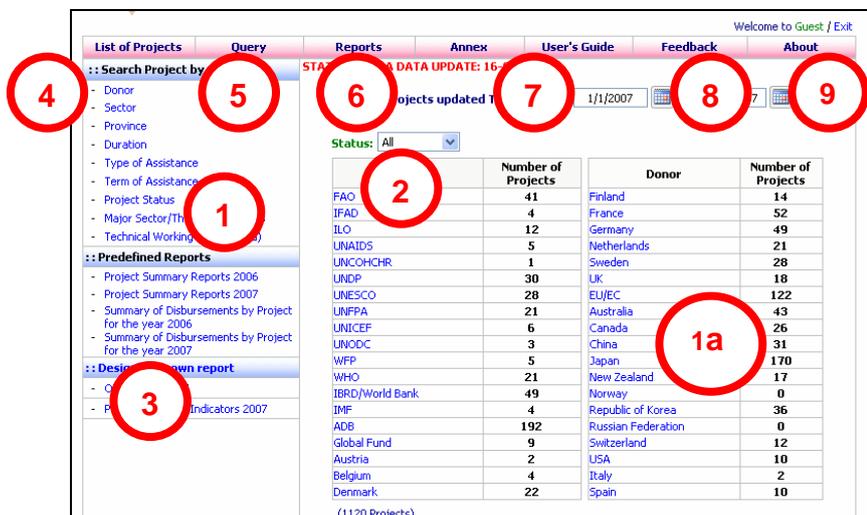


Figure 2. Opening screen

The user then has several options (indicated in Figure 2, above):

1. Search for and view a project or portfolio (by donor, sector, province etc)
2. Limit the search by project status (all, on-going, completed, suspended, pipeline)
3. View a pre-defined report (sector profiles, Paris Declaration, disbursements)

By selecting from the menu bar, the user can:

4. View a list of projects
5. Run a query
6. Design and generate a report
7. Access this Manual and an annex/glossary of terms (as per Annex Three)
8. Provide feedback and suggestions regarding the ODA Database
9. Contact the Database Administrator

Options 1-6 are described in the following sections (7-9 are self-explanatory).

## **II. Searching for a Project or Portfolio**

The following options are available in the "Search Project by" area of the main screen (area marked "1" in Figure 2):

- Donor
- Sector (see Annex Two for a listing of all sectors and sub-sectors)
- Province
- Duration (clusters projects into duration of less than one year; 1-3 years etc)
- Type of Assistance (Project; Budget Support; Technical Cooperation etc)
- Terms of Assistance (Grant / Loan)
- Project Status (On-going / Completed / Suspended / Pipeline)
- Broad Sector/Thematic Programmes
  - Education Support Program
  - Health Support Program
  - Land Management
  - Partnership for Local Governance
  - Public Financial Management
  - Stand-alone Projects (i.e. the residual)
- Technical Working Groups (the 19 TWGs administered by RGC)

Clicking on each of the respective options will result in the data presentation (in the area marked "1a" in Figure 2) changing to present the required format.

Clicking on the desired category (in the area marked "1a" in Figure 2) will then direct the user to a list of projects in that category. By scrolling and clicking on the active part of the list, a project record can be viewed, providing more detailed information.

### III. Limiting a Search by Project Status

The user can restrict a search by project status by clicking on the status bar (in the area marked "2" in Figure 2). This allows the user to view all projects, or some combination of those that are on-going, those that have been suspended or those that have been completed.

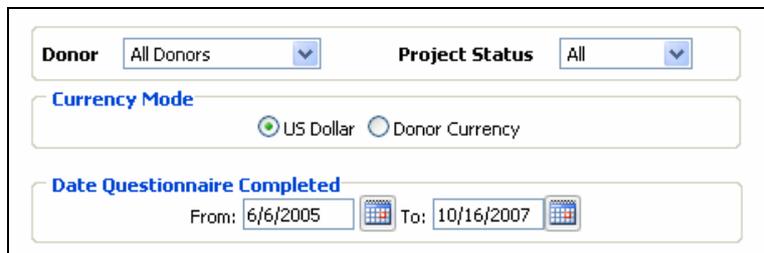
### IV. Viewing a Pre-Defined Report

The user can apply filters to some of the main searches that have been prepared as pre-defined reports so that data on a particular development partner can be extracted more easily.

In the area marked "3" in Figure 2, the user is invited to select from four pre-defined report formats:

- Project Summary Reports 2006
- Project Summary Reports 2007
- Summary of Disbursements by Project for the year 2006
- Summary of Disbursements by Project for the year 2007

The user then selects the development partner that is required, together with the appropriate currency, status etc (see Figure 3). Records completed after a defined date can be sorted if, for example, the user only wishes to view recent entries.



The screenshot shows a form titled "Pre-Defined Report criteria". It contains three main sections: 1. "Donor" with a dropdown menu set to "All Donors". 2. "Project Status" with a dropdown menu set to "All". 3. "Currency Mode" with two radio buttons: "US Dollar" (selected) and "Donor Currency". Below this is a section for "Date Questionnaire Completed" with two date pickers: "From: 6/6/2005" and "To: 10/16/2007".

Figure 3: Pre-Defined Report criteria

The project records (by development partner and status) that are required should then be selected. They will be made available on a separate page. The user can scroll through the records using the "next / last" bars at the top and bottom of the page.

Project records can also be printed by selecting the print icon . Development partner disbursement reports can also be exported to Excel by clicking on the export icon .

To support dialogue at sector/theme and TWG level, pre-defined sector profiles have also been produced. By selecting the 'ODA profile' option, a choice of years (2006 or 2007) is available before selecting from a list of sectors. Real-time tables and charts are then made available detailing sub-sector aid profiles, the largest projects, historical disbursements, projections and province-level support.

### V. Viewing a List of Projects

The "List of Projects" in the menu bar (the area marked "3" in Figure 2) can be used to quickly select the whole list of projects (sorted by category of development partner). They

can then be filtered by donor and by status so that data on a particular donor can be extracted more easily (see Figure 4).

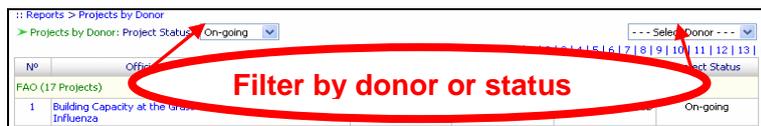


Figure 4: A List of Projects may be further defined by donor or project status

The user can then scroll through the records using the "next / last" bars at the top and bottom of the page. Project records can also be printed by selecting the print icon.

## VI. Running a Query

The query function allows the user to specify a search and filtering of the data. The query function is made available by selecting "Query" in the menu bar (the area marked "5" in Figure 2)

A query screen is provided, with options for selecting, filtering or defining all major categories of data. After selecting the appropriate criteria, the user should scroll to the bottom of the page and check/uncheck the columns to be displayed. After clicking "Search", located at both the top and bottom of the page, the desired report is presented.

The data can be viewed or printed. By using the standard copy/paste functions, the data can also be copied and pasted into an Excel worksheet for further manipulation and analysis, preparation of charts etc.

Further queries can be prepared by clicking the "Clear All" button, located at both the top and bottom of the page, before the user then proceeds to select new criteria for a new search.

## VII. Designing and Generating a Report

If at any point in time the user selects the "Reports" feature (area marked "6" in Figure 2) from the menu bar, they will be returned to the main screen where reports can be defined and viewed.

The ODA Database main screen provides three options for obtaining reports:

- a) The "Search Project by" feature of the main screen (area marked "1" in Figure 2), which is described in section II, above.
- b) The Pre-Defined Reports (area marked "3" in Figure 2), described in section IV, above.
- c) The "Design Your Own Report" feature (area marked "10" in Figure 2), which is the most versatile reporting tool (described below).

The "Design Your Own Report" feature permits the user to filter all data criteria according to their own preferences. This process is conducted by simply checking the relevant boxes in the "criteria" section of the report screen. This includes, for example, data on donors/provinces/sectors etc.

