

## 付 属 資 料

1 . Record of Discussions( R / D )

2 . Minutes of Meetings( M / M )



1. Record of Discussions (R/D)

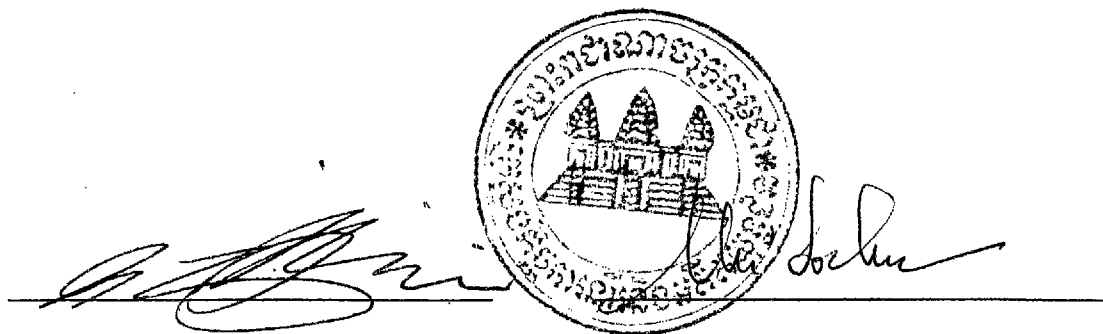
RECORD OF DISCUSSIONS BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY AND  
AUTHORITIES CONCERNED OF THE ROYAL GOVERNMENT OF CAMBODIA  
ON JAPANESE TECHNICAL COOPERATION  
FOR  
THE PROJECT OF GENDER MAINSTREAMING AND POLICY DEVELOPMENT  
THROUGH UPGRADING INFORMATION AND RESEARCH CAPACITY

In response to the request of the Royal Government of Cambodia, the Government of Japan has decided to cooperate Japan-Cambodia Technical Cooperation Project on Gender Mainstreaming and Policy Development through Upgrading Information and Research Capacity (hereinafter referred to as "the Project").

Accordingly, Japan International Cooperation Agency (hereinafter referred to as "JICA"), the official agency responsible for the implementation of the technical cooperation programme of the Government of Japan, will cooperate with the authorities concerned of the Royal Government of Cambodia for the Project.

JICA and the Cambodian authorities concerned had a series of discussions on the framework of the Project. As a result of the discussions, JICA and Ministry of Women's and Veterans' Affairs agreed on the matters referred to in the document attached hereto.

Phnom Penh, Kingdom of Cambodia, December 17, 2002

The image shows two handwritten signatures in black ink, one on the left and one on the right, positioned above a horizontal line. In the center, overlapping the line, is a circular official seal. The seal features a central illustration of Angkor Wat, surrounded by Khmer text and a decorative border.

Mr. Juro CHIKARAISHI  
Resident Representative  
JICA Cambodia Office  
JAPAN

H.E. MU Sochua  
Minister  
Ministry of Women's and Veterans' Affairs  
The Kingdom of Cambodia

## THE ATTACHED DOCUMENT

### I. COOPERATION BETWEEN BOTH GOVERNMENTS

1. The Royal Government of Cambodia will implement the Project on Gender Mainstreaming and Policy Development through Upgrading Information and Research Capacity (hereinafter referred to as "the Project") in cooperation with the Government of Japan.
2. The Project will be implemented in accordance with the Master Plan, which is given in Annex I.

### II. MEASURES TO BE TAKEN BY THE GOVERNMENT OF JAPAN

In accordance with the laws and regulations in force in Japan, the Government of Japan will take, at its own expense, the following measures through Japan International Cooperation Agency (hereinafter referred to as "JICA") according to the normal procedures under the Colombo Plan Technical Cooperation scheme.

#### 1. DISPATCH OF JAPANESE EXPERTS

The Government of Japan will dispatch the Japanese experts to implement the Project as listed in Annex II.

#### 2. PROVISION OF MACHINERY AND EQUIPMENT

The Government of Japan will provide such machinery, equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the Project as listed in Annex III. The Equipment will become the property of the Royal Government of Cambodia upon being delivered C.I.F. (cost, insurance and freight) to the Cambodian authorities concerned at the ports and/or airports of disembarkation.

#### 3. TRAINING OF CAMBODIAN PERSONNEL IN JAPAN

The Government of Japan will receive Cambodian personnel connected with the Project for technical training in Japan.

