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Lao People's Democratic Republic



Empowered lives.  
Resilient nations.

# Annual Project Review Report

Name of project: National GPAR Programme Secretariat Support Project

Date of report: January-December 2014

## Basic Project Information

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

Project Title:	
UNDP Award ID	00065088
UNDP Project ID	00081709
Project Duration	4 years
Reporting Period	July-December 2014
Implementing Partners	Ministry of Home Affairs
National collaborating agencies	Ministries /organizations of Government of Lao PDR
Other UN/International collaborating agencies	
Cost-sharing third parties	Swiss Development Cooperation
UNDP Programme Officer/Programme Analyst	Viengmala Phomsengsavanh
UNDAF and Country Programme Outcome	UNDAF OUTCOME 2: By 2015, the poor and vulnerable benefit from the improved delivery of public services, an effective protection of their rights and greater participation in transparent decision making

## 1. Project Implementation Status and Key Results

### 1.1 Outcome-level changes during the year (2014)

While the country continued to register economic growth during the year(2014) , economic performance has declined from 8% to 7.6 % during the fiscal year(2013/14) as a result of fiscal constrain (below target revenue collection). Adjustment in the Government in the national budget and reduction expenditures in the next year 2014/15 are expected to affect level of some public sector services.

### 1.2 Contribution to changes at Outcome level

- The NGPS Project through the GSWG and the Roundtable process serves as the forum that promotes better coordination and engagement between the Government and Development Partners on governance. The project continue to play an important role in facilitating this process that highlights the important role that governance and public

administration play in contributing to achieving the goals of the Government's 7<sup>th</sup> NSEDP and in laying the foundation for Lao DPR's graduation from LDC status by 2020. At the Round Table Meeting in November 2014, priority reforms on governance were identified for the 8<sup>th</sup> NSEDP. These include the amendment of the 2003 Constitution; revisions of various laws and regulations to further improve public administration; the implementation of the Legal Sector Master Plan; and the establishment of local councils, among others. The Project through the GSWG also emphasized the need to create an improved environment for civil society in Lao PDR and the important role that civil society play in supporting the provision of services to address off-track MDGs.

- While the current fiscal constraint has had an immediate effect on the government's budget allocation for the provision of MDG/services, many governance issues at both the enabling environment level and institution level affect the efficiency and effectiveness in providing services. These include among others: (i) the role of civil society and the need for improved enabling environment that supports greater participation and promote effectiveness in service delivery; (ii) the effective implementation of Sam Sang at the district level as the service delivery point; (iii) stronger capacity for oversight and representation by the National Assembly to ensure that the budget reflects priority needs of the country.

## 2. Highlights of main activities and achievement of Quarter 4

- GSWG Meeting organized and discussed progressed in the implementation of the governance reforms particularly follow-up actions to governance issues raised at the High-level Round Table Meeting in November 2013.
- GSWG Report to the Round Table Implementation Meeting (RTIM) finalized and submitted to the Ministry of Planning and Investment. The GSWG report identified progress and priority policy reform actions to inform the development of the 8<sup>th</sup> NSEDP.

### Implementation Progress Summary at Output level

OUTPUT <sup>1</sup> <i>In line with OWP/AWP</i>	INDICATOR <i>(Including Baseline and Target at the end of the project as per Project Document)</i>	MILESTONE <i>(Target of the current reporting year)</i>	STATUS OF TARGET <i>(Achieved, On Track or Off Track)</i>	PLANNED ACTIVITIES <i>List all activities to be undertaken during the period as stated in OWP/AWP</i>	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/AWP. 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>
Output 1. High level institutional mechanisms to provide oversight and coordination across the Governance sector established	<b>Baselines:</b> 1.1 Integrated national oversight mechanism for Governance Sector not yet established 1.2 Operating modalities to support high level coordination in the Governance sector not in place  <b>Indicators:</b> 1.1 Integrated national oversight in the Governance Sector 1.2 Extent of systematic	Guidance from Leading Committee on policy direction of implementation of governance.	On track	Activity 1.1 - Convene 4 <sup>th</sup> Leading committee meeting	<input checked="" type="checkbox"/> <i>Delayed</i> The 4 <sup>th</sup> meeting of the Leading Committee (2 <sup>nd</sup> for 2014) was deferred to November 2014		
		Updated Governance Information Matrix (linked w/ Output 3)	On track	Activity 1.2 Design Governance Sector monitoring and oversight System  Report on governance reform	<input checked="" type="checkbox"/> <i>In progress</i> GSWG info. matrix updated	The matrix presents a coordinated overview of activities in governance sector for 2014.	
					<input checked="" type="checkbox"/> <i>completed</i> Report on governance reform submitted to DIC/MPI	The report has helped informed the government coordinating department (DIC) of developments in governance and strengthens ownership and management of aid programmes as per Vientiane Declaration on Aid Effectiveness.	

