

# **Presentation on Use of Standard Operating Procedures ( SOPs)**

**FOR EXTERNALLY-ASSISTED PROJECTS UNDER  
THE PURVIEW OF THE MINISTRY OF ECONOMY  
AND FINANCE**

**24 May 2011**

**Jesper Klindt Petersen  
ADB**

# What is the purpose of SOP?

- Improve efficiency and effectiveness in managing and administering externally-assisted projects by
  - Clarifying institutional roles, responsibilities and accountabilities
  - Streamlining procedures and interaction among institutions

# Supports FM and Procurement Manuals

- The SOP is part of the three documents issued to improve aid utilization in Cambodia .
- The SOP Manual
- A Financial Management Manual
- A Procurement Manual
- “...in the case of conflicts....”

# Background on the Development of the SOP

- Need for SOP identified during joint WB/ADB/MEF/EA CPRM
  - Extensive Consultation Process during Development Phase
  - Document Finalized in August 2005 and issued under an MEF Prakas No 495
  - Elevated to a Sub-decree #14 in 2007
  - Based on International Best Practice
- 
- SOPs are Government's own Manuals

# SOP in ADB-funded Operations

- Referenced in project processing documents
- Referenced during implementation.
- All Ministries and Agencies were provided Extensive Training in using the Manuals.
- MEF decision in 2010 to update the SOPs

# Influence of SOPs

- Project readiness filters
- Defined training needs
- Clarity on decision making processes

# Achievements – some examples

- Project Readiness Filters defined
- Increasing results-focus
- Use of Standard Bidding Documents for NCB
- Procurement Review Committees
- Funds Flow management
- Tracking Forms
- PMU selection procedures
- Good Governance Frameworks

# Challenges – some examples

- Capacity building and training;
- “Log-book” management;
- Delegation of authority
- Roll-out to other Development Partners?