### III. MEASURES TO BE TAKEN BY THE ROYAL GOVERNMENT OF CAMBODIA

1. The Royal Government of Cambodia will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the period of Japanese technical cooperation, through the full and active involvement in the Project of all related authorities,

beneficiary groups and institutions.

2. The Royal Government of Cambodia will ensure that the technologies and knowledge acquired by the Cambodian nationals as a result of Japanese technical cooperation will contribute to the economic and social development of the Kingdom of Cambodia.

3. The Royal Government of Cambodia will grant in the Kingdom of Cambodia privileges, exemptions and benefits as listed in Annex IV and will grant privileges, exemptions and benefits no less favorable than those granted to experts of third countries or international organizations performing similar missions to the Japanese experts referred to in II-1 above and their families.

4. The Royal Government of Cambodia will ensure that the Equipment referred to in II-2 above will be utilized effectively for the implementation of the Project in consultation with the Japanese experts referred to in Annex II.

5. The Royal Government of Cambodia will take necessary measures to ensure that the knowledge and experience acquired by the Cambodian personnel through technical training in Japan will be utilized effectively in the implementation of the Project.

6. In accordance with the laws and regulations in force in the Kingdom of Cambodia, The Royal Government of Cambodia will take necessary measures to provide at its own expense for the Project:

(1) Services of the Cambodian counterpart personnel and administrative personnel as listed in Annex IV;

(2) Land, buildings and facilities as listed in Annex V;

(3) Supply or replacement of machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the Equipment provided through JICA under II-2 above;

7. In accordance with the laws and regulations in force in the Kingdom of Cambodia, the Royal Government of Cambodia will take necessary measures to meet:

(1) Expenses necessary for the transportation within the Kingdom of Cambodia of the Equipment referred to in II-2 above as well as for the installation, operation and maintenance thereof;

(2) Customs duties, internal taxes and any other charges, imposed in the Kingdom of Cambodia on the Equipment referred to in II-2 above; and



(3) Running expenses necessary for the implementation of the Project.

#### IV. ADMINISTRATION OF THE PROJECT

1. Secretary of the State, Ministry of Women's and Veterans' Affairs (MWVA), as the Project Director will bear overall responsibility for the administration and implementation of the Project.
2. Under Secretary of the State, MWVA, as the Project Manager, assigned by the Project Director, will be responsible for the managerial and technical matters of the Project.
3. The Japanese Chief Advisor will provide necessary recommendations and advice to the Project Director and the Project Manager on any matters pertaining to the implementation of the Project.
4. The Japanese experts will provide necessary technical guidance and advice to the Cambodian counterpart personnel on technical matters pertaining to the implementation of the Project.
5. For the effective and successful management of the Project a Joint Coordinating Committee will be established whose functions and composition are described in Annex VI.

#### V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by the two Governments through JICA and the Cambodian authorities concerned, at the middle and during the last six (6) months of the cooperation term in order to examine the level of achievement.

#### VI. CLAIMS AGAINST JAPANESE EXPERTS

The Royal Government of Cambodia undertakes to bear claims, if any arise, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in the Kingdom of Cambodia except for those arising from the willful misconduct or gross negligence of the Japanese experts.

#### VII. MUTUAL CONSULTATION

There will be mutual consultation between the two Governments on any major issues arising from,



or in connection with, this Attached Document.

#### VIII. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT

For the purpose of promoting support for the Project among the people of the Kingdom of Cambodia, The Royal Government of Cambodia will take appropriate measures to make the Project widely known to the people of the Kingdom of Cambodia.

#### IX. TERM OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be five (5) years from April 1, 2003.

#### LIST OF ANNEX

ANNEX I	Master Plan
ANNEX II	List of Japanese Experts
ANNEX III	List of Machinery and Equipment
ANNEX IV	List of Cambodian Counterpart and Administrative Personnel
ANNEX V	List of Land, Buildings and Facilities
ANNEX VI	Joint Coordinating Committee



## ANNEX I Master Plan

### 1. OVERALL GOAL:

Gender mainstreaming, as one of the key factors to stabilize peace, will be promoted in the Royal Government of Cambodia.

### 2. PROJECT PURPOSE:

Effective mechanism for gender mainstreaming will be established in the Royal Government of Cambodia through upgrading institutional capacity of MWVA.

### 3. OUTPUTS:

(1) The function of the planning and Statistics Dept. of MWVA is strengthened by upgrading;

- ① the capacity to create and maintain gender information pool and to design a research,
- ② the capacity to analyze gender information and formulate gender responsive policy drafts,
- ③ the capacity to coordinate and facilitate implementation of the formulated policies, and
- ④ the capacity to monitor and evaluate implementation of gender responsive policies.