<sup>1</sup> Please note that for GEF projects, GEF Outcomes are actually Outputs in UNDP context

<p>high level coordination among different stakeholders</p>	<p><b>Baselines:</b> 2.1: Limited capacity for project financial management and results monitoring</p> <p><b>Indicators:</b> 2.1: MoHA officials have the capacity for project management: planning, budgeting and result based monitoring</p>	<p>MoHA officials are equipped with sufficient capacity for planning, budgeting, implementing, database &amp; financial management skills.</p>	<p>On track</p>	<ul style="list-style-type: none"> <li>• Prog. meetings</li> </ul>	<p><input checked="" type="checkbox"/> <i>Completed</i> Mid-year Project Review and 3<sup>rd</sup> Quarterly meeting organized and completed.</p>	<p>The review discussed status and progress in the implementation of the various projects under the NPGAR Programme; identified emerging issues and concerns. The meetings informed DPs on status and issues in the implementation of NPGAR Projects.</p>	<p>41 participants (17 females); from MoHA, MoFA, UNDP, UNCDF, EU, Oxfam Novib, ADB, RoK, SDC</p>
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			<p>Set up SLIFEPA project under NGPAR</p>	<p><input checked="" type="checkbox"/> <i>Completed</i>  Start-up implementation of SLIFEPA Project</p>	<p>The start up implementation of the SLIFEPA project contributes much needed support in addressing other priorities of MOHA esp the drafting of legal frameworks for public administration; the expansion of Sam Sang and supporting public outreach to communicate the new laws and regulations to the public.</p>	<p>22 MoHA staff were appointed to responsible for directing and coordination of the SLIFEPA project</p>
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<p>Output 3. Coordination of development partner assistance through the Governance Sector Working Group, and resource mobilization to support programme implementation enhanced.</p>	<p><b>Baseline:</b> 3.1: 2013 Annual Work Plan 3.2: GSWG/SSWG meetings convened twice a year 3.2: GSWG Stocktaking completed in 2013 3.3: Governance Sector Information Matrix <b>Indicator:</b> 3.1: GSWG/SSWG Annual Work Plans Developed 3.2: GSWG/SSWG meetings organized 3.3: Recommendations of GSWG stocktaking 3.4: Update on progress of governance reform Initiatives</p>	<p>3.1: GSWG 2014 AWP implemented 3.2: Two (2) PSI Thematic workshops on PAR and CSO conducted 3.3: Recommendation from Stocktaking implemented by GSWG Secretariat 3.4: Progress report on governance sector reform implementation(linked w/ Output!)</p>	<p>On track</p>	<p>Convene and organize GSWG/SSWG thematic workshops and other GSWG related meeting</p>	<p><input checked="" type="checkbox"/> <i>completed</i> Workshop on Round Table Process and GSWG organized to enhance understanding of government staff about the process of RTM and the function of Governance Sector Working Group (GSWG).</p>	<p>The workshop addressed one of the recommendations of the GSWG Stocktaking. Informed and raised understanding of government staff about the RTM and GSWG processes and how their work relates to these.</p>	<p>44 participants (20 females) from all 15 departments, institute and center of Ministry of Home Affairs and UNDP</p>
				<p>GSWG Meeting convened</p>	<p><input checked="" type="checkbox"/> <i>completed</i> GSWG Meeting convened and discussed progress in the implementation of governance reforms and follow-up actions to issues raised in the 2013 HL-RTM.</p>	<p>Provided forum for identifying priority issues on governance reform implementation. The meeting raised specific issues on certain DP's interest to co-chair GSWG: highlighted the demand by some DPs on the need to establish a separate SSWG on people's participation and to assess the contribution to creating a better enabling environment for civil society of amendments to the civil society decrees</p>	



