



Technical Cooperation Progress Report (TCPR)

104046 :IRIS Project No.
RAS1217CPR: TC Symbol
Government, People's Republic of China :Donor
CO-Bangkok :Administrative Unit

Country or Region: Cambodia and Lao PDR

Title: ILO/China South-South Cooperation Project to Expand Employment Services and Enhance Labour Market Information in Cambodia and Lao PDR

P&B Outcome: Outcomes 1 and 2

Report: Annual For projects reporting on an annual basis, all sections must be completed and the report must cover the previous 12 months.
 6-month For projects reporting twice per year, all sections must be completed and the report must cover the previous 6 months.
 Quarterly For projects reporting on a quarterly basis, every second and fourth report (i.e. twice a year) should complete all sections. The other reports may leave out sections A3 and A4.

Sequence: 1st report 2nd report 3rd report 4th report 5th report 6th report 7th report 8th report 9th report 10th report 11th report

Related project(s): Not applicable

Reporting Information	
Reporting period:	From December, 2013 to May, 2014
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Report reviewed by:	Carmela I. Torres, 25 June 2014 <i>I have reviewed the classifications and agree they are a fair and accurate reflection of progress</i> Reviewer initials:
Report approved by:	Maurizio Bussi, 25 June 2014 <i>I have reviewed the classifications and agree they are a fair and accurate reflection of progress</i> Approver initials:

Instructions
<p>This is the standard ILO format for extra-budgetary technical cooperation progress reporting. Information submitted in TCPRs will be collected and used by the ILO to monitor progress towards results.</p> <p>TCPRs must be submitted as per the schedule outlined in the Approval Minute.</p> <p>Please note this is the format for interim reports only. Final progress reports must use a different template.</p> <p>For guidance on completing the TCPR please visit: www.ilo.org/intranet/english/bureau/pardev/tcguides/templates.htm</p>

EXECUTIVE SUMMARY

Briefly summarize the status of the project and the key results achieved in the reporting period (maximum one page).

The government of the People's Republic of China attaches significant importance to employment, and since the late 1990's, China's labour market is now scientific, standardized and modernized. China's public employment service agencies at all levels provide free job placement and employment guidance to a range of clientele, from urban unemployed to the rural migrant workers.

The governments of both Cambodia (KHM) and Lao People's Democratic Republic (LAO) are committed to further develop its public employment services and to enhance the labour market information systems. Given the commonalities, the proximity and China's exemplary accomplishments, within a relatively short time span and within the context of the country's population of about 1.6 billion, there lies the logical transfer of knowledge and good practices which would only result in the propelled growth of public employment services and enhance labour market information in both KHM and LAO.

This report is the Project's first progress report and reflects the early stages of implementation. Although the Project Document is equipped with specifications, framework, and milestones, there remains the practical application and the next ground level planning to be adjusted to suit the local context that translates them into functioning approaches for the local implementing partners. Given that funds were reflected in the system in August 2013, the recruitment of the Part-Time Technical Officer concluded by mid-October 2013 and the project implementing focal points, in KHM and LAO, appointed in November 2013, the actual progress, given the circumstances, could be considered as progressive due to the number of preparatory work involved and embellished below.

This is the time when the local implementing focal points come to understand the Project better with queries and clarifications established, for example, the local partner required clarification on the coverage ratio performance indicators. Consultation efforts in the remaining months of 2013, lead to the signing of the Memorandum of Understanding, in both KHM and LAO, press releases, and dissemination of Project's brochure (in 3 languages) within January 2014, all of these efforts contributing to the heightened profile of the ILO/China collaboration. Shortly thereafter, in need to form the National Project Steering Committee, the respective focal points were required to complete the internal government formalities including the finalization of the terms of reference for the National Project Steering Committee which would later be adopted and officially acknowledged. The final terms of reference, once officiated, required invitations and confirmation of membership.

Next, in view to provide the members of the National Project Steering Committee with the Project's information and activities, the following activities were commissioned in both countries and in parallel: a comprehensive assessment on the status of the employment services job centres in both KHM and LAO and the drafting of the 2014 work plan, based on the Project's information and the capacity in KHM and LAO. The 2014 work plan was shared at the first National Project Steering Committee, held in April 2014, and adopted. The initial findings of the assessment was also shared within a smaller circle of implementing focal points, whereby a consensus was reached for more scoping exercises that would help formulate comprehensive communications plan, human resources development and labour market information training plan. It is noteworthy to mention that local demands are met through these initial exercises with aims to design capacity building exercises resulting in tangible improvements in both employment services delivery and labour market information provisions.

China's active participation in the early stages of this Project through the Ministry of Human Resources and Social Security (MOHRSS) reflects the level of commitment and dedication. The technical advisory provisions from both MOHRSS and ILO at the National Project Steering Committee, first coaching session on employment counselling, review of the adopted 2014 work plan, and the review of the assessments provided the foundation/baseline against which this Project will anchor upon; the foundation whereby comprehensive plans on communication, human resources development and LMI will be developed during the latter half of 2014 for intensive implementation, thereafter, resulting in the achievement of expanded and quality employment services and enhanced labour market information.

1. Budget / Planning Information

Project budget in USD: 1,000,000

Project duration in months: 36

Project start date:

Project end date:

Planned

June, 2013

April, 2016

Actual

June, 2013

April, 2016

2. NARRATIVE REPORT

2.1. Perspectives on current status

Briefly explain the overall status of project implementation, making reference to progress under each immediate objective.

