

## 付 属 資 料

1. 討議議事録（R/D）
2. ミニッツ（M/M）、プロジェクトドキュメント
3. 事前評価表
4. 第1回事前評価調査報告書（抜粋）
5. 第2回事前評価調査報告書（抜粋）
6. 第3回事前評価調査報告書（抜粋）


RECORD OF DISCUSSIONS BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY AND  
THE AUTHORITIES CONCERNED OF  
THE ROYAL GOVERNMENT OF CAMBODIA  
ON JAPANESE TECHNICAL COOPERATION  
FOR THE CAMBODIA-JAPAN COOPERATION CENTER PROJECT

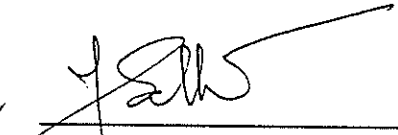
Japan International Cooperation Agency (hereinafter referred to as "JICA") and authorities concerned of the Royal Government of Cambodia had a series of meetings for the purpose of working out the details of the technical cooperation concerning the Cambodia-Japan Cooperation Center Project (hereinafter referred to as "the Project") in the Kingdom of Cambodia.


Accordingly, JICA exchanged views and had a series of discussions with the Cambodian government concerned with respect to desirable measures to be taken by JICA and Royal Government of Cambodia for the successful implementation of the above-mentioned project.

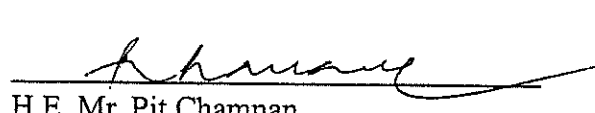
As a result of the discussions, and in accordance with the provisions of the Agreement on Technical Cooperation between the Government of Japan and the Royal Government of Cambodia, signed in Phnom Penh on June 17<sup>th</sup> 2003 (hereinafter referred to as "the Agreement"), JICA and the Cambodian authorities concerned agreed to recommend to their respective Governments the matters referred to in the document attached hereto.

Phnom Penh, March 25, 2004

  
Mr. Juro CHIKARAISHI  
Resident Representative  
JICA Cambodia Office

  
H.E. Mr. Im Sethy  
Secretary of State  
Ministry of Education, Youth and Sport  
The Kingdom of Cambodia

  
Mr. Mikio NAKAMURA  
Leader  
Japanese Implementation Study Team  
Japan International Cooperation Agency  
Japan

  
H.E. Mr. Pit Chamnan  
Rector  
Royal University of Phnom Penh  
The Kingdom of Cambodia

## THE ATTACHED DOCUMENT

### I. COOPERATION BETWEEN JICA AND THE ROYAL GOVERNMENT OF CAMBODIA

1. The Royal Government of Cambodia will implement the Project in cooperation with JICA.
2. The Project will be implemented in accordance with the Master Plan in Annex I.

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

In accordance with the laws and regulations in force in Japan, JICA, as the executing agency for technical cooperation by the Government of JAPAN, will take, at its own expense, the following measures according to the normal procedures of its technical cooperation scheme.

#### 1. DISPATCH OF JAPANESE EXPERTS

JICA will provide the services of the Japanese experts as listed in Annex II.

#### 2. PROVISION OF MACHINERY AND EQUIPMENT

JICA 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.

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

JICA will receive the Cambodian personnel connected with the Project for technical training in Japan.

### III. MEASURE 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 full and active involvement in the Project by 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 the Japanese technical cooperation will contribute to the economic and social development of the Kingdom of Cambodia.
3. The Royal Government of Cambodia will take necessary measures to receive and use the Equipment provided by JICA under II-2 above and equipment, machinery and materials carried in by the Japanese experts referred to in II-1 above.

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4. The Royal Government of Cambodia will take necessary measures to ensure that the knowledge and experience acquired by the Cambodian personnel from technical training in Japan will be utilized effectively in the implementation of the Project.
5. The Royal Government of Cambodia will provide the services of counterpart personnel and administrative personnel as listed in Annex IV.
6. The Royal Government of Cambodia will provide the buildings and facilities as listed in Annex V.
7. In accordance with the laws and regulations in force in Kingdom of Cambodia, the Royal Government of Cambodia will take necessary measures to supply or replace at its own expense for machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the Equipment provided by JICA under II-2 above.
8. In accordance with the laws and regulations in force in Kingdom of Cambodia, the Royal Government of Cambodia will take necessary measures to meet running expenses necessary for the implementation of the Project other than covered by the Japanese side.

