



Kingdom of Cambodia

Nation – Religion – King

Royal Government of Cambodia



The Cambodia NGO Database

User Manual

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Cambodian Rehabilitation and Development Board
Council for the Development of Cambodia

Table of Contents

Introduction	1
Part One: User Functions	2
1. Logging in to the NGO Database	2
2. Searching for a Project of Portfolio	3
3. Limiting a Search by NGO/Project Status	3
4. Viewing a Pre-defined Report.....	3
5. Viewing a List of Projects	4
6. Viewing a List of NGOs.....	5
7. Designing and Generating a Report	5
8. Summary Information	6
9. Document	7
10. About Us.....	7
Part Two: Data Entry and Editing NGO/Project Records	8
11. Logging-in to the NGO Database as Administrator	8
12. Requesting Password Access	8
13. Who Should Edit and Maintain Project Records?	8
14. On-line Data Entry for a New Project	9
15. Saving Project Records	9
16. Editing a Project	9
17. Archiving Closed/Completed Projects.....	10
18. Deleting a Project	10
19. Off-line Data Entry	Error! Bookmark not defined.
Annexes	11
Annex I.....	11
20. Data Entry Questionnaire (ANNOTATED)	11
20.a. Project Information	11
20.b. NGO's Core Information.....	13
Annex II.....	14
21. List of NGO Database Sectors and Sub-Sectors.....	14
22. Glossary of Term	16

Introduction

The Cambodia NGO Database has been developed to support a single data entry point for providing a complete record of all NGO's assistance to Cambodia. The overall objective of the NGO Database is to provide a practical tool to promote and monitor the alignment of NGO with the priorities of the National Strategic Development Plan (NSDP) and the aid management principles included in the RGC Action Plan on Harmonisation, Alignment and Results (H-A-R Action Plan). These objectives are further articulated in the Cambodia Declaration (October 2006) and the Paris Declaration on Aid Effectiveness (March 2005).

The NGO Database provides access to information on project financing. At a sector or working group level, the NGO Database can therefore support routine reporting, information sharing and coordination functions that are intended to promote dialogue and the development of more effective aid management practices. At a strategic level, the NGO Database will become a fully integrated part of the national aid management architecture. This will ensure that a more evidence-based approach can be taken to promoting aid effectiveness and to monitoring the contribution of aid to achieving the development results that are envisaged in the NSDP. The major analytical outputs of the NGO Database and the broader aid partnership dialogue will be presented annually in an Aid Effectiveness Report.

Project details that can be extracted from the NGO Database include the following:

- NGO's Core Detail Information
- Name of Project, duration, start/completion dates, status
- Financial details including total committed funding, disbursement profiles and number of project staff
- Sector details
- Location details of where the project is being implemented
- Use of technical cooperation (TC) and Type of Assistance
- More detailed information on TWGs and Project Counterpart (s)

In the NGO Database, the user is able to aggregate and format this project data to provide a range of reports that include:

- Total commitments and/or disbursements by NGO / sector
- Projected disbursements by NGO / sector
- Project activity by sector/sub-sector, location or Technical Working Group (TWG)

With these specifications the NGO Database is intended to facilitate and monitor the national aid effectiveness programme. The purpose of this manual is to guide the user so that s/he is able to access the NGO Database, view data and generate reports. Part One of the manual provides details regarding the basic user functions, while Part Two provides guidance on data entry, which is a function restricted to individuals who have been granted editing rights on specific development partner project records.

Part One: User Functions

1. Logging in to the NGO Database

To connect to the NGO Database, enter the URL <http://cdc.khmer.biz/ngo> into the web browser. The first screen of the NGO Database application is the *Log-in Screen*. To log-in as a guest user, select the "Visitors" icon on the log-in screen (Figure 1).

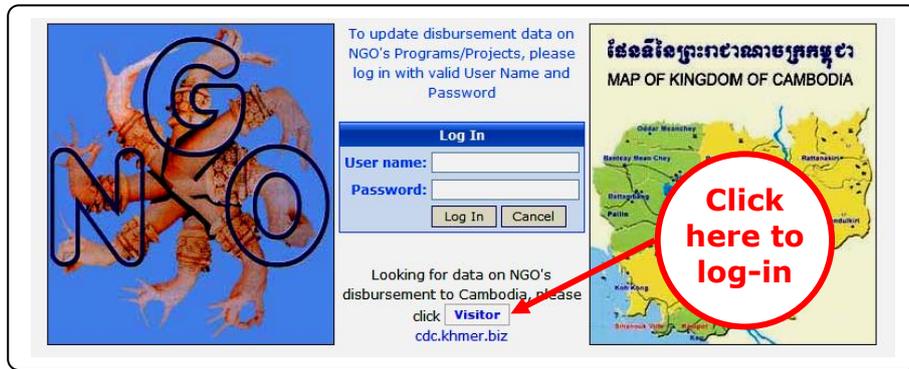


Figure 1: Logging-in as Guest/Visitor

A guest/visitor will be able to view all of the data, and will be able to sort the data and generate reports, but will not be permitted to edit any of the project records. NGOs who log-in with user name and password will also be able to access the full range of viewing and reporting functions (they will also be able to edit the details of their own project, see Part II).

