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Lao People's Democratic Republic



*Empowered lives.
Resilient nations.*

ອົງການສະຫະປະຊາຊາດເພື່ອການພັດທະນາ
United Nations Development Programme

Government of Lao PDR

***Ministry of Natural Resources and Environment (MoNRE)
The Department of Disaster Management and Climate Change
(DDMCC)***

United Nations Development Programme

Second Quarterly Project Report

Project ID:00086007

***Project Name: Integrated Disaster and Climate Risk
Management Project in Lao PDR (IDCRM)***

Reporting Period: April – June 2014

I. Project Information and Resources

Project number and title:	00086007 – Integrated Disaster and Climate Risk Management Project in Lao PDR
Implementing Partner:	Ministry of Natural Resources and Environment (MoNRE)
Responsible Parties (if applicable):	Department of Disaster Management and Climate Change (DDMCC), MoNRE, UNDP
Donors:	UNDP

Project Starting date		Project completion date	
Originally planned	Actual	Originally planned	Current estimate
June 2013	June 2013	December 2015	December 2015

Period covered by this report:	3 months (April-June 2014)
Date of annual review: <i>[Indicate if planned or actual]</i>	

Total Budget	Original Budget (US\$)	Latest Signed Revision (US\$)
	710,000	710,000

Resources	Donor	Amount
	TRAC 1&2	410,000
	TRAC 3 (BCPR)	300,000

II. Purpose

1. Main Objectives of the Project: *(as per the approved UNDP Country Programme Document and Country Programme Action Plan and/or Project Document)*

The UNDP is committed to contribute to disaster risk management and climate change adaptation in Lao PDR. The Country Programme Document (CPD) 2012- 2015 prioritizes strengthening capacities of the government and vulnerable communities to effectively respond to emergencies, adapt to climate change, and prepare for disasters. This project, targeting the CPD goal, is built upon the past achievements and lessons learnt, especially extracting identified needs from the “Institutional Strengthening and Capacity Development on Disaster Risk Management in Lao PDR 2010 – 2011” project, and the recommendations from the *Joint Damage, Losses and Needs Assessment of Typhoon Haima August 2011*. The duration of this project is 2.5 (2013 -2015) in line with UNDAF and UNDP programming cycles.

The project will focus on building an effective disaster management and recovery system in the provinces affected by Typhoon Haima, as well as strengthening DRM at the national level.

The overall objective of the project is to strengthen the disaster risk management system, linking it with climate change adaptation through multi-sectorial and multi-hazard approaches at all levels (national, provincial, district and village).

In order to achieve this objective, the project is committed to deliver the following result as the CPD output, “government and vulnerable communities can more effectively respond to emergencies, adapt to changing climate, and prepare for disasters”. This will be achieved by developing provincial, district, and community disaster management planning; strengthening information management systems; creating community-based early warning systems; and strengthening coordination and information exchange among selected communities, districts and provinces with central authorities.

A SUMMARY OF BUDGET AND EXPENDITURE AGAINST EACH OUTPUT

Expected project outcomes	Expected outputs	Amount by Source of Fund						Total Budget	Total Expenses	%
		Donor Code								
		UNDP (TRAC1)			BCPR (TRAC 3)					
		Budget	Exp	%	Budget	Exp	%			
Outcome By 2015, the government and communities better adapt to and mitigate climate change and reduce natural disaster vulnerabilities in priority sectors.	Output 1. Institutional and Legal capacities at national and sub national levels strengthened for effective disaster risk management.		22,377.82			10,115.48			32,493.30	
	Output 2. Disaster preparedness and response system strengthened to; coordinate, manage information, identify and assess risks and warn at risk communities		1,107.57			8,411.38			9,518.95	
	Output 3. Communities are better prepared for Disasters Preparedness and Climate Change Adaptation with special focus on Gender and Social inclusion (2 communities in each selected district of 2 target provinces)		6,732.24			1,492.91			8,225.15	
	Output 4. Monitoring and Evaluation of Project		2,337.89			0.00			2,335.89	
	Exchange rate gain									
	Total		32,555.52			20,019.77			52,575.29	

