

Partner Capacity Development Plan

Date: 15 November 2021

Name of Partner Organisation: NCCT

Country: Phnom Penh, Cambodia

Part A: On the Partner Organisation

		Identified Points of Action / Status Quo	Partner Organisation Response	Expected Outcome as agreed by the PO and CACH	Joint Agreed Steps	Reporting	End Date
Organisational Info	Legal Compliance	not sure NCCT-Project staff pay tax on salary	Confirmed	Compliance with audit and Cambodia law	NCCT-Mr. Vanna check whether requires	Jan-22	30.01.22
	Organisational Set-up	Core Humanitarian Standard training (CHS)	Confirmed	Compliance with CHS	CaCH provided training to NCCT project staffs	Feb-22	28.02.22
	Human Resource Management	No staff contract, JD and personnel file yet	Confirmed	Project staff function and sufficient staff support documents	NCCT will develop and apply	Feb-22	30.03.22
		No staff timesheet yet					
		No staff performance appraisal guideline					
	Network / Outside Presence						dd/mm/yy
	Additional Information						dd/mm/yy
... (other)						dd/mm/yy	
Financial Management	Accounting and Reporting	No double entry accounting software, which requires software set up and training	NCCT confirmed accounting software for implement project with CaCH	Proper bookkeeping, reporting on time and good audit report.	CaCH responsible software set up and training. NCCT practices with software from Jan 2022 on ward	Jan-22	01.01.22
	Budgeting						dd/mm/yy
	Cash	No cash regulation yet	Confirmed	proper operate and manage project cash	Develop project cash regulation	Feb-22	28.02.22
	Procurement and Asset Management						dd/mm/yy
	Audit						dd/mm/yy
	Additional Information						dd/mm/yy
	... (other)						dd/mm/yy
Project Implementation	Project Implementation Capacities	no project baseline yet	Confirmed	Comparison with project progress	Conduct project baseline survey	Mar-22	15.04.22
		No project management structure yet	Confirmed	Clear communication, responsibility and reporting within NCCT and CaCH	Set and define project management structure and reporting flow	Jan-22	30.01.22
		no complain and critical feedback guideline	Confirmed	Project staff, beneficiaries and stake holders confident and know how to provide feedback and complain	Develop guideline with support from CaCH	May-22	30.05.22
	Monitoring and Evaluation	No M&E guideline for project level	Confirmed	Clear guidance project data collection, manage and reporting with correct and accuracy	Develop M&E guideline for project level	Mar-22	30.03.22

	Networking						dd/mm/yy
	Additional Information						dd/mm/yy
	... (other)						dd/mm/yy
Security Information	Security Set-Up	No security & safety for project level	Confirmed	Risk management and mitigation during project implementation for staff, beneficiaries and stakeholders	Develop guideline with support from CaCH	Apr-22	30.06.22
	Additional Information						dd/mm/yy
	... (other)						dd/mm/yy
Other	...						dd/mm/yy
	...						dd/mm/yy

Part B: On CACH

	Definition	Identified Points of Action / Status Quo	CACH Response	Expected Outcome as agreed by the PO and CACH	Joint Agreed Steps	Reporting	End Date
Thematic Expertise	Thematic / methodological competence, knowledge of local context						
Support	Advisory and support adequate, competent, effective						
Cooperation	Transparent, reliable partner, on time, respects agreements						
Harmonisation	Co-ordinates with other actors, harmonises requirements with other donors						
Learning	Open for criticism, change						
Shared Values	CACH's objectives and activities in line with interests of target group and partner org						
Benchmarking	CACH in comparison to other partner organisations						
Other	...						

Part C: Our Cooperation

	Identified Points	Expected Outcome as agreed by the PO and CACH	Joint Agreed Steps	Reporting	End Date
Weaknesses in our cooperation					
Strengths in our cooperation					
Strengths of PO: Support measures					

Phnom Penh, 21 January 2022

Partner Organisation



Ran Sopheakpagna
Project Coordinator



H.E. Chu Bun Eng
NCCT, Permanent Vice-Chair

Caritas Switzerland



Kham Syngoun
Programme Manager



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