2) Network is established among MWVA and the related organizations such as some line ministries, provincial departments, NGOs and research institutes.

### 4. ACTIVITIES

#### 0. Project Structure

0.1. Establish JCC (Joint Coordinating Committee) and conduct JCC meetings

#### 1. Function of Planning and Statistics Dept.

1.0.1. Formulate a Policy Analysis Task Force (PATF) on Economic Empowerment

1.0.2. Assess the level of capacity of each member of Planning and Statistics Dept. and PATF, and prepare training plans

1.0.3. Conduct an inception workshop on the Project and develop the understanding of Planning and Statistics Dept./PATF members and other stakeholders on the Project

1.0.4. Train Planning and Statistics Dept. and PATF members on basic knowledge (gender information, research design, gender analysis, policy formulation, project design, the implementation of policies, monitoring/evaluation, and the implication of policies and laws)

1.0.5. Evaluate the level of capacity of each member of Planning and Statistics Dept. and PATF after the training and prepare additional training, if necessary





- 1.1. Capacity to create and maintain Gender Information Pool
  - 1.1.1. Collect existing gender information in cooperation with Planning and Statistics Dept. and PATF
  - 1.1.2. Conduct a workshop and categorize gender information for Planning and Statistics Dept. and PATF members
  - 1.1.3. Computerize collected gender information with assistance of NIS
  - 1.1.4. Conduct workshops and identify missing gender information at national / provincial levels for Planning and Statistics Dept. and PATF members
  - 1.1.5. Conduct workshops and design a research for missing gender information
  - 1.1.6. Order a research for missing gender information from a research institute
  - 1.1.7. Conduct workshops and develop national / provincial gender information profiles on economic empowerment
  - 1.1.8. Organize launching seminars to publicize the gender information profiles at national / provincial levels
  - 1.1.9. Update existing information and incorporate newly collected information into the computerized national / provincial gender information profiles
- 1.2. Capacity to analyze gender information and formulate gender responsive policies
  - 1.2.1. Conduct workshops and formulate draft gender responsive policies
  - 1.2.2. Submit the draft policies to the management of MWVA to recommend CNCW / line Ministries for their adoption
- 1.3 Capacity to coordinate and facilitate the implementation of the formulated policies
  - 1.3.1. Make an action plan on economic empowerment in line with the formulated policies in cooperation with Planning and Statistics Dept. and PATF
  - 1.3.2. Design pilot projects on economic empowerment, including indicators to implement the action plan
  - 1.3.3. Identify implementing organizations of each pilot project on economic empowerment
  - 1.3.4. Order the pilot projects' implementation on economic empowerment from the identified organizations.
  - 1.3.5. Coordinate and facilitate the implementing organizations to implement the pilot projects on economic empowerment
- 1.4. Capacity to monitor and evaluate the implementation of the formulated policies
  - 1.4.1. Develop a monitoring system on economic empowerment, including reporting formats, indicators, etc.



- 1.4.2. Monitor the pilot projects on economic empowerment and feed back the results of monitoring to the implementation process
- 1.4.3. Evaluate and feed back the results of evaluation on economic empowerment to the policy revision / new policy formulation process

2. Network

- 2.1. Promote CNCW members for gender sensitivity, such as conducting seminars
- 2.2. Facilitate CNCW members to discuss gender mainstreaming issues
- 2.3. Organize periodical meetings between Planning and Statistics Dept. and PATF to review the function of coordinating mechanism among stakeholders



## ANNEX II List of Japanese Experts

### 1. Long-term experts

- (1) Expert on gender responsive policy formulation
- (2) Expert on gender responsive policy implementation
- (3) Expert on gender information/statistics

### 2. Short-term Experts

Short-term experts will be dispatched in the following fields:

- (1) Computerized gender information management
- (2) Research design on economic empowerment
- (3) Gender responsive policy formulation
- (4) Participatory project design
- (5) Monitoring/evaluation system
- (6) Entrepreneurship development

#### Note:

Assignment schedule of the long-term experts depends on the progress of the Project and availability of the suitable experts.

One of the Japanese experts will be assigned for the Chief Advisor. Also one of the Japanese experts will be assigned for the Project Coordinator.

Field, number and term of assignment of short-term experts will be decided in consideration of the progress of the Project through mutual consultation in each Japanese fiscal year.



ANNEX III List of Machinery and Equipment

1. The necessary equipment for the transfer of technology by the Japanese experts will be provided.
2. Other materials and equipment mutually agreed upon as necessary will be provided.