After logging-in, the user is automatically directed to the opening screen of the NGO Database (Figure 2).

No	Acronym	NGO Name	Logo	NGO Type	NGO Status	Number of Projects
1.	AAIC	Action Aid International Cambodia		Foreign NGO	Active	1
2.	ABC	Association of the Blind in Cambodia		Cambodian NGO	Active	2
3.	ACCB	Angkor Centre for Conservation of Biodiversity		Foreign NGO	Active	1
4.	ACF3	Australia Cambodia Foundation	ACF3	Foreign NGO	Active	2
5.	ACI	Awareness Cambodia Incorporated	ACI	Foreign NGO	Active	2
6.	ACR	Australian Catholic Relief	ACR	Foreign NGO	Active	1
7.	ADDA	Agricultural Development Denmark-Asia		Foreign NGO	Active	1
8.	ADRA	Adventist Development Relief Agency	ADRA	Foreign NGO	Active	11
9.	AFSC	American Friends Service Committee	AFSC	Foreign NGO	Active	1
10.	AHEAD	Action for Health Development		Cambodian NGO	Active	3
11.	AHI	Asia's Hope International		Foreign NGO	Active	1
12.	AIDA	Aida, Ayuda, Intercambio y Desarrollo		Foreign NGO	Active	2
13.	AIDE ET ACTION	Aide et Action, South-East Asia		Foreign NGO	Active	1
14.	ALC	NGO ALC Communications		Foreign NGO	Active	1
15.	AMFC	Agape Mission for Cambodia	AMFC	Foreign NGO	Active	1
16.	AOC	Asian Outreach Cambodia	AOC	Foreign NGO	Active	1
17.	AOG	Assemblies of God - Cambodia	AOG	Foreign NGO	Active	12
18.	APHEDA	Australian People for Health, Education and Development Abroad	APHEDA	Foreign NGO	Active	2

Figure 2: Opening Screen

The user then has several options (indicated in Figure 2):

- 1- [Search for and view a project or portfolio](#) (by NGO, sector, province etc)
- 2- [Limit the search by NGO/Project status](#) (all, Active, Closed, Not-Reported)
- 3- [View a pre-defined report](#) (project profiles, source of fund by projects, source of fund by NGOs)

By selecting from the menu bar, the user can:

- 4- [View a list of projects](#)
- 5- [View a list of NGOs](#)
- 6- [Design and generate a report](#)
- 7- [Summary Information](#) (Number of NGOs, Number of On-going Projects, etc...)
- 8- [Document](#) (Questionnaire form, Manual, annex/glossary)
- 9- [Contact the Database Administrator and Provide feedback and suggestions regarding the NGO Database](#)

Options 1-7 are described in the following sections (9 is self-explanatory).

2. Searching for a Project or Portfolio

The following options are available in the "Search Project by" area of the main screen (area marked "1" in [Figure 2](#)):

- NGO
- NGO Type (Foreign / Cambodian NGO)
- NGO Status (Active / Closed / Not-Reported)
- Project Status (On-going / Completed / Suspended / Pipeline)
- Province
- Duration (clusters projects into duration of less than one year; 1-3 years etc)
- Type of Assistance (Free-Standing TC; Investment Project/Program etc)
- Project's MOU
- Sector/Sub-Sector (see [Annex Two](#) for a listing of all sectors and sub-sectors)
- Technical Working Groups (the 19 TWGs administered by RGC)

Clicking on each of the respective options will result in the data presentation (in the area marked "1a" in [Figure 2](#)) changing to present the required format.

Clicking on the desired category (in the area marked "1a" in [Figure 2](#)) will then direct the user to a list of projects in that category. By scrolling and clicking on the active part of the list, a project record can be viewed, providing more detailed information.

3. Limiting a Search by NGO/Project Status

The user can restrict a search by NGO status or project status by clicking on the status bar (in the area marked "2" in [Figure 2](#)). This allows the user to view all NGOs/projects, or some combination of those that are Active, those that have been Closed or those that have been Not Reported.

4. Viewing a Pre-defined Report

The user can apply filters to some of the main searches that have been prepared as pre-defined reports so that data on a particular development partner can be extracted more easily.

In the area marked "3" in [Figure 2](#), the user is invited to select from four pre-defined report formats:

- Project Summary Report
- List of Source of Funds By Projects
- List of Source of Funds By NGO

The user then selects the "Type Of NGO" that is required, together with the appropriate Year and Report Option (see Figure 3). For example, the user only wishes to view List of Source of Funds of Foreign NGOs in 2008.

Figure 3: Pre-defined Report criteria

The NGOs' Source of Funds records (by Type and Year) that are required should then be selected. They will be made available on a separate page. The user can scroll through the records using the "1-2-3..." bars at the top and bottom of the page.

The records can also be printed by selecting the print icon . NGOs' Source of Funds reports can also be exported to Excel by clicking on the export icon .

