



Government of Lao PDR  
IBSA Trust Fund  
United Nations Development Programme



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

## Third Quarterly Project Progress Report

[SUPPORT TO INTEGRATED IRRIGATED AGRICULTURE IN 2  
DISTRICTS IN BOLIKHAMXAY]

[First submission date: 10 October 2014]

[Second submission date: October 2014]

Final submission date: October 2014]

- ❖ *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

**Project Title:** Support to Integrated Irrigated Agriculture in 2 Districts in Bolikhamxay (SIRA)

UNDP Award ID	00068072
UNDP Project ID	00083482
Project Duration	June 2012 to June 2015
Reporting Period	July to September 2014
Implementing Partners	Provincial Agriculture and Forestry Office of Bolikhamxay Province (PAFO)
National collaborating agencies	Provincial Department of Planning and Investment of MPI, Provincial Natural Resources and Environment Office (PNREO) of MONRE,
Other UN/International collaborating agencies	

Cost-sharing third parties  
UNDP Programme Officer/Programme Analyst

Department of Irrigation of MAF, Department of Livestock and Fisheries  
of MAF, Department of Forest Resources Management of MONRE,  
Department of Forestry of MAF

n/a  
Singha Ounniyom

## 1. Project Implementation Status and Key Results

Implementation Status Summary (This needs to be completed by project)

- ❖ Briefly assess (<150 words) how the project has progressed towards expected outcomes (UNDAF and Country Programme Outcome) during the reporting period, highlighting any key activities or results during the reporting period.

The project has experienced a number of successes during the reporting period. The most significant is the standardization and institutionalization of a process for finalized watershed management plans and land use planning and also trained farmer for rice season cultivated, fish spawning, capacity building for water users group and rehabilitating of damaged canal of Nam Pou, Nam Sae and Nam Yang. Although there have been many examples of communities involvement in integrated agriculture in the past in Laos, this had been done in an ad hoc fashion based on various arrangements at the local level. In many cases, the process was thoroughly formalized and the agreement was consistently understood or respected by all stakeholders.

- ❖ Provide details on key Output/Activity during the reporting period in below table. Please add Output/activities as per QWP/AWP

Technically, progress made during the reporting period has been at marginal level. The project is working closely with communities to develop watershed management plan, land use planning, and identified on water use policy, agriculture extension to completed output and irrigation rehabilitation works at ground level have been commenced in early of this third quarter in both Viengthong and Bolikhan districts. Due to heavy rain the ground works had to stop during August-September 2014. This stoppage affected the projected project outputs for this third quarter. Key activities and results observed from the past three months could be summarized as seen in the table below:

# Implementation Progress Summary

(UNDP can pre-fill the table for the first 5 columns. Project needs to complete last 3 columns. Where implementation delays for an activity, please indicate alternative actions being suggested or taken, e.g. changes to activity dates, proposed meetings to discuss delays and so forth.)

OUTPUT In line with QWP/AWP	INDICATOR	TARGET	STATUS OF TARGET (Achieved, On Track or Off Track)	PLANNED ACTIVITIES List all activities to be undertaken during the period as stated in QWP/AWP	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-a-vis the specific targets set in the QWP/AWP	BENEFICIARY Approximate number of beneficiaries reached by project activities (disaggregated by sex/age), etc.
Output 1.1. Watershed management plan for Nam Pou project is developed and implemented	Indicator 1.1: Watershed Management Plan developed and implemented Watershed Management Committee in place	Target 1.1 (2014): Watershed Management plan developed and Watershed Management Committee in place	Ongoing	Activity 1.1 Development of watershed management plan based on participatory land use planning and formation of watershed committee	<input type="checkbox"/> Not in progress <input checked="" type="checkbox"/> In progress	Draft initial watershed management plan for Nam Pou has been prepared and discussed and revised among members of the watershed management committee and stakeholders waiting for final approval by local authorities.	The hired national consultant responsible for the development of Nam Pou watershed management plan did not completely fulfill his assignment. The project team has revise the draft plan and continue consultation with communities to fill the gaps with additional information.
			Ongoing	1.1.1. Revision of the Watershed Management Plan/ Submission of WMP final report and recommendations;	<input type="checkbox"/> Not in progress <input checked="" type="checkbox"/> In progress	As above.	As above. The revision will be completed by end of October.
			Ongoing	1.1.2. Produce and make available the official LUP maps for every village within Nam Pou watershed;	<input type="checkbox"/> Not in progress <input checked="" type="checkbox"/> In progress	LUP poster for five villages produced with 1,50 x 2 meters size ready for actual installation at sites	Due to heavy rain and seasonal farming activities farmers were too busy and could not determine the suitable time to organize the activities.