#### IV. ADMINISTRATION OF THE PROJECT

1. Ministry of Education, Youth and Sport will bear overall responsibility for the implementation of the Project.
2. Director of the Cambodia-Japan Cooperation Center will be responsible for the managerial matters of the Project.
3. Japanese Chief Advisor will provide necessary recommendation and advice to Director and Cambodia counterpart personnel on any matters pertaining to the implementation of the Project.
4. 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 Steering Committee was established on August 15 2003. The functions and composition of the committee are described in Annex VI.

#### V. MONITORING AND JOINT EVALUATION

The progress of the Project will be monitored properly through various measures such as mutual consultations or dispatch of a monitoring mission. Evaluation of the Project will be



conducted jointly by JICA and the Cambodian authorities concerned, at the middle and during the last six months of the cooperation term in order to examine the level of achievement.

#### VI. MUTUAL CONSULTATION

There will be mutual consultation between JICA and Royal Government of Cambodia on any major issues arising from, or in connection with, this Attachment.

#### VII. MEASURES TO PROMOTE THE UNDERSTANDING OF AND THE 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.

#### VIII. TERM OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be five (5) years from April 1, 2004.

ANNEX I MASTER PLAN

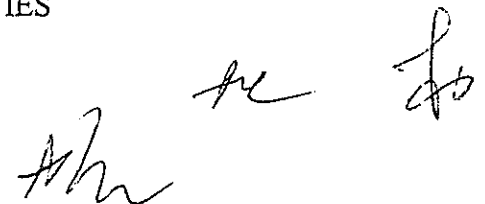
ANNEX II LIST OF JAPANESE EXPERTS

ANNEX III LIST OF MACHINERY AND EQUIPMENT

ANNEX IV LIST OF CAMBODIAN COUNTERPART AND ADMINISTRATIVE PERSONNEL

ANNEX V LIST OF LAND, BUILDING AND FACILITIES

ANNEX VI STEERING COMMITTEE



## ANNEX I      MASTER PLAN (Tentative)

### 1. Title of the Project

The Japanese Technical Cooperation for the Cambodia-Japan Cooperation Center Project in the Kingdom of Cambodia

### 2. Overall Goal

To enhance consistent human resources development to promote market economy and further strengthen the mutual understanding and cooperation between Cambodia and Japan.

### 3. Project Purpose

To establish a management system and a framework of the CJCC.

### 4. Output

#### (1) Management, planning and operation system

To establish efficient and effective management, planning and operation system of CJCC.

#### (2) Human Resource Development Course

To provide some training courses on market economy, public management skill and Japanese-style management.

#### (3) Japanese Language course

To provide high-quality Japanese language education.

#### (4) Exchange Program

To provide exchange activities to contribute to human resources and information networks between Cambodia and Japan.

### 5. Activities

#### (1) Management, planning and operation system

1-1 To make and implement a personnel management plan of CJCC.

1-2 To make and implement the operational and financial plans for CJCC's activities.

1-3 To arrange Steering Committee as planned.

1-4 To hold Managing Committee as planned and when needed.

1-5 To hold CJCC staff meetings regularly.

1-6 To recruit staff and lecturers

1-7 To advertise CJCC



1-8 To manage, monitor and evaluate the Project.

(2) Human Resource Development Course

2-1 To prepare an implementation plan.

2-2 To prepare plan to recruit staff and lecturers.

2-3 To implement HRD course.

2-4 To establish the network of related government organizations and others to mobilize human resources for lecturers.

2-5 To monitor and evaluate the course.

(3) Japanese Language Course

3-1 To prepare an implementation plan.

3-2 To prepare plan to recruit staff and lecturers.

3-3 To implement Japanese language courses.

3-4 To monitor and evaluate the course.

(4) Exchange Program

4-1 To conduct a study and form a detailed plan.

4-2 To prepare plans to recruit staff and lecturers

4-3 To implement Exchange Programs.

4-4 To establish and develop information systems between Cambodia and Japan.

4-5 To facilitate the establishment of human resources networks in CJCC.

4-6 To follow up human resources networks facilitated in CJCC.

4-7 To monitor and evaluate the program.

