

## Guideline for Integration of DRR into Development Planning Process at Sub-National Level In CAMBODIA

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### Executive Summary

#### **Part -1: Introduction to the Guideline**

- a. Scope of the guideline  
This guideline builds up from existing Provincial Development Planning (PDP) and Provincial Investment Program (PIP) guideline developed by Ministry of Planning in line with current update of National Strategic Development Planning (SNDP), on-going process of implementation decentralization and deconcentration and recent National Program for Sub-National Democratic Development 2010-2019.
- b. Purpose of the guideline  
This guideline is to help provincial authorities including local authorities and line departments with key DRR activities to be integrated while preparing provincial and local development planning program.
- c. How to use this DRR integration guideline?  
The guideline will provide necessary key steps in integrating DRR into Provincial Development Planning and Provincial Investment Program into sub-national level.
- d. Target users of this DRR integration guideline  
All stakeholders related to development and disaster risk reduction at both national and sub-national level. These actors are those who involved with formulating provincial, district and commune development planning process, and provincial Investment Program (PIP) and Commune Investment Program (CIP).

#### **Part -2: How to integrate DRR in the Provincial Development Planning Process**

##### **Chapter 1.2: Provincial Development Plan (PDP)**

###### **- Step 1: Preparation for provincial development planning process**

- *MoP will organize a technical workshop for providing instruction on approved and endorsed PDP and PIP guidelines.*
- *All provincial DoPs, the Planning Working Groups and relevant stakeholders through out the country will be invited to participate in above workshop.*
- **Suggestions:**
  - DRR actors should ***organize a training course*** (at least 1-2 days) for all participants for enhancing their capacities on DM/DRR, CCA and practical skills of the participatory assessment tools.
  - ***Selected topics from Training manual on Disaster Risk Reduction developed by NCDM*** should be used during the training course (only some crucial parts of lessons, not for all).
  - During this workshop or training course, the ***guideline for integration of DRR into development planning process at sub-national level***

developed should be presented to all participants on how to use it properly.

**- Step 2: Information dissemination on the provincial development planning process**

- DoP and the Planning Working Group will further organize the workshop for disseminating the PDP/PIP guideline and guidance to all line departments/sectors and relevant stakeholders in the province for developing their sectoral-plans and then submitting their plans to the DoP or the Planning Working Group based on provided deadline.

- **Suggestions:**

- DoPs, the Planning Working Groups and all line departments/ sectors in each province should be trained by DRR actors about DM/DRR, CCA and its practical skills and participatory assessment tools based on the Training Manual on DRR developed by NCDM (in case of said technical workshop at Step 1- the training has not yet been conducted).
- Trained DoP and the Planning Working Group in each province (attended in the training course at step 1) should play the important role as a core-group under technical supports from DRR actors in their each provinces for further organizing the training course (at least 1-2days) about DM/DRR, CCA and participatory assessment tools for all sectors/line departments in order to enhance their capacities for developing sectoral-plans (5 year-plan).
- At the end of the training course, the DoP and its Planning Working Group can present and provide technical instructions to all participants for PDP template as well as guide them about DM/DRR, CCA have to include in their sectoral-plans including **Vision, Goal, Objectives, Measures, Key/sub-activities, Beneficiaries, Target areas, Duration and Budget estimation**, etc).
- **Main documents:** NSDP, HFA, SNAP, UNFCCC, NAPA, Green Growth Road Maps 2010, MoE (2010) Second National Communication to UNFCCC, National Forestry Program 2010-2019, FiA (2010) Fishing for our future: A strategic Planning Framework (SPF) for Fisheries 2009-2019,, Strategic Plans of their own line ministries, Existing PDP/PIPs, Provincial and District profiles, Commune Databases and other NGO partners' relevant documents should be guided to the all line departments/sectors for using in their developments.
- In case of above referred documents do not sufficient usage for supporting their planning preparation- a result-based assessment should be made by all line department/sectors at vulnerable communities based on the trained participatory assessment tools and practical skills.

