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**United Nations Development Project
Country: Lao PDR
Project Document**

Project Title: Enabling the Effective Integration of Lao PDR into ASEAN Phase III

Country Programme/UNDAF Outcome(s):

By 2015, more equitable and sustainable growth promoted for poor people in Lao PDR

Project Expected Output(s) :

- Output 1: Greater awareness of government officials on the opportunities and challenges of ASEAN integration
- Output 2: Enhanced public access to ASEAN related information.
- Output 3: Evidence-based research to support ASEAN integration on Human Development and poverty reduction.

Brief Description

The main objective of the project is to increase capacity of Government and private sectors at the central and local level to manage the integration process in the way that will maximize benefits for the country and the people especially the poor and vulnerable groups including youth and women in rural areas, through better understanding on the implication of the full integration and reflecting lessons learnt from the integration so far.

The new three-year project has been built in response to the request from the government for the continued support from UNDP. The new project will be implemented by the ASEAN Department of Ministry of Foreign Affairs and will have following outputs:

- Output 1: Greater awareness of government officials on the opportunities and challenges of ASEAN integration
- Output 2: Enhanced public access to ASEAN related information.
- Output 3: Evidence-based research to support ASEAN integration on Human Development and poverty reduction.

Programme Period:	2013 to 2015
Key Result Area (Strategic Plan)	_____
Atlas Award ID:	00072706
Atlas Project ID:	00085761
Start date:	12 Mar 2013
End Date	31 Dec 2015
PAC Meeting Date	25 Jan 2013
Management Arrangements	NIM (National Implementation)

Total resources required	US\$240,000
Total allocated resources:	US\$240,000
• Regular	US\$240,000
• Other:	
○ Donor	NA
○ Government	in kind
Unfunded budget:	NA

Agreed by:	Signature	Date	Name and Title
Implementing Partner	 	<u>06 MAR 2013</u>	H.E. Mr. Alounkeo Kittikhoun Vice Minister Ministry of Foreign Affairs
UNDP	 	<u>06, 13</u>	Mr. Minh Pham UNDP Resident Representative

I. SITUATION ANALYSIS

Since joining the Association of Southeast Asian Nations (ASEAN) in July 1997, Lao PDR (Laos) has emphasized the importance of integration into ASEAN through active participation in economic, political-security and socio-cultural cooperation. Integration into ASEAN poses various challenges for Laos. The most significant challenges that Laos is confronting, among others, include the need to build up the capacity of the Lao Government officials to manage the process of integration, especially in light of the shortening of the timeframe of the establishment of the ASEAN community from the year 2020 to 2015 and the need for the government and local officials, the business community and the general public to understand what benefits and challenges ASEAN integration, in particular, the ASEAN Economic Community will bring to them so that they can be well-prepared to meet these challenges.

Moving towards the ASEAN Community in 2015 will offer opportunities and pose challenges for Laos. The participation in regional economic integration has contributed to an increase in trade, investment, and inbound tourism. In addition, Laos has received support in the form of technical assistance and human resource development from ASEAN Member States, Dialogue Partners, other countries and international development agencies. At the same time, its participation in the regional economic integration is a challenging task due to the existence of the development gap. Therefore, it is required that all those involved in the government and private sectors, especially the business community as well as the Lao public in general need to prepare themselves to meet the challenges in a holistic way to ensure that the integration brings maximum benefits to them.

Since the very beginning of Laos' preparation to join ASEAN in the mid-1990s as well as in 2004, when Laos held the chairmanship of ASEAN, UNDP has provided its generous support to the Ministry of Foreign Affairs (MoFA) with an aim to promote human development, trade and economic growth in Laos through increased national commitment to the process of ASEAN integration; improved capacity to coordinate ASEAN affairs within the Lao Government and enhanced national capacity to assess policy implications of regional integration.

The implementation of ASEAN projects in the past has led not only to the increased national commitments to the process of Laos' integration into ASEAN but it also to the strengthening of the capacity to coordinate ASEAN affairs within the Lao Government. Furthermore, the projects were very successful in increasing greater awareness among Government officials, the business community and the general public on the roles, responsibilities and opportunities of ASEAN membership and general understanding about ASEAN political and economic issues.

However, given the fact that the target for the establishment of an ASEAN Community is fast approaching, challenges for Laos integration into ASEAN remain even more challenging. Therefore, there is a need for Laos to continue enhancing the understanding of ASEAN integration of the government and private sectors and increase their ability to access information about ASEAN in order to fully understand the implications of the integration and be able to reap the benefits from such integration.