Note:

Contents, specifications and quantity of the above-mentioned equipment will be decided through mutual consultations within the allocated budget of the Japanese fiscal year.



## ANNEX IV List of Cambodia Counterpart and Administrative Personnel

### 1. Counterpart Personnel

- (1) Project Director: Secretary of State, Ministry of Women's and Veterans' Affairs (MWVA)
- (2) Project Manager: Under Secretary of State, MWVA
- (3) Information/Research and Policy Formulation: Director, Department of Planning and Statistics, MWVA and other personnel
- (4) Gender Training: Deputy Director General, Technical Direction General, MWVA
- (5) Economic Empowerment: Personnel of Department of Family Economic Development and Department of Veterans Development, MWVA

### 2. Administrative Personnel

- (1) Secretaries
- (2) Drivers
- (3) Utility Worker
- (4) Other staff necessary for the implementation of the Project

#### Note:

Secretaries, drivers and utility worker for the Project will be assigned by the Government of the Kingdom of Cambodia from the allocated budget for the Project to the Cambodian regulations.



ANNEX V List of Land, Buildings and Facilities

The following will be prepared by the Government of the Kingdom of Cambodia for the implementation of the Project.

1. Necessary land and buildings and facilities
2. Office Space for Japanese experts
3. Other facilities mutually agreed upon as required

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## ANNEX VI Joint Coordinating Committee

### 1. Function

The Joint Coordinating Committee will meet at least once a year and whenever the need arises. The functions of the Joint Coordinating Committee are as follows;

- (1) To supervise the annual plan of the Project in line with the Plan of Operation that will be formulated based on the Record of Discussions.
- (2) To review the overall progress of the Project, and to evaluate the achievement of the objectives.
- (3) To find out proper ways and means for the solution of major issues arising from or in connection with the Project.

### 2. Composition

#### (1) Chair person

Secretary of State, Ministry of Women's and Veterans' Affairs (MWVA)

#### (2) Members

##### a) Cambodian Side

- Under Secretary of State, MWVA
- Deputy Director General, Technical Direction General, MWVA
- Director, Department of Planning and Statistics, MWVA
- Representative of National Institute of Statistics
- Representative of Ministry of Social Affairs, Labor, Vocational Training and Youth Rehabilitation
- Representative of Ministry of Education Youth & Sport
- Representative of Ministry of Industry, Mining & Energy
- Representative of Ministry of Foreign Affairs
- Representative of Ministry of Economic and Finance
- Representative of Council for Development of Cambodia
- Other personnel concerned to be dispatched, if necessary

##### b) Japanese Side

- Chief Advisor of the Japanese Expert Team
- Other Japanese Experts
- Other personnel concerned to be dispatched by JICA, if necessary
- Representative of JICA Cambodia Office

Note: Official(s) of the Embassy of Japan may attend JCC meetings as observer(s).



2. Minutes of Meetings (M/M)

MINUTES OF MEETINGS BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY AND  
AUTHORITIES CONCERNED OF THE ROYAL GOVERNMENT OF CAMBODIA  
ON JAPANESE TECHNICAL COOPERATION  
FOR  
THE PROJECT OF GENDER MAINSTREAMING AND POLICY DEVELOPMENT  
THROUGH UPGRADING INFORMATION AND RESEARCH CAPACITY

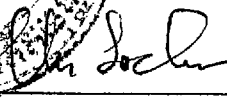
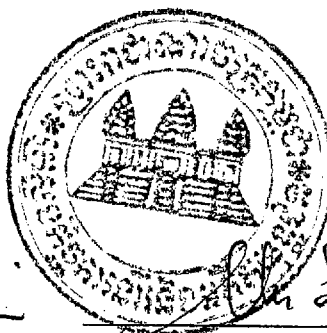
Japan International Cooperation Agency (hereinafter referred to as "JICA") and the Cambodia authorities concerned (hereinafter referred to as "the Cambodia side") had a series of discussions for the purpose of working out the details of the technical cooperation project concerning the Gender Mainstreaming and Policy Development through Upgrading Information and Research Capacity (hereinafter referred to as "the Project").

As a result of discussions with respect to the desirable measure to be taken by both governments for the successful implementation of the above mentioned Project, JICA and the Cambodia side agreed to make this Minutes of Meetings in order to confirm the mutual understanding reached through the discussions hereto.