**Table 1.2: Problems and Needs Assessment for Sectors**

Development Frameworks	Problems	Current impacts	Reasons	Solutions	Indicators

**- Step 3: Provincial development planning process**

- DoP and Planning Working Group will consolidate the submitted sectoral-plans as well as develop the Vision, Goal and Objectives to be a draft provincial development plan. Completed draft, will be shared with all sectors and relevant stakeholders through organize

the finalization workshop for finalizing this draft under chairmanship of the **Provincial Governor** before submitting it to the **chairman of the Provincial Councillor**.

• **Suggestions:**

- DRR/CCA should be included as much as possible into all structures of the Draft PDP such as **Vision, Goal, Objectives and other development frameworks (i.e. what barriers and challenges are mainly impacted to potential of the Economic, Social, Natural resources and Environment, and Genders in the province)**.
- In case of submitted sectoral-plans and existing documents do not sufficient usage for consolidation- a result-based assessment should be made by DoP or the Planning Working Group at vulnerable communities based on the trained participatory assessment tools and practical skills.

The following suggestions include: Develop the capacity to plan for uncertainty and to integrate CC resilience into local planning processes. This will entail screening (or ‘proofing’) mechanisms of sectoral investments, planning across, different (often functional – not administrative) scales and according to multiple time-frames. A significant amount of resources earmarked for climate change is likely to be made available to Cambodian Sub-National Governments in the coming years.

**Table 1.1: Problems and Needs Assessment for DoP/Planning WG**

<b>Sections</b>	<b>Problems</b>	<b>Reasons</b>	<b>Solutions</b>	<b>Gender</b>	<b>Level of Priority</b>
<i>Economic</i>					
<i>Social</i>					
<i>Natural resources and Environment</i>					

- **Step 4: Approval of the provincial development plan**

- Based on submitted a final draft from the provincial board governor, the **Chairman of Provincial Councillor** will call for meeting among their internal members for reviewing and official approval of the PDP and then send it back to the province for implementation.

**Chapter 2.2: Provincial Investment Plan (PIP)**

- **Step 1: Preparation of the Priority Project List for PIP**

- DoP keep inform (technical meeting) to all sectors and relevant stakeholders in the province with a guided template to enable them to develop their three-year rolling investment program (PIP) in the first year of the council mandate, and then submit to the DoP or the Planning Working Group based on provided deadline.

• **Suggestions:**

- **Existing PDP and PIP (included DRR and CCA)** of each province and line departments/ sectors will be used as the main references to be updated and revised them become the new PIPs. In case of existing documents not enough usages, other relevant documents could be considered for using such as NSDP, SNAP, NAPA, their own line ministries’ principles, updated District and Commune profiles, etc.

- In this step, DRR actors and/or the trained DoP and its Planning Working Group should initiate organize any refresher courses about DRR/CCA for strengthening their capacities and skills for development planning processes if possible.

**- Step 2: Preparation of the PIP**

- *Based on submitted sectoral-plans, DoP and Planning Working Group will consolidate and develop with its Vision, Goal and Objectives (if necessary) to be a draft the Three-Year Rolling Investment Program (PIP). Completed draft, will be shared with all sectors and relevant stakeholders through organize the finalization workshop for finalizing this draft under chairmanship of the Provincial Governor before submitting it to the **chairman of the Provincial Councillor.***
- **Suggestions:**
  - *Existing PDP (5 years plan) in the each province will be used as the main references for preparing and consolidating the PIP.* At the same time, DRR and CCA could be included by **more emphasized** at its **Vision, Goal, Objectives and relevant programme activities** of this plan.
  - DoP and its Planning Working Group could use other supporting documents such as NSDP, SNAP, NAPA, updated and submitted PIP of the line departments/sectors, District and Commune profiles, etc.