In light of this, helping better prepare Laos to compete within and benefit from deeper integration into ASEAN and eventually WTO is defined in the 2012-2015 UNDP Country Programme Document (CPD) as one of the focus areas that will help to achieve more inclusive and equitable growth.

II. STRATEGY

The overall objective of the project is to increase the capacity of the Lao Government officials and the private sector at the central and local levels to manage the integration process in a way that will maximize benefits for the country and the people especially the poor and vulnerable groups including youth and women in rural areas, through better understanding of the implications of the full integration and reflecting on lessons learnt from the integration so far. The objective above will be achieved through the following outputs:

Output 1: Greater awareness of government officials on the opportunities and challenges of ASEAN integration. This output will involve introducing and implement systematic and effective knowledge strengthening activities for government officials on Lao-ASEAN integration topics mainly through: 1) development of an outreach strategy for the ASEAN Department to systematically and successfully disseminate and enhance public and private sector understanding of ASEAN issues through a series of trainings and workshops at each central agency and each province on the ASEAN declarations and agreements, especially the new ones and their implications for Laos, and 2) Provision of regular training to ASEAN focal points at central and provincial levels on key priority skills that are needed for active engagement in ASEAN cooperation.

Output 2: Enhanced public access to ASEAN related information. This output aims to improve greater public access to ASEAN related information and awareness on Lao-ASEAN integration by updating and maintaining an ASEAN Document archive in the ASEAN Department of MOFA and transferring those documents into an online version. ASEAN associated advocacy activities will be included. Brochures/ booklets containing ASEAN focal points (help desks) in each key relevant line ministries for ASEAN integration who could provide guidance and assistance in their related fields will be produced and disseminated to all provinces including the private sector. . It is expected that this output will contribute to improving support services provided by the government to the private sector in order to better prepare for the ASEAN integration.

Output 3: Evidence-based research to support ASEAN integration on Human Development and poverty reduction.

This output explores the opportunities of cooperating with local and/or regional research institute to conduct studies/research on how ASEAN integration leads to the Human Development improvement and Poverty Reduction. The possible topics identified at this stage are how the rural areas of Laos could benefit from the integration of each of the 12 priority sectors and lessons learnt, for instance, from the Xayabouly maize export to ASEAN member countries. It is expected that findings from the research will help inform the formulation ASEAN related strategy which will be undertaken by the government. Moreover, it is expected that this research will contribute significantly in the production of the next National Human Development Report.

Gender Equity

Gender equality will be an important consideration for each output of the project. The project will actively disseminate and integrate ASEAN commitments and declarations on gender equality and advancement, and eliminating violence and discrimination against women in project activities. Moreover, the research activities in the project will to extent possible identify areas where integration may have most impact on women and possible targeted support would be recommended.

Partnership building

Collaborations with line ministries, especially the Ministry of Commerce and Industry and existing relevant projects/initiatives will be pursued to generate synergies for the achievement of project objectives and increase the capacity of the Government and private sectors at the central and local levels in order to manage the integration process in a way that will maximize benefits for the country and the people, especially the poor and vulnerable groups including youth and women in rural areas.. The project will further enhance closer cooperation with research institutes and government agencies in jointly conducting research to support ASEAN integration and its implications on Human Development and poverty reduction.