Phnom Penh, Kingdom of Cambodia, December 17, 2002



Mr. Juro CHIKARAISHI  
Resident Representative  
JICA Cambodia Office  
JAPAN



H.E. MU Sochua  
Minister  
Ministry of Women's and Veterans' Affairs  
The Kingdom of Cambodia



## THE ATTACHED DOCUMENT

### I. PROJECT DESIGN MATRIX (PDM)

As a result of the discussions, both sides agreed to apply the PDM shown in Annex I as the implementation guidelines for the Project management. The PDM is commonly introduced to technical cooperation projects in order to carry out project management planning, implementation, monitoring and evaluation clearly, efficiently and effectively. The PDM is to be flexibly amended according to the progress and achievements based upon agreement between the Japanese and Cambodian side.

### II. TENTATIVE PLAN OF OPERATION (P/O)

The Tentative Plan of Operation (hereinafter referred to as 'P/O') is shown in Annex II. The P/O has been formulated in accordance with the Record of Discussions signed between JICA and the Cambodian side on December 17, 2002 (hereinafter referred to as 'R/D') on conditions that the necessary budget will be allocated for the implementation of the Project by both sides. The schedule is subject to change within the framework of the R/D when necessity arises in the course of the Project implementation.

### III. COST FOR ACTIVITIES OF THE PROJECT

The Cambodia side will take necessary measures for the followings.

- (1) Expenses of Cambodian personnel
- (2) Maintenance of the facilities
- (3) Electricity and water
- (4) Domestic communications
- (5) Handling cost of the machinery and equipment
- (6) General administrative costs such as office supplies, etc.

### IV. GENDER RESOURCE CENTER

With regard to the request from Cambodian side for Gender Resource Center, following conditions should be cleared for the consideration of its execution:

- (1) Function of Gender Resource Center within Master Plan is clarified.
- (2) Policy Analysis Task Force and the Cambodian counterpart personnel are well functioning for the implementation of the Project according to the P/O.
- (3) Capacity of Cambodian counterpart personnel is well developed and basic gender information pool is setup.
- (4) Ability of Cambodian counterpart personnel to manage the physical infrastructure is assured.



LIST OF ANNEX

ANNEX I Tentative Project Design Matrix (PDM)

ANNEX II Tentative Plan of Operation (P/O)

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ANNEX I

Tentative Project Design Matrix (PDM)

Project title: Gender Mainstreaming & Policy Development through Upgrading Information and Research Capacity

Duration : 5 years

Project area: Cambodia

Target Group: Staff of the Ministry of Women's and Veterans' Affairs (MWVA)

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumption
<p><b>【Super Goal】</b></p> <p>Gender equal and equitable society will be realized in the Royal Kingdom of Cambodia (RKC).</p>	<p>1. The score of GDI and GEM of RKC is improved.</p>	<p>1. UNDP's Human Development Report</p>	
<p><b>【Overall Goal】</b></p> <p>Gender mainstreaming, as one of the key factors to stabilize peace and development, will be promoted in the Royal Government of Cambodia (RGC).</p>	<p>1. Developed gender responsive policies and strategies, including SEDP III and "Neary Rattanak II"</p> <p>2. The portion of gender budget allocation and disbursement</p>	<p>1. SEDPIII, "Neary Rattanak II" and other sector strategies and policies</p> <p>2. PIP and the record of gender budget disbursement</p>	<p>1. RKC develops socially and economically.</p> <p>2. RKC maintains the peace.</p>
<p><b>【Project Purpose】</b></p> <p>Effective mechanism for gender mainstreaming will be established in the Royal Government of Cambodia through upgrading institutional capacity of MWVA.</p>	<p>1. Developed gender responsive policies in some line Ministries, which was authorized through the established mechanism</p> <p>2. The frequency of a CNCW's meeting to exchange opinions on gender mainstreaming among MWVA, line Ministries, and relevant organizations</p>	<p>1. The matrix to check the progress of recommended policies, written by the Planning and Statistics Dept. of MWVA</p> <p>2. CNCW's minutes of meetings</p>	<p>1. The RGC continues to support MWVA for promoting its gender mainstreaming policy</p>
<p><b>【Output】</b></p> <p>1. The Function of the Planning and Statistics Dept. of MWVA is strengthened by upgrading;</p> <p>① the capacity to create and maintain gender information pool and to design a research,</p> <p>② the capacity to analyze gender information and formulate gender responsive policy drafts,</p> <p>③ the capacity to coordinate and facilitate implementation of the formulated policies, and</p>	<p>1. The function of Planning and Statistics Dept.</p> <p>1) The number of collected gender information materials in cooperation with NIS, line Ministries, PDWVA, and line Provincial Depts.</p> <p>2) Computerized gender-disaggregated statistics and information by sector, age, province, etc.</p>	<p>1. The function of Planning and Statistics Dept.</p> <p>1) The Project's information list</p> <p>2) The Project's database</p> <p>3) The Project's gender profiles' list</p> <p>4) The Project's record on information updated</p>	<p>1. MWVA's policy for gender mainstreaming is not changed drastically.</p>