This report is the Project's first progress report and reflects the early stages of implementation. Although the Project Document is equipped with specifications, framework, and milestones, there remains the practical application and the next ground level planning to be adjusted to suit the local context that translates them into functioning approaches for the local implementing partners. This is the time when the local implementing focal points come to understand the project better with queries and clarifications established, for example, the local partner required clarification on the coverage ratio performance indicator.

It is worthy to note that the donor actively participated in all the activities that took place thus far in Cambodia and Lao PDR and is aware and mindful of the progress.

Objective 1: Improve the quality and delivery of the employment services provided by the responsible government institutions and their network of job centres to their clients; improve capacities of government, job centre officials and social partners

The first activity that formalized this Project was the signing of the Memorandum of Agreement in Cambodia (dated 16 Jan 2014) and Lao PDR (dated 28 Jan 2014) in January 2014, the signing ceremony symbolized the launch of this Project which was publicized through the media. The second formalization activity was the meeting of the members of the National Project Steering Committee (NPSC) which were held after the local New Year in April 2014 in both countries, Cambodia on 24 April 2014 and Lao PDR on 28 April 2014, whereby the terms of reference of the NPSC (tripartite representatives present) and the 2014-15 work plan were formally adopted, Annex 2.

To least disrupt the flow and parallel to the above activities, assessment of the Employment Services Job Centres' (ESJC) status in both KHM and LAO were commissioned whereby the initial findings were shared on the same date of the first NPSC meetings in both countries. Also parallel to the assessment of the ESJC's status, the training needs analysis and staff capacity development plan was commissioned for KHM (with LAO to follow to same approach around July 2014). The compiling of the initial findings lead to the unanimous decision (ILO, donor and local partners) that the following strategically identified critical areas of work would require experts attention in the design of comprehensive plans: communication campaign (involvement of workers, employers, enterprises and TVET institution), staff development programme, LMI, and monitoring. These plan would be completed during the earlier part of 3Q2014 and endorsed.

And where relevant training opportunities exist, KHM and LAO focal points were sent, for example, the Career Guidance course in Turin during early April 2014.

Objective 2: Improve the data collection, analysis and dissemination to allow for better job matching of the jobseekers with enterprises who need workers to fill their job vacancies

From the initial assessment conducted on the status of the ESJC's in both KHM and LAO, it is found that KHM is more progressive in the area of LMI. Although systems may be in place in KHM, the findings of the initial assessment found some difficulties with regard to the LMI system, job matching procedures, and the

	<p>analytical capacity of the ESJC to better use its information base to guide job seekers and the employers. Therefore, the first assessment and information gathering of the status of LMI in KHM will be realized in July 2014. A team of LMI and IT experts will be sent to identify approaches that would improve the quality and analysis of LMI; reinforce the need to regularly update job seekers information and status; help the NEA online web page to be more user friendly and informative; develop the web portal and its functionality for registering, monitoring and matching job seekers with vacancies; and improve the employment service database, including job seekers, employers, vacancies and administrative data reporting system.</p> <p>Once that is established, the approach for LAO would be similar and potentially a transfer of knowledge from KHM to LAO.</p> <p>Comprehensive LMI training has been scheduled for November 2014.</p>
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2.2 Issues and actions

<p>Examine the main challenges facing the delivery of outputs and achievement of immediate objectives.</p> <p>These can be issues that have already been encountered or are foreseen.</p>	<p>Employment services and LMI remain a priority in both KHM and LAO. But this Project, considered new, competes with mainstream priorities and existing projects' activities.</p> <p>The scheduling for the ceremonial activities of this Project posed to be challenging due to the number of parties involved. Now that the ceremonial activities are accomplished, scheduling will be less of a hurdle (less formality).</p> <p>The turnover rate in both KHM and LAO of ESJC staff is high and poses as another challenge for this Project as most provincial staff are new and require training in most basic areas of employment services and limited knowledge on LMI.</p>
<p>Explain corrective actions taken or to be taken regarding implementation challenges, delayed delivery, and the low probability of achieving immediate objectives.</p>	<p>The probability of achieving the objectives remain feasible.</p> <p>Concerns on competing priorities was expressed to the local implementing partners. The scheduling of activities would involve the focal points in advance and more, importantly, the focal points participation in the drafting of the communications, human resources development and LMI development plan, for this Project, would allow them to have better control.</p> <p>In view of continuity, additional staff are assigned as focal points in both KHM and LAO.</p>
<p>Briefly explain any reformulations of project immediate objectives or outputs, and their corresponding indicators and targets.</p>	<p>n.a.</p>
<p>Briefly describe any evaluations, project reviews, self-assessments or undertaken, including follow-up to findings and recommendations.</p>	