III. RESULTS AND RESOURCES FRAMEWORK

<p>Intended Outcome as stated in the Country Project Results and Resource Framework: COUNTRY PROJECT / UNDAF OUTCOME: <i>By 2015, more equitable and sustainable growth promoted for poor people in Laos</i></p> <p>Outcome indicators as stated in the Country Project Results and Resources Framework, including baseline and targets: Outcome indicators: % of annual government budget allocated to poverty reduction Projects; % of government revenue from FDI which are invested in health and education sectors per year</p> <p>Applicable Key Result Area (from 2012-15 Strategic Plan): Poverty Reduction</p> <p>Partnership Strategy</p> <p>Project title and ID (ATLAS Award ID): Enabling the Effective Integration of Lao PDR into ASEAN Phase III; Award ID: 00072706</p>				
INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p>Output 1: Greater awareness of government officials on the opportunities and challenges of ASEAN integration</p> <p>Baseline:</p> <p>1.1 Outreach strategy has never been prepared.</p> <p>1.2 Government officials at the central and provincial have received regular update on ASEAN related issues.</p> <p>1.3 A training on project proposal writing and a series of English trainings are provided to ASEAN focal points.</p> <p>1.4 ASEAN Charter and key ASEAN documents are translated.</p>	<p>Targets (year 2013)</p> <p>1.1 Outreach strategy is finalized.</p> <p>1.2 Quarterly workshop to update government officials at the central and provincial on new ASEAN declaration, agreement and their implications are organized.</p> <p>1.3 At least five key ASEAN related documents are summarized, interpreted and translated.</p>	<p>Activity result 1.1 introduce and implement systematic and effective knowledge strengthening activities for government official on Lao-ASEAN integration topics</p> <p>Action1 Develop outreach strategy for ASEAN Department to systematically and successfully disseminate and enhance public and private sector understanding on ASEAN issues.</p> <p>Action 2 Regular update government officials at the central and provincial on new ASEAN declaration, agreement and their implications through dissemination workshops (dissemination methods will be adjusted according based on the result of outreach strategy, if necessary).</p>	<p>ASEAN Department MoFA</p>	<p>TA support to development outreach strategy :US\$14,000</p> <p>TA to provide trainings:US\$25,000</p> <p>Trainings and workshops:US\$26,000</p> <p>Translation and Printing:US\$5,000</p> <p>Mission to UN HQ: US\$15,000</p> <p>Total : US\$85,000</p>

<p>Indicators:</p> <p>1.1 Availability of outreach strategy.</p> <p>1.2 Number of the workshop participants are able to share what they learnt to their colleagues and organization.</p> <p>1.3 Numbers of the trained ASEAN focal points are able to apply knowledge from the training in their work.</p> <p>1.4 Number of key ASEAN related documents are summarized, interpreted and translated.</p>	<p>Targets (year 2014 and 2015)</p> <p>1.4 Recommendations from the Outreach strategy are translated into practical actions.</p> <p>1.5 Quarterly workshop to update government officials at the central and provincial on new ASEAN declaration, agreement and their implications are organized.</p> <p>1.6 At least five key ASEAN related documents are summarized, interpreted and translated.</p> <p>1.7 At least two trainings to enhance capacity of ASEAN focal points at LMs and Provinces are provided.</p>	<p>Action 3 summarize, interpret and document key ASEAN policies into user friendly publications (this information will be posted in ASEAN webpage which will be create under output 2)</p> <p>Activity Result 1.2: GoL officials actively engage in ASEAN cooperation through dialogue and debate.</p> <p>Action 1 Support one Senior officials attend annual UN General Assembly and ASEAN Foreign Ministers Meeting in UN HQ</p> <p>Action 2 Provide in-country trainings to ASEAN focal points at LMs and Provinces to improve their capacity to be able to assist the country in reaping the benefit of ASEAN integration.</p>	<p>ASEAN Department MoFA</p>	<p>TA to development ASEAN webpage: US\$18,000</p> <p>Trainings and workshops: US\$12,000</p> <p>IT equipment: US\$12,000</p>
<p>Output 2: enhanced public access to ASEAN related information.</p> <p>Baseline:</p> <p>2.1 Basic archive system has been established in ASEAN dept. MoFA.</p> <p>2.2 Translated ASEAN documents are only available in hard copy.</p>	<p>Targets (year 2013)</p> <p>2.1 Document archive in ASEAN Department of MOFA are properly organized and updated</p> <p>2.2 The documents in archive system are scanned and saved in digital form.</p>	<p>Activity Result 2.1: Improvement of the access to ASEAN related information.</p> <p>Action1 Systematically maintain and update ASEAN Document archive in ASEAN Department of MOFA.</p>	<p>ASEAN Department MoFA</p>	<p>TA to development ASEAN webpage: US\$18,000</p> <p>Trainings and workshops: US\$12,000</p> <p>IT equipment: US\$12,000</p>