**- Step 3: Approval of the PIP**

- *Based on submitted a final draft PIP from the provincial governor, the Provincial Councillor will call for meeting among their internal members for reviewing and official approval of the PIP and then send it back to the province for implementation.*

**Part -3: Scope of integration of DRR in Provincial Development Plan (PDP)**

**Chapter 3.1: Social-Economic Situation**

**3.1.1 Current Situation of Analysis and Challenges**

- In this section, all planners should write shortly its narrative in analysis situation of the province on what the current potential issues in the province for serving the needs of citizens such as **Agriculture, Industry, Commerce, Infrastructures, Mines/Energies, Transportations, Hydraulics and Irrigations, Human resources through education and Economic sectors and Eco-tourism etc.**
- In addition, in this part while potential issues in the province are described- the planners **should also more write shortly about what main barriers and challenges to the province or sector's development activities caused by chronic natural hazards/disasters such as Flood, Drought, Storms, Infestation and others.**

**3.1.2 Brief of Socio-Economic Data**

**3.1.2.1 Economic Situation Analysis**

- In this section, trained planners should write in analysis about main and sub-economic activities and factors have been assumed as the potential issues of the province or each sector for supporting daily livelihoods of population such as **Agricultures (productivities, lands for agricultural activities), Infrastructures (roads, bridges, canals, houses, hydraulics, irrigations, etc.), Industry (Medium and Small enterprise, Agro-industrial plantations), Commerce (taxations, businesses, exploitations, services), Livelihoods and Tourism, etc.**

- On the contrary, in this section while potential issues in the province or each sector are described as mentioned above - ***the trained planners should more write on what main barriers and challenges to the province or sector's main and sub-economic activities and its figures caused by natural hazards/disasters*** such as ***Flood, Drought, Storms, Infestation and others***, i.e. ***Natural hazards/disasters*** are the main root-causes of decreased-agricultural productivity (lacks of foods security for population), ***Infrastructures damaged*** (needs big amount of money for chronic recovery phases, no accessing roads for transporting any products to the markets, lack of hydraulics or water systems for agricultural purpose, etc.), ***Fishery declined***, Increased vulnerabilities of elderly people, children and ethnics(epidemics), and ***Salinity induction etc.***
- Participatory community assessment tools of HVCA, VRA or CCVA will be suggested to all trained planners for using in collecting information with vulnerable communities.

**Table 2.4: Economic Analysis for Sectors/line departments**

Main sectors	Potential (Strengths)	Problems (Weaknesses)	Reasons	Solutions	Gender needed

### **3.1.2.2 Social Situation Analysis**

- In this section, all trained planners should study in details and write in analysis mainly focused on ***situation of Education, Health, Poverty of citizens and Possibility of emergency relief and response*** to victims faced to disasters in the province and/or sector itself could response on time.
  - **Education situation:** in writing about progress achievements that Provincial Department had been done in last years against the national strategic plan. *At the same paragraph the concerned issues on standardized studying of students from kindergarten to the high school levels have been addressed on what are main problem faced, obstacles and its rates of abandoned-schools, illiteracy caused by disasters (especially on female students).*
  - **Health situation:** in writing about health situation of citizens in the province has reported by the Provincial Department of Health (especially women and children, mother and babies) have suffered by illnesses/diseases to disasters (lacks of sanitation water, arsenics, foods/ nutrition, latrines, hygiene and sexual-breeding health for youth, etc.) as well as opportunity to get the health-care services.
  - **Poverty situation:** in writing about the level of poverty of population in the province based on what are main factors to enforce them to take into poverty caused by disasters. This part should also be analyzed about requirements related to the population's living conditions and their safeties.

*Note: This part, all planners should use the information sources from the Ministry of Planning: Poverty and Millennium*

**Development Goal in Cambodia, demonstrated by Mapping and Graphics 2003-200).**

- **Emergency response/Relief:** in writing about possibility or measures of province and/or sector to assist the victims by disasters (foods, mobile shelters, housing construction, transportations, humanitarian works, etc.)
- Participatory community assessment tools of HVCA, VRA or CCVA will be suggested to all trained planners for using in collecting information with vulnerable communities.

