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Lao People's Democratic Republic



Empowered lives.
Resilient nations.

Quarterly Project Progress Report

Lao National Unexploded Ordnance Programme (UXO LAO)

01 January 2015 - 31 March 2015

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: Support for the institutional strengthen of the Lao National UXO Programme (UXO LAO)

UNDP Award ID	00063618
UNDP Project ID	00080607
Project Duration	1 April 2013 to 31 December 2015
Reporting Period	1 January – 31 March 2015
Implementing Partners National collaborating agencies	Lao National Unexploded Ordnance Programme (UXO Lao)

UNDP TF	EU, New Zealand, Swiss, Luxembourg, Ireland
Other UN/International collaborating agencies	Sterling (US), WWM, Japan, Interpid
Cost-sharing third parties	Aus Aid, Norway, Canada
UNDP Programme Officer/Programme Analyst	Ms. Souphalack Bounpadith
UNDAF and Country Programme Outcome	By 2015, national and local governments and communities have significantly reduced the impact of UXO on people in the Lao PDR

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...***

The development and implementation of UXO Lao's concept of operations shifts focus on defining Confirmed Hazardous Areas (CHA) through evidence-based technical survey which will result in far more effective operations. This will occur in parallel with a shift in strategic focus toward government focal areas in order to support ongoing development of the country. This has occurred at the same time as ongoing development of a national standard on survey. Both of these processes were endorsed by the NRA board at their meeting in December 2014. UNDP have supported both NRA and UXO Lao with training and facilitation through workshops and on the job training focusing on results-based management and quality management. UXO Lao's concept of operations is, at the end of 2014, being partly implemented and will continue to be rolled out throughout 2015

❖ ***What was UNDP's specific contribution 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.***

In early 2015 NRA and UXO Lao undertook internal capacity self-assessments with the support of UNDP. This was a systematic and comprehensive, reflective and incremental process which resulted in a strategy for both organizations to move forward with a clear framework for direction. After the initial process and draft reports, both organizations worked internally to clarify the issues and at the end of the year, two Capacity Development Strategy and Action Plans were agreed which will help scope the way the organizations develop. Many of the recommendation that were discussed in the process of development are already being embraced by both organizations. UXO Lao for example has already begun the process of developing enhanced Provincial operations (Action point 11) and by undertaking detecting equipment trials in Nov/Dec 2014, has fulfilled Action point 13

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

In June 2014, one UXO Lao team per province was trained on how to conduct evidence-based survey and to establish Confirmed Hazardous Areas (CHAs), the implementation started right away. As a result, by the end of 2014, based on the new technical survey approach, UXO Lao was able to produce 965 CHAs sites covering 3,020 hectares in 9 Provinces. 1,747 hectares of CHAs were included in the 2015 clearance work plan, plus an additional 346 hectares for which no CHA had been established so far, but which too focused on high priority CM contaminated areas. The total clearance target of 2,094 hectares

constitute a decrease of about 40% compared to last year's annual clearance target. This reduction was necessary primarily due to the before mentioned shortage of funding which led to a lay-off of 19 teams across 6 of the 9 provinces and some clearance resources being diverted to technical survey teams. Furthermore, less area clearance outputs is to be expected due to the fact that clearance of CHAs entails working in higher contaminated land where less productivity can be achieved.

❖ From January to March 2015, UXO Lao has cleared 549 hectares and destroyed 11,819 UXO items, of which, 9,053 were cluster munitions. Notably the number of cluster munitions found was 16 items per hectare; that is nearly three times more compared to last year's items found (5 cluster munitions per hectare). In addition to that, another 204 CHAs were identified covering 736 hectares.

- Non-technical survey: 603 survey tasks conducted in 422 villages, 3,085 of UXO found.
- Risk Education: conducted 145 villages, benefiting 47,944 of which 49% were adults and 51% were children.

Even number of cleared hectares was seemingly less than last year operation, UXO Lao had found and destroyed 11,819 items of UXO of which 76% were cluster munitions, respectively, through clearance, technical survey and roving tasks. It is highly highlighted and noted that during the period 47 cluster munitions found per hectare. That is about 10 times increased compared to last year items found (5 cluster munitions per hectare). As a result, the hectare cleared was not be able to achieve the target set in the quarterly work plan.

In short, UXO Lao is working to ensure quality of its operations, to improve the operational outputs, and to develop multi-year planning to enable long term commitments from its donors.