To support dialogue at Project level, pre-defined Project profiles have also been produced, by selecting the "List of Source of Funds By Project".

5. Viewing a List of Projects

The "List of Projects" in the menu bar (the area marked "4" in Figure 2) can be used to quickly select the whole list of projects (sorted by category of NGO's acronym). They can then be filtered by NGO's acronym and by Project Status so that data on a particular NGO can be extracted more easily (see Figure 4).

No	NGO Acronym *	Project Name	Start Date	Completion Date	NGO Status	Project Status	Edit
1	WVC	Children in Crisis Laboratory of Learning-Aftercare for Trafficked and Sexually Abuse Children in Cambodia Project	1-Oct-2005	31-Dec-2009	Active	Completed	Edit
2	WVC	HIV and AIDS Prevention and Care for Mothers and Infants(HAPCAMI) Project	1-Oct-2008	31-Dec-2011	Active	On-going	Edit
3	WVC	Community Care for Orphans and Vulnerable Children (CCOVC)	1-Oct-2005	30-Sep-2013	Active	On-going	Edit

Figure 4: A List of Projects may be further defined by Project Status or NGO's Acronym

The user can then scroll through the records using the "1-2-3-..." bars at the top and bottom of the page. Project records can also be printed by selecting the print icon.

6. Viewing a List of NGOs

The "List of NGOs" in the menu bar (the area marked "5" in [Figure 2](#)) can be used to quickly select the whole list of NGOs (sorted by category of NGO's acronym, NGO Type, NGO Status, etc...). They can then be filtered by NGO Type, NGO Status and by first letter of NGO acronym or NGO name so that data on a particular NGO can be extracted more easily (see [Figure 5](#)).

The screenshot shows the 'List Of NGOs' interface. At the top, there is a menu bar with options: Core Details, Reports, List Of NGOs (highlighted), List Of Projects, Summary, Document, and About Us. Below the menu bar, there are two filter sections: 'NGO Type' with radio buttons for ALL (selected), Foreign NGOs, and Cambodian NGOs; and 'NGO Status' with radio buttons for ALL, Active (selected), Close, and Not Reported. To the right of these filters is a search bar with the text 'Select one letter to search' and a grid of letters A-Z, with 'ALL' highlighted. Below the search bar is a 'Search By' section with radio buttons for Acronym (selected) and NGO Name. A 'Search' button is located to the right of the search bar. Below the filters and search bar is a table with 8 columns: No, Acronym ^, NGO Name, NGO Type, NGO Address, NGO Status, Number Of Projects, and Edit. The table contains 4 rows of data. A red '1' is placed above the table, and a navigation bar with numbers 1-11 is located above the table header.

No	Acronym ^	NGO Name	NGO Type	NGO Address	NGO Status	Number Of Projects	Edit
1.	AAIC	Action Aid International Cambodia	Foreign NGO	#69 Street 242Skt. Chaktomuk	Active	1	Edit
2.	ABC	Association of the Blind in Cambodia	Cambodian NGO	#132, Street 193/388Skt. Toulsvayprey I	Active	2	Edit
3.	ACCB	Angkor Centre for Conservation of Biodiversity	Foreign NGO	Khun Ream Village, Khun Ream Commune	Active	1	Edit
4.	ACF3	Australia Cambodia Foundation	Foreign NGO	#11 Street 310Skt. Boeng Keng Kang 1	Active	2	Edit

Figure 5: A List of NGOs may be further defined by NGO Status or NGO Type

7. Designing and Generating a Report

If at any point in time the user selects the "Reports" feature (area marked "6" in [Figure 2](#)) from the menu bar, they will be returned to the main screen where reports can be defined and viewed.

The NGO Database main screen provides three options for obtaining reports:

- The "Search Project By" feature of the main screen (area marked "1" in [Figure 2](#)), which is described in [section 2](#), above.
- The Pre-Defined Reports (area marked "3" in [Figure 2](#)), described in section 4, above.
- The "Design Your Own Report" feature (area marked "6" in [Figure 2](#)), which is the most versatile reporting tool (described below).

The "Design Your Own Report" feature permits the user to filter all data criteria according to their own preferences. This process is conducted by simply checking the relevant boxes in the "criteria" section of the report screen. This includes, for example, data on NGO/Type of assistance/Province, etc...

The type of information required according to the search criteria is then selected by checking the appropriate boxes in the "Display Columns" section of the report screen (see [Figure 5](#), below). This includes financial information, project name, start/completion dates, type of assistance etc. as well as main criteria such as NGO name, sector etc. Further filtering according to project status, viewing only on-going projects for example, can be defined by checking the relevant status boxes at the top of the page.

Design Your Own Report

Project Status: All On-going Completed Suspended Pipeline

Display Columns

- ▶ **NGO Information**
 - NGO Name
 - Date Commenced
 - Date Questionnaire Completed
- ▶ **Project Information**
 - Project Name
 - Start Date
 - Completion Date
 - Cooperation Agreement With Ministry
 - Province (Project's Target Location)
 - Type of Assistance (include Sub-Assistance)

Figure 6: Selection of Report Criteria

Once the criteria have been selected, the user should click the "Search" button located at both the top and bottom of the page. The Report can then be viewed. If the report requires further tailoring, the report screen should be closed and further customization made in the report design page.

