



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ
Lao People's Democratic Republic



Empowered lives.
Resilient nations.

Third Quarterly Project Progress Report

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

10 October 2014

Instruction box and instruction notes under each heading - please delete before final submission

- ❖ *These text box guidelines are not exhaustive, nor do you have to answer each question. They are a guide only and should complement other relevant information identified by the project team.*
- ❖ *Not all headings/tables will be relevant to your project. Delete/amend/supplement as necessary.*
- ❖ *Keep your narrative as succinct as possible. Try to keep the report main text within **8-10 pages**.*
- ❖ *Think of this report as an important **management and learning tool** and use this to guide discussions with partners and to inform any necessary activity adjustments. Focus your report on **RESULTS**. Demonstrate **project's value addition**.*
- ❖ *The report should be submitted together with FACE form and other supporting documents to request for advance settlement of previous quarters and request for new advance. The late submission of this Quarterly Progress Report may result in new advances being withheld.*
- ❖ *One copy of the report should be shared with the Department of International Cooperation, Ministry of Planning and Investment (DIC, MPI) for their information.*

Basic Project Information

(Basic information can be completed by UNDP before sharing the report with the partner)

Project Title:	
UNDP Award ID	00073044
UNDP Project ID	00086007
Project Duration	June 2013-December 2015
Reporting Period	July.2014-September.2014
Implementing Partners	Department of Disaster Management and Climate Change
National collaborating agencies	(DDMCC), Ministry of Natural Resource and Environment

	(MoNRE)
Other UN/International collaborating agencies	
Cost-sharing third parties	
UNDP Programme Officer/Programme Analyst	Vichit Sayavongkhamdy (Mr.)
UNDAF and 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

1. Project Implementation Status and Key Results

Implementation Status Summary at Outcome level *(This needs to be completed by project)*

- ❖ *What development condition has changed in the country under this outcome area with or without UNDP support (maximum 150 words) - if there is any during the reporting period. Outcome-level changes including changes in institutional capacity and performance, changes in capacities, attitudes, and behavior among individuals or groups, and changes in enabling conditions such as social, economic, political, governance conditions, policies, legislation, power relations, norms, etc...*

Outcome Changes seen: change in capacity, attitude, and behavior

The project was able to see the results of training put into practice when 3 provincial and 5 district officials in Xiengkhouane Province carried out hazard, vulnerability, and capacity assessments in four villages. The officials were able to complete focus groups, disaster management plans, transect walks, direct observations, hazard mapping, hazard calendars, institutional and social vulnerability and capacity assessments, and village surveys, and write reports without assistance from the project. Provincial officials also seem eager and interested in completing these tasks and have requested project funding to be able to carry out more village site visits and disaster plans without the presence of core project members in Vientiane

- ❖ *What was UNDP's specific contributions to these changes at this Outcome level during the reporting period? Please note that the contributions can be from the work that the project did prior to this year but the results take place this year.*

UNDP carried out two trainings of trainers (ToT) that were built upon trainings (three disaster risk reduction and four community based disaster risk reduction trainings) given to Xiengkhouang and Sayabouly officials and initially did joint site assessments with the officials (in quarters 1 and 2, 2014). Now, the government officials are able to carry out these activities without UNDP direction.

- ❖ *What are your project's key Output level results during the reporting period?*

Output 1: Institutional and Legal capacities at national and sub national levels strengthened for effective disaster risk management

1. The Capacity Assessment Report for DDMCC was finalized.
2. Six hazard, vulnerability, and capacity assessments were completed.
3. National Law Coordinator was recruited in this quarter. She has started working on a baseline on relevant disaster management and climate change law in Lao PDR.
4. A consultation workshop on preliminary finding and planning to draft the disaster risk management and climate change law was organized in the end of this quarter
5. National Response and Recovery consultant was also recruited in this quarter. The consultant interviewed relevant key stakeholders from various sectors (government, international non-government organization, the Inter-Agency, etc) and conducted a desk review of all relevant literature; including documents, reports, review, etc. within Lao PDR and region on lessons learned following floods.
6. The first consultation workshop on disaster response and recovery was also conducted in the end of this quarter. The representatives from relevant government ministries, UN agencies and Non-Governmental Organizations were invited

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

No planned activities to be carried out during this quarter.