**Amendment of the Master Plan**

In case the Master Plan is modified due to changes in the Project, both governments will agree to and confirm these modifications by exchanging Minutes of Meetings.



## ANNEX II LIST OF JAPANESE EXPERTS

### 1. Long-Term experts

- (1) Chief Advisor (Japanese Director of the Center)
- (2) Project Coordinator
- (3) Expert on Human Resource Development Course
- (4) Expert on Japanese Language Course
- (5) Expert on Exchange Program

2. Short-term experts on Human Resource Development Course, Japanese Language Course, and Exchange program etc., if necessary

### Note:

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

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



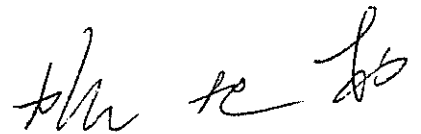


ANNEX III LIST OF MACHINERY AND EQUIPMENT

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.

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#### ANNEX IV LIST OF CAMBODIAN COUNTERPART AND ADMINISTRATIVE PERSONNEL

The following personnel will be assigned to the Center by the Royal Government of Cambodia.

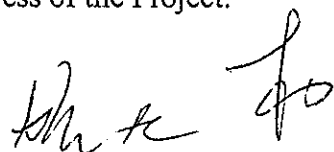
1. Director
2. Human Resource Development course manager
3. Japanese Language course manager
4. Exchange program course manager

The following personnel will be assigned by the Center.

1. Lecturers on each course
2. Assistants on each course
3. Administrator; 2 persons
4. Accountant
5. Librarian
6. Computer engineer
7. Security guard
8. Driver
9. Other part-time staff will be assigned when necessary for the activities of the Center

Note:

Actual assignment of the above personnel will depend on the progress of the Project.



## 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 space and facilities
2. Office Space for Japanese experts
3. Other facilities mutually agreed upon as required

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## ANNEX VI STEERING COMMITTEE

### 1. Function

The Steering Committee meeting will be held when necessity arises and at least once a year in order to fulfill the following functions;

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

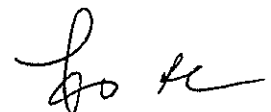
### 2. Members of the Steering Committee

#### (1) Co-Chairpersons

1. Secretary of State, Ministry of Education, Youth and Sport
2. Representative of Embassy of Japan

#### (2) Members

1. Rector of Royal University of Phnom Penh
2. Resident Representative of JICA Cambodia Office
3. Representative of Ministry of Foreign Affairs and International Cooperation
4. Representative of Ministry of Economy and Finance
5. Representative of Council for the Development of Cambodia
6. Representative of Ministry of Culture and Fine Arts
7. Representative of Ministry of Commerce
8. Representative of Ministry of Tourism




MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY AND  
THE AUTHORITIES CONCERNED  
OF THE ROYAL GOVERNMENT OF CAMBODIA  
ON JAPANESE TECHNICAL COOPERATION  
FOR THE CAMBODIA-JAPAN COOPERATION CENTER

Japan International Cooperation Agency (hereinafter referred to as "JICA") and authorities concerned of the Royal Government of Cambodia had a series of meetings for the purpose of working out the details of the technical cooperation concerning the Cambodia-Japan Cooperation Center Project (hereinafter referred to as "the Project") in the Kingdom of Cambodia.

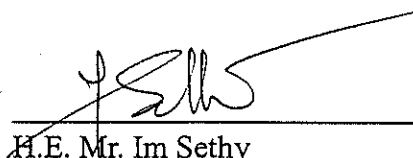
Accordingly, JICA exchanged views and had a series of discussions with the Cambodian government concerned with respect to desirable measures to be taken by JICA and Royal Government of Cambodia for the successful implementation of the above-mentioned project.

As a result of the discussions, JICA and Cambodian authorities concerned agreed to report to their respective Governments the matters referred to in the document attached hereto. This is considered as a supplement document of the Record of Discussions, which is to be signed at the same time.