Details of individual projects included in the report can be viewed by clicking on the project, which results in the Project Summary Sheet appearing.

Reports can be printed by clicking the icon  or, exported or copied to an Excel worksheet (click the  icon) for further analysis.

8. Summary Information

The "Summary" in the menu bar (the area marked "7" in [Figure 2](#)) can be used to quickly show the summary information from the NGO Database such as Number of all NGOs, Number of On-going projects, etc... (see [Figure 7](#)).

→ NGO's Summary Information	
▶ Total Number of NGOs	1,295
Foreign NGOs:	443
Cambodian NGOs:	852
Active:	219
Close:	121
Not Reported:	955
→ Project's Summary Information	
▶ Total Number of Projects	656
On-going:	342
Completed:	314
Suspended:	0
Pipeline:	0

Figure 7: Summary Information

9. Document

The "Document" in the menu bar (the area marked "8" in [Figure 2](#)) can be used to view/download some documents from the website such as Questionnaire form and Manual etc... (see Figure 8).

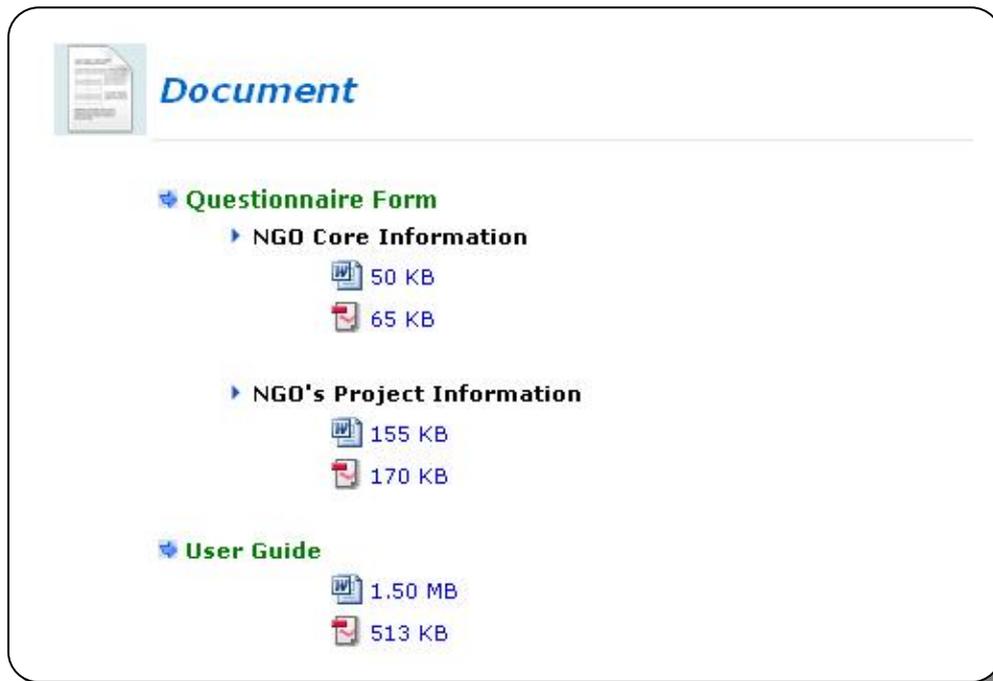


Figure 8: Available Document from the Website

10. About Us

The "About Us" in the menu bar (the area marked "9" in [Figure 2](#)) can be used to view the contact information of Database Administrator, including address, phone number and email address.

Part Two: Data Entry and Editing NGO/Project Records

11. Logging-in to the NGO Database as Administrator

To connect to the NGO Database, enter the URL <http://cdc.khmer.biz/ngo> into your web browser. The first screen of the NGO Database application is the Log-in Screen. To log-in as a NGO or Administrator, type a valid user name and password, then click Log In button. (See Figure 9).



Figure 9: The NGO Database Application Login Screen

In addition to being able to use all of the functions described in Part One of this manual, a password-approved user will be able to enter new project details and to edit/update those project records for which he/she has editing rights.

12. Requesting Password Access

To obtain a user name and password, the prospective administrator should contact the Database Administrator: cdc-cmb@camnet.com.kh. The prospective administrator should provide details of full name, partner organization, telephone and email contact details. Following a verification process, the user name and password will then be issued.

Note: To retrieve forgotten passwords, the authorized user should contact the Database Administrator: cdc-cmb@camnet.com.kh.

13. Who Should Edit and Maintain Project Records?

Project records are maintained by the NGOs. Records should be maintained by whoever is most able to provide the information that is required regarding project details, financial data (budget and disbursements), and qualitative information. This may be an individual working in the Non-government organizations, or with the implementing partner. In some cases, different individuals and/or organizations may take responsibility for maintaining different parts of the project record.