Output3: Communities are better prepared for disaster and climate change with a special focus on gender and social inclusion

1. Community Based Disaster Risk Reduction Village training by provincial and district trainers were held on 5-6 August 2014 in Sayabouly provinces
2. See Output 1 for all other activities [note: duplication of output and activities written into original project document].

Outcome 4: Monitoring and Evaluation of Project

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

1. To ensure the smooth management of the project activities, a spot check was conducted on 24th September 2014.
2. About 12 trainings were planned for this year. And until now, 11 trainings (four DRR training, three CBDRR, two ToT, and two trainings for Vulnerability Capacity Assessment) were done.
3. Most of planned activities were implemented during Q3-2014. Four trainings were given during this quarter. And more than 90% of this quarterly budget had been delivered.

OUTPUT	INDICATOR (Including Baseline and Target at the end of the project as per Project Document)	MILESTONE (Target of the current reporting year)	STATUS OF TARGET (Achieved, On Track or Off Track)	PLANNED ACTIVITIES (List all activities to be undertaken during the period as stated in QWPIA/WP)	ACTIVITY PROGRESS TO DATE (Give detailed explanation of the status. Provide justification if delayed and new schedule planned and provide response strategy if any)	RESULTS ACHIEVED (Describe concrete, key results (policy, publication, key event etc.) achieved so far, vis-à-vis the specific targets set in the QWPIA/WP. Please provide data/evidence to support the results)	BENEFICIARY (Approximate number of beneficiaries reached by project activities (disaggregated by sex/age), etc.)
	Capacity development plan developed	Q3-2014	Achieved	Activity 1.1: Complete a detailed capacity needs assessment to determine appropriate delivery structures and identify existing services to build on	• Completed	In quarter 3, the capacity assessment report was finalized. Currently, the project is waiting for the Department of Disaster Management and Climate Change to read and approve the document before it can be distributed.	Not Applicable
Government and vulnerable communities can more effectively respond to emergencies, adapt to changing climate and prepare for disasters	At least 2 districts of the target provinces have completed HRVAs	Q4-2014	Ongoing	<i>Activity 1.2 was a duplication in the signed project document with activity 3.1 (Output 3). All activities in this area are detailed under Activity 3.1 heading</i>			
	DRR focal points of the key ministries have stronger capacity and clear mandate for integration of DRR in the sectoral plans	Q2-2014	Ongoing, Achieved for 2014	Activity 1.4: Compilation and documentation of lessons learned on flood response and early recovery with special focus on women and other vulnerable groups	• Completed	Several trainings were conducted in 2014 (2 in Vientiane, 4 in Xiengkhouane, 4 in Xayabouly). In quarter 3, two trainings were held in Phiang District, Xayabouly Province (Introduction to DRR and CBDRR)	In quarter 3, 26 District Officials in Phiang attended the training. 10 were female.
	Disaster law developed	Q4-2014	Ongoing	Activity 1.3: Draft Disaster Risk Management (DRM) Law of Lao PDR that also ensures integration of gender issues in the DRM system.	• In progress	The law coordinator was recruited in Q3. She wrote a preliminary desk study on the law and conducted a workshop. Meetings were also held with the International Federation of Red Cross and Red Crescent Societies (IFRC) and a Partnership Agreement was drafted between UNDP and IFRC.	Not Applicable
	Post Disaster Needs Assessment framework Developed	Q4-2014	Ongoing	Activity 1.5: Increased capacities of the CO and GoL on how to undertake disaster management. Activities with special focus on meeting the needs of vulnerable groups;	• Delayed Due to some miscommunications and coordination problems between the UNRC and UN Indonesia Country Team, the PDNA was delayed. The UNRCs offices has since recruited a local consultant to complete the PDNA guidelines and the project expects to transfer money to the UNRCs office for this activity in Q4.	None	Not Applicable
	Early Recovery cluster is active with defined roles, responsibilities and contingency plan.				• Other changes- this is the role of UNDP not the GoL. This indicator was written into the project document without any activities to support it.		