The type of information required according to the search criteria is then selected by checking the appropriate boxes in the "Display Columns" section of the report screen (see Figure 5, below). This includes financial information, project titles, start/end dates, type of

assistance etc. as well as main criteria such as donor name, sector etc. Further filtering according to project status, viewing only on-going projects for example, can be defined by checking the relevant status boxes at the top of the page.

Project Status: <input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> On-going <input checked="" type="checkbox"/> Completed <input checked="" type="checkbox"/> Suspended <input checked="" type="checkbox"/> Pipeline		
<b>Display Columns</b>		
<input checked="" type="checkbox"/> Donor	<input type="checkbox"/> Disb. (Own Resources 2006)	<input type="checkbox"/> Sector
<input checked="" type="checkbox"/> Official Title	<input type="checkbox"/> Disb. (Other Sources 2006)	<input type="checkbox"/> Province
<input type="checkbox"/> Program Number	<input type="checkbox"/> Disb. (Total 2006)	
<input type="checkbox"/> Used Currency	<input type="checkbox"/> Disb. (Own Resources 2007)	
<input checked="" type="checkbox"/> Project Status	<input type="checkbox"/> Disb. (Other Sources 2007)	
<input type="checkbox"/> Approval Date	<input type="checkbox"/> Disb. (Total 2007)	
<input checked="" type="checkbox"/> Start Date	<input type="checkbox"/> Plan (2008)	
<input checked="" type="checkbox"/> Completion Date		
<input checked="" type="checkbox"/> Budget		
<input type="checkbox"/> Terms of Assistance		
<input type="checkbox"/> Type of Assistance		

Figure 5: Selection of report criteria

Once the criteria have been selected, the user should click the "Search" button located at both the top and bottom of the page. The Report can then be viewed. If the report requires further tailoring, the report screen should be closed and further customisation made in the report design page.

Details of individual projects included in the report can be viewed by clicking on the project, which results in the Project Summary Sheet appearing.

Reports can be printed by clicking the icon  or, exported or copied to an Excel worksheet (click the ) for further analysis.

## VIII. Monitoring the Paris Declaration

Monitoring the Paris Declaration through the ODA Database has several distinct advantages over manual monitoring processes:

- The on-line nature of reporting provides for increased transparency and openness, itself an important objective of the global aid effectiveness work.
- The indicators have been integrated into the Royal Government's Harmonisation, Alignment and Results (H-A-R) Action Plan, and therefore it is necessary to enable routine reporting.
- The process of managing the survey exercise can otherwise be cumbersome, time-consuming and inconsistent; the automated approach is therefore both more efficient and more accurate.

It must be noted that the indicators can only be as accurate as the data that is provided by development partners.

There are two ways to view those Paris Declaration monitoring indicators that lend themselves to monitoring at the project level (i.e. Indicators 4, 5, 6, 7, 8, 9, 10). The first approach is to use the 'pre-defined reports' option (the area marked "3" in Figure Two), while the second is to export the main variables to Excel and then derive indicators using

formulae. While the 'pre-defined' option is simple and instant it does not allow for any tailoring of the data that may be required (e.g. adding additional missions). Designing a tailored report, while slightly more time-consuming, permits adjustments to be made to the data, permitting a more detailed level of analysis.

The first – and most straight-forward – option is to select the Paris Declaration Indicators from the list of pre-defined reports (indicated in the first arrow in Figure 6, below). The indicators can be derived based on either 2006 or 2007 project disbursements reported by development partners (N.B. the 2008 OECD/DAC Paris Declaration monitoring survey exercise will be based on 2007 data).

A pop-up screen then allows the user to select either all development partners or just one (indicated in the second arrow in Figure 6, below). An additional option allows for either a summary report of the main indicators – for one development or for all – or for a more detailed report that provides project-by-project detail on each of the indicators.

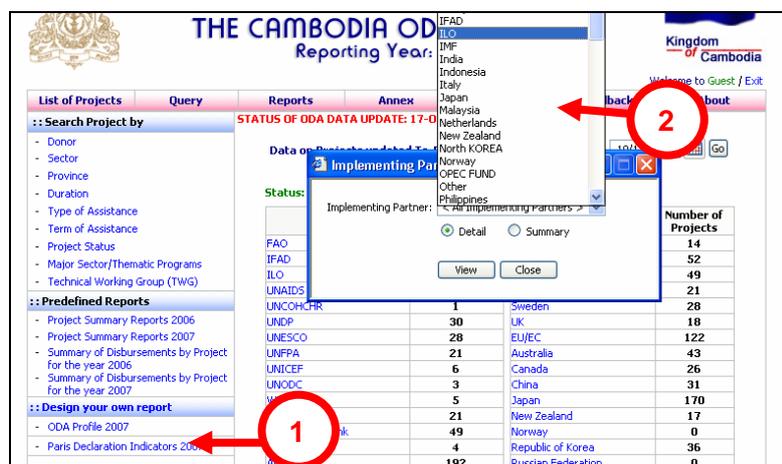


Figure 6: Automated selection of Paris Declaration indicators

The second option for retrieving the Paris Declaration indicators is through the 'Design your own Report' feature (discussed in section VII above). In the first box of options (Figure 5, above) the name of the project and other details can be selected. In the second box, the user is able to identify the variables that are required to derive the associated Paris Declaration indicators (Figure 7, below). Note that by selecting the sector option in the first box, the user is then able to produce indicators by sector as well as by development partner. This will facilitate a focus on sectoral aid management priorities, which may not map directly to national priorities.

**+ Display Paris Declaration monitoring columns**

US Dollar     Donor Currency

<input type="checkbox"/> Point of Delivery donor	<input type="checkbox"/> PD #5a Audit (Y/N)	<b>Other Paris Declaration Monitoring</b>
<input type="checkbox"/> Government Sector (Y/N)	<input type="checkbox"/> PD #5b Procurement (Y/N)	
<input type="checkbox"/> PD #4 TC (2008)	<input type="checkbox"/> PD #6 PIU type	
<input type="checkbox"/> PD #4 PBA (Y/N)	<input type="checkbox"/> PD #8 Tied aid	
<input type="checkbox"/> PD #5a Budget (Y/N)	<input type="checkbox"/> PD #9 Budget support (USD) (QD13)	
<input type="checkbox"/> PD #5a Financial Reporting (Y/N)	<input type="checkbox"/> PD #9 Other PBA (USD)(QD14)	
	<input type="checkbox"/> PD #10 List of missions	
	<input type="checkbox"/> PD #10a List of joint missions	
	<input type="checkbox"/> PD #10b List of analytical work	
	<input type="checkbox"/> PD #10b List of joint analytical work	

Figure 7: Manual selection of Paris Declaration variables and indicators

## PART TWO: DATA ENTRY AND EDITING PROJECT RECORDS

### IX. Logging In to the ODA Database as an Administrator

To connect to the ODA Database, enter the url <http://cdc.khmer.biz/> into your web browser. The first screen of the ODA Database application is the *Log-in Screen*. To log-in as a Development Partner or Administrator, select the "Development Partners of Cambodia" icon on the log-in screen (Figure 8).

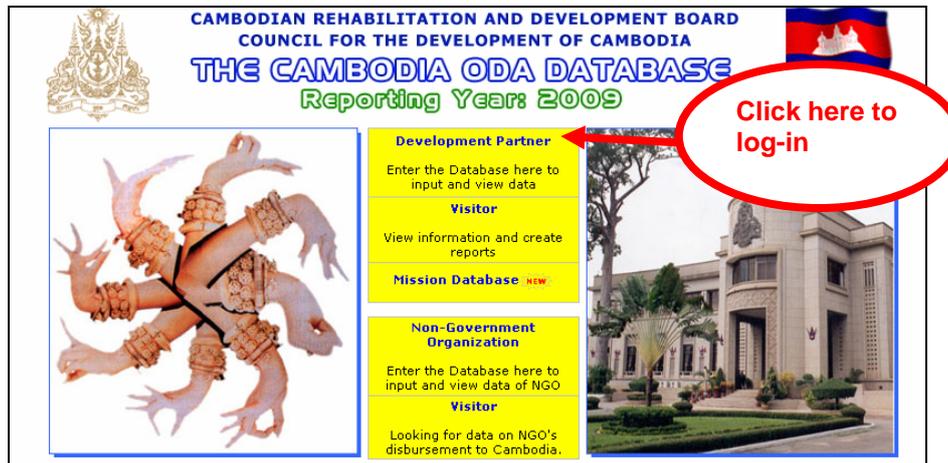


Figure 8: The ODA Database Application Login Screen

In addition to being able to use all of the functions described in Part One of this manual, a password-approved user will be able to enter new project details and to edit/up-date those project records for which he/she has editing rights.