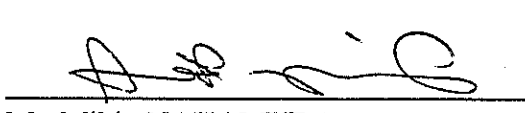
Phnom Penh, March 25, 2004



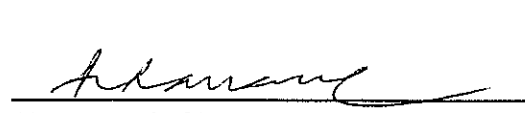
Mr. Juro CHIKARAISHI  
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JICA Cambodia Office



H.E. Mr. Im Sethy  
Secretary of State  
Ministry of Education, Youth and Sport  
The Kingdom of Cambodia



Mr. Mikio NAKAMURA  
Leader  
Japanese Implementation Study Team  
Japan International Cooperation Agency  
Japan



H.E. Mr. Pit Chamnan  
Rector  
Royal University of Phnom Penh  
The Kingdom of Cambodia

## THE ATTACHED DOCUMENT

### I. NAME OF CENTER

Both sides agreed to name the Center to be established under the project "the Cambodia-Japan Cooperation Center" (hereinafter referred to as "the Center").

### II. IMPLEMENTATION OF JAPANESE LANGUAGE COURSE

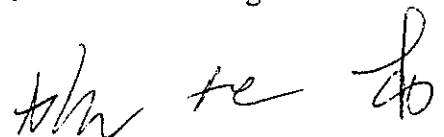
1. Japanese Language course will be implemented in collaboration with the Japan Foundation, which is a governmental organization of Japan in charge of cultural exchange including Japanese language education abroad.
2. Royal University of Phnom Penh will establish the Department of Japanese Language in Institute of Foreign Languages, with supports of the Japan Foundation. The Department of Japanese Language will be located in the Center and will utilize the facilities of the Center to be provided by Japan's Grant Aid.

### III. ADMINISTRATION OF THE CENTER

1. With regard to the Clause IV-2 of the Record of Discussions (hereinafter referred to as "the R/D"), the Center will be managed by a Cambodian director and a Japanese Chief Advisor who will be appointed respectively by the Cambodian and the Japanese sides.
2. The manager in Human Resource Development course, the manager of Japanese Language course and the manager in Exchange program will be appointed by the Ministry of Education, Youth and Sport respectively.
3. The Center will make necessary arrangements for the other Cambodian organizations, which participate in the implementation of the Center's activities.

### IV. MANAGING COMMITTEE

Both sides agreed that the Managing Committee works for the smooth implementation of the Project activities such as Human Resource Development course, Japanese Language course, and Exchange Program. The Managing Committee meeting shall be held within six months after the Project starts.



## V. COSTS FOR ACTIVITIES OF THE PROJECT

1. The Japanese side will bear the expense of the transport and travel allowances for the Japanese experts for official purposes.
2. The following expenses as well will be born by Japanese side for the time being during the Project period. However, these expenses will be gradually covered by the income of the Center.

- (1) Expenses for the implementation of the courses, such as advertisement fee for the application, fee for preparation of the text books and audio visual materials and expenses to purchase office supplies.
- (2) Expenses of international communication, such as telephone, fax, post.
- (3) Expenses for the library and information service to purchase books and magazines, etc.
- (4) Expenses for activities by Cambodian counterpart and administrative personnel relating to the Project, such as allowance for overtime and holiday works.

3. The Royal Government of Cambodia will allocate the necessary budget for general administrative expense for the Center, such as maintenance costs of the facility and the equipment, electricity and water expense.

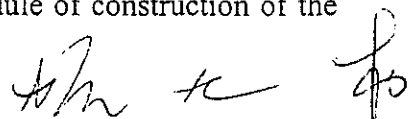
4. The Royal Government of Cambodia will also bear expenses necessary, other than those mentioned above, such as fee for Cambodian lecturers, expense for local communication, stationary, etc. However, the Japanese side could extend assistance, if necessary.

## VI. FINANCIAL MANAGEMENT OF THE CENTER

The Center can utilize its income which will be generated by tuition fees of the courses and other sources for its own activities.

## VII. NECESSARY ARRANGEMENT BEFORE THE COMPLETION OF THE CENTER BUILDINGS

In response to the request of the Royal Government of Cambodia, the Government of Japan is taking procedures to construct the Center buildings by Japan's Grant Aid. According to the result of Basic Design Study, Cambodian side and Japanese side agreed with the design of the Center buildings and the schedule of construction of the



Center in March 2004.

The Royal University of Phnom Penh will provide the following space and facilities until the completion of the construction of the Center buildings.