OUTPUT	INDICATOR (Including Baseline and Target at the end of the project as per Project Document)	MILESTONE (Target of the current reporting year)	STATUS OF TARGET (Achieved, On Track or Off Track)	PLANNED ACTIVITIES	ACTIVITY PROGRESS TO DATE <i>Give detailed explanation of the status. Provide justification if delayed and new schedule planned and provide response strategy if any</i>	RESULTS ACHIEVED <i>Describe concrete, key results (policy, publication, key event etc.) achieved so far, vis-à-vis the specific targets set in the QWP/PAWP. Please provide data/evidence to support the results</i>	BENEFICIARY <i>Approximate number of beneficiaries reached by project activities (disaggregated by sex/age), etc.</i>
Disaster preparedness and response system strengthened to: coordinate, manage information, identify and assess risks and warn at risk communities	Progress towards DDMCC's greater coordination capacity			None	- Other changes- This indicator was written into the project document without any activities to support it.		
	Disaster Management Information System established at the centre and local levels	Q4-2014	Off Track	Activity 2.1: Establish Disaster Management Information System at national and Provincial Levels (Sayabouly and Xiengkhouang); NDMO Information management Activity 2.2: Develop Standard Operations Procedures for effective communication and information management; Activity 2.3: Conduct Disaster Management Coordination and Information Management trainings for the government staff of concerned ministries and provinces for operationalization of the DMIS system;	- Delayed Although the regional expert from Bangkok came to Vientiane in Q2, the GoL has not chosen two dedicated staff members to be responsible for the information management system. Without responsible parties, the project cannot recruit a consultant to establish the IM system. The project has sent two emails to the GoL this quarter with no concrete response.		
	Effective end to end user early warning system established in close coordination with the HMD, Ministry of Natural Resources and Environment, MRC, WBIADPC and based on the draft EWS strategy	Q4-2014	Off Track	2.4 Establish Early Warning System in 2 target Provinces (Sayabouly and Xiengkhouang) and at least 2 districts of each target province	- Delayed Until the DDMCC has finalized its mandate, the SOPs drafted by the World Bank project in 2011 cannot be revised with the new EWS. In the meantime, the project is working on EWS from the District-Village level. The project plans to recruit a consultant in Q4 to write a report on the status of EWS at village level and what is working and not working in-country.		

OUTPUT	INDICATOR (Including Baseline and Target at the end of the project as per Project Document)	MILESTONE (Target of the current reporting year)	STATUS OF TARGET (Achieved, On Track or Off Track)	PLANNED ACTIVITIES	ACTIVITY PROGRESS TO DATE Give detailed explanation of the status. Provide justification if delayed and new schedule planned and provide response strategy if any	RESULTS ACHIEVED Describe concrete, key results (policy, publication, key event etc.) achieved so far, vis-à-vis the specific targets set in the QWP/AWP. Please provide data/evidence to support the results	BENEFICIARY Approximate number of beneficiaries reached by project activities (disaggregated by sex/age), etc.
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)	Number of village level HRV assessment reports available	Q4-2014	On Track	Activity 3.1: Conduct gender sensitive Community Based Hazard, Vulnerability and Risk Assessment and mapping of the selected communities of target provinces;	<ul style="list-style-type: none"> In progress 	In Q3, the project conducted 6 HVCAs in two provinces, 3 districts. All HVCAs were gender sensitive, encompassing an all-women's focus group.	Each village that participated in the HVCA had approximately 60 volunteers (360 in total, 50% being women). However, village surveys involved the participation of between 125-331 people, so the HVCAs involved over 2,000 people. HVCAs were carried out jointly with Provincial and District Natural Resources & Environment Offices, so now they are capable of carrying these out on their own.