<p>2.3 Some advocacy activities, e.g ASEAN radio programme was produced.</p> <p>2.4 unavailability of Lao-ASEAN webpage.</p> <p>2.5 unavailability of helpdesk on ASEAN related issues in Laos.</p> <p>Indicators:</p> <p>2.1 Archive system of ASEAN dept. is improved.</p> <p>2.2 All documents in archive system are available in digital form.</p> <p>2.3 Advocacy activities, e.g student forum, are organized regularly.</p> <p>2.4 Availability of Lao-ASEAN webpage.</p> <p>2.5 Availability of helpdesk on ASEAN related issues in Laos.</p>	<p>2.3 ASEAN related advocacy materials are produced on a quarterly basis.</p> <p>2.4 student forum, debates, and speeches on ASEAN related topics are organized the annual basic</p> <p>Targets (year 2014)</p> <p>2.5 ASEAN webpage as part of MoFA website is created and properly functions.</p> <p>2.6 ASEAN helpdesk is established in ASEAN dept.</p> <p>2.7 Brochure/booklet (directory) containing ASEAN focal points/help desks is prepared and distributed across the country</p> <p>Targets (2015)</p> <p>2.8 ASEAN helpdesks are established in at least three provinces.</p>	<p>Action2 Transfer the documents in archive into electronic version</p> <p>Action3 Create an ASEAN webpage as part of MoFA website and transfer all relevant electric files into the webpage.</p> <p>Action4 Train staff of ASEAN Dept. to update the webpage regularly.</p> <p>Action 5 Discuss and finalize the TOR of ASEAN help desk.</p> <p>Action 6 Train ASEAN focal points/ASEAN dept. staff to run the help desk.</p> <p>Activity result 2.2: increase general public awareness on Lao-ASEAN integration</p> <p>Action1: Produce quarterly radio program, quarterly newsletter and leaflets on Lao-ASEAN related topics.</p> <p>Action2: Organize student forum, debates, and speeches on ASEAN related topics in the annual basic.</p>	<p>Advocacy materials: US\$ 23,000</p> <p>Translation and printing: US\$5,000</p> <p>Total: US\$70,000</p>
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<p>Output 3: Evidence-based research to support ASEAN integration on Human Development and poverty reduction.</p> <p>Baseline: study on the implications of acceleration of the establishment of AEC on Laos was conducted.</p> <p>Indicators: 3.1 Availability of evidence-based research that analyse the linkages between ASEAN integration and Human Development and poverty reduction</p>	<p>Targets (2013) 3.1 One study on linkages between ASEAN integration and Human Development is conducted and the findings are disseminated.</p> <p>Targets (2014) 3.2 The second study on linkages between ASEAN integration and Human Development is conducted and the findings are disseminated.</p>	<p>Action3: Support in marking the Anniversary of Laos joining ASEAN and the Anniversary of the founding of ASEAN</p> <p>Activity Result 3.1: Research on linkages between ASEAN integration and Human Development and poverty reduction (the study should contribute to the production of next NHDR).</p> <p>Action1: Cooperate with local and/or regional research institute to conduct studies on how ASEAN integration leads to the HD improvement and Poverty Reduction.</p> <p>Possible research topic: Lesson learnt from Xayabouly maize dispute.</p> <p>How the rural areas of Laos could benefit from the integration of each of the 12 priority sectors.</p> <p>Action 2: Implement selected recommendation of the studies that will result in HD improvement and Poverty Reduction.</p> <p>Action 3: Staffing and project operation</p>	<p>ASEAN Department MoFA</p>	<p><i>TA to conduct research: US\$35,000</i></p> <p><i>Printing and translation: US\$10,000</i></p> <p><i>Workshop and dissemination: US\$5,000</i></p> <p><i>Project operation and staffing: US\$30,000</i></p> <p><i>ISS and GMS: US\$5,000</i></p> <p>Total : US\$85,000</p>
<p>Total</p>				<p>US\$240,000</p>