### X. Requesting Password Access

To obtain a user name and password, the prospective administrator should contact the Database Administrator: [cdc-cmb@camnet.com.kh](mailto:cdc-cmb@camnet.com.kh). The prospective administrator should provide details of full name, partner organisation, telephone and email contact details. Following a verification process, the user name and password will then be issued.

**Note:** To retrieve forgotten passwords, the authorised user should contact the Database Administrator: [cdc-cmb@camnet.com.kh](mailto:cdc-cmb@camnet.com.kh).

### XI. Who Should Edit and Maintain Project Records?

Project records are maintained by the development partners. Records should be maintained by whoever is most able to provide the information that is required regarding project details, financial data (budget and disbursements), and qualitative information. This may be an individual working in the donor organisation, or with the implementing partner. In some cases, different individuals and/or organisations may take responsibility for maintaining different parts of the project record. In the case of a co-funded project, the implementing partner may take responsibility for ensuring that details related to total commitments are recorded accurately and comprehensively.

After logging-in, the user is automatically directed to the opening screen (Figure 9).

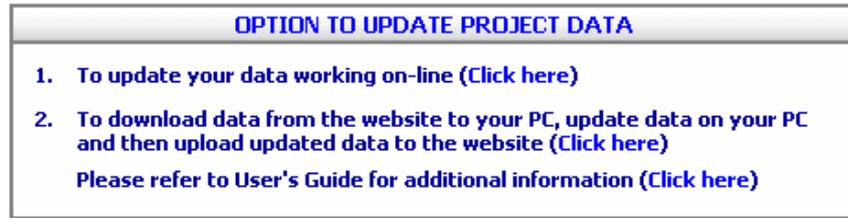


Figure 9. Data Entry Opening Screen

## XII. On-line Data Entry of a New Project

Once logged in and having selected to up-date data on-line, the user can enter a new project by selecting the first option in the opening screen (Figure 9, above). The portfolio of projects is then made available and a new project can be entered by clicking on the "Enter New Project" option in the top left-hand corner of the menu bar.

An un-filled questionnaire then becomes available for completion. The following support is available to facilitate the data-entry process:

- Technical guidance on completing the questionnaire is provided in Annex 1 of this Manual.
- Help buttons -  - can be selected, where available, to provide a more detailed clarification of the information that is required.
- In the last instance, support on completing the questionnaire can be obtained by email: [cdc-cmb@camnet.com.kh](mailto:cdc-cmb@camnet.com.kh).

Annex 2 (Sectors and sub-Sectors) and Annex 3 (Glossary of Terms) may also be consulted during data entry.

For additional guidance on completing the Paris Declaration Indicators section of the data entry exercise, the user is referred to <http://www.cdc-crdb.gov.kh/Paris/guidance-note>.

Note that the only mandatory field is the name of the project. Users should, however, attempt to complete all fields and should contact the Database Administrator for guidance and support if necessary.

## XIII. Saving Project Records

Once project details have been entered, they can be saved by clicking the "Save" button at the bottom of each page. They will then be stored in the Database and can be viewed by selecting the "List of Projects" in the menu bar.

**REMEMBER TO SAVE EACH SECTION BEFORE PROCEEDING OR EXITING  
AS NO WARNING IS GIVEN AND UN-MAILED DATA MAY BE LOST**

## XIV. Editing a Project

Once logged in, the user can edit a project by selecting the data entry option in the opening screen (Figure 4, above). The portfolio of projects is then made available and an existing project can be edited by double-clicking on the respective project title. Users should remember to save changes before exiting.

When editing a record, the user can navigate between the three main data entry screens by clicking the respective page indicator at the top of the screen (Figure 10).

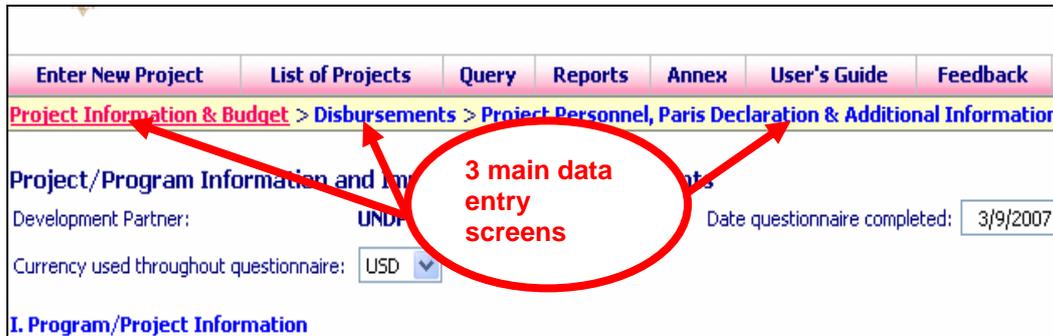


Figure 10. Navigation between the three main data entry screens

## XV. Archiving Closed/Completed Projects

It is possible to archive completed/closed projects once they no longer have any direct relevance to the development partner's current aid portfolio. CRDB/CDC recommends that where there has been no disbursement for 2 years and no further project activity is envisaged, then the project should be archived. This will simplify project management and analysis through the ODA Database.

To archive a project, the user must log-in with the password and then go to the 'list of projects'. Figure 11a shows where the user may then access the archive function.

The screenshot shows a table of projects with columns for 'No.', 'Official Title', 'Start Date', 'Completion Date', 'Budget', and 'Project Status'. The table contains 15 rows of project data. A red circle highlights the 'Archive Project' button at the bottom left of the table. The text 'Access archive feature here' is written in red inside the circle.

No.	Official Title	Start Date	Completion Date	Budget	Project Status
1	Joint Coordination_00046711	1-Jan-2006	31-Dec-2010	2,294,761.00 USD	On-going
2	Biodiversity Conservation and Management: 11039; 11840&11; 29552; 44071;47479;46522;48562	1-Jul-2002	31-Dec-2012	8,566,825.00 USD	On-going
3	Cambodia's Response to HIV/AIDS: 00011842; 11843; 11844 & 11849	12-Feb-2003	13-Feb-2008	14,624,756.00 USD	On-going
4	Compliance with Montreal Protocol: 00036314	1-Jan-2004	31-Dec-2008	625,200.00 USD	On-going
5	Insight for Actions: 00042787 & 00043583	3-Jan-2005	31-Dec-2010	1,310,815.00 USD	On-going
6	Integration of Environmental Issues into National Development Frameworks: 00011850 & 00025243	15-Jan-2001	15-Sep-2006		On-going
7	Khmer Rouge Tribunal (ECCC): 00053971 & 00051980	1-Jan-2006			On-going
8	Partnership for Gender Equity Phase II: 00037213	1-Apr-2004			On-going
9	Poverty Monitoring & Analysis, and National Statistical System: 00011821 & 00011851	1-Jan-2007			On-going
10	Preparatory Assistance Projects: 00044463; 44653 & 53727	11-May-2002			On-going
11	Support to Decentralization: 00011827	1-Jul-2002			On-going
12	Support to Decentralization: 00049185; 52647; 54656 & 45464	1-Jan-2004			On-going
13	Support to Democratic Institutions: 00011855&00011877 & 49421	1-Apr-2002			On-going
14	Support to Mine Action in Cambodia: 00011858	1-Jan-2006			On-going
15	Trade Related Assistance for Development & Equity II: 00039690	1-Oct-2004	30-Sep-2009		On-going

Figure 11a. Project archiving

Once the archive button has been clicked, the archive management tool will become active (Figure 11b). This allows projects to be identified (by clicking the box on the left-side) and moved to and from the archive (i.e. projects previously archived can also be restored to the main section of the ODA Database).