				1.1.3. Design and print the LUP signs for every village (which are supposed to be placed in the entrance of the villages);	On track	1.1.3. Design and print the LUP signs for every village (which are supposed to be placed in the entrance of the villages);	<input checked="" type="checkbox"/> Completed		Printed out 5 LUP signboards for 5 villages on September 2014	This information can be accessible for more than 3,000 people living in that area
				1.1.4. Participatory Monitoring and Evaluation by watershed management committee in collaboration with provincial and district concern agencies;	Off track	1.1.4. Participatory Monitoring and Evaluation by watershed management committee in collaboration with provincial and district concern agencies;	<input checked="" type="checkbox"/> Delayed <i>Reason: watershed management plan was not officially approved yet</i> <i>New Schedule: Mid of November 2014</i> <i>Response Strategy: the project team to coordinate and follow up with districts governor offices regularly</i>		Participatory monitoring and evaluation will be conduct on Mid of November to monitoring, with WM committees to try to improvement better management	
				1.1.5. Study visit to Vientiane province for "sharing experiences" for communities including the head of villages of 5 villages and 2 district officials from each village cluster;	Ongoing	1.1.5. Study visit to Vientiane province for "sharing experiences" for communities including the head of villages of 5 villages and 2 district officials from each village cluster;	<input checked="" type="checkbox"/> In progress		The GIZ supported on Nam Ton Watershed management Project in Sangthong district and local authorities in Hinherb districts agreed with the agenda and timeframe for SIRA exchange visit in October 2014	
				1.1.6. Training farmer on fruit tree production in contour farming technique;	Off track	1.1.6. Training farmer on fruit tree production in contour farming technique;	<input checked="" type="checkbox"/> Other changes <i>Not necessary to conducting this activity because the consultant resigned, the counterpart cannot do by themselves</i>			The national consultant responsible for this activity has left the Project in May and no his replacement recommended.
				1.1.7. Exchange visit for women group on value added and processing of agriculture products;	Off Track	1.1.7. Exchange visit for women group on value added and processing of agriculture products;	<input checked="" type="checkbox"/> Other changes			As above

	Indicator 1.2: Village forest management plan developed and implemented with corresponding committees in place	Target 1.2 (2014): Community based forest management plans developed and corresponding committees in place	On track	Activity 1.2	Completed	<ul style="list-style-type: none"> <li>Village Forest Management Plans for five villages developed and approved for implementation by the Bolikhan District Governor in August.</li> </ul>	
		Target 1.3 (2014): Forest management plans, including improvement of slash-and-burn agriculture, implemented	On track	1.3 Implementation of village management plans including improvement of slash-and-burn agriculture	<input type="checkbox"/> In progress	Installed land use planning signboards with 30cm x 30cm size in all 5 target villages: Phamouang, Phadai, Banbor, Phonyeng and Phonsong. The land use planning final technical report by consultant Anoukay Phommala submitted and approved by SIRA	
Output 2 Water supply in both season for irrigating command area of Nam Pou project in Bolikhan District and Namyang and Phondou projects in Viengthong District is available	Indicator 2.1: 3,050 meter main canal of Nam Pou project, 1 weir of Namyang project and 1 weir of Phondou project is rehabilitated by 2014	Target 2.1(2014): Feasibility for rehabilitation of irrigation infrastructure conducted, and in 2013 rehabilitation of irrigation infrastructure completed	Ongoing	Activity 2.1 Review and validation of design and costing of irrigation schemes	In progress	<ul style="list-style-type: none"> <li>Nam Sae Irrigation project continued building canal cover. Completed basic construction of about 500 m long of the Nam Pou canal foundation. Started construction of the headwork of the Nam Yang for the left and right side of the bank.</li> <li>Completed revision and redesign of 15 m of the Nam Sae canal replacing the section previously designed for gabion by concrete structure with no cost change.</li> <li>Construction materials and staff mobilization on sites secured for all construct sites in two districts.</li> </ul>	Due to heavy rain and bad weather condition in project sites the project had decided to stop the ground works from 15 August-30 September 2014 to avoid risks associated with flooding.
					<input type="checkbox"/> In progress	Completed one site monitoring visits by the project team together with A-pro Co. Ltd (dated 12 July 2014). The findings include the high risk associated with rain and local bad weather condition that could affect the	See attached field visit report dated July 2014