After logging-in, the user is automatically directed to the opening screen (Figure 10).

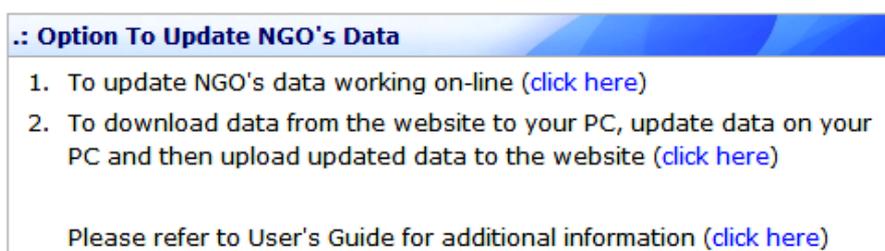


Figure 10: Data Entry Opening Screen

14. On-line Data Entry for a New Project

Once logged in and having selected to update data on-line, the user can enter a new project by selecting the first option in the opening screen (Figure 10, above). The portfolio of projects is then made available and a new project can be entered by clicking on the "New Project" option in the left-hand corner below the menu bar.

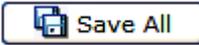
An un-filled questionnaire then becomes available for completion. The following support is available to facilitate the data-entry process:

- Technical guidance on completing the questionnaire is provided in [Annex 1](#) of this Manual.
- In the last instance, support on completing the questionnaire can be obtained by email: cdc-cmb@camnet.com.kh.

[Annex 2 \(Sectors and Sub-Sectors\)](#) and [Annex 3 \(Glossary of Terms\)](#) may also be consulted during data entry.

Note that the mandatory fields are marked with a red asterisk (*) such as Project Name, etc... Users should, however, attempt to complete all fields and should contact the Database Administrator for guidance.

15. Saving Project Records

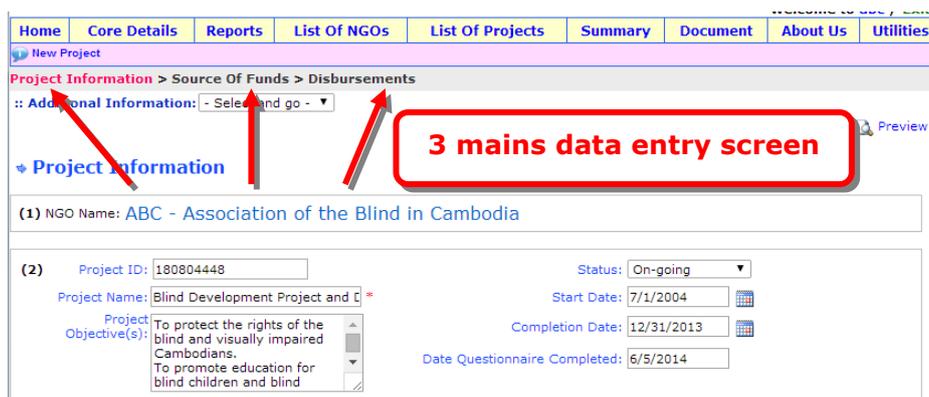
Once project details have been entered, they can be saved by clicking the  button at the bottom of each page. They will then be stored in the Database and can be viewed by selecting the "List of Projects" in the menu bar.

REMEMBER TO SAVE EACH SECTION BEFORE PROCEEDING OR EXITING AS NO WARNING IS GIVEN AND UN-MAVED DATA MAY BE LOST

16. Editing a Project

Once logged in, the user can edit a project by selecting the "List of Projects" on the menu bar in the opening screen (Figure 4, above). The portfolio of projects is then made available and an existing project can be edited by clicking on the "Edit" in the most right column of respective project title. Users should remember to [save changes before exiting](#).

When editing a record, the user can navigate between the three main data entry screens by clicking the respective page indicator at the top of the screen (Figure 11).



The screenshot shows a web-based data entry interface. At the top, there is a navigation menu with tabs: Home, Core Details, Reports, List Of NGOs, List Of Projects, Summary, Document, About Us, and Utilities. Below the menu, there is a breadcrumb trail: Project Information > Source Of Funds > Disbursements. A red box highlights the text "3 mains data entry screen" with three red arrows pointing to the "Additional Information" dropdown, the "Project Information" section, and the "Disbursements" section. The "Project Information" section contains the following fields: (1) NGO Name: ABC - Association of the Blind in Cambodia; (2) Project ID: 180804448; Project Name: Blind Development Project and C* (with a red asterisk); Project Objective(s): To protect the rights of the blind and visually impaired Cambodians. To promote education for blind children and blind; Status: On-going; Start Date: 7/1/2004; Completion Date: 12/31/2013; Date Questionnaire Completed: 6/5/2014.

Figure 11: Navigation between the three main data entry screens

17. Archiving Closed/Completed Projects

It is possible to archive completed/closed projects once they no longer have any direct relevance to the NGO's current aid portfolio. CRDB/CDC recommends that where there has been no disbursement for 2 years and no further project activity is envisaged, then the project should be archived. This will simplify project management and analysis through the NGO Database.