						This seminar is a follow-up action to implement the recommendation of the GSWG Stocktaking Exercise conducted 2013	47 participants (21 females) from Ministry of Justice, the people's supreme court, Ministry of Public Security, all 15 departments, institute and center of Ministry of Home Affairs,
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### Financial Information Summary

Reporting Period: January - December 2014

Output	Annual Work plan year 2014	Expenditure Year 2014 (USD)	Delivery Rate Year 2014 (%)
Output 1	35,930	31,693	88%
Output 2	154,045	139,446	91%
Output 3	90,025	74,469	83%
<b>Totals</b>	<b>280,000</b>	<b>245,608</b>	<b>88%</b>

Note: this figure use the update information on 9 Jan 2015



### 3. Project Management and Oversight

#### Monitoring and Evaluation

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

The Project is on track with its regular monitoring plans (please see Logs in Annex). A combined NGPAR assessment / DDF review & NGPAR 2016-2020 Concept paper was undertaken in Q4/2014, in collaboration with stakeholders and partners. A spot-check by a combined UNDP and DIC (MPI) team was carried out in September and the report on findings is awaited.

#### Risk management

*(Actual/ anticipated operational, political and environmental risks)*

No new risks arose during the Quarter. (please see Logs in Annex)

#### Communication and advocacy

Project communication is ongoing as per Communication Log in Annex.

### 4. Management Responses and Recommendations

*(To be completed by project in coordination with UNDP)*

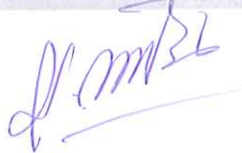
- ❖ *Update on the implementation of audit, Spot Check recommendations & management responses to project evaluation*
- ❖ *Highlight if there any key issue that require the attention of management / steering committee in the next quarter.*

## 5. Annex/s

(Example of annexes attached to the report are at a minimum as the following, more annexes can be added as appropriate)

- ❖ Combined Delivery Report (provided by UNDP & validated by UNDP & IP)
- ❖ Annual Work Plan of the following year including Quarterly Work Plan for Quarter 1 of the following year
- ❖ Project Monitoring and Communication Plan of the following year
- ❖ Project Risk Log for the following year (as per Annex 15 - Project Risk Log of the NIM-SOPs)
- ❖ Project Issue Log for the following year (as per Annex 16 - Project Issue Log of the NIM-SOPs)
- ❖ Project Lesson Learned Log for the following year (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 PROGRAMME MANAGER



Date: 09 JAN 2015

APPROVED BY EXECUTIVE PROGRAMME BOARD



Date: 09 JAN 2015

RECEIVED AND REVIEWED BY UNDP



Date:

**NATIONAL GPAR PROGRAMME SUPPORT PROJECT: COMMUNICATION AND MONITORING PLAN/REPORT**

Project Title: National GPAR Programme Support Project		Award ID: 00065088	Last Reviewed Date: 30/09/2014		
Type of Action	Stakeholders	Method of communication	Due by	Completed on	Status
Annual Work Plan and Budget: 2014	UNDP and SDC	Report	01/03/14	16/02/14	Completed
Work plan and FACE form: Q1-2014	UNDP	Report	01/03/14	20/02/14	Completed
Quarterly Progress Report for Q1-2014, including logs	UNDP and SDC	Report	10/04/14	10/04/14	Completed
Work plan and FACE form: Q2-2014	UNDP	Report	10/04/14	08/04/14	Completed
Quarterly Progress Report for Q2-2014, including logs	UNDP and SDC	Report	10/07/14	30/6/14	Completed
Work plan and FACE form: Q3-2014	UNDP	Report	10/07/14	07/7/2014	Completed
Quarterly Progress Report for Q3-2014, including logs	UNDP and SDC	Report	10/10/14	10/10/2014	Completed
Work plan and FACE form: Q4-2014	UNDP	Report	10/10/14	10/10/2014	Completed
Annual Report 2014	UNDP and SDC	Report	10/01/15	/11/2014	
Annual Work Plan 2015	UNDP and SDC	Report	10/01/15	/11/2014	