❖ **Key output level results during the reporting period as follow:**

1. Clearance Task

Provinces	Target as per annual work plan (2015)	Target as per Q1/2015 (hectares)	Achievement in Q1 (hectares)	Percentages compared Q1 work plan (%)	Percentages compared annual work plan (%)
Attapeu	207	61	61	100	29
Champasak	130	38	25	66	19
Saravane	251	60	69	115	27
Savannakhet	318	112	100	89	31
Xiengkhouang	600	182	157	86	26
Huaphan	132	70	61	87	46
Lungprabang	155	34	45	132	29
Khammouane	161	44	11	25	7
Sekong	140	60	20	33	14
Total:	2,094	661	549	83	26
Grand Total (from Jan-March)	2,094	661	549	83	26

OUTPUT ¹ In line with QWP/AWP	INDICATOR (Including Baseline and Target at the end of the project as per Project Document)	Provinces	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 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-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.
<p>Output1 UXO Lao is better able to manage clearance and risk education programmes for the needs of communities at risk</p>	<p>Number of priority land released in accordance with National Strategy and the Convention on Cluster Munitions (CCM) and in accordance with priorities set by Government to advance implementation of the NSEDP and its rural development and poverty reduction strategies</p>	<p>Attapue</p>	<p>Annual Work Plan - Clearance 207 hectares. - Roving task 89 villages visit made. - Survey task 89 villages visit made.</p>	<p>On tack</p>	<p>Activity 1.1 Q 1 Work Plan - Clearance 60 hectares. - Roving task 24 villages visit made. - Survey task 24 villages visit made.</p>	<p><input type="checkbox"/> Completed</p>	<p>- 61 hectares of safe land released and 1,403 of cluster munitions removed/destroyed. - 36 roving task conducted in 25 villages visit made and 331 cluster munitions destroyed. - 31 Survey task conducted in 30 villages visit made and 219 UXO found.</p>	<p>Beneficiaries = 7147 Persons</p>

¹ Please note that for GEF projects, GEF Outcomes are actually Outputs in UNDP context

		<p>Champasak</p> <p>Annual Work Plan</p> <ul style="list-style-type: none"> - Clearance 130 hectares. - Roving task 140 villages visit made. - Survey task 150 villages visit made. 	<p>On tack</p>	<p>Q 1 Work Plan</p> <ul style="list-style-type: none"> - Clearance 38 hectares. - Roving task 33 villages visit made. - Survey task 39 villages visit made. 	<p><input type="checkbox"/> In progress</p>	<p>- 25 hectares of safe land released and 1191 of cluster munitions destroyed. It is noted that during the reporting period 47 cluster munitions found per hectare. That is about 10 times increased compared to last year items found (5 cluster munitions per hectare). As a result, the hectare cleared was not be able to achieve the target set in the quarterly work plan.</p> <ul style="list-style-type: none"> - 30 roving task conducted in 28 villages visit made and 12 cluster munitions destroyed. UXO found. - 87 Survey task conducted in 75 villages visit made and 219 UXO found. 	<p>Beneficiaries = 587 persons</p>
		<p>Saravane</p> <p>Annual Work Plan</p> <ul style="list-style-type: none"> - Clearance 251 hectares. - Roving task 150 villages visit made. - Survey task 250 villages visit made. 	<p>On tack</p>	<p>Q 1 Work Plan</p> <ul style="list-style-type: none"> - Clearance 60 hectares. - Roving task 30 villages visit made. - Survey task 48 villages visit made. 	<p><input type="checkbox"/> Completed</p>	<p>- 69 hectares of safe land released and 1,389 of cluster munitions found.</p> <ul style="list-style-type: none"> - 47 roving task conducted in 43 villages visit made and 1,433 cluster munitions destroyed. - 46 Survey task 	<p>Beneficiaries = 3,980 persons</p>

						conducted in 43 villages visit made and 51 UXO found	
Savannakhet	Annual Work Plan - Clearance 317 hectares. - Roving task 218 villages visit made. - Survey task 228 villages visit made.	On task	Q 1 Work Plan - Clearance 112 hectares. - Roving task 58 villages visit made. - Survey task 60 villages visit made.	<input type="checkbox"/> In progress		- 100 hectares of safe land released and 1,878 cluster munitions destroyed. - 42 roving task conducted in 42 villages visit made and 484 cluster munitions destroyed. - 70 Survey task conducted in 69 villages visit made and 468 UXO found	Beneficiaries = 474 persons
Xiengkhoang	Annual Work Plan - Clearance 600 hectares. - Roving task 369 villages visit made - Survey task 379 villages visit made.	On task	Q 1 Work Plan - Clearance 182 hectares - Roving 148 villages visit made - Survey 158 villages visit made	<input type="checkbox"/> In progress		- 157 hectares of safe land released and 2,079 of cluster munitions found - 148 Roving task conducted in 102 villages visit made and 358 of cluster munitions destroyed. - 188 Survey task conducted in 85 villages visit made and 783 of UXO found.	Beneficiaries = 4,473 persons