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<p>④ the capacity to monitor and evaluate implementation of the formulated policies.</p> <p>2. Network is established among MWVA and the related organizations such as some line Ministries, Provincial Dept., NGOs and research institutes.</p>	<p>3) The number of developed and computerized gender profiles at national/provincial levels</p> <p>4) The frequency of updating data for gender information</p> <p>5) The number of developed and ordered research designs for collecting missing gender information</p> <p>6) The number of pilot projects implemented by PDWVA and the line Provincial Depts. in cooperation with NGOs.</p> <p>7) The frequency of qualified monitoring conducted</p> <p>8) The number of effective recommendations to feed back to policy revision and new policy formulation process, based on the evaluation conducted</p> <p>2. Network</p> <p>1) The number of CNCW's meetings conducted among MWVA, line Ministries, and the relevant organizations</p> <p>2) The frequency of Planning and Statistics Dept. and Policy Analysis Task Force (PATF) meetings on the Project's implementation</p>	<p>5) The Project's workshop reports and record of order sheets for researches</p> <p>6) Implementing organizations' reports on pilot projects</p> <p>7) The Project's monitoring reports</p> <p>8) The Project's evaluation reports which include recommendations</p> <p>2. Network</p> <p>1) CNCW's minutes of meetings and participants' lists</p> <p>2) The minutes of Planning and Statistics Dept./PATF meetings</p>	
<p><b>【Activities】</b></p> <p><i>0. Project Structure</i></p> <p>0.1. Establish Joint Coordinating Committee (JCC) and conduct JCC meetings</p> <p><i>1. Function of Planning and Statistics Dept.</i></p>	<p><b>【Input】</b></p> <p><u>Japanese side</u></p> <p>Expert</p> <ul style="list-style-type: none"> <li>- Long term experts</li> <li>- Short term experts</li> </ul> <p>C/P Training in Japan</p>	<p><u>Cambodian side</u></p> <p>Personnel</p> <ul style="list-style-type: none"> <li>- Counterparts (C/P)</li> </ul> <p>Facility</p> <p>Office space and facilities</p>	<p>1. Trained Planning and Statistics Dept. and PATF members continue to work.</p> <p>2. Cooperation among MWVA, line Ministries, line Provincial Depts., and</p>