To archive a project, the user must log-in with the password and then go to the "List of Projects". Figure 12a shows where the user may then access the archive function.

No	NGO Acronym	Project Name	Start Date	Completion Date	NGO Status	Project Status	
1	JRFC	Media Library	10-Dec-1996	28-Feb-2003	Active	Completed	Edit
2	JRFC	Furture Light of Orphanage	10-Dec-1997	31-Dec-2005	Active	Completed	Edit
3	JRFC	Sihanouk Hospital - Center of Hope	10-Dec-		Active	On-going	Edit
4	JRFC	Rural School Project			Active	On-going	Edit

Access archive feature here

Figure 12a: Project Archiving

Once the archive button has been clicked, the archive management tool will become active (Figure 12b). This allows projects to be identified (by clicking the box on the left-side) and moved to and from the archive (i.e. projects previously archived can also be restored to the main section of the NGO Database).

★ Archiving Projects World Vision Cambodia

	Project Name	Start Date	Completion Date	Project Status
<input type="checkbox"/>	Area Development Program(ADPs)	26-Nov-2002	31-Dec-2008	On-going
<input checked="" type="checkbox"/>	Battambang Area Development	1-Apr-1992	30-Sep-2005	Completed
<input type="checkbox"/>	Bringing Hope Project	1-Oct-2004	30-Mar-2008	Completed
<input type="checkbox"/>	Child Friendly School	Jan-2008	31-Jan-2011	On-going
<input type="checkbox"/>	Child Safe Tourism	1-Oct-2003	31-Dec-2006	Completed
<input type="checkbox"/>	Children at High Risk Prevention Project	1-Apr-1999	30-Mar-2008	Completed
<input type="checkbox"/>	Children in Crisis Laboratory of Learning-Aftercare for Trafficked and Sexually Abuse Children in Cambodia Project	1-Oct-2005	4-Jun-2011	On-going
<input type="checkbox"/>	Combating Worst Form of Child Labor Project	1-Oct-1997	4-Jun-2011	On-going

34 Project(s)

	Project Name	Start Date	Completion Date	Project Status
<input type="checkbox"/>	Banan Area De			
<input type="checkbox"/>	Banan Humanit			
<input type="checkbox"/>	Bati Area Development Program			

1. Select projects to be archived

2. Move projects to/from archive

3. Delete selected projected from the NGO database

Figure 12b: Archive Management

18. Deleting a Project

By using the archive function, the user can delete a project by selecting the project to be removed (checking the box on the left-hand side of the screen) and then clicking "Delete Project" (see Figure 12b, above). The user will be asked to confirm the deletion of the selected project(s).

Annexes

Annex I

19. Data Entry Questionnaire (ANNOTATED)

19.a. Project Information

The on-line questionnaire comprises 10 questions to be completed in three sections:

- 1- Project Information
- 2- Source Of Funds
- 3- Disbursement

The text below is designed to guide the data-entry process. Note that the mandatory fields are attached with a red asterisk (*). Users should, however, attempt to complete all fields and should contact the Database Administrator for guidance and support if necessary.

BACKGROUND INFORMATION

- Date questionnaire completed: [Note: The Current date is entered automatically]

Project Information

(1). NGO Name: [Note: The login NGO is display automatically]

(2). Project ID: [Note: It is generated automatically]

- **Project Name:** [Note: Enter the name that appears on the Project Document]
- **Project Objectives:** [Note: Free text area to describe the project, its objectives and to note any important details. Detailed information on implementing partners, beneficiaries and projected outputs is appreciated]
- **Status:** [Note: Select from: On-going; Completed; Suspended; Pipeline. See Glossary (Annex 3) for details.]
- **Start Date:** [Note: The start date of the original program/project]
- **Completion Date:** [Note: The completion date of the original program/project]

(3). Cooperation Agreement with Ministry

[Note: use Drop-Down menu to select any one of government ministries]

- **Date Signed:** [Note: Date of agreement signed with ministry mentioned above]
- **Date Expiry:** [Note: Date expiry of agreement with ministry mention above]
- **Reference:** [Note: Reference note of agreement]
- **Copy Attached:** [Note: Select "Yes" if hard-copy of agreement is attached, otherwise, select "No"]

(4). Project Location(s)

[Note: Use the drop-down list to select Province, District, Commune and Village for the project activities for the whole project durations.]

(5). Sector:

Use the drop-down menus to select sector and sub-sector, and enter the amount disbursed to each sector and sub-sector for the requested year.

[Note: Indicate both the sector and sub-sector, using "Other" only where no suitable sub-sector exists. By selecting a sector, the associated sub-sectors become available for selection. See [Annex Two](#) for a full list of sectors/sub-sectors. Multiple sectors and sub-sectors can be identified for each project. SWiM and SWAp categories are available where non-earmarked funding is made available.]