Output 3 Irrigation projects are co-managed by government authorities and Water Users' Association with women participation	Indicator 3.1: WUA established by 2012 and functional by 2014	Target 3.1. 2014 WUA established, capacity of WUA developed in 2013, and in 2014 WUA able to co-manage irrigation projects in cooperation of provincial and district government authorities	On track	Activity 3.1. Institutional support (logistic, administrative, managerial) for WUA establishment and management from 2012 through 2014	Completed	ground works therefore the Project decided to put the construction works on hold during the period from mid of August to end of September.	70 participants (6 females)
				Activity 3.2 Capacity Developing activities (3.2.1. Following up preparing of construction areas;	<input type="checkbox"/> In progress	21 July: Trained 70 WUG members in 8 villages from two districts on refund for irrigation developing revolving water use funds, agreement reached among members include: -Water fees during Rainy season paddy field is 67 kg paddy rice per ha. -Dry season paddy field is 133 kg paddy rice per ha. July: Conducted an orientation meeting to introduce water users group on community participation and involvement for canal construction	45 participants, women 14 person.
				3.2.2. Following up of training methodology approaches on water management and irrigation training;	<input type="checkbox"/> Delayed Reason: The villagers busy for prepared rice season harvesting New Schedule: Mid of November 2014 Response Strategy: continue work on planning and coordination with communities to determine timing suitable for follow up actions when construction works in progress	Delay in for construction works causing delay in organization of training.	
			Off track	3.2.3. Monitoring water user group (village participation) and handover activities	<input type="checkbox"/> Delayed Reason: The irrigation construction has been stopped New Schedule: Mid of November 2014 Response Strategy: as above	Stoppage of the construction works causing difficulties in monitoring activity	

Output4 Agriculture production increased and diversified in Nam Pou project in Bolikhan District and Namyang and Phondou projects in Viengthong District	Indicator 4.1: Two season cultivation with diverse cropping pattern in dry season, Crop yield increased by 2014 - rice 3-5 t/ha (dry season) 4-5 t/ha (wet season), Sweet corn 4.3 t/ha, Feed corn 5 t/ha, Soybean (2t/ha)	Target 4.1 (2014): Crop yield increased, two season cultivation in at least 25% of irrigated area (205 ha) with crops other than rice in dry season, and in 2014 two season cultivation additional next 25% (410 ha) with crops other than rice in dry season	On track	Activity 4.1 Training on improved agriculture method, efficient irrigation, diversified cropping method for farmers representing all households ensuring at least 33% women participation	Completed	Trainings provided include: Rice seeds preparation and other six techniques for selection, storage, and transportation for households model families and farmers in two districts. Over 80 % of participants confirmed they have a better understanding of the subject trained. Female participants represent 21% of total trainees.	85 farmers (18 females)
				4.1.1. Organize and delivery a capacity building training on "seeding, seedling (separation) and harvesting of the new varieties of rice (VTE 450/2 and Khao Khai Noi) at Ban Bor, Phondou, Namyang and Thape;	<input checked="" type="checkbox"/> In progress	<ul style="list-style-type: none"> <li>The activities of two district started by the end of September to early of October will report in next quarter</li> </ul>	
				4.1.2. Training farmers on rice crop promotion in the wet season)	<input checked="" type="checkbox"/> In progress	The activities implemented in two districts in September to be ended in early of October . A completion activity report to be submitted in next quarter	
				Activity 4.2. seed (other than rice) provision for 25% and 50 % of rice season cultivated respectively	Completed	<ul style="list-style-type: none"> <li>August: Trained farmer on technical to observed and cut mixed rice at 7 villages, Viengthong and Bolikhan district</li> </ul>	47 participants (18 females), 10 pilot households
			On track	4.2.2. Follow up monitoring at Viengthong and Bolikhan districts of vegetable plantations).	<input checked="" type="checkbox"/> Completed	Follow up with farmer to observed rice growing at 7 villages in Viengthong and Bolikhan districts on July 2014 that showed us the rice season is growing well.	26 participants (9 females)