**Table 2.5a: Social Analysis for Sectors/line departments**

Main sectors	Problems	Scales of Problems	Reasons	Solutions	Gender needed

**3.1.2.3 Natural resources and Environmental Analysis, and Threatening of the Natural Disasters (Climate Change)**

- In this section, the planners should study in details and write in analysis on potential ***natural resources, level of resources utilization, impacts on environment has threatened by climate change, duration, intensity, frequency, possible ways of adaptation and conservation*** by fully participating from the province and sectors.
  - **Natural resources:** in writing about the level of utilization and conservation (measures) of local people for ***lands, forests, flooded forest, wild animals, fisheries, lakes, streams, rivers and mines***, etc.).
  - **Threatening of the natural disasters (Climate change):** in writing about main factors are impacted to environment and lead to climate change (***solid and liquid wastes, poisonous substance, public hygiene, pollution***, etc.). This part, the planners should more emphasize on the ***best possible ways/measures for conservation***.
- Participatory community assessment tools of HVCA, VRA or CCVA will be suggested to all trained planners for using in collecting information with vulnerable communities.

**Table 2.6a: Land use planning and Natural resources Analysis**

Types of resources	Potentials	% of utilization	Beneficiaries	Problems	Reasons	Solutions	Gender needed
1.							
2.							
3.							

**Table 2.6b: Environment Analysis**

Main Problems	Reasons	Solutions	Beneficiaries	Gender needed
1.				
2.				
3.				

**Table 2.6c: Disasters/CC Analysis**

Types of disasters	Level of impacts in last 5-years	Affected areas	Scale of damaged		Reasons	Solutions	Gender needed
			Year	\$			
1.							
2.							
3.							

## Chapter 3.2: Provincial Development Framework

### 3.2.1 Development Vision

- All trained planners should write on what the main purposes want to set up and identify for implementation in 5 year-duration of the provincial councilor-related to the improvement of **social situation** and **good governance** in the province based on the NSDP and submitted PDP of sectors. For sectors, this reference should base on **their own line ministries' strategy**.
- In this section, **DRR and CCA should be included by using some words, sentences or paragraphs say about main barriers or challenges to disasters as well as measures/capacities to cope with disasters** (Non-structural and structural measures).

### 3.2.2 Development Goal and Objectives

- In this section, the trained planners should write on what possible goals planned to be implemented and achieved in 5 year-duration guide of its mandate in **balance between magnitude of the requirements/needs as well as available resources and expected capacities for effective implementation and sustainability**. In this part the planners should also more consider on **possible scale of the Development Objectives based on the National Development Policy and nine goals of the MDGs in Cambodia**.
- In this section, **DRR and CCA should be included at all nine goals of the MDGs by using some words, sentences or paragraphs say about main barriers or challenges to disasters as well as measures/capacities to cope with disasters** (Non-structural and structural measures). The integration of DRR and CCA is one of the main rationale behind the recent push for 'localising the MDGs': a local, integrated approach can help to understand territorial asymmetries in terms of progress towards the MDGs (in other words where things are getting better and where they aren't) and provide precious information in terms of how to adapt policies to different places and how to exploit synergies among different sectoral interventions.

### 3.2.3 Development Strategy

#### 3.2.3.1 Economic Development Strategy

- *In this section, the planners should write mainly focused on what are core-programs or priority sectors of the province or sectors such as **Agriculture, Tourism, Commerce, Industry, Taxations, Irrigation System, Transportations, Livelihoods, Infrastructures, Water supply system and Electricity, etc.** can contribute to the province and sectors/line departments in progress. At the same thing the said points should be considered on its **possibility, magnitude and sustainability** of the potential economy among the relevant areas for serving its development activities.*

- *In this part, DRR and CCA should be included at all core-programs, priority activities or measures of the province or sectors as described above about linkages between economic development and DRR/CCA.*

### 3.2.3.2 Social Development Strategy

- *In this section, the planners should write and consider on **what kinds of social works (Structural and non-structural measures) includes Education/capacity building, Health services, Response and Reliefs, etc. are highly expected in contribution** for province or sectors/line departments development activities **at present and future time.***
- *In this part, DRR and CCA should be included at all kinds of social works, projects or measures of the province or sectors as described above about linkages between social development and DRR/CCA.*