Sources Of Funds, Project Counterpart, and Technical Working Group

(6). Source Of Funds

6-a. Multi/Bilateral or NGOs Partner

Source of Funds from different sources must be reported with:

- Year: year of funds received
- Source Fund: Bilateral/Multilateral
- Bilateral/Multilateral: detail of name of Bilateral/Multilateral or
- NGO Provider(s) of Funds: detail of name of NGOs
- Amount: amount of fund in US dollar

6-b. If your NGO Provide Fund to another NGOs to Implement the Project?

Yes No

Source of Funds from different sources must be reported with:

- Year: year of funds provided
- Recipient(s) NGO: detail of name of NGOs
- Amount: amount of fund in US dollar

6-c. Planned Budget/Allocation Commitment

The information to be filled are:

- Year: year of budget
- Plan Budget: amount of budget planned for the above mentioned year
- Own Fund: Fund that NGOs mobilized by themselves, including private donation and sponsorship and all other contributions that ARE NOT from other NGOs, government and development partner organizations
- (Other column will be calculated automatically according to appropriated year)

(7). Project Counterpart (Government and/or NGOs)

[Note: use drop-down menu to select type of counterpart such as Line Ministry/UN Agencies, etc... and provide the name of counterpart.]

(8). Project Technical Working Group

[Note: Use the Drop-down menu giving standardized names of the 19 TWGs]

Disbursement and Project Staff

(9). Disbursement

[Note: All NGOs should record their own disbursement/projections in the "own resources" cells while the lead NGOs should also complete the column "other sources" on behalf of other NGOs for actual disbursements (this will facilitate data validation and reconciliation). All NGOs should enter data regarding their own projections for the outer years. See the Glossary (Annex 3) for definitions of types of development assistance.]

(10). Project Staff

[Note: It is acknowledged that providing this data can be challenging. As Government seeks to enhance its capacity and reform efforts this kind of information is increasingly required, however, in particular at TWG level]

19.b. NGO's Core Information

(1). NGO's Information

- **Acronym:** [Note: Short name of NGO]
- **NGO Name:** [Note: Full long name of NGO]
- **NGO Status:** [Note: Active/Closed/Not Reported]
- **NGO Type:** [Note: Foreign NGO/Cambodian NGO]
- **Date Commenced:** [Note: Date when NGO was first started]
- **Date Questionnaire Completed:** [Note: The current data is entered automatically]

(2). NGO's Address

- **Address in Cambodia:** [Note: The address of NGO in Cambodia]
- **Province/Municipality:** [Note: Province/City where NGO is located]
- **District/Khan:** [Note: District where NGO is located]

(3). NGO's Contact Information

- **Contact Name:** [Note: Name of contact person]
- **Contact Title:** [Note: Title of contact person]

(4). Other Contact Information

- **P.O. Box [A]/[B]:** [Note: Post Office Box Number]
- **Phone:** [Note: Contact phone number]
- **Fax:** [Note: Fax number]
- **Email:** [Note: contact email address]

(5). Head Quarter Address

[Note: Address of head quarter of NGO]

(6). Official Registration

[Note: NGO’s registration detail information, ministry and date]

(7). Attachment

[Note: Attached documents]

Annex II

20. List of NGO Database Sectors and Sub-Sectors

Sector / Sub-Sectors	
I.	Social Sectors
	+ Health
	- Sector Policy
	- Primary Health
	- Hospitals
	- Immunisation and disease control
	- Reproductive health
	- Medical education
	- SWiM
	- Medicines & Equipment
	- Other
	+ Education
	- Sector Policy
	- Primary and Basic
	- Secondary Education
	- Tertiary, vocational and higher
	- Teacher training
	- Schools and facilities
	- SWAp Sector Budget Support
	- Other
II.	Economic Sectors
	+ Agriculture
	- Agriculture sector policy and management
	- Food Crops
	- Cash and Export crops
	- Agriculture water & Irrigation
	- Agricultural inputs
	- Extension services
	- Education, training
	- Livestock & veterinary
	- Fisheries
	- Forestry
	- Post-harvest
	- Agricultural financial services
	- Food security & nutrition
	- Meteorology
	- Other
	+ Manufacturing, Mining Trade

- Policy and administration
- Industrial development
- SME policy and development
- Mining, fossil fuel
- Trade policy, negotiation
- Technological research
- Other
+ Rural Development
- Rural sector policy and administration
- Rural roads
- Rural water & sanitation
- Land management and planning
- Land Mine Clearance
- Other
+ Banking and Business Services
- Financial sector policy, planning and regulation
- Formal sector financial institutions
- Informal and semi-formal institutions
- Business support services
- Other
+ Urban Planning & Management
- Urban sector policy and administration
- Land management and spatial planning
- Other
III. Infrastructure
+ Information & Communications
- Post & Telecommunications
- Radio / television / print media
- ICT
- Other
+ Energy, Power and Electricity
- Energy policy and management
- Power generation
- Power transmission
- Energy research
- Other
+ Transportation
- Transport policy and management
- Road infrastructure & transport
- Rail infrastructure & transport
- Water infrastructure (ports)
- Air infrastructure & transport
- Other
+ Water and Sanitation
- Sector Policy and Planning
- Urban Water supply and sanitation
- River development
- Waste management
- Education and training
- Other
IV. Services & Cross-Sectoral Programmes
+ Community and Social Welfare Services
- Community and Social Welfare Services
- Other
+ Culture & Arts
- Culture & Arts
- Other
+ Environment and Conservation