III. PROJECT PERFORMANCE AND RESULTS

1. Contribution to the strategic goals *[To be completed in cooperation with UNDP Programme Analyst]*

<p>UNDAF Outcomes: By 2015, the government and communities will be able to better adapt to and mitigate climate change and reduce natural disaster vulnerabilities in priority sectors.</p>
<p>Expected Country Programme Outcome: By 2015, the government and communities will be able to better adapt to and mitigate climate change and reduce natural disaster vulnerabilities in priority sectors.</p>
<p>Progress towards achieving outcome <i>[A brief analysis of the status of the situation and any observed change (s) made possible by the project contribution, at a higher development result level. Make reference to the applicable MDGs and NSEDP goals/targets.]</i></p> <p>Outcome 1: Institutional and legal capacities at national and sub-national levels strengthened for effective disaster risk management.</p> <p>Action 1.1: <i>Complete a detailed capacity needs assessment to determine appropriate delivery structures and identify existing services to build upon.</i></p> <p>The following activities were completed for action 1.1:</p> <ul style="list-style-type: none"> • National Institutional Capacity Needs Consultant was recruited in this quarter. The consultant interviewed relevant key stakeholders from various sectors (government, international non-governmental organizations, the Inter-Agency, etc.) and researched previous reports and documentation produced by the Government of Lao PDR to assemble a draft report. • A DRM Capacity Assessment Workshop was held with relevant stakeholders to introduce key findings and receive feedback on draft report. • A stakeholder mapping on disaster risk management and climate change adaptation was completed by the consultant <p>Action 1.3: <i>Draft disaster risk management and climate change law of Lao PDR that also ensures integration of gender issues in DRM system</i></p> <p>The following activities were completed for action 1.3:</p> <ul style="list-style-type: none"> • The position for National Law Coordinator was announced and four candidates were interviewed. Two were selected but neither candidate accepted the position, so the position was re-advertised. <p>Action 1.4: <i>Compilation and documentation of lessons learned on flood response and early recovery with special focus on women and other vulnerable groups</i></p> <ul style="list-style-type: none"> • A ToR for a Response and Recovery Consultant was drafted. <p>Outcome 2: Disaster preparedness and response system strengthened to; coordinate, manage information, identify and assess risks and warn at-risk communities</p>

No substantial activities were completed during this quarter to contribute to this output. Some minor work took place to prepare activities for implementation to contribute to this output in Q3.

Outcome 3: Communities are better prepared for disasters and climate change with a special focus on gender and social inclusion

Action 3.1: *Conduct gender sensitive Community Based Hazard, Vulnerability and Risk Assessment and mapping of the selected communities of target provinces*

- Community based disaster risk reduction (CBDRR) trainings were conducted for provincial and district officials in Xiengkhouane Province the week of 21 April 2014. These trainings will feed into the overall assessment training to be conducted at village level.
- A CBDRR training was also held in Sayabouly Province on 27-28 May 2014.

Outcome 4: Monitoring and Evaluation of Project

Action 4.1: *Quarterly based quality monitoring and record project progress toward result*

- The first project board meeting was organized in the end of this quarter. A project update was presented to the participants, and key issues were discussed. The Deputy RR and Environment Unit Chief attended part of the meeting.

Action 4.2: Annual monitoring and review to ensure the overall direction of the project implementation towards achieving the project targets

- The quarterly work plan for Q3-2014 was developed to ensure the overall direction of the project implementation is in-line with project targets. The workplan was approved by the Project Implementation Team and UNDP.

Outcome *[Indicate if included in SRF]*

By 2015, the government and communities better adapt to and mitigate climate change and reduce natural disaster vulnerabilities in priority sectors.

Progress towards achieving outcome *[A brief analysis of the status of the situation and any observed change, any project contribution.]*

Outcome 1- Institutional and legal capacities at national and sub-national levels strengthened for effective disaster risk management

In the area of insitutional capacity building, forward progress was made this quarter. Activity 1.1 details the need for a capacity assessment of the Department of Disaster Management and Climate Change. A national consultant was hired to complete this activity and after initially finishing a draft report, he shared his findings with many different relevant stakeholders in the government and international community. Preliminary findings displayed numerous issues with gaps and overlaps in the government. For example, many of the divisions in DDMCC still do not have a Head of Division and only have 2-3 staff members. The background of most of these individuals also is not in the realm of climate change or disaster management. There are many different governmental ministries working in the area of disaster management (Ministries of Education, Health, Defense, Labor and Social Welfare, Public Works and Transport, etc.); however, none of their efforts are well coordinated. This can also be said about the international community lacking coordination with government counterparts. As DDMCC is currently revising divisional mandates and restructuring, this document can be immensely valuable for the government to understand how best to move forward in a more organized and coordinated manner. The document also provides recommendations on trainings for staff which is useful for UNDP and other development partners who wish to work more closely with the government in capacity building.

At the provincial and district level, the project was also very active in Q2 with several community-based trainings. Because the shift in mandate does not only apply at the central level, it is crucial for development partners to also look at capacity building within the Natural Resources and Environment Offices at the provincial level (PONRE and DONRE). After initial consultation meetings with the two selected provinces (Xiengkhouane and Xayabouly), the project decided it was best to start with very basic community based disaster risk reduction (CBDRR) trainings, and eventually move into disaster management training at the community or village level. Various trainings were held in Xiengkhouane more so than Xayabouly. This is because Xiengkhouane receives very little exterior support, whereas Xayabouly has had support from other international organizations such as Save the Children and the Asian Disaster Preparedness Center. In Xiengkhouane, eight provincial and district staff are now trained in community-based disaster risk reduction and disaster management planning. The eight trainers attended three trainings, passed an assessment with over 80%, and were evaluated in village trainings. The project team was extremely happy with the performance of the trainers at the village level and are now pleased to let the PONRE and DONRE staff conduct their own village level trainings. This is one way in which the project has been able to witness some immediate sustainability; however, it must be noted that the staff members have the technical capacity to conduct trainings but still require monetary assistance from the project.

Outcome 2: Disaster preparedness and response system strengthened to coordinate, manage information, identify and assess risks, and warn at-risk communities.

Limited movement has been seen in this output due to the lack of a mandate of the Department of Disaster Management and Climate Change. Some degree of work has been done, such as drafting the ToR for an Early Warning Systems Expert; however, no staff can be recruited until the mandate is finalized for sustainability purposes. The project hopes that movement in this area can commence during quarter 3, but recognizes the fact that work should not start until there is an institutional framework established.

Outcome 3: Communities are better prepared for disasters and climate change adaptation with special focus on gender and social inclusion (2 communities in each district).

To date, 38 villages in Kham and Khoun Districts, Xiengkhouane Province have had their village chief (Nai Ban) and Women's Union Representative attend an IDCRM CBDRR training. These CBDRR trainings are the first step toward preparing communities for disasters. In these trainings, the project has identified Nai Bans who are particularly interested in beginning the disaster management planning process in their village. The project then prioritizes these villages for further training and support, as it is important to see a commitment from the villages and a desire to move forward. Of these 38 villages, there are currently six that have completed the first component of the disaster management plan (the situation analysis). Once the village finishes this, they work closely with district and provincial officials to establish a disaster management committee. After a committee is formalized, the project moves forward with additional disaster planning, including: early warning system, shelter and evacuation routes, stockpiling, emergency response procedures (teaching the safest thing to do/where to be during and after a disaster), family reunification, sanitation and hygiene, etc.

The project has developed a process with the Xiengkhouane PONRE staff to keep the planning moving forward in all 38 villages, even when the project staff cannot be physically present in the province. The project team attended meetings with the first six villages to teach them how to finish their situation analysis, form a committee and choose village members to fill specific roles (such as public awareness, early warning system, shelter management, etc), and how to conduct preliminary village assessments. With the remaining villages, the PONRE and DONRE staff are able to carry out this support on their own. Moving forward, the project will be involved in phase II of village disaster planning, which is more technical. In order to ensure that technical expertise is used at the provincial level, the project team invites staff from provincial offices such as education, health, and agriculture and forestry to provide input on areas where they have already received training. For example, agriculture and forestry staff will insert specific prevention and mitigation activities into the plan to reduce flooding or stabilize slopes prone to landslides. This is an additional way that the project has utilized capacity that already exists at the provincial level, while also increasing coordination and promoting government ownership and sustainability of the project. After the first 20 villages have completed plans, the project hopes that PONRE staff can continue to move forward both training villages in basic CBDRR as well as assisting villages in the completion of disaster management plans.

The project is also in the midst of VCA planning to be carried out in 2 villages in each district in Xiengkhouane in Q3.

In Xayabouly, the project movement is much different because the capacity is much higher. Save the Children (STC) has been working in the province for over a decade, and many government staff are well-trained in CBDRR. At the community level, STC has established village disaster plans, committees, and early warning systems. The project team has been using most of the site visits in Xayabouly to understand what has been done and where support is still needed. STC has focused most of its work on preparedness, so mitigation and prevention have not been addressed in many villages. In addition, early warning systems are not perfect and not functioning in some villages. In Q3 the project will return to the province again for more discussions with the provincial disaster management committee and the PONRE office.

Q2 was extremely important to lay the basic groundwork toward achieving outcome 3 as specified in the project document, and is one area where the project team can see some government ownership and technical skills being built (particularly in Xiengkhouane). Quarter 3 will continue to expand on the trainings that have already been completed.

Finally, the project distributed 6,000 flood preparedness posters which were very well received by villages. The Assistant Project Manager, in particular, went into schools when the project was carrying out site assessments in villages to give teachers and principals a quick overview of the posters. The posters consist of text and pictures with simple messages, making them appropriate for both adults and children, and quick to understand. The teachers then relayed this information to students in the classroom. The project intends to distribute about 4,000 more posters in the future and has considered producing more posters because this initiative has been relatively low-cost but very successful.

Outcome 4: Monitoring and Evaluation

The bi-annual Project Board meeting was held this quarter. The meeting was chaired by the National Project Director, Mr. Phouvong Luangxaysana, Director General of the Department of Disaster Management and Climate Change, and Ms. Azusa Kubota, UNDP Deputy Resident Representative also attended the meeting. Project Board members from the Ministry of Agriculture and Forestry and the Ministry of Labor and Social Welfare, as well as the Environment Unit Chief from UNDP also were in attendance.

The project staff noted that the project board seemed to be uninformed about the project and could not provide specific guidance that the project team was looking to obtain. However, there was good discussion and the Project Manager presented a lengthy powerpoint on the accomplishments of the project within the first year of implementation. Two representatives from both Xayabouly and Xiengkhouane Province also attended the meeting and presented on their province, the work the project has done in their respective provinces, and their current needs. The project team was very pleased to see provincial participation as it is a key piece of the project's success.

The next project board meeting is scheduled in December 2014, and the project team hopes that the board will be more informed and interactive during this meeting.

<p>On the UNDP side, monitoring and evaluation has grown since a new Environment Unit Chief was on-boarded in Vientiane. The Technical Advisor, Project Officer, and Unit Chief meet frequently to discuss project progress, especially because of the difficult context given the lack of a government mandate. However, given the current challenges in the government, the project continues to move forward and complete activities in a timely manner.</p>				
Annual outputs and indicators <i>[According to project document and/or annual work plan]</i>	Key activities completed during reporting period	Expenditures <i>[Actual expenditures against activities completed]</i>	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies <i>[If applicable, explore underlying factors and reasons for gaps in output and target]</i>
<p>Output 1: Institutional and Legal capacities at national and sub national levels strengthened for effective disaster risk management</p> <p>Indicators:</p> <ol style="list-style-type: none"> 1. Capacity development plan developed 2. At least 2 districts of the target provinces have completed HRVAs 3. DRR focal points of the key ministries have stronger capacity and clear mandate for integration of DRR in the sectoral plans 4. Disaster law developed 5. Post Disaster Needs Assessment framework 	<p>A detailed capacity needs assessment to determine appropriate delivery structures and identify existing services to build on has been conducted from Q2-2014. This assignment has been extended until the end of July 2014 with the satisfactory completion of the service.</p>	<p>US\$ 6,073.65</p>	<p>The National Institutional Capacity Needs Consultant was finally recruited in this quarter. His assignment was for a period of two months (start: 17th April 2014). A few tasks were added into the consultant's ToR. Therefore, the consultant and implementing partner (DDMCC) amended the duration of services, whereas such amendment result in an increase USD 1,000 to the total contract amount. This amendment contract shall expire upon satisfactory completion of the service, but not later than 31 July 2014.</p>	<p>A few tasks were added into the consultant's ToR. Therefore, the consultant and implementing partner (DDMCC) had the agreement to amend duration of the services, whereas such amendment result in an increase USD 1,000 of the total contract amount. Part of the reason for amendment was due to the delayed conduct of the final consultation and that the project team also found an important output that could be</p>

<p>Developed</p> <p>6. Early Recovery cluster is active with defined roles, responsibilities and contingency plan.</p>			<p>The capacity assessment workshop and consultation was held on 30 June 2014. There, the consultant presented key outputs and received comments. Several drafts of the final report have been submitted for review. The consultant also mapped DRM work of stakeholders across the country as an additional output.</p>	<p>added such as a stakeholder mapping on Disaster Risk Management and Climate Change Adaptation.</p>
	<p>Organized CBDRR training in selected provinces:</p> <ul style="list-style-type: none"> - Training in Xiengkhouang province in the week of 21st April 2014 - Training in Sayabouly on 27-28 May 2014 	<p>US\$ 25,538.84</p>	<p>Community based disaster risk reduction (DRR) trainings were conducted for provincial and district officials in Xiengkhouane Province the week of 21 April 2014, in Xayabouly Province on 27-28 May 2014. The training encompassed basic information and concepts surrounding the production and implementation of a community disaster management plan.</p>	

	Draft disaster risk management and climate change Law of Lao PDR that also ensures integration of gender issues in the DRM system;	USD 880.81	Advertisement and interviews were held for Law Coordinator.	Unfortunately, both candidates deemed satisfactory were unable to take the position because their fee was higher than what the project could offer. The position was re-advertised and interviews will take place the first week of Q3.
	Compilation and documentation of lessons learned on flood response and early recovery with special focus on women and other vulnerable groups	No expenditure	. ToR for this position has been written and will be advertised in Q3.	
Output 2: Disaster preparedness and response system strengthened to; coordinate, manage information, identify and assess risks and warn at risk communities Indicators: 1. Progress towards	Planned establishment of Disaster Management Information System (DMIS) at national and provincial levels	US\$ 9,518.95	No work was completed. However, the salary for project supporting staffs was charge from this output	There is still no clear mandate in DDMCC regarding information management. Clarification must take place before the system is established and a training is conducted. Regarding to this

DDMCC's greater coordination capacity (2010: 0 points, 2015: 5 points, MoV: project M&E reports) 2. Disaster Management Information System established at the centre and local levels 3. Effective end to end user early warning system established in close coordination with the HMD, Ministry of Natural Resources and Environment, MRC, WB/ADPC and based on the draft EWS strategy				issue, clarification will take place in the beginning of Q3 when a meeting between Mr. Rajesh (UNDP Bangkok) and key senior officials within DDMCC takes place.
	Planned activities for development of Standard Operations Procedures for effective communication and information management have not been implemented in this quarter.	No expenditure		
Output 3: Communities are better prepared for Disasters Preparedness and Climate Change Adaptation with special focus on Gender and Social inclusion (2 communities in each selected district of 2 target provinces) Indicator: 1. Number of village level HRV assessment reports available	Organized the CBDRR ToT in Xiengkhouang province on 6-8 May 2014	US\$ 4,586.19	A training of trainers was held in Xiengkhouane Province May 6-8, 2014. This training was built upon two previous trainings given to Xiengkhouane Officials in February and March 2014 (Introduction to Disaster Risk Reduction & Introduction to Community Based Disaster Risk Reduction). Half of the training was held in a classroom and the other half was in villages currently developing disaster management plans.	

			<p>The objectives of the training and site visit:</p> <ul style="list-style-type: none"> • Government officials will understand the components of a disaster management plan and how to work with villages to develop plans • Government Officials will review basic DRR concepts and take a test to be certified trainers • Government officials will understand how to do sector-specific assessments in villages, and how these assessments will be incorporated into disaster management planning • Government officials will understand how to manage and revise disaster management plans 	
	<p>More than 6000 flood preparedness poster have been distributed in the provinces. The posters were developed in 2009 by ADPC and supported by UNDP.</p>	US 3,638.96		

<p>Output 4: Monitoring and Evaluation of Project</p> <p>Indicator 4.1: Project management team and project office established and operational by the end of the first quarter of the project</p> <p>Indicator 4.2: 95% of technical and financial report approved, signed and submitted according to deadlines</p>	The Project Board Meeting	The expenditure was included in the DRM capacity assessment workshop (See output 1). Because it was organized in the same day with this DRM capacity assessment workshop	The project board meeting was held on 30 June 2014. This was the first project board meeting. Topics of discussion included the roles and responsibilities of the project board, resource mobilization, and project challenges.	The next meeting will be in December 2014.
	Quarterly monitoring and review to ensure the overall direction of the project implementation towards achieving the project targets	No expenditure	Q3-2014 workplan has been developed, and will be submitted according to deadline.	
	Project office operations and facility to initial the project	US\$ 2,337.89		

2. Contribution to aid effectiveness, i.e. update on implementation of the Vientiane Declaration and its Action Plan, HACT, etc *[Brief update on any achievement and/or problem related to the implementation of the Vientiane Declaration. It should also include issues related to the introduction of HACT and actions planned for the following period.]*

The financial management, procurement procedures and recruitment process of the project have been based on the Vientiane Declaration. The government is trying its best to ensure that the planned activities and reporting are in line with the work plan.

The principle of the Harmonized Approach to Cash Transfer (HACT) has been regarded as important agenda for the implementation of the project activities. The current financial form provided under this principle has provided the management team simpler ways on how to link financial figures to the management of project activities. However, there is still a need to come up with a practical way in performing a financial analysis corresponding to the progresses of the project activities.

The project also organized a co-ordination meeting with the aim of coordinating and mobilizing support for disaster risk management activities and avoiding duplication on efforts and waste of resources. The meeting was attended by key stakeholders.

3. Update on partnerships *[Brief update on any achievement and/or problem in developing partnerships and inter-agency collaboration. It should also include strategies for south-south cooperation]*

- Q3 will continue to plan for a south-south cooperation activities through a study exchange will take place between the Government of Lao PDR and the Government of Vietnam. This study exchange will focus on disaster risk management law and successful DRR practices.
- Four NCA (Norwegian Church Aid) joined the CBDRR training that was conducted in Xiengkhouang province.

4. Update on gender mainstreaming *[Brief update on any achievement and/or problem in terms of mainstreaming gender within the project activities. Strategy for the following period]*

- The project asks that at minimum, 30% of trainees at the national, provincial, and district level are female. While this goal cannot always be met at the provincial and district level, it is always stated in concept notes sent to the provinces when trainings are announced. All training reports are disaggregated into male and female participants.

5. Update on the implementation of audit & Spot Check recommendations *[Brief update on progress achieved and problems encountered. Actions planned for the following period]*

There is no audit during this reporting period.

6. List main challenges and issues (if any) faced during reporting period *[as well as response strategies adopted]*

Onboarding of staff members and consultants has taken a significant period of time. In addition, there was a low number of applicants who applied for the Law Coordinator.

7. Rating on progress towards results

Output: <i>[From table 1. Contribution to Strategic Goals]</i>		
Output 1	<input checked="" type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged
Output 2	<input type="checkbox"/>	Positive change
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Output 3	<input checked="" type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged
Output 4	<input checked="" type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged

IV. ADDITIONAL ACTIVITIES WHICH CONTRIBUTE TO THE OUTCOME AND/OR OUTPUTS

Provide information about any activities undertaken by the project that were NOT envisaged in the work plan but which contributed to the outcome and/or outputs? E.g. advocacy and policy dialogue.

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V. FUTURE WORK PLAN

1. What are the priority actions planned for the following quarter to overcome constraints, build on achievements and partnership, and use of the lessons learned during the previous quarter?

Priority activities for Quarter 3 of 2014 includes:

- 1) Complete a detail capacity needs assessment
- 2) CBDRR ToR Training in Sayabouly
- 3) Hiring the National Law Coordinator
- 4) Study-exchange in Vietnam
- 5) Compilation and documentation of lessons learned on flood response and early recovery
- 6) Vulnerabilities Capacity Assessment in the pilot project
- 7) Collected the material/Information and Official Trained in the pilot project
- 8) Mission from Regional Technical Expert, UNDP Bangkok to discuss the DIMS

2. List major adjustments in the strategies, targets or key outcomes and outputs planned.

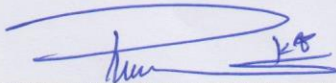
No major adjustments

- 3. Estimated total budget require (Direct & IPOA):** US\$ 130,704 (One hundred thirty thousand seven hundred and four) this amount included budget allocates from BCPR + UNDP (TRAC) allocation fund

ANNEXES

1. Annex 1: Quarterly Work Plan for the following quarter
2. Annex 2: Project Monitoring and Communication Plan for the following quarter
3. Annex 3: Project Risk Log for the following quarter
4. Annex 4: Project Issue Logs for the following quarter
5. Annex 5: Project Lesson Learned Logs

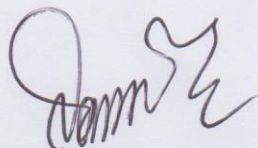
PREPARED BY



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Phoutsakhone Ounchith
Assistant Project Manager
IDCRM Project

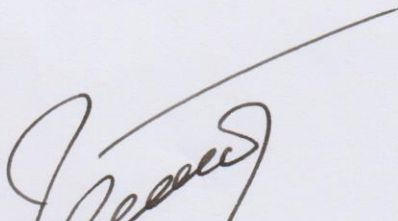
Date: 09. July. 2014

APPROVED BY



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Mr Syamphone Sengchandala
Project Manager

Date: 09.10.2014



Annex 2: Project Monitoring and Communication Plan for the following quarter

Project Title: Integrated Disaster and Climate Risk Management Project in Lao PDR	Award ID:	Date: 4 July 2014
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Types of Monitoring and Communication Action	Types of Stakeholders	Method of Monitoring and Communication	Due/Timeline for Each Type of Monitoring and Communication	Date of Completed Action	Status of Action
Monthly Project meeting	Project & UNDP	Meeting, face-to-face	Monthly (Signed Minute to be submitted within 7 working day)	N/A	On going
Fourth Quarterly work plans 2014	Project→UNDP	Report/document	Quarterly	It is expected to submitted to UNDP according to the deadline	
Third quarterly progress report 2014	Project & UNDP	Report	Quarterly	It is expected to be submitted to UNDP according to the deadline (not later than 10 Sept 2014)	
Risk, issue, lessons learned logs and communication and monitoring plan	Project→UNDP	Report	Quarterly	It is expected to be submitted to UNDP according to the deadline (not later than 10 Sept 2014)	

FACE (Fund Authorization and Certificate of Expenditures) Form and other POA documentations, including monthly Bank Reconciliation record, advance record	Project→UNDP	Report/documents	Quarterly	It is expected to be ready to submitted to UNDP by the end of each quarter	
UNDP Monthly Exchange Rate	UNDP→Project	Document/email	Monthly	First week of the month	On-going

Annex 3
Project RISK Log for the following quarter
(see [Deliverable Description](#) for the Risk Log regarding its purpose and use)

Project Title: Integrated Disaster and Climate Risk Management Project in Lao PDR	Award ID:	Date: April 2014
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
	Enter a brief description of the risk <i>(In Atlas, use the Description field. Note: This field cannot be modified after first data entry)</i>	When was the risk first identified <i>(In Atlas, select date. Note: date cannot be modified after initial entry)</i>	Environmental Financial Operational Organizational Political Regulatory Strategic Other Subcategories for each risk type should be consulted to understand each risk type (see Deliverable Description for more information) <i>(In Atlas, select from list)</i>	Describe the potential effect on the project if this risk were to occur Enter probability on a scale from 1 (low) to 5 (high) P = Enter impact on a scale from 1 (low) to 5 (high) I = <i>(in Atlas, use the Management Response box. Check "critical" if the impact and</i>	What actions have been taken/will be taken to counter this risk <i>(in Atlas, use the Management Response box. This field can be modified at any time. Create separate boxes as necessary using "+", for instance to record updates at different</i>	Who has been appointed to keep an eye on this risk <i>(in Atlas, use the Management Response box)</i>	Who submitted the risk <i>(In Atlas, automatically recorded)</i>	When was the status of the risk last checked <i>(In Atlas, automatically recorded)</i>	e.g. dead, reducing, increasing, no change <i>(in Atlas, use the Management Response box)</i>

				<i>probability are high)</i>	<i>times)</i>				
1	Recruitment of National Law Coordinator might be not earlier than August 2014	March 2014	Operational	<p>Unavailability or inability to recruit a Law Coordinator will lead to delay in activities related to draft the Disaster Management and Climate Change Law of Lao PDR that also ensures integration of gender issues in the DRM system.</p> <p>P=3 I=4</p>	<p>Forward movement of the law process can begin without a law coordinator. For example, the Technical Advisor has already begun compiling all necessary documentation for the law desk study (the first step in the process) so that the law consultant can start with some work already done.</p> <p>The project team has also established a road map for the law process and have started to consider those who would be part of the government task force on the law.</p>	UNDP, project	Project	July 2014	On going
2	Recruitment for a short term IM expert might be delayed because there is still no clear mandate in DDMCC regarding	January 2014	Operational	Currently, no divisional mandates have been finalized in DDMCC, leading to issues with several aspects of the project, including the IM system. The project	The project office has requested a short mission from regional IM expert Rajesh Sharma to meet with government	Project & UNDP	Project	July 2014	On-going

[illegible]

Annex 4
Project Issue Logs for the following quarter
(see [Deliverable Description](#) for the Issues Log regarding its purpose and use)

Project Title: Integrated Disaster and Climate Risk Management Project in Lao PDR	Award ID:	Date: 04 July 2013
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#	Description	Date Identified	Type	Impact & Priority	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
	Enter a brief description of the issue <i>(In Atlas, use the Description field. Note: This field cannot be</i>	When was the issue first identified <i>(In Atlas, select date. Note: date</i>	Request for Change Problem Other <i>(In Atlas, select from list)</i>	Describe the potential effect on the project Enter priority on a scale from 1 (low) to 5 (high) Priority = <i>(in Atlas, use the Management Response box)</i>	What actions have been taken/will be taken to address this issue <i>(in Atlas, use the Management Response box)</i>	Who has been appointed to address this issue <i>(in Atlas, use the Management</i>	Who submitted the issue <i>(In Atlas,</i>	When was the status of the issue last checked <i>(In Atlas,</i>	e.g. pending, solved <i>(in Atlas, use the Management</i>

	<i>modified after first data entry)</i>	<i>cannot be modified after initial entry)</i>				<i>t Response box)</i>	<i>automaticall y recorded)</i>	<i>automaticall y recorded)</i>	<i>Response box. If solved, check the "Solved" box)</i>
1	Change of District from Hongsa	March 2014	Request for Change	Currently, Xayabouly PONRE requested that the project work in two districts: Xayabouly and Hongsa. However, it has come to the TAs attention that Save the Children (an organization that has worked in the province for the past 15 years) already has a very strong presence in Hongsa with approximately 75% of villages trained in DRR, with committees, and disaster management plans. P=4	The project has spoken with Xayabouly PoNRE regarding a change of district. During the next site visit (mid-July) the project plans to meet with the Provincial Disaster Management Committee's Secretariat to finalize the potential change.	Project	Project	July 2014	Ongoing
2	Resource Mobilization and Funding	January 2014	Problem	The project is concerned that some activities may not be completed next year due to a lack of funding and cuts in TRAC money allocation. Priority = 5	The project is working to complete as many activities during Q3 and Q4 of 2014 while BCPR and TRAC money is still available. The project is considering the budget needed to complete remaining activities in 2015 and potential resource mobilization following discussion had with donors.	Project & UNDP	Project	July 2014	Ongoing

[illegible]

Annex 5

Project Lesson Learned Logs

(see [Deliverable Description](#) for the Lessons Learned Log regarding its purpose and use)

Project Title: Integrated Disaster and Climate Risk Management Project in Lao PDR	Award ID:	Date: 04 July 2013
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#	Type	Date Identified	Successes	Shortcomings	Recommended
	Project Management Project Results Human Factor Other		<i>Describe what has worked well. What factors supported this success?</i>	<i>Describe the challenges or areas for improvement and what was unanticipated</i>	<i>How were challenges things have been dealt with?</i>
1	Project Result	July 2014	The project board meeting was held on 30 June 2014	Time for preparing for the meeting (short time to arrange the training)	Develop the training/workshop
2	Project Results	July 2014	Eight provincial and district officials became certified village level trainers after two trainings and a ToT	There was a miscommunication and many of the government officials who attended the ToT (which was a review of the two previous trainings and an assessment test) had never attended a previous training. For that reason, they all failed their test and only approximately 25% of those tested passed.	Clear communication. Xayabouly official attend the ToT with previous trainings. Officials who attended the previous training were asked if they would attend the second assessment