Official Title	Start Date	Completion Date	Status
Aid Coordination: 00011823	1-Mar-2001	31-Dec-2006	Completed
Aid Coordination: 000487	1-Jan-2006		On-going
Biodiversity Conservation: 00011823	1-Oct-2002		Completed
Biodiversity Conservation: 44071;47478;46822;488	1-Jul-2002		Completed
Cambodia's Response to HIV/AIDS: 00011849	13-Feb-2003	13-Feb-2005	Completed
Compliance with Montreal Protocol: 00011823	1-Jan-2004	31-Dec-2008	On-going
Economic & Financial Management: 00011823	1-Nov-2000	31-Dec-2005	Completed
Governance, Democratic & Human Rights: 00025605	1-Nov-1995	30-Jun-2006	Completed
ICT to Create Employment: 00033983	28-Feb-2004	28-Feb-2005	Completed
Insight for Actions: 00042787 & 00043583		2010	On-going
Integration of Environmental Issues into National Development Framework: 00011830 & 00035043		Sep-2007	On-going

Official Title	Start Date	Completion Date	Status
Economic & Financial Management: 00011823	1-Nov-2000	31-Dec-2005	Completed
Governance, Democratic & Human Rights: 00025605	1-Nov-1995	30-Jun-2006	Completed
ICT to Create Employment: 00033983	28-Feb-2004	28-Feb-2005	Completed

Figure 11b. Archive management

## XVI. Deleting a Project

By using the archive function, the user can delete a project by selecting the project to be removed (checking the box on the left-hand side of the screen) and then clicking "Delete" (see Figure 11b, above). The user will be asked to confirm the deletion of the selected project(s).

## XVII. Off-line Data Entry

All of the functions detailed above can be undertaken while off-line (once data has been downloaded from the internet). To work off-line, select option 2 from the data entry screen (Figure 9, above) that invites the user "To download data from the website to your PC". By following the instructions that appear (Figure 12, below) off-line data entry and editing can be undertaken. Once completed, data can then be uploaded back to the system.

**TO DOWNLOAD DATA TO YOUR PC**

1. Please create a working folder in your PC (e.g. ODA disbursements 2007)
2. Download your ODA disbursements data from website to your PC in this folder [\[Click here\]](#).
3. Download ODA software package (in MS ACCESS VERSION 2002 or 2000), *once only* in the same working folder in your PC, unzip the software package and run the program by double clicking on unzipped executable Program "DCR\_to\_Donor (V 200x).mde".
4. You are now ready to update your data on your PC.

**TO UPLOAD DATA FILE FROM YOUR PC TO WEBSITE**

1. To upload your ODA disbursements data from your PC to website ([Click here](#)) and select the data file "dcr\_to\_donor\_data.mdb" from the working folder in your PC.
2. Click upload-button to upload your ODA disbursements data to website.

Once the upload process to the website is completed, the changes you made offline will be replaced permanent in the website.

Figure 12. Instructions for Off-line Data Entry

## PART THREE: MISSIONS & ANALYTICAL WORK

Many government officials and development partners require better information on planned missions, consultancies and studies so that these activities may be effectively coordinated (see Annex Four for definitions). The Paris Declaration on Aid Effectiveness also acknowledges the burden placed on government staff by the large number of missions/studies and has therefore made a commitment to monitoring them as a means to encourage enhanced mission coordination, planning and impact. This simple therefore system aims to:

1. Provide relevant, accurate and timely information to government and development partners on completed and scheduled missions/studies/analytical work.
2. Promote enhanced coordination and forward planning of missions and studies.
3. Support monitoring of missions and analytical work in a manner that is consistent with the commitments in the Paris Declaration on Aid Effectiveness.

### XVIII. Logging In to the Mission Database

The information system can be accessed via the same internet page as the Cambodia ODA Database: <http://cdc.khmer.biz>, see figure 14, below.

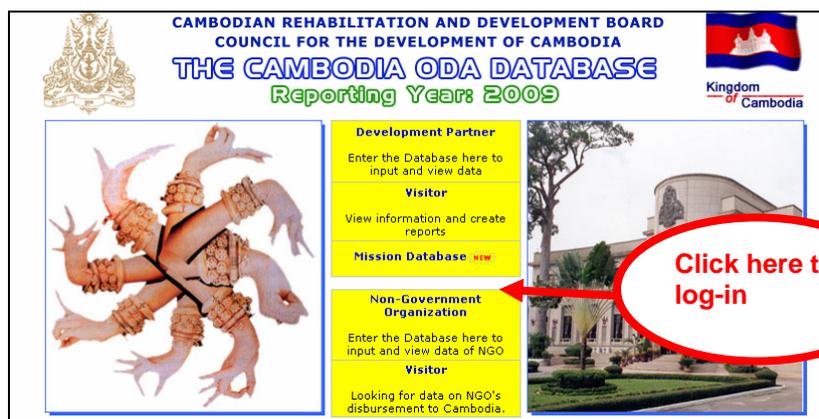


Figure 13. Accessing the Missions/Study information system

### XIX. Entering the system as a user or Visitor

Once the main page has been accessed, a second screen (Figure 14) provides access for visitors who wish to view data. For development partners entering information a password is required (this is the same password as for the Cambodia ODA Database). Development partners who require a password should contact [cdc-cmb@camnet.com.kh](mailto:cdc-cmb@camnet.com.kh)

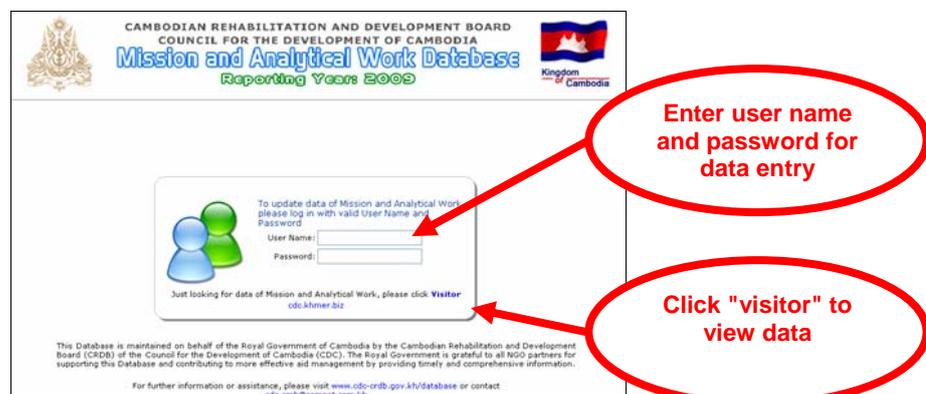


Figure 14. Entering the system as a visitor or for data entry

## XX. Opening screen to view data

The opening screen is common to both visitors and to password-access users (except that a logged-in user will be presented with their agency's mission details). A listing is presented (A in Figure 15, below), which can be changed to show development partner, sector, government agency etc (B). The most commonly-used function is "Query" (C), which allows the user to specify their own criteria for a report (date, sector, development partner etc).

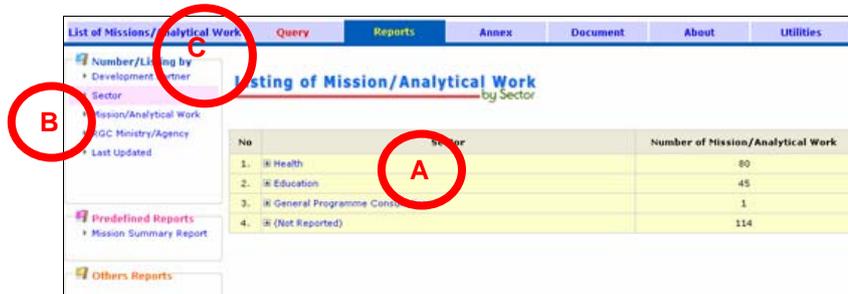


Figure 15. Opening screen

## XXI. Making a query / producing a report

By clicking on the "Query" option in the top menu bar (C in Figure 15, above), the query/report generation page is opened.