IV. ANNUAL WORK PLAN

Year: 2013

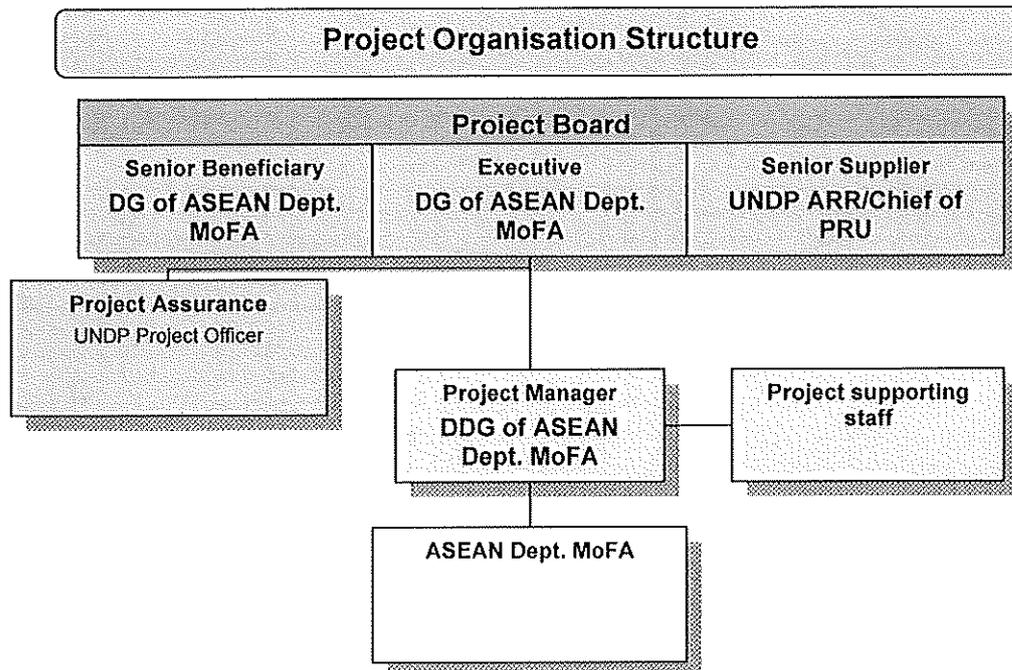
EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Amount
Output 1: Greater awareness of government officials on the opportunities and challenges of ASEAN integration <i>Baseline:</i> 1.1 Outreach strategy has never been prepared. 1.2 Government officials at the central and provincial have received regular update on ASEAN related issues. 1.3 ASEAN Charter and key ASEAN documents are translated. <i>Indicators:</i> 1.1 Availability of outreach strategy. 1.2 Numbers of the workshop participants are able to share what they learnt to their colleagues and organization.	Activity result 1.1 introduce and implement systematic and effective knowledge strengthening activities for government official on Lao-ASEAN integration topics							
	Action1						71200 International Consultants	10,000
	Develop outreach strategy for ASEAN Department to systematically and successfully disseminate and enhance public and private sector understanding on ASEAN issues.					ASEAN Department MoFA	04000	1,500
				X			71600 Travel	500
							72500 Supplies	500
			X				73100 Rental & Maintenance-Premises	500
							74200 Audio Visual&Print Prod Costs	1,500
							74500 Miscellaneous Expenses	500
	Sub total							13,500
	Action 2							3,000
Regular update government officials at the central and provincial on new ASEAN declaration, agreement and their implications through workshops (dissemination methods will be adjusted according based on the result of outreach strategy, if necessary).					ASEAN Department MoFA	04000	1,500	
						71600 Travel	3,000	
						72500 Supplies	1,500	
						73100 Rental & Maintenance-Premises	3,500	
						74200 Audio Visual&Print Prod Costs	1,500	
Sub total							9,000	

1.3 Number of key ASEAN related documents are summarized, interpreted and translated Targets: 1.1 Outreach strategy is finalized. 1.2 At least 60% the workshop participants are able to share what they learnt to their colleagues and organization. 1.3 At least five key ASEAN related documents are summarized, interpreted and translated	Action 3 summarize, interpret and document key ASEAN policies into user friendly publications (this information will be posted in ASEAN webpage which will be create under output 2)		X	X	X	ASEAN Department MoFA	04000	74200 Audio Visual&Print Prod Costs	2,000
	Sub total								2,000
	Activity Result 1.2: GoL officials actively engage in ASEAN cooperation through dialogue and debate.								
	Action 1 Support one Senior officials attend annual UN General Assembly and ASEAN Foreign Ministers Meeting in UN HQ			X		ASEAN Department MoFA	04000	71600 Travel	5,000
	Sub-total output 1								29,500
	Output 2: enhanced public access to ASEAN related information.								
Output 2: enhanced public access to ASEAN related information. <i>Baseline:</i> 2.1 Basic archive system has been established in ASEAN dept. MoFA. 2.2 Translated ASEAN documents are only available in hard copy. 2.3 Some advocacy activities, e.g ASEAN radio programme was produced. <i>Indicators:</i> 2.1 Archive system of ASEAN dept. is improved.	Activity Result 2.1: Improvement of the access to ASEAN related information.								
	Action1 Systematically maintain and update ASEAN Document archive in ASEAN Department of MOFA.		X	X		ASEAN Department MoFA	04000	72500 Supplies	1,200
	Sub total								5,000
	Action2 Transfer the documents in archive into electronic version			X	X	ASEAN Department MoFA	04000	No cost	6,200
	Activity result 2.2: increase general public awareness on Lao-ASEAN integration								
	Action1: Produce quarterly radio			X	X			72500 Supplies	800
								74200 Audio Visual&Print Prod Costs	6,000

