

Guideline on Capital-Provincial Partnership Dialogue May 2024

I- Background

The Royal Government of Cambodia (RGC), in the previous legislature, has made remarkable progress in implementing the Sub-National Democratic Development Reforms through administrative restructuring, human resource development and management, the transfer of functions, and the delegation of power and budget to the sub-national authority. In this Seventh Legislature of the National Assembly, the RGC will continue to prioritize reforming and strengthening governance and modernizing public institutions, pursuant to the strategic objectives of the Pentagonal Strategy - Phase 1 to improve the quality of public service delivery. To contribute to this objective, Development Cooperation and Partnerships Strategy (DCPS) 2024-2028, adopted by the government on 29 December 2023, has continued to implement the Capital-Provincial Partnership Dialogue mechanism, adopted since 2019, as a coordination platform for all development actors to increase the effectiveness and efficiency in their activities under their respective mandates, to support socio-economic development at the Capital-Provincial level and to strengthen mutual accountability and inclusive partnerships.

Capital-Provincial administrations have currently been implementing a number of mechanisms to ensure the participation and consultative dialogue of all relevant stakeholders through the dissemination and consultation workshop, three-year rolling capital/provincial investment plan workshop, three-year rolling municipality/district investment plan integration workshop, capital/provincial, municipality/district reform steering committee meeting, consultative meeting on draft capital/provincial development plan, and consultation forum between capital/provincial administrations, NGOs, and local communities.

This Guideline sets out objectives, goals, principles, composition of participation, and support mechanisms for the arrangement of Capital-Provincial Partnership Dialogue and its monitoring. Capital-Provincial administrations have the decision to establish a mechanism for this purpose or use the existing forum on three-year rolling capital-provincial investment Plan or similar mechanism to convene the dialogue as served by this Guideline.

II- Objectives and Goals

The objective of the Capital-Provincial Partnership Dialogue is to support the implementation of five-year development plan, the three-year rolling capital/provincial investment plan, and the annual capital/provincial investment plan through the establishment of forum for all development stakeholders, including sub-national administrations, development partners, NGOs, the private sector, and local communities to review the socio-economic development of capital/provincial level or by sector and specific topics, discuss challenges and implement necessary measures in accordance with the mandates of each development stakeholders.

The goals of the Capital-Provincial Partnership Dialogue mechanism are:

- (i) To promote inclusive and participatory approach to reviewing development progress at the capital/provincial level, discussing challenges, and identifying an appropriate course of actions to address the challenges within their respective mandates;

- (ii) To further strengthen the managing capacity and structure of the capital/provincial administrations to address local development disparities and ensure coherent development interventions among development actors;
- (iii) To improve the quality and effectiveness of public service delivery at the local level aimed at improving living standards and promoting public trust;
- (iv) To improve efficient, accountable, and transparent information sharing among development stakeholders, implemented supports and activities at the local level; and
- (v) To complement other partnership mechanisms being implemented at the capital/provincial level.

III- Principles

This guideline sets out a number of guided principles to ensure that the Capital-Provincial Partnership Dialogue is purposefully and effectively convened, to promote inclusive partnership and participatory development approach. This mechanism is based on following principles:

- (i) **Inclusive** – the dialogue is designed to accommodate a wide range of actors at the sub-national level, including relevant ministries/agencies, capital-provincial departments/units, capital/provincial administrations, municipality/district/khan administrations, commune/sangkat administrations, local communities, development partners, associations and NGOs, academic institutions and the private sector.
- (ii) **Coordination** – the dialogue offers an opportunity to bring together relevant actors to review and discuss to ensure that all essential tasks, including information sharing and effective communication, are being performed efficiently and effectively with the aim of reducing redundancy and duplication.
- (iii) **Participatory** – the dialogue will promote a participatory approach for all relevant actors in order to increase public trust in public institutions and improving quality and effectiveness of public service delivery and local development.
- (iv) **Complementary** – the dialogue will increase efficiency and effectiveness by serving as a governance mechanism that complements the National Program on Sub-National Democratic Development, the TWG mechanism, the National Multi-stakeholder Dialogue, and other existing sub-national mechanisms.

IV- Arrangements, Roles and Responsibilities

Capital - Provincial Partnership Dialogue will be convened once per annum or more as deemed appropriate. Since existing mechanisms have been currently convened for similar purposes, the Capital-Provincial Partnership Dialogue should be convened as an addition to existing mechanisms by incorporating relevant agenda items and participation as needed.

The Capital-Provincial Partnership Dialogue is managed and coordinated under the leadership of the Capital/Provincial Board of Governors, with inclusive participation to promote partnerships with all relevant actors. Results of the discussion in the dialogue are important inputs to improve quality and effectiveness of public services and local development in a more transparent, accountable and equitable manner.

i- Participation

Participants should include all relevant stakeholders that are providing support to the development within the respective capital-province:

- a) **Members of Capital-Provincial Council** are to be invited as deemed required by the Chair of the Council.
- b) **Representatives from relevant Ministries/Institutions, Capital-Provincial Departments and Units** are to be invited according to their knowledge and skills in the agenda's subject matter to discuss cross-cutting thematic issues and support cross-departmental coordination at the sub-national level.
- c) **Governors of City/County/District** are to be invited to review progress and improve public service delivery, to identify priorities for local development and to take recommendations for improving quality and effectiveness of public service delivery and local development under their respective jurisdiction.
- d) **Representatives from associations of City/County/District Council** are to be invited
- e) **Commune Chiefs** are to be invited upon required.
- f) **Representatives of Development Partners** will be invited based on their activities, funding and commitments to further supporting reforms at the sub-national level.
- g) **Representatives from Local Communities** will be invited to promote inclusive participation. Although Capital-Provincial Partnership Dialogue is open to all relevant actors, the number and profile of participants are to be determined by the provincial authority for selective inclusion and reasonable representation. Representatives from local communities will be invited by the Secretariat upon discretion of the Capital-Provincial Governor in consultation with City/County/District Governors and Commune Chiefs.
- h) **Representatives from Associations and NGOs, Academia, the Private Sector and other relevant stakeholders** should be invited based on their active contribution to development in the capital-province.

ii- Supporting Mechanisms

Supporting Mechanisms for Capital-Provincial Partnership Dialogue are:

- a) **Planning and Investment Division** under the Capital-Provincial Administration serves as the Secretariat of the Capital-Provincial Partnership Dialogue. The Secretariat is responsible for participant identification, agenda drafting, logistical arrangements and preparation of the report of the dialogue, which includes the agreed follow-up actions.
- b) **Cambodian Development Cooperation Board of the Council for the Development of Cambodia (CDCB/CDC)** can support Capital-Provincial Governors in identifying development partners and NGOs to be invited. **CDCB/CDC** uses the Cambodia ODA and NGO Database to provide names of development partners and NGOs who are providing fund and operating at the sub-national for their participation.
- c) **The National Committee for Sub-national Democratic Development (NCDD) Secretariat/Ministry of Interior** will provide policy and advisory support. The NCDD-S will also coordinate with CDCB/CDC and across RGC's ministries/agencies and development partners to support and provide inputs for addressing challenges that cannot be resolved at the sub-national capacity.

iii- Process of Dialogue

Capital-Provincial Partnership Dialogue should be arranged as follows:

a) Before Dialogue

Capital/Provincial Board of Governors in collaboration with the Secretariat shall determine agenda items including:

- Presentation and discussion on development plan, monitoring and evaluation of plan implementation, expected results, and challenges of local development;
- Deliberation on the improvement of public services and building infrastructure at local level;
- Coordination and alignment of support from development partners, associations and NGOs, and the private sector with priorities of sub-national administrations;
- Presentation and discussion on effective cooperation and partnerships, challenges and agreed solution options;
- Discussion and knowledge sharing on institutional strengthening and vocational training, information and digital technology.

In case Sub-national Partnership Dialogue is convened simultaneously with the forum on three-year capital/ provincial investment programmes or any other existing or similar arrangement, the Secretariat should coordinate with Capital-Provincial Planning Team and/or dedicated working groups to ensure that the participants, agenda and timeframe are appropriately coordinated.

b) During Dialogue

The arrangement of dialogue should be according to the above-mentioned agenda. The process of the dialogue is indicated as following:

- Opening ceremony by the Capital-Provincial Governor
- Presentation and discussion on each agenda item:
 - Capital-Provincial Governor, City/County/District Governors and Commune Chiefs report on public service delivery, progress of local development and challenges including capacity and organization development for improving sub-national governance;
 - Representatives from development partners, associations and NGOs, academia, the private sector and local communities identify problems regarding public service delivery, local development priorities and cooperation with sub-national authorities;
 - Deliberation and agreement on challenges and solutions for improving quality and effectiveness of public services, local development and cooperation (and partnership) with development partners, associations and NGOs, and the private sector;
 - Capital-Provincial Governor ensures that feedback identified at the dialogue is carefully considered, promptly responded to and effectively resolved.
- Closing ceremony

c) After Dialogue

Main tasks for undertaking after the dialogue include:

- Secretariat should prepare a comprehensive report of the dialogue, ensuring that all inputs and feedbacks are clearly stated. The report should also include an action plan to effectively respond to and address the challenges that have been identified. Unresolved problems are to be brought to the attention of national-level agencies to request for their intervention.
- NCDD Secretariat/Ministry of Interior can bring those issues for discussion in the TWG on Decentralisation and Deconcentration, existing mechanisms and/or report to the attention of the NCDD/Ministry of Interior.
- Representatives from development partners can bring identified challenges that cannot be resolved at the dialogue to higher level discussion including the TWGs, Sectoral Multi-stakeholder Dialogue and bilateral consultation as deemed appropriate.
- Capital/Provincial Administration, City/County/District Administrations, Commune Administrations as well as Capital/Provincial Departments and Units should coordinate internally within their respective organisations to implement the activities agreed in the dialogue.
- Capital/Provincial Governor should report the results of the dialogue to their Board of Governors for guidance. The dialogue report is to be submitted to the Ministry of Interior and copied NCDD Secretariat, CRDB/CDC, Capital/ Provincial Departments and Units, relevant sub-national administrations, development partners, associations and NGOs, and the private sector who participated in the dialogue.

V- Monitoring and Follow-up Action

Capital/Provincial Governors, through their secretariat, shall monitor and consolidate the progress in implementing activities agreed in the dialogue for reporting in the next dialogue. In case, the challenges are unable to be resolved, Capital/Provincial Governors shall report to NCDD/Ministry of Interior for their review and appropriate action.