### 3.2.3.3 Land-Use Planning Strategy and Natural Resources Management

- *In this section, the trained planners should write in analysis about **potential natural resources such as lands, natural resources, environment and capacities of human being are the most concerned for sustainable development activities** in the province or sectors. This part should also say about **situation of land use management, specific roles/responsibilities of relevant committees (if available) and challenges at present and future time** needs to be conserved through established the **conservation and management plan (if available).***
- *DRR and CCA could be included in the planners' project activities; **Building codes, Natural resources management, conservation and adaptation principles.***

### 3.2.3.4 Climate Change and Disaster Risk Management Strategy

- *In this section, the planners should write in analysis on **types of common hazards and extreme disasters (natural and manmade disasters), duration, intensity, frequently affected areas, numbers of victims and affected people, agricultural productivities, infrastructures, etc.** This part should also be included about **roles and responsibilities of the relevant committee for disaster management at all levels, and resources for serving the DRR preparedness plan to cope with disasters and climate change and its conservation as well as adaptation principles.***

## 3.2.4 **Medium Term of Expenditure Framework**

### 3.2.5 **Provincial Development Matrix**

Vision:				
Goals	Objectives/Indicators			Strategic activities
	Descriptions	2009	2014	
Economic :				
Social :				

Natural resources and Environment:				

### Chapter 3.3: Monitoring and Evaluation on the implementation of the Development Plan

Monitoring and Evaluation on implementation of the PDP and PIP and its outcomes as well as impacts is necessary task to be undertaken and managed by the **Provincial/Capital councillors**. The monitoring is made to enforce the plan implementation to reach its goal identified and decisions (motivation and finding the areas need to be improved).

In this section, the trained DoP and the Planning Working Groups should write on what mechanisms for implementation, approaches and modalities for monitoring and evaluation on expected and achieved goal, objectives/indicators, project activities and its timeframe to be conducted.

(NCDM and NCCC (National Committee for Climate Change) need to be involved in this sector.

## Part -4: Scope of integration of DRR in Provincial Investment Program (PIP)

### Chapter 4.1: Situation of Social-Economic Development

#### 4.1.1 Summary of Social-Economic Situation

➤ This section the trained planners should use the existing PDP as the main reference for further developing the PIP (Three-year rolling investment program). Therefore, DRR/CCA could be included automatically in parallel with their all programs or projects selected for PIP.

#### 4.1.2 Situation Development and Challenges

##### 4.1.2.1 Economic situation

- In this section, trained planners should write in summary based on **existing 5-years of PDP** about main and sub-economic activities and factors have been assumed as the potential issues of the province or each sector for supporting daily livelihoods of population such as **Agricultures (productivities, lands for agricultural activities), Infrastructures (roads, bridges, canals, houses, hydraulics, irrigations, etc.), Industry (Medium and Small enterprise, Agro-industrial plantations), Commerce (taxations, businesses, exploitations, services), Livelihoods and Tourism**, etc.
- On the contrary, this part while potential issues in the province or each sector have been raised- the trained planners **should write in summary on what main barriers and challenges to the province or sector's main and sub-economic activities and its figures caused by natural hazards/disasters** such as Flood, Drought, Storms, Infestation and others, i.e. Natural hazards/disasters are the main root-causes of decreased-agricultural productivity (lacks of foods security for population), Infrastructures damaged (needs big amount of money for chronic recovery phases, no accessing roads for transporting any products to the markets, lack of hydraulics or water systems for agricultural purpose, etc.), Fisheries declined, Increased vulnerabilities of elderly people, children and ethnics (epidemics), and Salinity induction, etc.

- In case of referred documents do not enough for usage, the participatory community assessment tools of HVCA, VRA or CCVA would be suggested for more using in collecting information with vulnerable communities.

#### **4.1.2.2 Social situation**

- Based on existing PDP, in this section, all trained planners should write in summary have mainly focused on situation of ***Education, Health, Poverty of citizens and Possibility of emergency relief and response to victims faced to disasters in the province and/or sector itself*** could response on time.