3. Summary Outputs

OUTPUT DELIVERY ^a				
Output	Percent complete	Output status	Output summary (1000 characters maximum)	
KHM Immediate Objective 1: Improve the quality and delivery of services provided by the responsible government institution on employment services and their network of job centres to their clients; improve capacities of government, job centre officials and social partners				
1 Employment services tools are developed and utilized by the NEA and its job centres				
1.1	Assess the current state of the job centres and identify gaps	95%	Finalization	ILO & MOHRSS feedback provided on 24 April 2014 and NEA still finalizing. Intention is to make into publication.
1.2	Develop and adapt existing tools based on needs and gap identified during assessment	15%	Contract Preparatory	NEA submitted 2014 communication tools plan which includes this component. Contract to be issued in July 2014 and tools completed within October 2014.
1.3	Adapt methodologies and draw on experiences in employments services from China, and ASEAN members States and adapt tools where appropriate	5%	Staff Capacity Development Plan being designed by Consultant	
1.4	Monitor job centres performance and re-assess the quality of services provided, when needed, to adjust the training provision	10% (applicable more in 2015-16)	Monitoring Tools Developed. Monitoring scheduled 2015	Baseline assessment conducted, monitoring to take place in 2015. Tools/questionnaires developed for this purpose for future self-monitoring efforts.
2 Communications plan is developed among the general public, employers, and trade unions				
2.1	Develop a comprehensive communications plan to raise awareness of the job centres with a focus on specific groups like women, migrant workers, people with disabilities, and youth	10%	Planning	International expert to be dispatched in August 2014 to assess current communications scheme and develop comprehensive plan.
2.2	Conduct tripartite campaigns which include trade unions and enterprises in awareness-raising and knowledge sharing	10%	Planning	International expert to be dispatched in August 2014 to assess current communications scheme and develop comprehensive plan. The consultant will help raise the profile and engage the employers, trade union, enterprises and target groups.
2.3	Develop print-based promotional tools	10%	Planning	International expert to be dispatched in August 2014 to assess current communications scheme and develop comprehensive plan.
2.4	Develop visual communication programs	10%	Planning	International expert to be dispatched in August 2014 to assess current communications scheme and develop comprehensive plan.
2.5	Organize job fairs and career for a and conduct follow-up	10%	Planning	International expert to be dispatched in August 2014 to assess current communications scheme and develop comprehensive plan.
2.6	Promote the ratification of ILO Convention No. 88	10%	Planning	International expert to be dispatched in August 2014 to assess current communications scheme and develop comprehensive plan.
3 Staff capacity is increased through the implementation of a comprehensive training programme under the triangular cooperation framework				
3.1	Conduct an assessment of current staff capacities and training needs	80%	Final Report Preparation	Staff capacity and training needs analysis conducted, findings presented, report being prepared and due for submission.
3.2	Develop and conduct specific training programme in all areas of counselling	80%	Final Report Preparation	Staff capacity and training needs analysis conducted, findings presented, report being prepared and due for submission.
3.3	Core of 25 government and job centre officials and 20 social partners are trained.	30%	First Coaching Session, Studytour and other training for 2014	On-going effort. The first coaching session by MOHRSS & ILO was on an overview of employment counselling on 25 April 2014. 3 Weeks studytour set for October 2014.
3.4	Implement immersion/on-the-job training programmes in job centres in China	10%	Preparatory	Liaising with MOHRSS on the logistics and draft agenda for the 3 weeks studytour in China in October 2014.
3.5	Coaching session are conducted in selected job centres	80%	First Coaching Session and Studytour	On-going effort. The first coaching session by MOHRSS & ILO was on an overview of employment counselling on 25 April 2014.

^a Based on the Implementation Plan

				3 Weeks studytour set for October 2014.
3.6	Train the trainers of staff of new job centres	5%	Planning	This would be included in the Staff Capacity Development Plan, and TOT conducted by NEA to staff of the ESJC's throughout KHM.
3.7	Implement study tours to China/ASEAN country	10%	Preparatory	Liaising with MOHRSS on the logistics and draft agenda for the 3 weeks studytour in China in October 2014.
3.8	Monitor the performance of staff and adjust the capacity building interventions accordingly	80%	Final Report Preparation	Staff capacity and training needs analysis conducted, findings presented, report being prepared and due for submission. Final report to consider the assessment findings to including areas that require training.
3.9	Follow-up assessment of the capacity of the staff	0%	To prepare during 3Q14	Follow-up assessment would take place during December 2014.
4	Good practices are documented and shared on the job centres performance among China and the ASEAN community through the SSTC approach			
4.1	Compile and jointly publish good practices using horizon or triangular	n.a.	2015 or 2016	No budget allocated for 2014. This activity fall under the latter stages of implementation.
4.2	Organize a workshop at regional level to share experiences and good case practices among China, Cambodia, Lao PDR and other ASEAN	n.a.	2015 or 2016	No budget allocated for 2014.
4.5	Hold regular National project Steering Committee meetings	80%	Contract Issued	First National Project Steering Committee held on 24 April 2014. Potentially one more for December 2014.
4.6	Organize mid-term and final evaluation of the Project and establish a mechanism to compile And maintain institution learnings at national level	n.a.	2015 or 2016	\$2,000 budget allocation to be shifted to 2015. First mid-term evaluation to take place within 1Q2015.
KHM: Immediate Objective 2: Improve the data collection and dissemination to allow for better job matching of the jobseekers with enterprises who need workers to fill their job vacancies.				
1	Improve the data collection, analysis and dissemination to allow for better job matching of the jobseekers with enterprises who need workers to fill their job vacancies			
1.1	Organize a briefing for key NEA staff on LMIS	5%	Planning	Target training in November 2014. Groundwork in process. LMI & IT specialist dispatched to assess current capacity and identify problems.
1.2	Regular update of the information and database of the job centres by the NEA	0%	Planning	Part of training in November 2014. Regular update to be enforced as requirement.
1.3	Disseminate information and job vacancies through publication of newsletters	10%	Planning	Part of communication tools development and refinement plan. Newsletters are to include information on job vacancies in the newsletters - beyond bulletin boards.
1.4	Adopt good practices in data dissemination from China experiences	10%	Preparatory	Data dissemination/good practices to be part of the curriculum in the studytour organized for October 2014 in China.
2	Expansion of outreach of the computer based database to more users.			
2.1	Conduct computer literacy campaigns especially on how to use the web-based forms	5%	Planning	Target training in November 2014. To also be part of the Staff Capacity Development Plan.
2.2	Conduct an assessment of the level of accessibility of IT equipment by job seekers and establishments.	15%	Planning	Waiting NEA's confirmation to receive IT and LMI specialist to conducted assessment in July 2014.
2.3	Increase student and universities coverage	10%	Planning	International expert to be dispatched in August 2014 to assess current communications scheme and develop comprehensive plan. The consultant will help raise the profile and engage more universities and students
3	Regular data updates and publications disseminated			
3.1	Provide semi-annual data monitors and bulletins in the job centres	10%	Planning	International expert to be dispatched in August 2014 to assess current communications scheme and develop comprehensive plan. The consultant will ensure semi-annual data are monitored and reflected in the bulletins
3.2	Conduct regular meetings with employers and trade unions	10%	Planning	International expert to be dispatched in August 2014 to assess current communications scheme and develop comprehensive plan. The consultant will help raise the profile and engage the employers, trade union, enterprises and target groups.