<b>Output 5</b> Improved Fisheries in Nam Pou reservoir through establishment of fisheries co-management	Indicator 5.1: Fisheries co-management established	Target 5.1 (2014): Fisheries management subcommittee (FMsC) under the WMC established and capacity developed, fisheries co-management developed, and in 2015 fisheries co-management implemented	On track	Activity 5.3 Implementation of fisheries co-management plan 5.3.1. Continue fingerling raising (hatchery) and monitoring activities; 5.3.2 Continue fingerling transposition and protection activities in Nam Pou; 5.3.3-Maintenance of the hatchery in Ban Bor; 5.3.4. Fish release to Nam Pou reservoir	Completed	<ul style="list-style-type: none"> <li>July: Completed nursery of fingerling of target households, the percentage of survival from nursery is 20% of the fingerlings (11,250) estimated from 225,000 larvae</li> <li>Conducted monitoring and patrolling of fisheries conservation zone, the fishery management committees able to stopped fishermen who was break regulation to fishing in the conservation zone for penalties, that show us the fishery management committees can be able to managing by themselves in the future.</li> <li>Release 5,000 fingerling to Nam Pou on fish releasing day 13<sup>th</sup> July 2014</li> </ul>	8 farmers (2 females) involved this activity
<b>Output 6</b> Technical and managerial capacity of provincial and district level government staff enhanced	Indicator 6.2: Project management team trained following the assessment of institutional capacity in first quarter of project implementation	Target 6.2(2013): Project team capable to manage all aspects of the project implementation	On track	Activity 6.2. Staff training and updating on project cycle management (6.2.1. Follow up the trainings and workshops for capacity enhancement.)	<input type="checkbox"/> Completed	SIRA team have participated in the training "Training on new UNDP NIM SOP, ( June 2014)	3 participants (PM, Accountant officer and admin & finance office from SIRA team
<b>Output 7</b> Project management	Indicator 7.3: Minimum number of risk and issues recorded in risk and issue logs	Target 7.3 (2014): Project office, vehicles procurement, team establishment, effective office management and coordination	On Track	Activity 7.3 project administration operation; (7.3.1. Contract process for new APM	<input type="checkbox"/> Completed	As above	New APM, Mr. Chanthaphone Thammavongsa has started working with the Project since early of October 2014.
			Off Track	7.3.2. Contract process for new Project Analyst;		Other changes: No new recruitment for the post of UNDP Programme Analyst	Not applicable



			Off track	7.3.3. Managerial process for accountant replacement during maternal leave;	<input type="checkbox"/> <i>Other changes</i> _____	No body applied for this temporary assignment, Ms. Viengsavanh from Irrigation Section/PAFO will be responsible until Ms. Khaikham return from maternal leave;	
			Off track	7.3.4. Managerial process for Project Specialist (UNV/UNDP) replacement).	<input type="checkbox"/> <i>Other changes</i> _____	The project management of SIRA decided to cancel the recruitment of new UNV because most of the work have already undertaken in 2013-2014, and it is anticipated that after the completion of the construction works in late 2014, the project might need to hire freelance consultants to conduct the mid-term or final evaluation.	
		Indicator 7.4: Quarterly/annual work plan, reports on quarterly/annual project progress, mid-term review, and monitoring and evaluation including field visit reports, revised quarterly work plans after mid-term review is available in timely manner	On track	Activity 7.4. Project monitoring and evaluation	Completed	Project conducted monthly meeting for July, August and September 2014, and the minutes of meeting were prepared.	All project's counterparts (at least 7 persons including 3 females) have been participated in each monthly meeting
			On Tack	7.4.1. Q2PR submission, Q3WP submission, and Minutes of meetings for July, August and September, field visit and technical reports gathering;	<input type="checkbox"/> <i>Other changes</i> _____	All reports are up-to-date. PAFO and UNDP have communicated regularly to exchange ideas on programmatic and managerial issues encountered. UNDP has participated regularly in the project monthly meeting/quarterly meetings.	
			On track	7.4.2. Advance settlement for Q2 and request for Q3 submission)	<input type="checkbox"/> <i>Other changes</i> _____	Advance settlement of Q2 in July 2014, and request for Q3 submission in August 2014	
		Indicator 7.5: Sound financial and technical project management reflected in project external evaluation		Target 7.5(2014): Project external monitoring (Not applicable for this Q3).	N/A	Final Evaluation will be conducted in first quarter of 2015.	