1. Offices for the Japanese experts
2. Necessary lecture rooms when some courses are conducted
3. Necessary space for storing equipment and material provided for the Project prior to the completion of the Center buildings

#### VIII. PROJECT DESIGN MATRIX (PDM)

As a result of discussions, both sides agreed to apply the draft PDM shown in Appendix 11 of ANNEX as an implementation guideline for the project management. After the commencement of the Project, the Managing Committee will review the draft and complete the PDM. The PDM will be authorized by the Steering Committee within six months after the Project starts.

#### IX. PLAN OF OPERATION FOR THE WHOLE PERIOD

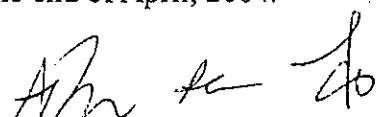
Both side agreed that the tentative Plan of Operation for the whole period shown in Appendix 8 of ANNEX will be finalized within six months after the Project starts. The Steering Committee will authorize the Plan of Operation for the whole period. The Plan of Operation for the whole period is subject to change according to the progress and achievements.

#### X. ANNUAL WORK PLAN

Both sides agreed that the Annual Work Plan for the Japanese Fiscal Year (JFY) 2004 shall be formulated within six months after the commencement of the Project. The Annual Work Plan is subject to change according to the progress and achievements.

#### XI. A1 FORM

The Cambodian side confirmed that the A1 forms, for the request of the long-term experts, should be submitted to the Government of Japan by the end of April, 2004.





## XII. ASSIGNMENT OF COURSE MANAGER

The implementation study team requested the Ministry of Education, Youth and Sport to promote an assignment of course manager of Human Resource Development course as soon as possible. The Ministry of Education, Youth and Sport promised to do its best to realize this request.

## XIII. NECESSARY ARRANGEMENT ON BUDGET FOR CENTER'S ACTIVITIES

Both sides reconfirmed that the Center will make necessary procedures to secure budget for the Center's activities for 2005. The Center and the Ministry of Education, Youth and Sport will consider for adopting the Annex Budget System by 2004.

ANNEX

Project Document



Project Document of the Japanese Technical Cooperation  
For  
The Cambodia-Japan Cooperation Center  
The Kingdom of Cambodia

March 2004

Ministry of Education, Youth and Sport  
&  
Japan International Cooperation Agency

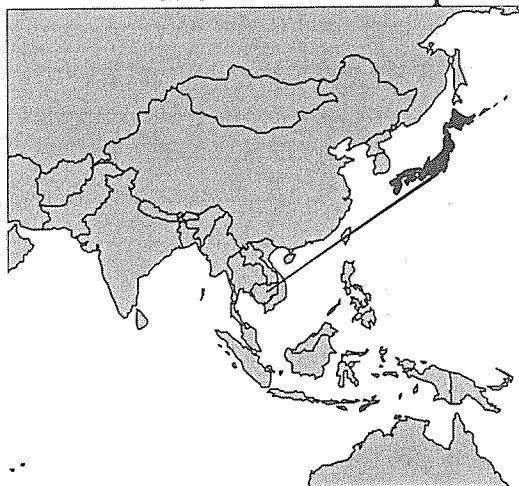
## Table of Contents

Site Map .....	i
List of Abbreviations .....	i
1. Introduction .....	1
2. Background Information .....	2
2-1. Socio-economic Situation .....	2
2-1-1. Basic Information.....	2
2-1-2. Economy .....	3
2-1-3. Population Distribution .....	4
2-2. Description of the Sector.....	5
2-2-1. Overall Condition of Human Resource Development Sector .....	5
2-2-2. Brief History and Present Situation of Japanese Language Education .....	8
2-2-3. Snapshots of Exchanges .....	9
2-3. Government Strategy .....	10
2-3-1. National Development Strategy .....	10
2-3-2. Strategy for Education and Human Resource Development .....	10
2-4. Prior and On-going Efforts Related to the Project.....	12
2-4-1. Human Resource Development .....	12
2-4-2. Japanese Language Education .....	15
2-4-3. Exchange Program .....	16
3. Problems to be Addressed.....	18
3-1. Institutional Framework.....	18
3-1-1. Education Administration .....	18
3-2. Problems to be Addressed Relating to Each Courses .....	19
3-2-1. Human Resource Development Course .....	19
3-2-2. Japanese Language Course .....	23
3-2-3. Exchange Program .....	24
4. Project Strategy .....	26
4-1. Overall Strategy and Project Approach .....	26
4-1-1. Overall Strategy .....	26
4-1-2. Project Approach.....	26
4-2. Implementation Structure/ Management System.....	27
4-2-1. Implementation System of the Project .....	27
4-2-2. Financial aspects .....	28
4-3. Project Direction and Outline of Activities.....	28
4-3-1. Management and Planning System (for the project and for the three activities).....	28
4-3-2. Human Resource Development Course .....	29
4-3-3. Japanese Language Course .....	33
4-3-4. Exchange Program .....	35
5. Project Design .....	37
5-0. The PDM and the P/O .....	37
5-1. Overall Goal .....	37
5-2. Project Purpose .....	38
5-3. Project Outputs and Activities .....	38