The query screen (Figure 16, below) allows the user to select the following criteria:

- Mission or analytical work (or both)
- Date range of the mission/study
- Name of development partner and mission title
- Ministry/agency of government involved
- Sector
- Joint/coordinated nature of the mission/work (including details of other partners)

In the cases of development partners, sectors, and government agencies involved, a further set of check boxes allows the user to restrict the search based on their own requirement.

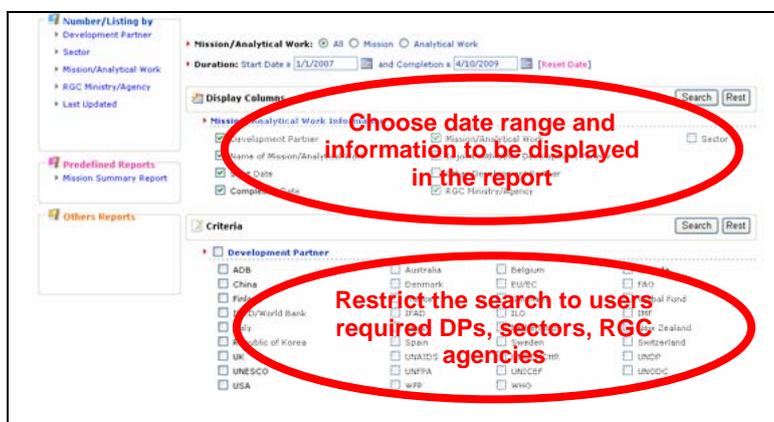


Figure 16. Query screen

## XXI. Query feedback report

Once the required criteria (date, display columns, development partners, sectors etc) have been selected, the report is generated. It can be exported to Excel for further analysis.

No	Development Partner	Name of Mission/Analytical Work	Start Date	Completion Date	Mission/Analytical Work	Is joint with other DP	Other Development Partner	RGC Ministry/Agency	Sector
1.	Australia	Test- Australia	2/19/2007	1/15/2009	Mission	<input type="checkbox"/>		Ministry of Planning	Health
2.	Australia	Test- Australia	3/3/2007	3/16/2009	Mission	<input type="checkbox"/>		Ministry of Culture & Fine Arts	Health
3.	Australia	Test- Australia	1/8/2007	3/27/2009	Mission	<input type="checkbox"/>		Ministry of Women's Affairs	Health
4.	Australia	Test- Australia	1/8/2007	2/18/2009	Analytical Work	<input type="checkbox"/>		National Election Committee	Health
5.	Belgium	Test- Belgium	3/23/2007	3/10/2009	Mission	<input type="checkbox"/>		Ministry of Environment	Education
6.	Belgium	Test- Belgium	1/19/2007	1/6/2009	Analytical Work	<input type="checkbox"/>		Ministry of Rural Development	Health
7.	Belgium	Test- Belgium	3/9/2007	3/26/2009	Analytical Work	<input type="checkbox"/>		Ministry of Culture & Fine Arts	Health
8.	Belgium	Test- Belgium	3/30/2007	3/29/2009	Analytical Work	<input type="checkbox"/>		Ministry of Tourism	Education
9.	Belgium	Test- Belgium	1/14/2007	3/4/2009	Mission	<input type="checkbox"/>		Council for the Development of Cambodia	Education
10.	Belgium	Test- Belgium	4/8/2007	1/31/2009	Analytical Work	<input type="checkbox"/>		Ministry of National Defense	Health
11.	Belgium	Test- Belgium	1/9/2007	2/27/2009	Analytical Work	<input type="checkbox"/>		Municipality of Phnom Penh	Health
12.	Canada	Test- Canada	4/9/2007	3/5/2009	Mission	<input type="checkbox"/>		Municipality of Phnom Penh	Health
13.	Canada	Test- Canada	2/18/2007	2/16/2009	Analytical Work	<input type="checkbox"/>		Ministry of Justice	Health
14.	Canada	Test- Canada	2/13/2007	3/14/2009	Analytical Work	<input type="checkbox"/>		Ministry of Education, Youth & Sport	Health

Figure 17. Query feedback report

## XXII. Editing / entering details of a mission / analytical work study

This procedure can only be undertaken by a user with password access (see Figure 14)

Once logged in (see Figure 14) the user can view all current missions and analytical work of his/her agency. These can be edited by clicking on the appropriate record (A in Figure 18, below). To enter the details of a new mission/study, select "new mission" (B).

No	Development Partner	Mission/Analytical Work Name	Mission/Analytical Work	Start Date	Completion Date
1.	UNDP	Test- UNDP	Mission	1/27/2007	3/2/2009
2.	UNDP	Test- UNDP	Mission	4/7/2007	3/16/2009
3.	UNDP	Test- UNDP	Mission	2/16/2007	3/27/2009
4.	UNDP	Test- UNDP	Mission	2/19/2007	2/25/2009
5.	UNDP	Test- UNDP	Mission	3/22/2007	2/9/2009
6.	UNDP	Test- UNDP	Mission	1/23/2007	2/5/2009

Figure 18. Logged-in user screen for new details and editing

## XXIII. Entering details of a new mission / analytical work study

If "new mission" (B in Figure 18 above) is selected, the user is presented with a short and simple questionnaire (Figure 19, below). This requests information on the mission/study, its duration, coordinated status, sector, lead ministry etc.

Users should remember to save the new details at the bottom of the screen

**Missions and Analytical Work/Study Information**

1- Development Partner: **UNDP**

2- Name of Mission/Analytical Work:  \*

3- Mission Duration: Start Date:  Completion Date:

Date Questionnaire Completed:  (This field is automatically updated)

4- Indicate if a) Mission, b) Analytical Work \*

a) Mission  
 b) Analytical Work

5- Is this mission or study conducted jointly with other Development Partner? \*  Yes  No

If "Yes", please add other Development Partner name

6- Sector

<input type="checkbox"/>	No	Sector
<input type="checkbox"/>		<input type="text"/>

[Delete All](#) [+](#) [U](#)

7- If this mission includes dialogue with RGC, identify lead/coordinating RGC Ministry/Agency

\*

8- Focal Point:

Contact Name:  Contact Title:

Contact Position:  Tel:

Email:  Fax:

Address:

Remark:

**Save work**

**Figure 19. Data entry screen for logged-in users**

## ANNEX ONE

### DATA-ENTRY QUESTIONNAIRE (ANNOTATED)

The on-line questionnaire comprises 20 questions to be completed in three sections:

1. Project Information and Budget
2. Disbursements
3. Project Personnel, Paris Declaration & Additional Information

The text below is designed to guide the data-entry process. When entering data, users can also refer to the on-line help that is available by clicking the  button. Note that the only mandatory field is the name of the project. Users should, however, attempt to complete all fields and should contact the Database Administrator for guidance and support if necessary.

#### BACKGROUND INFORMATION

Date questionnaire completed: [Note: The Current date is entered automatically]

Currency used throughout questionnaire: [Note: Use the Drop-down menu to select the currency in which disbursements will be recorded by the donor]

#### I. PROGRAM/PROJECT INFORMATION

1. Donor Program/Project Number

[Note: Enter Donors own number]

PIP No: To be entered by RGC.

[Note: It is important that PIP numbers are entered as this is used to identify co-funding arrangements and support preparation of the Public Investment Programme. If an on-going project has no PIP number, the development partner focal point is requested to contact the Database Administrator]

2. Official Title

[Note: THE ONLY MANDATORY FIELD. Enter the name that appears on the Project Document]

3. Is this project/program co-funded?

[Note: If yes, then the name of the implementing partner should be selected from the drop-down box (note that this field is automatically linked to question 18a). Co-funding should also be indicated in the PIP number by either a 'L' to denote the lead partner or a 'P' to denote a co-funding/delegating partner]

4. Program/Project Objectives

[Note: Free text area to describe the project, its objectives and to note any important details. Detailed information on implementing partners, beneficiaries and projected outputs is appreciated]

5. Program/Project Approval Date

[Note: Approvals are considered to be made on the date the loan or grant agreement is signed. Co-funding agreements that are signed after a project has started should refer to the start/end dates of the original program/project (the commitment date), not to the date of the agreement to co-finance. The budget table (question 16) will automatically make available the years entered in question 5].