3.3	Conduct regular visits to enterprise to enhance information inputs.	10%	Planning	International expert to be dispatched in August 2014 to assess current communications scheme and develop comprehensive plan. The consultant will help raise the profile and engage the employers, trade union, enterprises and target groups.
3.4	Produce updated reports on the number of job seekers, vacancies and placements on a monthly basis	10%	Planning	International expert to be dispatched in August 2014 to assess current communications scheme and develop comprehensive plan. The consultant will ensure relevant statistics are reflected in monthly bulletin and website.
4	Labour market programmes designed benefitting specific groups			
4.1	Design and implement labour market programmes for specific groups	0%	Discussion	To be realized near end 2014. Labour market programmes emphasis on youth in 2014.
4.2	Organize vocational trainings for women job seekers and people with disabilities in the rural areas, including youth	0%	Discussion	To select the area most required by youth that fall as women or people with disabilities in selected province(s).
LAO Immediate Objective 1: Improve the quality and delivery of services provided by the responsible government institution on employment services and their network of job centres to their clients; improve capacities of government, job centre officials and social partners				
1	Employment services tools are developed and utilized by the MOLSW and its job centres			
1.1	Assess the current state of job centres	95%	Finalization	Presentation on findings made to ILO & MOHRSS on 28 April 2014
1.2	Publish and disseminate core manuals	5%	Discussion	MOLSW + Consultant, based on the assessment, would like to improve on current manuals. Work on this component should commence mid or end July 2014. These manuals will reflect the gaps from the assessment report. The MOLSW staff to conduct TOT to all the ESJC staff on the use of the core manuals.
1.3	Share tools with labour offices at provincial and district levels	5%	Discussion	Same as LAO 1.2 (above)
1.4	Adapt methodologies and draw on experience in employment services from China	0%	Planning	Consultant to help devise training plan.
1.5	Monitor job centres performance and re-assess the quality of services provided, when needed, to adjust the training provision	5% (applicable more in 2015-16)	Monitoring Tools Developed. Monitoring scheduled 2015	Baseline assessment conducted, monitoring to take place in 2015. Tools/questionnaires developed for this purpose for future self-monitoring efforts.
2	Communication plan is developed among the general public, employers, and trade unions			
2.1	Development intensive communication plan for the government, employers and trade unions	5%	Discussion	To dispatch international expert to assess and draw up comprehensive communication plan.
2.2	Conduct campaigns on job centres services in collaboration with trade unions and employers organizations	5%	Discussion	To dispatch international expert to assess and draw up comprehensive communication plan.
2.3	Develop print based promotion tools	5%	Discussion	To dispatch international expert to assess and draw up comprehensive communication plan.
2.4	Develop visual communications programmes	5%	Discussion	To dispatch international expert to assess and draw up comprehensive communication plan.
2.5	Conduct staff campaigns at province and district levels for employment services promotion	5%	Discussion	To dispatch international expert to assess and draw up comprehensive communication plan.
2.6	Conduct campaigns in universities and schools for awareness raising	5%	Discussion	To dispatch international expert to assess and draw up comprehensive communication plan.
2.7	Regular visit to trade unions and employers for data gathering	5%	Discussion	To dispatch international expert to assess and draw up comprehensive communication plan.
2.8	Organize job fairs and career fora	5%	Discussion	To dispatch international expert to assess and draw up comprehensive communication plan.
2.9	Promote the ratification of ILO Convention No. 88	5%	Discussion	Promotion of the ILO Convention No. 88 will be part of all the communication efforts and materials
3	Staff capacity is increased through the implementation of a comprehensive training programme			
3.1	Conduct assessment of current staff capacities and training needs	50%	Part of the ESJC Assessment	Need to train in all aspects, including on the use of core manuals and how to fill in forms. Consultant to devise plan.

3.2	Develop and conduct specific training programmes in all areas of counselling	5%	Discussion	Consultant to help develop this training programme.
3.3	Core of 25 government and job centre officials and 20 social partners are trained.	30%	First Coaching Session, Studytour and other training for 2014	On-going effort. The first coaching session by MOHRSS & ILO was on an overview of employment counselling on 25 April 2014. 3 Weeks studytour set for October 2014.
3.4	Implement immersion/on-the-job training programmes in job centres in China	10%	Preparatory	Liaising with MOHRSS on the logistics and draft agenda for the 3 weeks comprehensive studytour to be held in China during October 2014.
3.5	Coaching session are conducted in selected job centres	80%	First Coaching Session and Studytour	On-going effort. The first coaching session by MOHRSS & ILO was on an overview of employment counselling on 25 April 2014. 3 Weeks studytour set for October 2014.
3.6	Train the trainers of staff of new job centres	5%	Discussion	This would be included in the Staff Capacity Development Plan, and TOT to be planned by Consultant with MOLSW.
3.7	Implement study tours to China/ASEAN country	10%	Preparatory	Liaising with MOHRSS on the logistics and draft agenda for the 3 weeks comprehensive study tour to be held in China during October 2014.
3.8	Monitor the performance of staff and adjust the capacity building interventions accordingly	50%	Part of the Assessment	Need to train in all aspects, including on the use of core manuals and how to fill in forms. Consultant to devise plan.
3.9	Follow-up assessment of the capacity of the staff	0%	To prepare during 3Q14	Follow-up assessment would take place during December 2014.
4	Good practices are documents and shared on the job centres performance among China and ASEAN community			
4.1	Compile and jointly publish good practices using horizon or triangular	n.a.	2015 or 2016	No budget allocated for 2014. This activity fall under the latter part of project implementation.
4.2	Conduct knowledge exchange meetings	n.a.	2015	Potential to shift this activity to 2015.
4.3	Hold a workshop at regional level to share experience and good example	n.a.	2015	No budget allocated for 2014.
4.4	Upload products in the Skills & Employability CoP	0%	Contract in August 2014	To support facilitator's contract as of August 2014 onwards.
4.6	Hold regular National project Steering Committee meetings	80%	Contract Issued	First National Project Steering Committee held on 28 April 2014. Potentially one more to be held during end December 2014.
4.7	Organize mid-term and final evaluation of the Project and establish a mechanism to compile And maintain institution learnings at national level	n.a.	2015 or 2016	\$2,000 budget allocation to be shifted to 2015. First mid-term evaluation to take place within 1Q2015.
LAO: Immediate Objective 2: Improve the data collection and dissemination to allow for better job matching of the jobseekers with enterprises who need workers to fill their job vacancies.				
1	Database on jobseekers, vacancies and job placements is development			
1.1	Design a computer-based system on jobseekers, vacancies and job placements	0%	Planning	Target training in November 2014. Laying groundwork internally, dispatching LMI/IT specialist to assess current capacity and identify problems including recommendations. Potential for MOHRSS & NEA to support in the design of LMI systems.
1.2	Provide necessary equipment for the computer-based system	n.a.	MOHRSS	No budget allocation under this, depends on MOHRSS
1.3	Train and organize staff for maintaining the system	5%	Planning	Target training in November 2014. Laying groundwork internally, possibly despatching LMI specialist to assess current capacity and identify problems including recommendations. LAO is behind KHM in terms of LMI and computer based system
1.4	Conduct computer literacy campaigns and training on the database	5%	Planning	Target training in November 2014. Laying groundwork internally, possibly despatching LMI specialist to assess current capacity and identify problems including recommendations. LAO is behind KHM in terms of LMI and computer based system
1.5	Refer to or adopt data maintenance experience where necessary	0%	Planning	Target training in November 2014. Laying groundwork internally, possibly despatching LMI specialist to assess current capacity and identify problems including recommendations. LAO is behind KHM in terms of LMI and computer based system
2	Better outreach of the database to its users			
2.1	Regularly update the information and	0%	Planning	Target training in November 2014. Laying

	database of the job centres by MOLSW			groundwork internally, possibly despatching LMI specialist to assess current capacity and identify problems including recommendations. LAO is behind KHM in terms of LMI and computer based system
2.2	Disseminate information and job vacancies through publication of newsletters	0%	Shift to 2015	This activity to be shifted to 2015.
2.3	Conduct regular meetings with employers and trade unions	0%	Planning	Consultant to devised plan to help MOLSW to better engage employers and trade unions.
2.4	Conduct regular visits to enterprises to enhance information inputs	0%	Planning	Consultant to devised plan to help MOLSW to better engage employers and trade unions.
2.5	Adopt good practices in data dissemination from China experience	10%	Preparatory	Data dissemination/good practices to be part of the curriculum in the studytour organized for October 2014 in China.
2.6	Conduct computer literacy campaigns on the awareness and use of the on line database	0%	Discussion	Need to establish on line database first. This activity may need to be shifted to 2015.
2.7	Conduct an assessment of the level of accessibility of IT equipment by job seekers and establishments	5%	Planning	Currently identifying consultant to conduct assessment.
3	Labour market programmes designed benefitting specific groups			
3.1	Design and implement labour market programmes for specific groups	0%	Discussion	To be realized near end 2014 or 2015. Labour market programmes emphasis on youth in 2014.
3.2	Organize vocational trainings for women job seekers and people with disabilities in the rural areas, including youth	0%	Discussion	To select the area most required by youth that fall also under women or people with disabilities in selected province(s).

OUTPUT CLASSIFICATION ^b

- | | |
|---|---|
| <input type="checkbox"/> Highly satisfactory
Implementation of almost all (>80%) outputs is on schedule as envisaged in the implementation plan and almost all (>80%) indicator milestones have been met. | <input type="checkbox"/> Satisfactory
Implementation of the majority (60-80%) of outputs is on schedule as envisaged in the implementation plan and the majority (60-80%) of indicator milestones have been met. |
| <input type="checkbox"/> Unsatisfactory
Some (40-60%) outputs are being implemented on schedule as envisaged in the implementation plan and/or only some (40-60%) indicator milestones have been met. | <input checked="" type="checkbox"/> Very unsatisfactory
Few (<40%) outputs are being implemented on schedule as envisaged in the implementation plan and/or only a few (<40%) indicator milestones have been met. |

Briefly explain the major factors taken into account to justify the output classification and provide any other comments (2000 characters maximum):

As mentioned in the above section 2.1, this report is the Project's first progress report and reflects the early stages of this Project's implementation. Given that the Project was launched in January 2014, the First National Project Steering Committee held at end April 2014 and the donor participated in all the activities (either physical participation or comments on outputs), the implementation is anticipated to gain momentum towards the latter half of 2014. Therefore, the output classification, reflecting activities during December 2013 to May 2014, is deemed appropriate.

The justification behind the envisaged increase in activities as of June 2014 onwards is derived from the local partners' heightened awareness and signals received in the following manner: logging and monitoring of indicators (i.e. job vacancies, visits made to the ESJC, registered jobseekers, job placements), understanding the urgent requirement to build the capacity of ESJC staff and begin with overhauling some of the in-house tools (i.e. operations manual upgrade), the types of demand placed to the implanting unit to enhance the profile of ESJC's in KHM and LAO including the requirement to better collect and reflect data, the requirement for labour market programmes, the higher number of registrations (consequence of influx of returning migrant workers).

^b This is a self-assessment

4. Summary Immediate Objectives

IMMEDIATE OBJECTIVE ACHIEVEMENT ^c

Indicator	Baseline	Indicator Milestone (compare planned against actual)	Target (end-of-project total)	Immediate Objective summary
KHM Immediate Objective 1: KHM: Enhance the quality of employment services delivered by the responsible ministry/agency and strengthen the client orientation of its network of job centres. This will also cover improving the capacities of government, job centre officials and social partners to improve their overall performance for better delivery of services to jobseekers and employers.				
Increase in the number of jobseekers registrations and vacancies per year.	R = 2,700 V = 16,000	10% Increase from baseline (actual data from Jan to May): Target R = 2,970 vs Actual R = 1,170 Target V = 17,600 vs Actual V = 9,300	60% increase from baseline End Target R = 4,320 End Target V = 25,600	
Increase in the number of job placements.	338	5% increase from baseline (actual from Jan to May): Target = 355 vs Actual = 211	50% increase from baseline End Target = 507	
Increase in the number of the instances of services provided for job seekers.	942	10% increase from baseline (actual from Jan to May): Target = 1,036 vs Actual = 689	100% increase from baseline End Target = 1,884	
Increase in the number of the instances of employee-seeking assistance provided to employers.	1,345	5% increase from baseline (actual from Jan to May): Target = 1,412 vs Actual = 1,574	70% increase from baseline End Target = 2,287	
Increase in the number of staff who have the technical capacity (i.e. career counselling, employer relations).	10	5% increase from baseline (actual from Jan to May): Target = 11 vs Actual = 12	50% increase from baseline End Target = 15	
Increase in the number of services availed of by female jobseekers	850	5% increase from baseline (actual from Jan to May): Target = 893 vs Actual = 400	50% increase from baseline End Target = 1,275	
Increase in the number of job placements for female jobseekers	216	5% increase from baseline (actual from Jan to May): Target = 227 vs Actual = 122	50% increase from baseline End Target = 324	
Five employment services tools are developed and utilized	5	n.a.	5 more tools are available End Target = 10	
Number of the population, establishments and trade unions covered under the communications plan	E=360 TU=0	10% increase from baseline: Communication expert to be despatched to Cambodia in August to help develop comprehensive communications plan that involves employers, trade unions, enterprises and establishments.	100% increase from baseline	
Demonstrated increase in the capacity of staff in employment centres	25	n.a. (actual from Jan to May):	40% increase in capacity End Target = 35 staff	
One documentation of good practices is produced and published	0	n.a. (actual from Jan to May):	1 documentation	
KHM Immediate Objective 2: KHM: Improve the data collection, analysis and dissemination to allow for better job matching of the jobseekers who are looking for jobs with enterprises who need workers to fill their job vacancies, and to provide tailor-made labour market programmes to specific groups (i.e. women, migrant workers, youth and PWD)				
Percentage increase in the	R=2,700	5% increase from baseline (actual from Jan to May):	50% increase from baseline	

^c Based on the M&E plan

coverage of data on registration and job vacancies	V=16,000	Target R = 2,835 vs Actual R = 1,170 Target V = 16,8000 vs Actual V = 9,300	End Target R = 4,050 End Target V = 24,000	
Percentage increase in the number of copies of LMI disseminated to job seekers and employers	Bulletin=15,000 TV=211 Radio=150	10% increase from baseline (actual from Jan to May): Target Bulletin = 15,000 vs Actual Bulletin Target TV = 232 vs Actual TV Target Radio = 165 vs Actual Radio	100% increase from baseline End Target Bulletin = 30,000 End Target TV = 422 End Target Radio = 300	
Increase in number of women exposed to the labour market programme	595	5% increase from baseline (actual from Jan to May): Target = 625 vs Actual 689	50% increase from baseline End Target = 893	
Increase in number of people with disabilities exposed to the labour market programme	0	n.a.	5% increase from baseline End Target > 1	
Increase in the number of enterprises and trade union members contributing to job centres labour market information	0	5% increase from baseline (actual from Jan to May):	45% increase from baseline End Target > 1	
Percentage coverage rate of registration of the database	0	n.a.	80% coverage rate	
50% increase in the number of registrants per year		5% increase from baseline (actual from Jan to May):	50% increase from baseline	
Number of publications disseminated	Bulletin=15,000 Leaflets = 40,000	n.a.	100% increase from baseline End Target Bulletin = 30,000 End Target Leaflets = 80,000	
Number of labour market programmes designed and implemented	1	n.a.	3 labour market programmes	
LAO Immediate Objective 3: LAO: Enhance the quality of employment services delivered by the responsible ministry/agency and strengthen the client orientation of its network of job centres. This will also cover improving the capacities of government, job centre officials and social partners to improve their overall performance for better delivery of services to job seekers and employers				
Increase in the number of jobseekers registration and vacancies per year	0	5% increase from baseline: No record thus far. No systems in place. Quality and more accurate data collection and recording will be trained and put into effect within 2014.	30% increase from 0 (target > 1)	End target achievable
Increase in the number of job placement	5,305	5% increase from baseline: No record for 2014 available but there is tracking. Quality and more accurate data collection and recording will be trained to staff and put into effect within 2014.	30% increase from 5,305 (target = 6,896.5)	
Increase in the number of services provided for job seekers	96	5% increase from baseline: No record for 2014 available but there is tracking. Quality and more accurate data collection and recording will be trained to staff and put into effect within 2014.	30% increase from 96 (target = 124.8)	
Increase in the number of employee-seeking assistance provided to employers	44	5% increase from baseline: No record 2014 available yet but there is tracking. Quality and more accurate data collection and recording will be trained to staff and put into effect within 2014.	30% increase from 44 (target = 57.2)	
Increase in the number of staff who have the technical capacity (i.e. career counselling, employer relations)	0	5% increase from baseline: All the ESJC staff received coaching on an overview on employment services, organized in LAO on 29 April 2014.	30% increase from 0 (target > 1)	
Increase in the number of services availed of by female jobseekers	0	5% increase from baseline: No record thus far. No systems in place. The disaggregation of this data would be required and recorded.	50% increase from 0 (target > 1)	
Increase in the number of job placements for female jobseekers	25	5% increase from baseline: No record 2014 available but there is tracking. Quality and more accurate data collection and recording will be trained to staff and put into effect within 2014.	50% increase from 25 (target = 37.5)	
Five employment services tools	1	n.a.	5 more tools are available	

are developed and utilized				
Number of the population, establishments and trade unions covered under the communication plan	0	10% increase from baseline: No record thus far. Communication expert to be dispatched and to help design communications plan which incorporates relevant partners: employers, enterprises, trade unions, target groups	100% increase from baseline (target > 1)	
Demonstrated increase in the capacity of staff in employment centres	0	n.a.	30% increase from baseline (target > 1)	
One documentation of good practices is produced and published	0	n.a.	1 documentation produced and published	
LAO Immediate Objective 4: LAO: Improve the data collection, analysis and dissemination to allow for better job matching of the jobseekers who are looking for jobs with enterprises who need workers to fill their job vacancies, and to provide tailor-made labour market programmes to specific groups (i.e. women, migrant workers, youth, and PWD)				
Percentage increase in the coverage of data on registration and job vacancies	0	5% increase from baseline: LMI/IT assessment to embark in August 2014. No systems in place with some ESJC's not equipped with computer.	30% increase from baseline (target > 1)	End target achievable
Percentage coverage in the dissemination of LMI to jobseekers and employers	0	5% coverage: LMI/IT assessment to embark in August 2014. No systems in place with some ESJC's not equipped with computer.	50% coverage (target > 1)	
Increase in number of women exposed to the labour market programmes	0	5% increase from baseline: LMI/IT assessment to embark in August 2014. No systems in place and no disaggregated data logged in writing.	50% increase from baseline (target > 1)	
Increase in number of other specific groups benefitting from labour market programmes like migrant workers, PWD	0	n.a.: LMI/IT assessment to embark in August 2014. No labour market programmes in place.	15% increase for migrant workers 5% increase for PWD (target > 1)	
Increase in the number of enterprises and trade union members contributing to job centres LMI	0	5% coverage: LMI/IT assessment to embark in August 2014. No systems in place with some ESJC's not equipped with computer.	30% coverage (target > 1)	
Percentage coverage rate of registrants of the database	0	n.a.	40% coverage	
50% increase in the number of registrations per year	0	5% increase from baseline: No record keeping as yet.	50% increase from baseline	
Number of publications disseminated	0	n.a.	100% increase from baseline	
Number of labour market programmes designed and implemented	0	n.a.	2 labour market programmes	

IMMEDIATE OBJECTIVE ACHIEVEMENT CLASSIFICATION ^d			
<input type="checkbox"/>	Highly probable Almost all (>80%) reporting period milestones have been met. Based on the indicators, it is highly probable all immediate objectives will be achieved by the end of the project.	<input type="checkbox"/>	Probable The majority (60-80%) of reporting period milestones have been met. Based on the indicators, it is probable the majority of immediate objectives will be achieved.
<input checked="" type="checkbox"/>	Low probability Some (40-60%) reporting period milestones have been. Progress is being made	<input type="checkbox"/>	Improbable Few (<40%) reporting period milestones have been met. Limited progress is

^d This is a self-assessment

on the immediate objectives but based on the indicators only some immediate objectives will be achieved.

being made on the immediate objectives and based on the indicators only a few immediate objectives will be achieved.

Briefly explain the major factors taken into account to justify the immediate objective classification and provide any other comments (2000 characters maximum):

As mentioned in the above section 2.1, this report is the Project's first progress report and reflects the early stages of this Project's implementation. Given that the Project was launched in January 2014, the First National Project Steering Committee held at end April 2014 and the donor participated in all the activities (either physical participation or comments on outputs), the implementation is anticipated to gain momentum towards the latter half of 2014. Therefore, the achievement classification, reflecting activities during December 2013 to May 2014, is deemed appropriate.

Significantly, KHM is mindful in reflecting good performance and collects/logs data in order to monitor that actual performance is in line with planned. The data for 2014, in this first progress report, covers Jan-May 2014, and the explanation from NEA is that June is often the month where numbers peak (seasonal pattern) due to an increased demand from factories for mass recruitment. There are some indicators that would need to be clarified and adjusted, and any changes to the indicators will be reflected in the 2nd Progress Report due at year end or early 2015.

LAO's assessment and preliminary baseline gathering attempts are indicative of its status where all areas require capacity building.

5. Risks and Assumptions

RISK TRACKING ^e

Key Assumptions	Risk level		Describe current risk and any mitigation measures (1000 characters maximum)
	Start-of-project / previous reporting period	Current	
Employment services will remain a priority in both KHM and LAO	Y	Y	ES remains a priority in the development policies in both KHM and LAO. Any shift would impact the delivery of this Project, but the likelihood of this shift is very low.
NEA and MOLSW remain in place and exercise effectively their mandate	Y	Y	Turnover is one of the risks that is beyond the control and mitigation of this Project, especially once they are trained by the Project. Management level will need to be made aware on staff maintenance.
Partners and local stakeholders have the willingness to strengthen employment services in KHM and LAO	G	G	In both countries, improvement and expansion of ES and enhancing LMI are still priority, the hindrance to achieving this are the partners capacity, in particular LAO. This Project aims to build the capacity of NEA and MOLSW staff along with relevant partners through comprehensive staff training or human resources development plan which, at the end, would help with future and subsequent activities on ESJC and LMI maintenance.

6. Performance issues

Check key reasons for shortfalls in Output Delivery, Output Quality and Immediate Objective Achievement:

- | | |
|--|--|
| <input type="checkbox"/> Implementing partner (constituents or private entities) performance | <input type="checkbox"/> ILO (Office and staff) performance |
| <input type="checkbox"/> Difficulties in inter-agency coordination | <input type="checkbox"/> Inadequate cost estimates |
| <input type="checkbox"/> Lack of constituent or implementing partner commitment/ownership | <input type="checkbox"/> Inadequate project design |
| <input type="checkbox"/> ILO policy changes | <input type="checkbox"/> Counterpart funding shortfall |
| <input type="checkbox"/> Budget processing (revision/disbursement etc.) delays | <input type="checkbox"/> Unexpected change in external environment |
| <input type="checkbox"/> Community/political opposition | <input type="checkbox"/> HR difficulties (recruitment, contracts) |
| <input checked="" type="checkbox"/> Other - please specify: Early stages of project implementation. | |

7. Lessons learned

Describe any lessons, positive and negative, that have been learned during project implementation. Organise the lessons using the headings below.

Context and implementing environment	<Describe lessons learned relating to the wider context (country, region, policy) in which the project operates>
Project strategy and design	<Describe lessons learned relating to appropriateness of project strategy and design>
Advocacy, Communications and Capacity building	<Describe lessons learned on the strengths and weakness of advocacy, communications and capacity building approaches>
Implementation and Institutional Arrangements	<Describe lessons learned relating to the implementation of the project, including those lessons relating to partner organisations and constituents>

^e Based on Risk Register

Any other areas	<Briefly describe any other lessons learned not covered above>
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8. ANNEXES

Annex 1: Significant Dates for Project

- 12 June 2012: Partnership Agreement Signed
- 28 June 2013: Approval Minute
- August 2013: Transfer of funds
- 15 October 2013: Project Officer Recruited
- January 2014: MOU signing in both KHM and LAO
- April 2014: First National Project Steering Committee meeting

Annex 2: Cambodia's adopted workplan for 2014 Lao PDR's adopted workplan for June 2014 - May 2015