NATIONAL GPAR PROGRAMME SUPPORT PROJECT: RISK LOG

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mgmt. response	Owner	Submitted/ updated by	Last Update	Status
1	Outputs requiring Govt. actions as pre-conditions may be delayed	15/03/12	Strategic	Project outputs not achieved as per target dates P=2; I=3; PXI=6	Multi-Stakeholder Programme Board guidance to initiate dialogue with relevant Government offices	Programme Manager	Programme Manager	07/10/2012	No change
2	Stakeholder coordination to set up targets and enable reporting may need time to be developed	15/03/12	Strategic	Output related to sector coordination may not be fully realized during the first year P=3; I=3; PXI=9	Early discussions with stakeholders to prepare targets and discuss formats for reporting	Programme Manager	Programme Manager	07/10/2012	No change

	MoHA officials may be transferred after they are trained	15/03/12	Operational	Key activities will be delayed till replacements are trained P=3; I=3; PXI=9	Training teams instead of particular officials to ensure continuity	Programme Manager	Programme Manager	07/10/2012	No change
4	Delay in agreeing DP's representation on NGPAR Programme Board	15/06/12	Strategic	Key activities requiring Board approval may be delayed P=3; I=3 PXI=9	MoHA to consult with MPI on the Government's position.	Programme Manager	Programme Manager	01/04/13	. Decision made by Govt that DP in the NGPAR Programme Board limited to signatory to produc. DPs to be invited.
5.	Delay in recruiting Communications Coordinator due to lack of suitably qualified national	01/03/13	Operational problem	P=4; I=3; PXI=12	Communications work to be handled and shared by Gov Coordinator and NGPAR staff.  If no suitably qualified national is found for the post, recruitment of IUNVs to be explored.	Project manager	Programme Manager	22/04/14	Risk reduced, National communication specialist is recruited

6	Delay in recruiting Consultant for the GSWG stocktaking and assessment	01/03/13	Operational problem	Key activity for the sector P=5; I=3; Pxl=15	Contact consultants to facilitate recruitment	Project manager	Programme Manager	22/04/14	Stocktaking completed. Recommendations being implemented and integrated in 2014 AWP.
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**NATIONAL GPAR PROGRAMME SUPPORT PROJECT: ISSUES LOG**

<b>Project Title:</b> National GPAR Programme Support Project		<b>Award ID:</b> 00065088		<b>Last Review Date:</b> 30/09/2014					
#	Description	Date Identified	Type	Priority (P) & impact (I)	Countermeasures / Mgmt. response	Owner	Status change	Last update	Current status
1.	1 Delay in nomination of members the Programme Board	15/03/12	Problem	Key activity involving leadership for the Programme P=5; I=3; Pxl=15	Discussions initiated by Ministry of Home Affairs	Project Manager	Changed	01/04/13	Membership of Prog Board members decided.
2.	1 Delay in finalizing Work Plan of Sector Working Group	15/03/12	Problem	Key activity for the sector P=5; I=3; Pxl=15	Draft work plan being discussed with Co-Chairs	Project Manager	Changed	30/06/13	Draft Work Plan 2013 being implemented
3.	Delay in	1/07/12	Operational	Delays in key programme /	Discussion between	Project	Changed	01/04/13	CTA reported

	appointment of GPAR CTA		problem	activities delivery P=4; I=4 Pxl=16	MoHA/UNDP on speeding process and with UNCDF on temporary reassignment of urgent/critical GPAR duties to UNCDF Local Governance Advisor in SCSD.	manager		on 28/10/2012
4.	Delay in updating the Sector Information Matrix	01/03/13	Coordination problem	Key activity for the sector P=5; I=5 Pxl=15	One on one meetings with Governance focal points to be undertaken.	Project manager	New	30/06/13 On-going meetings with government focal points
5.	Technical support in the implementation of project activities with the departure of CTA in Dec 2014	1/11/14	Technical	Key activity for the sector P=5; I=5 Pxl=25	Recruit consultant to provide technical backstopping	Project Manager	New	

NATIONAL GPAR PROGRAMME SUPPORT PROJECT: LESSONS LEARNED LOG

Lesson ID	Date logged	Type	Description	Recommendation
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01	30/03/12	Positive	Programme framework allows for several implementation mechanisms to operate in parallel enabling good alignment	<ul style="list-style-type: none"> <li>• Documentation of various options that can be shared with potential partners</li> </ul>
02	01/04/13	Operational	Full time backstopping support to pro- actively facilitate coordination among organizations and members, manage relationships and activities of GSWG	<ul style="list-style-type: none"> <li>• Full time backstopping support required for GSWG</li> </ul>