5-4.	Inputs.....	40
5-4-1.	Inputs to be made by the Government of Japan.....	40
5-4-2.	Inputs to be made by the Royal Government of Cambodia.....	40
5-4-3.	Inputs that could be made by the Project itself .....	41
5-5.	Important Assumptions and Risk Analysis.....	41
5-6.	Precondition .....	41
6.	Ex-ante Evaluation.....	42
6-1.	five evaluation criteria .....	42
6-1-1.	Relevance .....	42
6-1-2.	Effectiveness .....	43
6-1-3.	Efficiency .....	44
6-1-4.	Impact.....	45
(2)	Impact on society and economy.....	45
(3)	Possibility of negative impact.....	45
6-1-5.	Sustainability.....	45
(1)	Institutional capacity .....	46
(2)	Financial condition.....	46
6-2.	Overall Conclusion .....	46

## Appendixes

## 1. Cambodia and Japan



A detailed map of Southeast Asia, including parts of China, Myanmar, Thailand, Laos, Cambodia, Vietnam, and the Philippines. Major cities are marked with dots and labeled. The map shows the Andaman Sea to the west, the South China Sea to the east, and the Isthmus of Kra connecting the mainland to Sumatra. A scale bar at the top right indicates distances from 0 to 300 km. A north arrow is located in the upper right corner. The map is titled 'SOUTHEAST ASIA' at the top center.

**Major Cities and Locations:**

- China:** Yunnan Province of PRC (Dali, Chuxiong, Kunming, Yuxi, Mangshi, Longshuanka, Myitkyina, Mangshi, Ruili, Muse, Lashio, Thibaw, Mandalay, Yangon).
- Myanmar:** Mandalay, Yangon.
- Thailand:** Bangkok, Chiang Mai, Chiang Rai, Mae Sai, Ban Houei Sai, Chiang Khong, Luang Prabang, Vientiane, Nong Khai, Udon Thani, Udon Ratchathani, Pakse, Attapeau, Stung Treng, Kampong Cham, Koh Kong, Phnom Penh, Siem Reap, Aranyaprathet, Sihanoukville, Ha Tien, Vung Tau, Ho Chi Minh City, Go Dau Ha, Vung Tau.
- Laos:** Vientiane, Luang Prabang, Xieng Khouang, Pakkading, Vinh, Ba Don, Dong Ha, Da Nang, Quy Nhon.
- Cambodia:** Phnom Penh, Siem Reap, Aranyaprathet, Sihanoukville, Ha Tien, Vung Tau.
- Vietnam:** Hanoi, Haiphong, Vinh, Ba Don, Dong Ha, Da Nang, Quy Nhon.
- Philippines:** Manila, Cebu, Iloilo, Zamboanga.