6. Project Status

[Note: Select from: Completed, On-going, Suspended; Pipeline. See Glossary (Annex 3) for details.]

7. Was a Program/Project Document or an equivalent document signed with Government ministry(ies) and/or agency(ies)

[Note: In the case of a co-funded project, only the lead development partner is required to enter this information. If "Yes", use the Drop-down menu to identify the RGC ministry or agency.]

8. Is the primary implementing agency for the Program/Project a government institution, a development partner, an NGO/CSO or another organisation?

[Note: Use the drop-down menu to identify the main implementing partner by type and by name. Users are encouraged to identify only the primary implementing partner, although the facility does exist to indicate more than one partner if this is unavoidable. The primary partner is the main interlocutor or implementer that the development partner will dialogue with regarding implementation and progress and monitoring.]

9. Is this Program/Project part of a broad Sector/Thematic Program?

[Note: See Annex Three for a definition. Use the Drop-down menu that provides standardized names of the 5 programme-based approaches identified by RGC.]

- a) Education Support Programme
- b) Health Support Programme
- c) Land Management
- d) Public Financial Management
- e) Partnership for Local Governance

Note that this question is linked to Paris Declaration monitoring indicators 4 and 9]

10. List all the Technical Working Groups that play some coordinating function in the management of this project/program, or in which this project/program otherwise participates or is represented.

[Note: Use the Drop-down menu giving standardized names of the 19 TWGs]

## **II. PROGRAM/PROJECT BUDGET**

11. Total Program/Project Budget

[Note: The total budgeted figure, disaggregated by RGC and external sources should be indicated. Figures should be entered as units, i.e. 1 million should be entered as 1000000.]

12. Terms of Assistance

[Note: Indicate the loan/grant status and provide required details.]

13. Planned budget allocation/expenditure for each year of the Program/Project duration (based on Project Document).

[Note: In the case of a co-funded project, only the lead development partner is required to enter this information. The total project/program funding requirements should be indicated based on the signed project document budget (or agreed revisions) together with total committed funding from all development partner sources. Figures should be entered as units, i.e. 1 million should be entered as 1000000.]

## **III. CO-FINANCING ARRANGEMENTS**

[Note: To avoid double-counting errors that can arise if both the lead development partner (the implementing partner) and the contributing donor (the source of funds) record their commitments and disbursements, each co-financing partner must record only their own contribution from their own core funds in the Cambodia ODA Database. This section of the Database, which is only active for co-financed projects/programs, records total commitments (defined as the full amount of funding, often intended for disbursement over a period of years that is made available to the project/program. In exceptional cases, multilateral and UN agencies may report non-core funds that are made available from other sources at their headquarters for disbursement in Cambodia as their own core funds, especially if the original funding source is unlikely to record the disbursements that are made. Wherever possible, the original funding source should be consulted to confirm that there is no double-counting.

Lead implementing development partners are asked to identify all committed funds

Co-financing/delegating development partners are asked only to identify their own funding commitment]

**REMEMBER TO SAVE EACH SECTION BEFORE PROCEEDING OR EXITING  
AS NO WARNING IS GIVEN AND UN-MADE DATA MAY BE LOST**

#### **IV. DISBURSEMENTS AND PROJECTIONS BY TYPE OF ASSISTANCE**

##### **14. Record the data in the reporting currency used for this record**

[Note: In the case of co-financed projects/programs, all development partners should record their own disbursement/projections in the "own resources" cells while the lead development partner should also complete the column "other sources" on behalf of other development partners for actual disbursements (this will facilitate data validation and reconciliation). All development partners should enter data regarding their own projections for the outer years.

See the Glossary (Annex 3) for definitions of types of development assistance.]

**Users MUST remember to save the data using the button immediately below this section of the Data Entry form.**

#### **V. DISBURSEMENTS AND PROJECTIONS BY SECTOR AND ACTIVITY**

##### **15. Use the drop-down menus to enter the amount disbursed (in reporting currency) to each sector and sub-sector.**

[Note: Indicate both the sector and sub-sector, using "Other" only where no suitable sub-sector exists. By selecting a sector, the associated sub-sectors become available for selection. See Annex Two for a full list of sectors/sub-sectors. Multiple sectors and sub-sectors can be identified for each project. SWiM and SWAp categories are available where non-earmarked funding is made available.]

#### **VI. TARGET GEOGRAPHIC LOCATION(S) OF PROGRAM/PROJECT ACTIVITIES**

##### **16. Indicate the allocation of total program/project resources across provinces for the entire project period.**

[Note that national projects are 'nation-wide' and should not be recorded as located in Phnom Penh. Also note that the allocation of resources required is for the whole project duration, not for annual disbursements. This recognises the difficulty in providing this kind of data on an annual basis (a one-time estimation for the duration of the project is a broadly acceptable proxy when aggregated across many hundreds of projects).]

#### **VII. PROGRAM/PROJECT PERSONNEL**

##### **17a. Does this program/project pay salary supplementations or performance-based incentives?**

[Note: If 'Yes', enter information on the type of scheme from the drop-down menu (i.e. either MBPI, PMG (sub-decree 98), donors own scheme, or other)]

##### **17b. Provide information on the total number of international and national experts/consultants and support personnel (excluding permanent staff of the implementing RGC institution) that are provided for in the project/program budget.**

[Note: It is acknowledged that providing this data can be challenging. As Government seeks to enhance its capacity and reform efforts this kind of information is increasingly required, however, in particular at TWG level]

#### **VIII. PARIS DECLARATION INDICATORS**

18. The following information on ODA-supported programs and projects will be used as an input to reports on progress towards the targets of the Paris Declaration Indicators for the year 2010. This information will also minimize the need for ad hoc surveys to monitor progress and will enable the Paris monitoring indicators to inform Cambodia's own efforts to promote aid effectiveness.

[Note: see the note developed for this exercise that provides further details and explanation <http://www.cdc-crdb.gov.kh/Paris-Declaration>.

##### **18a. Who is the "Point of Delivery" donor for the purposes of monitoring the Paris Declaration?**

[Note: the response is automatically generated based either on the response to question 3 – co-funding – or on the name of the record-keeper. See the Glossary (Annex Three) for a definition of implementing partner]

18b. Is the assistance provided by this project included as support to the Government Sector, as defined for the purpose of monitoring the Paris Declaration?

[Note: Select Yes or No. See the Glossary (Annex Three) for a definition of Government sector]

Note: Answering the two questions above will allow the data to be filtered to facilitate routine monitoring in a manner that is consistent with the format agreed by the OECD/DAC Working Party. It will also be possible to produce reports for local purposes that consider the whole ODA profile by funding source.

Indicator 4

What is the total allocation in the program/project budget for technical cooperation?

Is this technical cooperation coordinated with a programme-based approach? Yes/No

[Note: These responses are linked to question 14 (2007 disbursements of technical cooperation) and to question 9 (PBAs associated with the project)].

Indicator 5a

Is this project managed using the Government financial management system?

Budget Execution System	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Financial Reporting System	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Auditing System	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Indicator 5b

Does this project use the Government's procurement system?

YES  NO

Indicator 6

Project Implementation Units. (see Glossary for definitions)

Indicate the presence and type of PIU

No PIU is used  
 Partially-Integrated Project Implementation Unit  
 Fully-Integrated Project Implementation Unit

Indicator 8

Are the program/project resources fully or partially tied?

Fully tied  
 Partially tied  
 Completely untied

Indicator 9

Is this project part of a programme-based approach? (NB this is linked to question 9 of the questionnaire)

Indicator 10a

List the missions that were funded by the program/project in 2006.

[Note: This field can only record missions related to the project and is therefore not sufficient in itself to provide data for PD monitoring. Details of Name of mission, Start date of mission, End date, Was the mission conducted jointly with one or more other donors, is required.]

Indicator 10b

Was any study/analytic work carried out by the program/project in 2006?  YES  NO

[Note: This field can only record work related to the project and is therefore not sufficient in itself to provide data for PD monitoring. Details of Name of exercise, whether the exercise was conducted jointly with one or more other donors, is required.]