report	Indicator 7.6: Audit reports/spot checks with no high risk observation and minimum medium/low risk observation	Target 7.6 (2014): Sound financial management indicated in regular financial report	On track	Activity 7.6: Audit/spot checks (7.6.a. undertake Spot Check in August)	Completed	Spot Check activity undertaken on 19 September 2014, with comments 32 observed as points for improvement	12 persons (4 females)
	Indicator 7.7: One report on policy defining recommendations from project lesson learnt, and availability of field visit reports	Target 7.7 (2014): Criteria setting and defining, and in 2015 recommendation of irrigation policy components of government of Lao PDR	Off track	Activity 7.7: Project site visits, results study (7.7.a.. Conduct the field visits in the target communities)	<ul style="list-style-type: none"> <li>Delayed</li> </ul> Reason: Due to the rain many activities of project not conducted New Schedule: Mid of November 2014... Response Strategy: Reschedule for the activity _____	Progress delayed	Due the rain the site visit not conducted because activities of target villages not completed

## 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.
- ❖ The delivery rate for Q2/2014 was lower than plan therefore the project has carried over certain amount to the third quarter till August 2014, the new advance was requested. As of end of September the total delivery rate is about 30% of the total planned target. The low delivery is a result of the delay in ground works for irrigation rehabilitation that affected by bad weather conditions occurred in August and September 2014.
- ❖ Please add Output/Activity as per QWP/AVP. 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: July-August-September 2014

Output	Activities	Source of Funding	Approved Annual Budget (USD)	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 Watershed management plan for Nam Pou project is developed and implemented	1	55021	87,900	13,650.50	15,690.67	56,903.64	114.94	64.73
	2	55021	759,920	220,411.99	211,708.80	221,726.82	96.95	29.17
Output 2 Water supply in both season for irrigating command area of Nam Pou project in Bolikhan District and Namyang and Phondou projects in Viengthong District is available	3	55021	7,200	1,333.33	2.24	4,948.69	0.16	68.73
	4	55021	4,000	3,056.67	1,755.58	4,341.59	56.45	108.53
Output 3 Improved Fisheries in Nam Pou reservoir through establishment of fisheries co-management	5	55021	18,730	3,086.75	307.02	11,278.90	9.94	60.21
	6	55021	4,000	1,333.33	0	0	0	0
Output 4 Technical and managerial capacity of provincial and district level government staff enhanced	7	55021	68,176	22,387.96	19,228.34	35,525.65	85.88	52.10
	Total		949,917	265,260.56	248,662.66	334,725.3	93.74	35.23

### 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.)*

- Communities' involvement in all project activities is important key for monitoring and evaluating of project activities.
- Conducted monthly meeting of September 2014 [on 29<sup>th</sup> September 2014] with all sector to review monthly activities progress and agreed on next monthly work plan
- The project had a spot check on 19 September 2014 to help project to review the implementing process and financial issue to resolved problem before the audit.

- **Risk management**

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

- Human Resources: The project is doesn't have APM to help all aspect of project implementing during this quarter Q3.
- The completion of the term for UNV in July may have some impacts for the project operation in this quarter and next quarter.
- No body replace Project Finance and Admin Officer who is on maternity leave will be impact for finance management.
- Environmental: Risks from heavy rain in August-September were identified and solution to the problem includes the stoppage of two months ground activities for construction works.
- Management Risk from the delay in construction

- **Communication and advocacy**

- The project working with 5 villages to completed signboards of land use planning and watershed management plan of Nam Pou site
- SIRA project team and UNDP have a regular meeting and communication through email and telephone to make sure the effective coordination is maintained.
- Some promotional materials were produced for advocacy and awareness raising on the project activities including 5 LUP maps.

### 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*
- ❖ *Key issue that require the attention of management / steering committee in the next quarter. Organization of the Mid-term/Final Evaluation; organization of the project Annual Review meeting; organizational of the Field Visit for high level of project Management team; preparation of project Exit Strategy; preparation of the project annual and fourth quarterly progress report; revision of the project annual work plan and budget.*
- ❖ *Spot check occurred on 19 September 2014*
- ❖ *Spot check report to be received in Q4*

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)
- ❖ 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 PM

ທອງບັນ ເສນາບັນດິດ  
Thongbanh SENABANDITH

Date: 10 OCT 2014

APPROVED BY NPD



RECEIVED AND REVIEWED BY UNDP

Date:

For   
ឧ.សុវណ្ណ ខៃឌុនា  
Dr Souvanny XAYSANA