<p>2.2 All documents in archive system are available in digital form.</p> <p>2.3 Advocacy activities, e.g student forum, are organized regularly.</p> <p>Targets:</p> <p>2.1 Document archive in ASEAN Department of MOFA are properly organized and updated</p> <p>2.2 The documents in archive system are scanned and saved in digital form.</p> <p>2.3 ASEAN related advocacy materials are produced on a quarterly basis.</p>	program, quarterly newsletter and leaflets on Lao-ASEAN related topics.				ASEAN Department MoFA		74500 Miscellaneous Expenses	500
	Sub total							7,300
	Action2:						72500 Supplies	1,000
	Organize student forum, debates, and speeches on ASEAN related topics in the annual basis.	x	x		ASEAN Department MoFA	04000	73100 Rental & Maintenance-Premises	1,500
							73400 Rental & Maint of Other Equip	500
							74200 Audio Visual&Print Prod Costs	1,500
							74500 Miscellaneous Expenses	500
	Sub total							5,000
	Action3:						72500 Supplies	1,000
	Support in marking the Anniversary of Laos joining ASEAN and the Anniversary of the founding of ASEAN	x	x		ASEAN Department MoFA	04000	73100 Rental & Maintenance-Premises	1,000
							73400 Rental & Maint of Other Equip	500
							74200 Audio Visual&Print Prod Costs	1,000
	Sub total							3,500
Sub total output 2								25,000
Output 3: Evidence-based research to support ASEAN integration on Human Development and poverty reduction.								
<p>Baseline: study on the implications of acceleration of the establishment of AEC on Laos was conducted.</p>	Activity Result 3.1: Research on linkages between ASEAN integration and Human Development and poverty reduction.							
	Action 1:						71200 Consultants	12,000
	Cooperate with local and/or regional research institute to conduct studies on how ASEAN integration leads to the HD improvement and Poverty Reduction	x	x		ASEAN Department MoFA	04000	71600 Travel	2,000
							72500 Supplies	500
							73100 Rental & Maintenance-Premises	500
							74500 Miscellaneous Expenses	500
	Sub total							15,500

Indicators: Availability of evidence-based research that analyse the linkages between ASEAN integration and Human Development and poverty reduction Target: One research on evidence-based research that analyse the linkages between ASEAN integration and Human Development and poverty reduction	Action 3 Staffing and project operation	x	x	x	x	ASEAN Department MoFA	04000	71400 Contractual Services _ Individ	9,000
								73100 Rental & Maintenance-Premises	1,000
								73400 Rental & Maint of Info Tech Eq	1,000
								73500 ISS	2,000
Sub total								12,000	
Sub total output 1								28,500	
TOTAL								80,000	

V. MANAGEMENT ARRANGEMENTS



The Project will be nationally implemented under UNDP's National Implementation Modality (NIM). The ASEAN Department of the Ministry of Foreign Affairs is the Implementing Partner of this project. While there will be international technical support, the project will be locally driven by national team in the ASEAN Department. The national implementation of the project promotes more responsiveness to the Government's needs and the integration of project activities with the country's priorities.

The project is supervised by the Project Board which will provide policy guidance and monitor the performance (timely implementation of all components) of the project. Members of the Project Board will be collectively responsible for the management of the project outputs as identified in the Project Document.

The main roles and responsibilities of the Project Board (Executive, Senior Beneficiary and Senior Supplier), Project Manager, Project Assurance and Project Support are as follows:

Project Board is a group responsible for reaching management decisions by consensus for a Component when guidance is required by the Project Manager, including recommendations for UNDP/Implementing Partner approval of Project plans and revisions. The Project Board will:

- Provide overall guidance and direction to the Project, ensuring it remains within any specified constraints;
- Address Project issues as raised by the Project Manager;
- Provide guidance and agree on possible countermeasures/management actions to address specific risks;
- Agree on the Project Manager tolerances as required;
- Review the Project Progress Report and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
- Review Combined Delivery Reports (CDR) prior to certification by the Implementing Partner;
- Appraise the Project Annual Review Report, make recommendations for the next AWP, and inform the Outcome Board about the results of the review;

- Provide ad-hoc direction and advice for exceptional situations when tolerances are exceeded;
- Assess and decide on Project changes through revisions.

Executive is an individual representing the Project ownership to chair the Project Board. The Executive for this Project is the DG of ASEAN Department MoFA.

Senior Supplier is a group representing the interests of the parties concerned which provide funding and/or technical expertise to the Project. The Senior Supplier is represented by UNDP ARR/Chief of PRU. The primary function is to provide guidance regarding the technical feasibility of the Project.

Senior Beneficiary is a group of individuals representing the interests of those who will ultimately benefit from the Project. Senior Beneficiary is the DG of ASEAN Department MoFA. The primary function is to ensure the realization of Project results from the perspective of Project beneficiaries.

Project Manager: has the authority to run the Project on a day-to-day basis on behalf of the Implementing Partner within the constraints laid down by the Project Board. Project Manager is responsible for day-to-day management and decision-making for the Project. Given the scope of the Project, the Project Manager is the DDG of ASEAN Department MoFA.

The Project Manager will:

- Plan the activities of the Project and monitor progress against the initial quality criteria.
- Mobilize goods and services to initiate activities, including drafting TORs and work specifications;
- Monitor events as determined in the Project Monitoring Schedule Plan, and update the plan as required;
- Manage requests for the provision of financial resources by UNDP, using advance of funds, direct payments, or reimbursement using FACE (Fund Authorization and Certificate of Expenditures);
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
- Be responsible for preparing and submitting financial reports to UNDP on a quarterly basis;
- Manage and monitor the Project risks initially identified, submit new risks to the Project Board for consideration and decide on possible actions if required, and update the status of these risks by maintaining the Project Risks Log;
- Be responsible for managing issues and requests for change by maintaining an Issues Log;
- Prepare the Project Progress Report (progress against planned activities, update on Risks and Issues, expenditures) and submit the report to the Project Board and Project Assurance;
- Prepare the Annual Review Report, and submit the report to the Project Board and the Outcome Board;
- Prepare the AWP for the following year, as well as Quarterly Plans if required;
- Update the Atlas Project Management module if external access is made available.

Project Assurance is the responsibility of each Project Board member; but can be delegated. The Project assurance role supports the Project Board through independent Project oversight and monitoring functions. Project Assurance will:

- Ensure that funds are made available to the Project;
- Ensure that risks and issues are properly managed, and that the logs in Atlas are regularly updated;
- Ensure that critical Project information is monitored and updated in Atlas, using the Activity Quality Assessment page in particular;
- Ensure that Project Progress Reports are prepared and submitted on time, and according to standards in terms of format and content quality;

- Ensure that financial reports are submitted to UNDP on time, and that CDRs are prepared and submitted to the Project Board;
- Perform oversight activities, such as periodic monitoring visits and “spot checks”;
- Ensure that the Project Data Quality Dashboard remains “green”.

Project Support provides Project administration, management and technical support to the Project Management Team as required by the needs of the Project or Project Manager, including the preparation of the routine reports required by Government and donors (including annual work plans, quarterly work plans, UN FACE forms based submissions/requests).

Project Support will:

- Set up and maintain Project files;
- Collect Project related information data;
- Update plans;
- Administer Project Board meetings;
- Administer Project revision control;
- Establish document control procedures;
- Compile, copy and distribute all Project reports;
- Assist in the financial management tasks under the responsibility of the Project Manager;
- Provide support in the use of Atlas for monitoring and reporting;
- Review technical reports;
- Monitor technical activities carried out by responsible parties.

Model for Provision of Technical Assistance

Through the national implementation modality, UNDP will continue to support the Government to further strengthen the national capacities during the proposed Project, which is directly supporting the mandates of the ASEAN department of MoFA. The Project will ensure that by the end of the Project, necessary capacity is built to enable the ASEAN department to sustain Project outputs and results that have been generated during the course of the Project.

UNDP Support Services

As per the Letter of Agreement (LOA) between the Government of Lao PDR and UNDP with respect to the provision of support services by the UNDP Country Office for nationally implemented projects and Projects, the UNDP Country Office may provide, at the request of the Implementing Partner, the following support services for the activities of this Project, and recover the actual direct and indirect costs incurred by the Country Office in delivering such services as stipulated in the LOA:

- a. Payments, disbursements and other financial transactions;
- b. Recruitment of staff, Project personnel, and consultants;
- c. Procurement of services and equipment, including disposals;
- d. Organization of training activities, conferences, and workshops, including fellowships;
- e. Travel authorization, Government clearances ticketing, and travel arrangements;
- f. Shipment, custom clearance, and vehicle registration.

Summary of the inputs to be provided by partners

The Government will provide in-kind contribution to the Project. The Government will make available civil servants in the output areas specified by the Project, including the Project Manager, Project Support personnel from ASEAN department of MoFA.

UNDP will commit its Regular (Core) Resources under the next Country Project Document and facilitate coordination and harmonization. UNDP and Government will join efforts in mobilizing development partners' support for the Project.

Audit arrangements

An audit will be conducted in accordance with the UNDP NIM Audit policies and procedures, and based on UNDG's Harmonised Cash Transfer (HACT) policy framework.

Agreement on intellectual property rights and use of logo on the Project's deliverables

These will be retained by the employing organisation of the personnel who develops intellectual products, either Government or UN/UNDP in accordance with respectively national and UN/UNDP policies and procedures.

VI. MONITORING FRAMEWORK AND EVALUATION

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the Project implementation.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- A Project Lessons-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the Project.
- A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

Regular Monitoring

- Monthly meeting within each component with respective UNDP PO(s).
- Quarterly meeting with all four components to discuss progress and plan for the following quarter.

Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the Project Manager or his/her delegates and shared with the Project Board and the Outcome Board. As a minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.

Annual Project Review. Based on the above report, an annual Project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the Project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

VII. LEGAL CONTEXT

If the country has signed the Standard Basic Assistance Agreement (SBAA), the following standard text must be quoted:

This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of (country) and UNDP, signed on (date).

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the executing agency.

The executing agency shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the executing agency's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The executing agency agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

If the country has not signed the SBAA, the following standard text is quoted:

The project document shall be the instrument envisaged in the Supplemental Provisions to the Project Document, attached hereto.

Consistent with the above Supplemental Provisions, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the executing agency.

The executing agency shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the executing agency's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

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VIII. ANNEXES

ANNEX 1: INITIAL RISK LOG

Project Title: Enabling the Effective Integration of Lao PDR into ASEAN Phase III	Award ID: 00072706	Date: 10 Nov 2012
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mgmt response	Owner	Submitted, updated by	Last Update	Status
1	Certain decision making and/or activity implementation delayed	10 Nov '12	Organizational/Operational	This would entail cost implications and reduce efficiency of project. P = 5, I = 3, Total 8	Agree concrete steps to implementation of the project. Project management team monitor achievement by regular meeting	Project Managers	Project Manager		
2	Recruitment of key personnel delayed or not materialized	10 Nov '12	Operational	It would hinder delivery of planned output(s) and activity result(s) P = 2, I = 3, Total 6	Prepare all necessary documentation (e.g. TOR, ad, etc) in advance; Tap rosters; Plan interviews ahead to secure interviewers	Project Managers	Project Manager		

Annex 2: TOR of Project accountant

Under supervision of the Project Manager, and working as a member of the project support unit, the Accountant provides support to the development of all financial matters related to the assigned component. The Accountant will be responsible for advising on the financial management of the assigned component and the maintenance of accurate accounting and financial records and reports, in accordance with the programme document and UNDP Guidelines for National Implementing Projects. The Accountant's major tasks will include, but not necessarily be limited to, the following:

Duties and Responsibilities

- Maintaining proper financial records and files in accordance with prevailing procedures;
- Preparing draft financial reports for the programme support unit and advising them accordingly;
- Monitoring and supervising expenditures by the assigned component;
- Monitoring and analyzing component expenditures with respect to approved budgets and work-plans;
- Assisting the Component Manager and the Programme Management Group to prepare work plan, budgets and estimates of programme the assigned component quarterly expenditure;
- Realizing, on a monthly basis, bank, CDR and expenditures reconciliations against component budget;
- Compiling monthly, quarterly and annual expenditure reports for the Component Manager and the Programme Management Group and programme support unit and providing expenditure updates as required;
- Preparing requests for direct payment and requests for advance to the assigned component of project operating account;
- Preparing and maintaining updated ledgers and inventories of supplies and non-expendable property;
- Liaising with UNDP Finance Unit and UNDP Programme Analyst and Programme Associate as required;
- Ensuring financial guidelines are followed and best practices maintained during the implementation of all component activities;
- Performing other relevant duties as required.

Qualifications and Experience

- Bachelor degree or equivalent on financial management, accounting, business administration or related fields
- Knowledge of modern accounting and office procedures
- At least three years accounting experience
- Proven spreadsheet (Excel), typing, word-processing and PC ability
- Experience working with development projects an advantage
- Fluency in English and Lao, with reasonable written and oral communications skills