**IX. CONTACT DETAILS**

19. Enter the contact details of the person responsible for maintaining this project record

**X. ADDITIONAL INFORMATION**

20. Enter TWG information

[Note: These additional boxes are generated according to the TWG that is selected in question 10. TWGs are encouraged to dialogue on the formatting of this box, e.g. to include some tracking toward agreed output indicators.]

## Annex Two

### List of Cambodia ODA Database Sectors and Sub-Sectors

Sector / Sub-Sector
<b>I. Social Sectors</b>
<input type="checkbox"/> <b>Health</b>
Sector Policy and Planning
Primary Health (incl maternal; and child nutrition)
Hospitals & clinics
Immunisation and disease control campaigns
Reproductive health
Medical education and research
SWiM (for non-earmarked health sector support)
Other
<input type="checkbox"/> <b>Education</b>
Sector Policy and Planning
Primary and Basic Education
Secondary Education
Tertiary, vocational and higher education
Teacher training
Schools and facilities
SWAp (for non-earmarked education sector support)
Other
<b>II. Economic Sectors</b>
<input type="checkbox"/> <b>Agriculture</b>
Agriculture sector policy and management
Food/Seasonal Crops: Rice & others
Cash and Export crops
Agriculture water resources
Agricultural inputs
Extension services
Education, training & research
Livestock & veterinary
Fisheries
Forestry
Post-harvest protection & storage
Agricultural financial services (credits, insurance)
Food security & nutrition
Other
<input type="checkbox"/> <b>Manufacturing, Mining &amp; Trade</b>
Policy and administration
Industrial development
SME policy and development
Mining, minerals and fossil fuel extraction
Trade policy, negotiation and training
Technological research and development
Other
<input type="checkbox"/> <b>Rural Development &amp; Land Management</b>
Rural sector policy and administration
Rural roads
Rural water supply & sanitation
Land management and spatial planning
Landmine Clearance
Other
<input type="checkbox"/> <b>Banking and Business Services</b>
Financial sector policy, planning and regulation
Formal sector financial institutions
Informal and semi-formal financial institutions

Sector / Sub-Sector
Business support services
Other
<input type="checkbox"/> <b>Urban Planning &amp; Management</b>
Urban sector policy and administration
Land management and spatial planning
Other
<b>III. Infrastructure</b>
<input type="checkbox"/> <b>Information &amp; Communications</b>
Post & Telecommunications
Radio / television / print media
ICT
Other
<input type="checkbox"/> <b>Energy, Power and Electricity</b>
Energy policy and management
Power generation
Power transmission
Energy education, training & research
Other
<input type="checkbox"/> <b>Transportation</b>
Transport policy and management
Road infrastructure & transport
Rail infrastructure & transport
Water infrastructure (ports) & transport
Air infrastructure & transport
Other
<input type="checkbox"/> <b>Water and Sanitation (excluding agriculture &amp; rural)</b>
Sector Policy and Planning
Water supply and sanitation
River development
Waste management
Education and training
Other
<b>IV. Services &amp; Cross-Sectoral Programmes</b>
<input type="checkbox"/> Community and Social Welfare Services
<input type="checkbox"/> Culture & Arts
<input type="checkbox"/> Environment and Conservation
<input type="checkbox"/> Gender Mainstreaming
<input type="checkbox"/> HIV/AIDS
<input type="checkbox"/> Tourism
<input type="checkbox"/> <b>Governance &amp; Administration</b>
Economic and development policy / planning
Public Financial Management
Public Service Reform
Legal and Judicial Development
Local government administration and reform
Elections
Human Rights
Strengthening civil society
Other
<b>Budget/BoP Support and Debt Relief</b>
<b>Emergency relief and food aid</b>

## Annex Three

### GLOSSARY OF TERMS

#### **Official Development Assistance (ODA)**

Grants or Loans to countries and territories on Part I of the DAC List of Aid Recipients (developing countries) which are: (a) undertaken by the official sector; (b) with promotion of economic development and welfare as the main objective; (c) at concessional financial terms [if a loan, having a Grant Element of at least 25 per cent]. In addition to financial flows, Technical Co-operation is included in aid. Grants, Loans and credits for military purposes are excluded.

#### **Development Partner / Donor**

The funding agency or country making a financial commitment to the project from its core funds. Agencies who receive funds from others as part of a co-funded project are not donors (or are donors only for that portion of funding that they have contributed from their own core funds). Donors can be multilateral, bilateral and/or NGOs.

#### **Implementing Partner (or Point of Delivery Donor)**

The partner who receives funds from the donor. Implementing partners cannot commit or disburse funds (unless they are their own core resources) according to the terminology used in the ODA Database. Disbursements from other sources should be recorded as such in Section IV. For Paris Declaration monitoring, where a donor or development partner provides funds through another donor or bilateral or multilateral development partner, the latter (i.e. not the donor that is the original source of funds) is responsible for reporting on the funds that have been used. The partner that implements the project or delivers funds to the project on behalf of other funding donors is known as the implementing partner or point of delivery donor. The aid practices that the survey attempts to monitor are those of the point of delivery donor and not of the funding donor.

#### **Pledge**

The grant or loan resources indicated in a non-binding (often verbal) manner by a donor over one year or a fixed number of years. Often these sums are not associated with any particular project, which must be designed at a later time. A pledge is not equivalent to a commitment and is treated as purely indicative.

#### **Commitment**

A firm written agreement by the donor to provide funds for a particular project or to a Trust Fund. The *Commitment Date* is the date of that written agreement. Commitments are usually multi-year – i.e., they are designed to fund expenditures for several years – but the total commitment is recorded in the year that the agreement is signed (even though disbursements may be projected to take place over a longer period).

#### **Disbursement**

The release of funds to, or the purchase of goods or services for, a recipient; by extension, the amount thus spent. Disbursements record the actual international transfer of financial resources, or of goods or services valued at the cost of the donor. The Disbursement Date is the date at which those funds were made available – usually this

involves the transfer of funds into the implementer's bank account or the draw down by the implementer of funds held in an account by the donor.

### **Grant**

Transfers made in cash, goods or services for which no repayment is required

### **Grant Element**

Reflects the financial terms of a commitment: interest rate, MATURITY (q.v.) and grace period (interval to first repayment of capital). It measures the concessionality of a loan, in the form of the present value of an interest rate below the market rate over the life of a loan. Conventionally the market rate is taken as 10 per cent in DAC statistics. Thus, the grant element is nil for a loan carrying an interest rate of 10 percent; it is 100 per cent for a grant; and it lies between these two limits for a soft loan. If the face value of a loan is multiplied by its grant element, the result is referred to as the grant equivalent of that loan.

### **Loans (Credits)**

The provision of resources, excluding food or other bulk commodities, for relief or development purposes, including import procurement programmes, which must be repaid according to conditions established at the time of the loan agreement or as subsequently agreed.

### **Concessional Loan**

The provision of funds by a donor as a loan which consists of a minimum 25 percent grant element, thus qualifying it as an ODA transaction. It is also commonly referred to as a "soft" loan.

### **Paris Declaration on Aid Effectiveness**

An agreement brokered by the OECD/DAC and signed by over 100 donor and partner countries in 2005, designed to increase the impact and effectiveness of aid. The agreement is associated with 12 indicators of effectiveness, some of which are monitored locally. The Declaration can be accessed on [www.oecd.org/dac](http://www.oecd.org/dac).

#### **Government sector (Paris Declaration monitoring)**

The Government sector is defined as ministries, departments and agencies that are authorized to receive revenue or to undertake expenditures on behalf of central government. Disbursements to the Government sector are defined as ODA provided in the context of an agreement with government including works, goods or services delegated or sub-contracted by government to other entities (including NGOs and private sector companies).

### **Project/program budget**

The total resources required from all sources to implement the project/program.

### **Project Implementation Units**

The OECD/DAC guidance note for monitoring the Paris Declaration states that a Project Implementation Unit (PIU) is a dedicated management unit designed to support the implementation of projects or programmes. A parallel PIU is accountable to the external funding agency rather than the relevant government institutions such as ministries, agencies and authorities, whereas in a fully integrated PIU, the government institution takes full responsibility and implements projects using existing structures, procedures and staff.

In Cambodia a support team developed a PIU Checklist and Reference Matrix that use the following criteria:

- Accountability (to whom are PIU staff accountable?)
- Staff selection/recruitment, staffing (who determines the TOR of PIU staff?)
- Implementation/operational responsibility (who is responsible for management of implementation issues?)

Additional guidance is provided in these notes, posted on the OECD/DAC website:

<http://www.oecd.org/dataoecd/42/59/37105875.pdf>

<http://www.oecd.org/dataoecd/42/58/37105997.pdf>

### **Project/program start date**

The actual start date of the implementation of the project/program. Often the same as the project signature/commitment date.

### **Project/program completion date**

Actual, if already completed, or planned completion date of the project/program.

### **Project/Program Status**

On-going –the project document is signed and the project is operationally open.

Completed – the project is operationally closed (financial closure is not necessary)

Suspended – the activities of the project have been officially suspended at the request of one of the signatory parties.

Pipeline - donor is identified and a concept paper or project document is being/has been drafted, with funding identified (but not committed).

### **Programme-based Approach (including SWAp and SWiM)**

Government-led, strategy-based programmes that incorporate a range of activities across a common sector or theme. Activities may be truly 'sector-wide' and cover a whole sector or ministry mandate, in which case they may be referred to as a SWAp, or may be more limited to a sub-set of activities (e.g. primary education), in which case they may be referred to as a PBA. Common elements of a PBA include: a common strategy and approach to implementation, coherent structures for dialogue and review, increased use of government systems, and a coordinated focus on capacity development at the programme/sector level. PBAs may in some instances also be associated with common or pooled funding arrangements (see Types of ODA).

### **Sector**

Sectoral classifications organize projects according to their spheres of societal endeavor. For example, "productive" sectors create economic value by generating and distributing goods and services. "Infrastructure" sectors provide the basic installations and facilities on which communities depend. "Social" sectors provide for the mental, physical, and spiritual well-being of individuals and their communities. "Environmental" sectors sustain the earth's physical and biological assets. "Governance" sectors guide and administer the affairs of a state, community, organization or association. Sectoral classifications help provide the social and economic benchmarks used to measure a programme or project's impact.

### **Tied Aid**

#### **Untied Aid**

Official Development Assistance for which the associated goods and services may be fully and freely procured in substantially all countries.

### **Tied Aid**

Official or officially supported Loans, credits or Associated Financing packages (qq.v.) where procurement of the goods or services involved is limited to the donor country or to a group of countries which does not include substantially all developing countries. Tied Aid Credits are subject to certain disciplines concerning their concessionality levels, the countries to which they may be directed, and their developmental relevance so as to avoid using aid funds on projects that would be commercially viable with private finance, and to ensure that recipient countries receive good value.

### **Partially Tied Aid**

Official Development Assistance (or Official Aid) for which the associated goods and services must be procured in the donor country or among a restricted group of other countries, which must however include substantially all developing countries.

## **Types of ODA**

### **Technical Cooperation**

Includes both (a) grants to nationals of aid recipient countries receiving education or training at home or abroad, and (b) payments to consultants, advisers and similar personnel as well as teachers and administrators serving in recipient countries, (including the cost of associated equipment). Assistance of this kind provided specifically to facilitate the implementation of a capital project is included indistinguishably among bilateral project and programme expenditures, and not separately identified as technical co-operation in statistics of aggregate flows.

### **Free-standing Technical Cooperation**

The provision of resources aimed at the transfer of technical and managerial skills and know-how or of technology for the purpose of building up national capacity to undertake development activities, without reference to the implementation of any specific investment project(s). FTC includes pre-investment activities, such as feasibility studies, when the investment itself has not yet been approved or funding not yet secured.

### **Investment-related Technical Cooperation**

The provision of resources, as a separately identifiable activity, directly aimed at strengthening the capacity to execute specific investment projects (i.e. those that are associated with some material/tangible output). Included under ITC would be pre-investment-type activities directly related to the implementation of an approved investment project.

### **Investment Project/Programme Assistance**

The provision of financing, in cash or in kind, for specific capital investment projects, i.e., projects that create productive capital which can generate new goods or services. Also known as capital assistance. Investment project assistance may have a technical co-operation component.

### **Budget Support or Balance-of-Payments Support**

The provision of assistance which is not cast in terms of specific investment or technical co-operation projects but which is instead provided in the context of broader development programme and macro-economic objectives and/or which is provided for the specific purpose of supporting the recipient's balance-of-payments position and making available foreign exchange. This category includes non-food commodity input assistance in kind and financial grants and loans to pay for commodity inputs. It also includes resources ascribed to debt relief.

### **Food Aid (for Development purposes)**

The provision of food for human consumption for developmental purposes, including grants and loans for the purchase of food. Associated costs such as transport, storage, distribution, etc., are also included in this category, as well as donor-supplied, food-related items such as animal food and agricultural inputs related to food production, when these are part of a food aid programme.

### **Emergency and Relief Assistance**

The provision of resources aimed at immediately relieving distress and improving the well-being of populations affected by natural or man-made disasters. Food aid for humanitarian and emergency purposes is included in this category. Emergency and relief assistance is usually not related to national development efforts or to enhancing national capacity but is still included in the definition of ODA, although it is sometimes omitted from a narrower definition that relates to "core ODA".

## Annex Four

### Missions and Analytical Work: Definitions

(based on definitions provided for the Paris Declaration Survey 2008)

#### Missions

According to the Paris Declaration monitoring survey, which we employ for consistency, development partner missions are defined as those that meet all of the following criteria:

- The mission is undertaken by, or on behalf of, a development partner (note that missions/studies carried out on behalf of the RGC using aid financing is therefore not a mission).
- The mission involved international travel
- The mission made a request to meet with government officials

This definition should exclude missions:

- Undertaken on behalf of government utilising project funds
- Undertaken by development partners to attend events (workshops, conferences) that do not involve request to meet with government officials.
- Undertaken by parliamentary or other political and diplomatic delegations.
- External consultants that are executing work as part of scheduled programme implementation plans.
- Disaster assessment teams.

#### Coordinated missions are undertaken by:

- One or more development partner jointly, or
- A development partner acting on behalf of another development partner (delegated co-operation).

#### Analytical work / study

Analytical work includes the analysis and advice necessary to strengthen policy dialogue, develop and implement country strategies in support of sound development assistance. It should include major pieces of analytical work such as:

- Diagnostic reviews (e.g. Country Procurement Assessment Report, Country Financial Accountability Assessments etc.).
- Country or sector studies and strategies.
- Country or sector evaluations.
- Cross-cutting analytical work such as gender assessments.

#### Coordinated

Co-ordinated analytical work is undertaken by:

- One or more development partners jointly;
- A development partner acting on behalf of another (including work undertaken by one and/or used by another when it is co-financed)
- DPs with substantive involvement from government.

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#### Note

An activity can be either a mission or a study but not both at the same time (this would lead to double-counting). Every mission will produce a report, but this may not be the same as analytical work, which is more detailed and substantive with content extending beyond the actual detail of what the mission did and who they spoke to etc. Analytical work is more often something of value to a much wider audience than the DP or project that commissions it.

It is more important that all information is entered into the system, and less important that it be correctly identified as mission or study. Queries and reports can be used to show all such events by a development partner or sector so the distinction is not critical.

## Annex Five

### Abbreviations

CDC	Council for the Development of Cambodia
CDCF	Cambodia Development Cooperation Forum
CRDB	Cambodian Rehabilitation and Development Board
DAC	Development Assistance Committee
DCR	Development Cooperation Report
GDCC	Government-Donor Coordination Committee
NGOs	Non-Government Organisation(s)
NSDP	National Strategic Development Plan, 2006-2010
ODA	Official Development Assistance
OECD	Organisation for Economic Cooperation and Development
PBA	Programme-based Approach
PIP	Public Investment Programme
PIU	Project Implementation Unit
PMU	Project Management Unit
RGC	Royal Government of Cambodia
SWAp	Sector-Wide Approach
SWiM	Sector-Wide Management (health)
TA	Technical Assistance
TC	Technical Cooperation
TWG	Technical Working Group