- Environment and Conservation
- Other
+ Gender Mainstreaming
- Gender Mainstreaming
- Other
+ HIV/AIDS
- HIV/AIDS
- Other
+ Tourism
- Tourism
- Other
+ Governance & Administration
- Economic and development policy / planning
- Public Financial Management
- Public Service Reform
- Legal and Judicial
- Local government reform
- Elections
- Human Rights
- Civil Society
- Other
+ Budget & BoP Support
- Budget & BoP Support
- Other
+ Emergency and food aid
- Emergency and food aid
- Other
+ Other
- Other

21. Glossary of Term

Official Development Assistance (ODA)

Grants or Loans to countries and territories on Part I of the DAC List of Aid Recipients (developing countries). which are: (a) undertaken by the official sector; (b) with promotion of economic development and welfare as the main objective; (c) at concessional financial terms [if a loan, having a Grant Element of at least 25 per cent]. In addition to financial flows, Technical Co-operation is included in aid. Grants, Loans and credits for military purposes are excluded.

Commitment

A firm written agreement by the donor to provide funds for a particular project or to a Trust Fund. The Commitment Date is the date of that written agreement. Commitments are usually multi-year – i.e., they are designed to fund expenditures for several years – but the total commitment is recorded in the year that the agreement is signed (even though disbursements may be projected to take place over a longer period).

Disbursement

The release of funds to, or the purchase of goods or services for, a recipient; by extension, the amount thus spent. Disbursements record the actual international transfer of financial resources, or of goods or services valued at the cost of the donor. The Disbursement Date is the date at which those funds were made available – usually this involves the transfer of funds into the implementer’s bank account or the draw down by the implementer of funds held in an account by the donor.

Project/program budget

The total resources required from all sources to implement the project/program.

Project/program start date

The actual start date of the implementation of the project/program. Often the same as the project signature/commitment date.

Project/program completion date

Actual, if already completed, or planned completion date of the project/program.

Project/Program Status

- **On-going** –the project document is signed and the project is operationally open.
- **Completed** – the project is operationally closed (financial closure is not necessary)
- **Suspended** – the activities of the project have been officially suspended at the request of one of the signatory parties.
- **Pipeline** - NGO is identified and a concept paper or project document is being/has been drafted, with funding identified (but not committed).
- **Not Reported** – the project information is not provided and updated in NGO Online Database.

Sector

Sectoral classifications organize projects according to their spheres of societal endeavor. For example, "productive" sectors create economic value by generating and distributing goods and services. "Infrastructure" sectors provide the basic installations and facilities on which communities depend. "Social" sectors provide for the mental, physical, and spiritual well-being of individuals and their communities. "Environmental" sectors sustain the earth's physical and biological assets. "Governance" sectors guide and administer the affairs of a state, community, organization or association. Sectoral classifications help provide the social and economic benchmarks used to measure a programme or project's impact.

Types of Assistance**Technical Cooperation**

Includes both (a) grants to nationals of aid recipient countries receiving education or training at home or abroad, and (b) payments to consultants, advisers and similar personnel as well as teachers and administrators serving in recipient countries, (including the cost of associated equipment). Assistance of this kind provided specifically to facilitate the implementation of a capital project is included indistinguishably among bilateral project and programme expenditures, and not separately identified as technical co-operation in statistics of aggregate flows.

Free-standing Technical Cooperation

The provision of resources aimed at the transfer of technical and managerial skills and know-how or of technology for the purpose of building up national capacity to undertake development activities, without reference to the implementation of any specific investment project(s). FTC includes pre-investment activities, such as feasibility studies, when the investment itself has not yet been approved or funding not yet secured.

Investment-related Technical Cooperation

The provision of resources, as a separately identifiable activity, directly aimed at strengthening the capacity to execute specific investment projects (i.e. those that are associated with some material/tangible output). Included under ITC would be pre-investment-type activities directly related to the implementation of an approved investment project.

Investment Project/Programme Assistance

The provision of financing, in cash or in kind, for specific capital investment projects, i.e., projects that create productive capital which can generate new goods or services. Also known as capital assistance. Investment project assistance may have a technical co-operation component.

Food Aid (for Development purposes)

The provision of food for human consumption for developmental purposes, including grants and loans for the purchase of food. Associated costs such as transport, storage, distribution, etc., are also included in this category, as well as donor-supplied, food-related items such as animal food and agricultural inputs related to food production, when these are part of a food aid programme.

Emergency and Relief Assistance

The provision of resources aimed at immediately relieving distress and improving the well-being of populations affected by natural or man-made disasters. Food aid for humanitarian and emergency purposes is included in this category. Emergency and relief assistance is usually not related to national development efforts or to enhancing national capacity.