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<p>1.0.1 Formulate a Policy Analysis Task Force (PATF) on Economic Empowerment</p> <p>1.0.2. Assess the level of capacity of each member of Planning and Statistics Dept. and PATF, and prepare training plans</p> <p>1.0.3. Conduct an inception workshop on the Project and develop the understanding of Planning and Statistics Dept./PATF members and other stakeholders on the Project</p> <p>1.0.4. Train Planning and Statistics Dept. and PATF members on basic knowledge (gender information, research design, gender analysis, policy formulation, project design, the implementation of policies, monitoring/evaluation, and the implication of policies and laws)</p> <p>1.0.5. Evaluate the level of capacity of each member of Planning and Statistics Dept. and PATF after the training and prepare additional training, if necessary</p> <p><i>1.1. Capacity to create and maintain Gender Information Pool</i></p> <p>1.1.1 Collect existing gender information in cooperation with Planning and Statistics Dept. and PATF</p> <p>1.1.2. Conduct a workshop and categorize gender information for Planning and Statistics Dept. and PATF members</p> <p>1.1.3. Computerize collected gender information with assistance of NIS</p> <p>1.1.4. Conduct workshops and identify missing gender information at national / provincial levels for Planning and Statistics Dept. and PATF members</p> <p>1.1.5. Conduct workshops and design a research for missing gender information</p> <p>1.1.6. Order a research for missing gender information from a research institute</p> <p>1.1.7. Conduct workshops and develop national / provincial gender information profiles on economic empowerment</p> <p>1.1.8. Organize launching seminars to publicize the gender information profiles at national / provincial levels</p> <p>1.1.9. Update existing information and incorporate newly collected information into the computerized national / provincial gender information profiles</p>	<p>Equipment</p> <p>Necessary machinery and equipment for the Project activities that Cambodian side cannot procure.</p>	<p>necessary for the Japanese experts and C/P personnel as well as for the Project activities.</p> <p>Equipment and any other materials necessary for the implementation of the project.</p> <p>Operational cost sharing</p>	<p>NGOs is stable.</p> <p><b>【Precondition】</b></p> <p>Qualified C/P personnel are assigned.</p>
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<p>1.2. <i>Capacity to analyze gender information and formulate gender responsive policies</i></p> <p>1.2.1 Conduct workshops and formulate draft gender responsive policies</p> <p>1.2.2 Submit the draft policies to the management of MWVA to recommend CNCW / line Ministries for their adoption</p> <p>1.3 <i>Capacity to coordinate and facilitate implementation of the formulated policies</i></p> <p>1.3.1 Make an action plan on economic empowerment in line with the formulated policies in cooperation with Planning and Statistics Dept. and PATF</p> <p>1.3.2 Design pilot projects on economic empowerment, including indicators to implement the action plan</p> <p>1.3.3 Identify implementing organizations of each pilot project on economic empowerment</p> <p>1.3.4 Order the pilot projects' implementation on economic empowerment from the identified organizations.</p> <p>1.3.5 Coordinate and facilitate the implementing organizations to implement the pilot projects on economic empowerment</p> <p>1.4. <i>Capacity to monitor and evaluate the implementation of the formulated policies</i></p> <p>1.4.1. Develop a monitoring system on economic empowerment, including reporting formats, indicators, etc.</p> <p>1.4.2. Monitor the pilot projects on economic empowerment and feed back the results of monitoring to the implementation process</p> <p>1.4.3. Evaluate and feed back the results of evaluation on economic empowerment to the policy revision / new policy formulation process</p> <p>2. <i>Network</i></p>			
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<p>2.1. Promote CNCW members for gender sensitivity, such as conducting seminars</p> <p>2.2. Facilitate CNCW members to discuss gender mainstreaming issues</p> <p>2.3. Organize periodical meetings between Planning and Statistics Dept. and PATF to review the function of coordinating mechanism among stakeholders</p>			
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GDI: Gender Development Index

GEM: Gender Empowerment Measurement

PIP: Public Investment Plan

SEDPIII: The Third Socio-Economic Development Plan (2006-2010)

Neary Rattanak II: The Second Five Year Strategic Plan of MWVA (2004-2008) "Women Are Precious Gems"

CNCW: Cambodia National Council for Women

NIS: National Institute of Statistics, Ministry of Planning

PDWVA: Provincial Department of Women's and Veterans' Affairs

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Gender Mainstreaming & Policy Development through Upgrading Information and Research Capacity

Activities	Year 1				Year 2				Year 3				Year 4				Year 5				Responsible Persons in Project Team	
	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV		
0.	<i>Project Structure</i>																					
0.1.	Establish JCC(Joint Coordinating Committee) and conduct JCC meetings	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	Project Director (PD) and JICA Expert on gender policy (Chief Advisor)
1.	<i>Function of Planning and Statistics Dept.</i>																					
1.0.1.	Formulate a Policy Analysis Task Force (PATF) on Economic Empowerment	■																				JCC members
1.0.2.	Assess the level of capacity of each member of Planning and Statistics Dept. and PATF, and prepare training plans	■																				Project Manager (PM) and JICA Experts
1.0.3.	Conduct an inception workshop on the Project and develop the understanding of Planning and Statistics Dept./PATF members and other stakeholders on the Project	■																				PD, PM, Director of Planning and Statistics Dept. and JICA Experts
1.0.4.	Train Planning and Statistics Dept. and PATF members on basic knowledge (gender information, research design, gender analysis, policy formulation, project design, the implementation of policies, monitoring/evaluation and the implication of policies and laws)	■	■	■	■																	PM, Gender Team Leader and JICA Experts
1.0.5.	Evaluate the level of capacity of each member of Planning and Statistics Dept. and PATF after the training, and prepare additional training, if necessary	■	■	■	■																	PM and JICA Experts