OUTPUT	INDICATOR (Including Baseline and Target at the end of the project as per Project Document)	MILESTONE (Target of the current reporting year)	STATUS OF TARGET (Achieved, On Track or Off Track)	PLANNED ACTIVITIES	ACTIVITY PROGRESS TO DATE Give detailed explanation of the status. Provide justification if delayed and new schedule planned and provide response strategy if any	RESULTS ACHIEVED Describe concrete, key results (policy, publication, key event etc.) achieved so far, vis-à-vis the specific targets set in the QWP/AWP. Please provide data/evidence to support the results	BENEFICIARY Approximate number of beneficiaries reached by project activities (disaggregated by sex/age), etc.
Output 4: Monitoring and Evaluation of Project	Indicator 4.1: Project management team and project office established and operational by the end of the first quarter of the project	Q4-2014	On Track	Activity 4.1: Quarterly based quality monitoring and record project progress towards results; Activity 4.2: Annual monitoring and review to ensure the overall direction of the project implementation towards achieving the project targets Activity 4.3 Project Office operational	<ul style="list-style-type: none"> In progress 	Project had submitted all quarterly project reports throughout the year. The project has had one Project Board Meeting in Q2 and a spot check in Q3. The project will hold its second project board meeting in December (Q4). The project office is operational and fully staffed.	Not Applicable

2. Financial Management

- ❖ Provide a summary of key financial information using the tables below as a guide. Put detailed information in an annex if necessary.
- ❖ Please add Output/Activity as per QWP/AWP. If required, provide additional information (eg list specific activities funded by the donor's contribution).

Financial Information Summary

(UNDP can pre-fill the first 4 columns and project will report remaining columns.)

Reporting Period:

Output	Activities	Source of Funding	Activity Budget (USD)	Expenditure of the current reporting period (USD)	Accumulated Expenditure by the current reporting period (USD)	Delivery Rate of the current reporting period (%)	Accumulated Delivery Rate by the current reporting period (%)
Output 1: Institutional and Legal capacities at national and sub national levels strengthened for effective disaster risk management.	1.1: Complete a detailed capacity needs assessment to determine appropriate delivery structures and identify existing services to build on	Trac 1 (04000) Trac 3 (04170)					
	1.2: Conduct detailed Hazard, Risk and Vulnerability Assessment (HRVA) in 2 selected provinces (Sayyabouly and Xiengkhouang) based on the Risk Profile;						
	1.3: Draft disaster risk management and climate change Law of Lao PDR that also ensures integration of gender issues in the DRM system;						
	1.4: Compilation and						

	documentation of lessons learned on flood response and early recovery with special focus on women and other vulnerable groups;						
	1.5: Increased capacities of the CO and GoL on how to undertake disaster management. Activities with special focus on meeting the needs of vulnerable groups;						
	1.6: Develop assessment tool and BBB guideline and assess impact on women for long-term preparedness and disaster risk reduction;						
Total for Output 1:		Trac 1 (04000)	1,000	14,233.47	38,377.37	142.23%	118.81%
		Trac 3 (04170)	54,404	21,888.41	57,600.38	40.23%	51.40%
Output 2: Disaster preparedness and response system strengthened to; coordinate, manage information, identify and assess risks and warn at risk communities Disaster preparedness and response system strengthened to; coordinate, manage information, identify and assess risks and warn at risk communities	2.1: Establish Disaster Management Information System at national and Provincial Levels (Sayabouly and Xiengkhouang); NDMO Information management	Trac 1 (04000) Trac 3 (04170)					
	2.2: Develop Standard Operations Procedures for effective communication and information management;						
	2.3: Conduct Disaster Management Coordination and Information Management trainings for the government staff of concerned ministries						

	and provinces for operationalization of the DMIS system;						
	2.4: Establish Early Warning System in 2 target Provinces (Sayabouly and Xiengkhouang) and at least 2 districts of each target province						
Total for output 2:		Trac 1(04000)	1,600	3,887.04	6,180.90	388.70%	13.98%
		Trac 3 (04170)	38,750	15,827.38	25,624.21	40.84%	66.85%
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)	3.1: Conduct gender sensitive Community Based Hazard, Vulnerability and Risk Assessment and mapping of the selected communities of target provinces;	Trac 1 (04000) Trac 3 (04170)					
Total for output 3:		Trac 1 (04000)	5,200	1,003.58	9,131.45	19.28%	32.84%
		Trac 3 (04170)	39,700	39,405.95	40,898.86	99.25%	69.99%
Output 4: Monitoring and Evaluation of Project	4.1: Quarterly based quality monitoring and record project progress towards results;	Trac 1 (04000) Trac 3 (04170)					
	4.2: Annual monitoring and review to ensure the overall direction of the project implementation towards achieving the project targets;						
	4.3 Project Office operations						
Total for output4:		Trac 1 (04000)	2,050	1,946.90	4,284.79	94.97%	41.59%