- **Education situation: write in summary** about progress achievements that Provincial Department had been done in last years against the national strategic plan. At the same paragraph the concerned issues on standardized studying of students from kindergarten to the high school levels have been addressed on ***what are main problems faced, obstacles and its rates of abandoned-schools, illiteracy caused by disasters*** (especially on female students).

- **Health situation: write in summary about health situation of citizens** in the province has reported by the Provincial Department of Health (especially women and children, mother and babies) ***have suffered by illnesses/diseases to disasters*** (lacks of sanitation water, arsenics, foods/ nutrition, latrines, hygiene and sexual-breeding health for youth, etc.) as well as ***opportunity to get the health-care services.***

- **Poverty situation: write in summary on level of population's poverty in the province based on what are main factors to enforce them to take into poverty caused by disasters.** This part should also be analyzed about requirements related to the population's living conditions and their safeties.

- **Emergency response/Relief:** in writing about ***possibility or measures of province and/or sector to assist the victims by disasters*** (foods, mobile shelters, housing construction, transportations, humanitarian works, etc).

- In case of referred documents do not enough for usage, the participatory community assessment tools of HVCA, VRA or CCVA would be suggested for more using in collecting information with vulnerable communities.

#### **4.1.2.3 Situation of Environment and Threatening of Natural Disasters**

- In this section, the trained planners should write in summary on ***situation of natural resources and environment against the impacts to disasters*** in the province or sectors.

- DRR and CCA could be included in the planners' project activities: ***Building codes, Natural resources management, conservation and adaptation principle*** (reforestation, keep all kinds of wastes in right places, construction of irrigation systems, crops variety, early warning system, decreased-pollution in industry, and chemistry for agricultural purposes, etc).

#### 4.2.1 Investment Projects

No.	Name of Projects	Location	Expected Result of projects	Budget sources	Implemented by	Time	Project costs (Million Riels)	Level of fund/Capitals			
								2010	2011	2012	---->>>
<b>Agriculture</b>											
<b>Transportation</b>											
<b>Education</b>											
>>>>>>											

#### 4.2.2 Medium Term of Expenditure Framework

	Description	Year	Year	Year	Notices
<b>1</b>	<b>Part 1: Summary about revenues</b>				
<b>1.1</b>	<b>Local revenues</b>				
1.1.1	Local taxations				
1.1.2	Service charge				
1.1.3	Others				
<b>1.1</b>	<b>Total number of local revenues by Sectors</b>				
<b>1.2</b>	<b>National revenues</b>				
1.2.1	Budgets transferred from National				
1.2.2	Budget transferred with bounded conditions				
1.2.1.1	Budget transferred with non-bounded conditions				
1.2.2	Other revenue sources				
	Functions/Agents				
<b>1.2</b>	<b>Total number of national revenues by Sectors</b>				
<b>C</b>	<b>Total Revenues</b>				
<b>2</b>	<b>Part 2: Expenditures in agreement and supporting funds to institutions</b>				
<b>2.1</b>	<b>(Institution 1)</b>				
2.1.1	Salaries				

2.1.2	Expenditures for administrative tasks				
2.1.3	Services charge for function in obligation				
2.1.4	Services charge for function in option				
2.1.5	Investing capitals				
<b>2.1</b>	<b>Total expenditures by sector (Institution 1)</b>				
	Supporting funds in bounded conditions				
	Supporting funds from services charge for function in agents				
	Supporting funds from overall revenues				
	Bounded-funds with conditions, not allow for expenditures				
<b>2.2</b>	<b>(Institution 2)</b>				
2.2.1	Salaries				
	.....				
<b>D</b>	<b>Main total expenditures</b>				
<b>3</b>	<b>Part 3: Available funds for investment and Services</b>				
3.1	Balance of overall revenues				
3.2	Funds with specific conditions				
	1 <sup>st</sup> fund sources				
	2 <sup>nd</sup> fund sources				
	etc.				
3.3	Balance of bounded-funds with conditions				
	Part 1				
	Part 2				
	<b>Grand Total of available funds</b>				

#### 4.2.3 Action Plans for Implementation

Annexes: