

**Project Design Matrix (PDM) :The Project of Strengthening of CMAC's Function for Human Security Realization**

Duration: Apr.,2008–Sep., 2010

Target Area: The whole country, Target Group: Cambodian Mine Action Centre (CMAC)

February 26, 2009

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumption
<p><b>Overall Goal</b> To realize the target of "CMAC 5 Year Strategic Plan 2009–2013"</p>	<p>1.To contribute toward zero victims by 2012 2.To clear at least 230 km<sup>2</sup> contaminated area within 5 years. 3.To destroy approximately 1 million landmines and UXOs within 5 years.</p>	<p>1. Progress Report by CMAC 2. Post Evaluation ..</p>	
<p><b>Project Purpose</b> Strengthening the function of CMAC and technical transfer system for demining operation</p>	<p>1.Necessary information on various activities is systemized and searching and processing of data is conducted efficiently. 2.Current operating rate of machineries (especially brush cutters, vehicles) is maintained. 3.Training curricula, management manual and equipment installed are properly used.</p>	<p>1. Progress report by CMAC 2. Project Reports 3. Terminal Evaluation</p>	<p>Total support fund from donors to CMAC is stable and does not reduced drastically than the present.</p>
<p><b>Outputs</b> 1.Data management and communication within/between HQ and branch offices becomes effective and efficient through improvement of information systems.  2.Maintenance and management systems of machinery and equipment are improved.  3. Function and capability of Training Center are improved.</p>	<p>1.1.Double data entry and double data management in the management of fixed asset inventory and the records of demining activity is minimized. 1.2.System down time is minimized. 1.3.Information on the management of fixed asset inventory and the records of demining activity is shared within/between HQ and branch offices through information system.  2.1.All mechanics in Central Workshop can use the related maintenance equipment. 2.2.Technical level of the staffs concerned on service and repair (especially mechanic) is improved. 2.3.Term (days) required for maintenance works of machinery &amp; equipment (brush cutters, vehicles) is shortened as compared with average term in 2008 and 2009. 2.4.Percentage of availability rate of machinery &amp; equipment. (Target of operating rate is fixed by the end of May, 2009 by reviewing the present rate.)  3.1.Training management cycle, such as needs assessment, its preparation, implementation, and evaluation, is set as a concrete procedure, and training curriculum is set both for instructors and trainees. 3.2.Training management manual is introduced, and training materials are updated both in paper-based and electronic-based. 3.3.Training equipment is installed, and instructors' presentation skills are improved. 3.4.Network with other mine action training centers and/or other related institutions, is established and the system to conduct South-South Cooperation, despatch and acceptance of staffs for technical exchange etc. is prepared.</p>	<p>1. Progress Report by CMAC 2. Project Reports 3. Terminal Evaluation</p>	<p>1. Number of staff of CMAC does not change drastically. 2. CMAC keeps at least present level of the number of equipments 3. CMAC keeps good quality and efficiency of its overall management</p>

Activities	Input to the Project		
<p>1.1.To review the present condition and future plan of CMAC information system</p> <p>1.2.To coordinate and conduct meeting/workshop to improve the management information system policy and procedure</p> <p>1.3.To identify the equipment and system required to improve the quality of CMAC information system</p> <p>1.4.To develop/improve information system on demining activity, fixed asset inventory and human resources in order to strengthen information sharing within/between HQ and branch offices.</p> <p>1.5.To train the staff engaged in development/maintenance of information system in the area of information system development and network management in order to improve their capability .</p> <p>2.1.To strengthen the function of Central Workshop</p> <p>2.1.1.To review the present management of the Workshop, technical level of service.</p> <p>2.1.2.To review the present situation of machines and tools.</p> <p>2.1.3.To introduce the equipment which is required for the appropriate maintenance works for the vehicles and brush cutters.</p> <p>2.1.4.To conduct OJT to strengthen capability of management staff and develop the servicing and repairing capacity of mechanics in the Workshop.</p> <p>2.1.5.To propose the guidelines for management of Central Workshop in order to strengthen the function of it.</p> <p>2.2.To review the present situation and problems of management and maintenance system of existing machinery and equipment</p> <p>2.3.To review and strengthen management and maintenance system to grasp repairing records and operating hours and stock management system of spare parts and expendables for the purpose of operation of machinery and equipment for long term and reducing cost.</p> <p>2.4.To hold workshops and/or seminars to train the concerned staff in practical using of the management and maintenance system.</p> <p>3.1.To improve the assessment processes of training needs and design appropriate training curriculum.</p> <p>3.2.To improve the manuals for training affairs management.</p> <p>3.3.To guide the instructors and other staffs concerned on teaching method and presentation skill to strengthen their capacity.</p> <p>3.4.To collect the information of technical training in other mine action centers and/or related institutions to strengthen CMAC Training Center management.</p>	<p>(Cambodian Side)</p> <p>1.Local Cost Necessary budget for the implementation of the Project</p> <p>2. Allocation of necessary personnel</p> <p>2.1Counterpart personnel</p> <p>2.2Administrative personnel</p> <p>3. Preparation of office spaces and facilities (for advisers)</p>	<p>(Japanese Side)</p> <p>1. Dispatch of Experts</p> <p>1.1 Long Term Expert Chief Advisor/Cooperation Management) Workshop Management Adviser Training Management Adviser</p> <p>1.2 Short Term Expert Information System Adviser Other Experts (according to the needs)</p> <p>2. Provision of Equipment (for the necessity of technical cooperation activities)</p> <p>3. Training for necessary fields</p> <p>3.1Counterparts training in Japan/ other countries (in case of necessity)</p>	<p>1. Most personnel of CMAC staff who are trained through the project continue to work at CMAC</p> <p>2. Full-time counterparts are assigned by CMAC.</p> <p>3. Counterparts of CMAC devote their every effort to implement the project</p> <p><b>Precondition</b></p> <p>1. The necessary fund/ budget is secured for managing CMAC activity.</p> <p>2. CMAC keeps its present status as a leading agency for mine action in Cambodia.</p>