	Trac 3 (04170)	0	68.38	4,159.22	-100%	88.97%
Total		91,500	89,879.12	177,885.19	98.22%	54.70%

3. Project Management and Oversight

(This section should be completed by project in coordination with UNDP)

- ❖ *Briefly assess (<150 words) whether during the reporting period, management and oversight of the project was sufficient to support progress of the project.*

Consider the following questions:

- *What M&E work was conducted during the reporting period (e.g. data acquisition, mid-term review...)*
- *How identified risks in the project document or identified during the project are being managed, and did any new risks emerge?*
- *What significant communications and advocacy efforts have been / are being undertaken in the project?*

❖ **Monitoring and Evaluation**

(Indicate how progress monitoring and acquisition of data from project interventions are being captured and utilized.)

- 1- **Trainings and Community Involvement:** The project continues monitoring participation from the central to village level mainly with sign-in sheets at all trainings and assessments. This information is directly injected into the field trip reports with disaggregated data on male and female participants.
- 2- The project also tracks progress in a spreadsheet with all activities and the number of participants. This is updated by the project TA.
- 3- The project could improve monitoring and evaluating by putting together a spreadsheet with all recommendations from frequent reports (meetings, site visits, etc).
- 4- The project had a spotcheck on 24 September 2014. Issues were raised, but all issues were small and can be easily resolved before the audit.

❖ **Risk management**

(Actual/ anticipated operational, political and environmental risks)

- **The major risk moving in 2015 is financial. See *Annex 15, Risk Log* for more information.**

❖ **Communication and advocacy**

- **In Q3, the project established a partnership with the UNDP Community Radio project. IDCRM will be supporting community radio by providing key messages on various hazards to be broadcasted. The project will also host a CBDRR training for Khoun Community Radio volunteers, conducted by the project's certified trainers at the Khoun District Office of Natural Resource and Environment.**

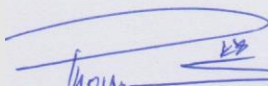
4. Management Responses and Recommendations

(To be completed by project in coordination with UNDP)

- ❖ *Update on the implementation of audit, Spot Check recommendations & management responses to project evaluation*
- ❖ *Highlight if there any key issue that require the attention of management / steering committee in the next quarter.*
- ❖ *Spotcheck occurred on 24 September 2014*
- ❖ *Spotcheck report to be received in Q4*

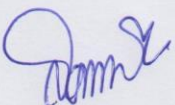
- ❖ Combined Delivery Report (provided by UNDP & validated by UNDP & IP)
- ❖ Budget Analytical Review of the quarter (optional)
- ❖ Quarterly Work Plan for the following quarter
- ❖ Project Monitoring and Communication Plan (if there is any revision to the annual plan)
- ❖ Project Risk Log for the following quarter (as per Annex 15 - Project Risk Log of the NIM-SOPs)
- ❖ Project Issue Log for the following quarter (as per Annex 16 - Project Issue Log of the NIM-SOPs)
- ❖ Project Lesson Learned Log for the following quarter (as per Annex 17 - Project Lesson Learned Log of the NIM-SOPs)
- ❖ List if there is any detailed project information (financial details, activity report, maps, brochures, M&E report, field visit reports, etc).

PREPARED BY TA


 Ms. Rebecca Zorn
 Technical Advisor

Date: 10/10/2014

APPROVED BY


 Mr Syamphone Sengchandala
 Project Manager

Date: 10 OCT 2014




Date: 10 OCT 2014