- 32 -

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Activities	Year 1				Year 2				Year 3				Year 4				Year 5				Responsible Persons in Project Team
	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	
1.1. Capacity to create and maintain gender information pool																					
1.1.1. Collect existing gender information in cooperation with Planning and Statistics Dept. and PATF																					Director of Planning and Statistics Dept. and JICA Expert
1.1.2. Conduct a workshop and categorize gender information for Planning and Statistics Dept. and PATF members																					Director of Planning and Statistics Dept. and JICA Expert
1.1.3. Computerize collected gender information with assistance of National Institute of Statistics(NIS), Ministry of Planning																					Director of Planning and Statistics Dept. and JICA Expert
1.1.4. Conduct workshops and identify missing gender information at national / provincial levels for Planning and Statistics Dept. and PATF members																					Director of Planning and Statistics Dept., Directors of PDWVA and JICA Expert
1.1.5. Conduct workshops and design a research for missing gender information																					Director of Planning and Statistics Dept. and JICA Expert
1.1.6. Order a research for missing gender information from a research institute																					Director of Planning and Statistics Dept. and JICA Expert
1.1.7. Conduct workshops and develop national/provincial gender information profiles on economic empowerment																					Director of Planning and Statistics Dept., Chief of Credit Office, Family Economy Dev. (FED), Dept., Directors of PDWVA and JICA Expert
1.1.8. Organize launching seminars to publicize the gender information profiles at national / provincial levels																					PM, Vice Chief, Library Office, Information Dept. and JICA Expert

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Activities		Year 1				Year 2				Year 3				Year 4				Year 5				Responsible Persons in Project Team
		I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	
1.1.9.	Update existing gender information and incorporate newly collected information into the computerized national / provincial gender information profiles																					Director of Planning and Statistics Dept. and JICA Expert
1.2.	<i>Capacity to analyze gender information and formulate gender responsive policies</i>																					
1.2.1.	Conduct workshops and formulate draft gender responsive policies																					PD, PM, Gender Team Leader and JICA Experts
1.2.2.	Submit the draft policies to the management of MWVA to recommend CNCW / line Ministries for their adoption																					PD, PM and JICA Experts
1.3.	<i>Capacity to coordinate and facilitate implementation of the formulated policies</i>																					
1.3.1.	Make an action plan on economic empowerment in line with the formulated policies in cooperation with Planning and Statistics Dept. and PATF																					PM, Chief of Credit Office, FED Dept., Director of PDWVA and JICA Expert
1.3.2.	Design pilot projects on economic empowerment, including indicators to implement the action plan																					PM, Chief of Credit Office, FED Dept., Director of PDWVA and JICA Expert
1.3.3.	Identify implementing organizations of each pilot project																					PM, Director of Planning & Statistics Dept., Chief of Credit Office, FED Dept., Director of PDWVA and JICA Expert

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Activities		Year 1				Year 2				Year 3				Year 4				Year 5				Responsible Persons in Project Team
		I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	
1.3.4.	Order the pilot projects' implementation on economic empowerment from the identified organizations													■								PM, Director of Planning & Statistics Dept., Chief of Credit Office, FED Dept., Director of PDWVA and JICA Expert
1.3.5.	Coordinate and facilitate the implementing organizations to implement the pilot projects on economic empowerment													■	■	■	■	■				PM, Director of Planning & Statistics Dept., Chief of Credit Office, FED Dept., Director of PDWVA and JICA Expert
1.4.	<i>Capacity to monitor and evaluate the implementation of the formulated policies</i>																					
1.4.1.	Develop a monitoring system on economic empowerment, including reporting formats, indicators, etc.													■	■							PM, Director of Planning and Statistics Dept., Chief of Credit Office, FED Dept., Director of PDWVA and JICA Expert
1.4.2.	Monitor the pilot projects on economic empowerment and feed back the results of monitoring to the implementation process													■	■	■	■	■				PM, Director of Planning and Statistics Dept., Chief of Credit Office, FED Dept., Director of PDWVA and JICA Expert
1.4.3.	Evaluate and feed back the results of evaluation on economic empowerment to the policy revision/new policy formulation process																	■				PM, Director of Planning and Statistics Dept., Chief of Credit Office, FED Dept., Director of PDWVA and JICA Expert
2.	<i>Network</i>																					
2.1.	Promote CNCW members for gender sensitivity, such as conducting seminars													■	■	■	■	■	■	■	■	PD, Gender Team Leader and JICA Expert(Chief Advisor)

- 35 -

Activities		Year 1				Year 2				Year 3				Year 4				Year 5				Responsible Persons in Project Team
		I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	
2.2.	Facilitate CNCW members to discuss gender mainstreaming issues																					PD, Gender Team Leader and JICA Expert (Chief Advisor)
2.3.	Organize periodical meetings between Planning and Statistics Dept. and PATF to review the function of coordinating mechanism among stakeholders																					PM, Director of Planning and Statistics Dept. and JICA Expert (Chief Advisor)

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