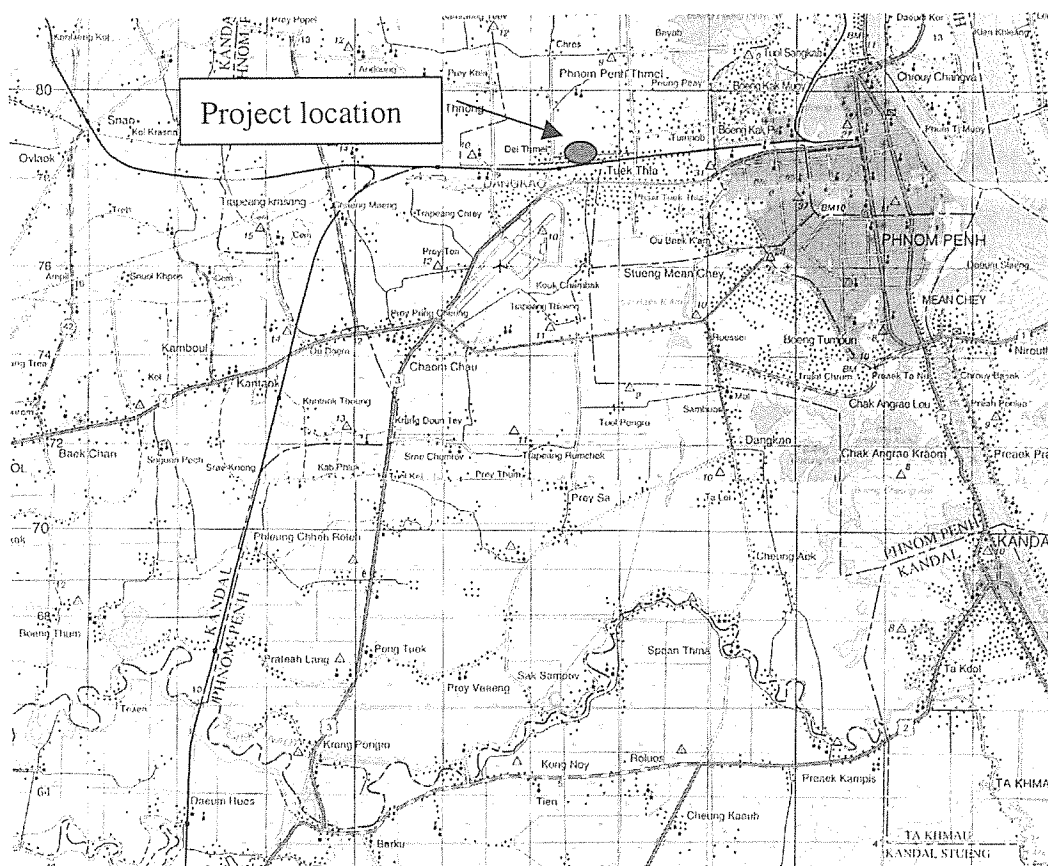
**Geographical Features:**

- Andaman Sea:** Located to the west of the Isthmus of Kra.
- South China Sea:** Located to the east of the Isthmus of Kra.
- Isthmus of Kra:** The narrow land bridge connecting the mainland to Sumatra.

**Scale:** 0 50 100 200 300 km

**North Arrow:** Located in the upper right corner.

### 3. Project Location in Phnom Penh



## LIST OF ABBREVIATIONS

ADB	Asian Development Bank
ASEAN	Association of South East Asian Nations
AusAID	Australian Agency for International Development
BA	Bachelor of Arts
BS	Bachelor of Science
CG	Consultative Group
CJCC	Cambodia Japan Cooperation Center
DAC	Development Assistance Committee
DFID	Department for International Development Agency
EFA	Education For All
ESSP	Education Sector Support Program
EU	European Union
FDI	Foreign Direct Investment
GDP	Gross Domestic Product
GTZ	Deutsche Gesellschaft für Technische Zusammenarbeit
HEIs	Higher Education Institutions
HRD	Human Resources Development
IFC	International Finance Corporation
IFL	Institute of Foreign Language
ILO	International Labor Organization
JAC	Japan Alumni of Cambodia
JICA	Japan International Cooperation Agency
JOCV	Japan Overseas Cooperation Volunteers
JODC	Japan Overseas Development Corporation
MBA	Master of Business and Administration
MoEYS	Ministry of Education, Youth & Sport
MoSALVY	Ministry of Social Affairs, Labor, Vocational Training and Youth Rehabilitation
MPDF	Mekong Project Development Facility
MTEF	Mid Term Expenditure Framework
NIM	National Institute of Management
NIS	National Institute of Statistics
NGO	Non-Governmental Organization
PCM	Project Cycle Management
PDM	Project Design Matrix
PMG	Priority Mission Groups
P/O	Plan of Operation
ODA	Official Development Assistance
RUPP	Royal University of Phnom Penh
SWAPs	Sector Wide Approaches
TVET	Technical and Vocational Education and Training
UNDP	United Nations Development Program

UNESCO	United Nations Educational, Scientific, and Cultural Organization
UNIC	United Nations Information Center
UNICEF	United Nations Children's Fund
UNV	United Nations Volunteer
USAID	U.S. Agency for International Development
WB	World Bank
WTO	World Trade Organization