	<p>Hauphanh</p>	<p>Annual Work Plan - Clearance 132 hectares. - Roving task 110 villages visit made - Survey task 150 villages visit made.</p>		<p>Q 1 Work Plan - Clearance 69 hectares - Roving task 25 villages visit made - Survey 34 villages visit made</p>	<p><input type="checkbox"/> <i>In progress</i></p>	<p>- 60 hectares of safe land released and 406 of cluster munitions found - 44 Roving task conducted in 30 villages visit made and 299 Of cluster munitions destroyed. - 63 Survey task conducted in 45 villages visit made and 142 Of UXO found.</p>	<p>Beneficiaries = 3,762 persons</p>
	<p>Laungprabang</p>	<p>Annual Work Plan - Clearance 155 hectares - Roving task 80 villages visit made - Survey task 104 villages visit made</p>	<p>On tack</p>	<p>Q 1 Work Plan - Clearance 34 hectares - Roving task 16 villages visit made - Survey task 24 villages visit made</p>	<p><input type="checkbox"/> <i>Completed</i></p>	<p>- 45 hectares of safe land released and 212 of cluster munitions removed/destroyed. UXO found - 10 Roving task conducted in 8 villages visit made and 38 Of cluster munitions destroyed. - 26 Survey task conducted in 22 villages visit made and 98 of UXO found</p>	<p>Beneficiaries = 1,831 persons</p>
	<p>Khammouane</p>	<p>Annual Work Plan - Clearance 161 hectares - Roving task 80 villages visit made - Survey task 80 villages visit made</p>	<p>On tack</p>	<p>Q 1 Work Plan - Clearance 43 hectares - Roving task 24 villages visit made - Survey task 24 villages visit made</p>	<p><input type="checkbox"/> <i>In progress</i></p>	<p>- 11 hectares of safe land released and 310 of cluster munitions destroyed. UXO found. It is noted that during the reporting period 28 cluster munitions found per hectare. That is about 6 times increased</p>	<p>Beneficiaries = 2,733 persons</p>

	Output2 Increasing community awareness on the risk of UXO in affected area	Attapue	Annual Work Plan Community Awareness 89 villages visit made	On tack	Activity 1.2 Q 1 Work Plan 24 villages visit made	<input type="checkbox"/> Completed	CA teams conducted in 28 villages	Beneficiaries 5,116 persons of which 3,242 children and 1,874 adult. 1, Child -M: 1667 2, Child-F: 1555 3, Adult -M: 886 4, Adult-F: 988
		Champasack	Annual Work Plan Community Awareness 44 villages visit made	On tack	Activity 1.2 Q 1 Work Plan 11 villages visit made	<input type="checkbox"/> Completed	CA teams conducted in 12 villages	Beneficiaries 8,562 persons of which 5,577 children and 2,985 adult. 1, Child -M: 2,799 2, Child-F: 2,778 3, Adult -M: 1,450 4, Adult-F: 1,535
		Saravane	Annual Work Plan Community Awareness 60 villages visit made	On tack	Activity 1.2 Q 1 Work Plan 16 villages visit made	<input type="checkbox"/> Completed	CA teams conducted in 17 villages	Beneficiaries 6,511 persons of which 3,450 children and 3,061 adult. 1, Child -M: 1,815

									2, Child-F: 1,635 3, Adult -M: 1,519 4, Adult-F: 1,542
								<input type="checkbox"/> Completed	CA teams conducted in 14 villages
								<input type="checkbox"/> Completed	Beneficiaries 4,826 persons of which 2,187 children and 2,639 adult. 1, Child -M: 1,079 2, Child-F: 1,108 3, Adult -M: 1,205 4, Adult-F: 1,434
								<input type="checkbox"/> Completed	CA teams conducted in 9 villages
								<input type="checkbox"/> Completed	Beneficiaries 1,870 persons of which 916 children and 954 adult. 1, Child -M: 486 2, Child-F: 430 3, Adult -M: 440 4, Adult-F: 514
								<input type="checkbox"/> Completed	CA teams conducted in 22 villages

									4, Adult-F: 589
									Beneficiaries 10,755 persons of which 4,491 children and 6,264 adult. 1, Child -M: 2139 2, Child-F: 2352 3, Adult -M: 3076 4 Adult- F: 3188
									CA teams conducted in 22 villages
									<input type="checkbox"/> Completed
									Q 1 Work Plan 14 villages visit made
									On tack
									Annual Work Plan Community Awareness 54 villages visit made
									Xiengkhaung
									Beneficiaries 4,298 persons of which 2,232 children and 2,066 adult. 1, Child -M: 1167 2, Child-F: 1065 3, Adult -M: 1096 4 Adult- F: 1070
									CA teams conducted in 11 villages
									<input type="checkbox"/> Completed
									Q 1 Work Plan 11 villages visit made
									On tack
									Annual Work Plan Community Awareness 47 villages visit made
									Hauphanh
									Beneficiaries 3,426 persons of which 913 children and 2,513 adult. 1, Child -M: 457 2, Child-F: 456 3, Adult -M: 1302 4 Adult- F: 1211
									CA teams conducted in 10 villages
									<input type="checkbox"/> In progress
									Q 1 Work Plan 12 villages visit made
									On tack
									Annual Work Plan Community Awareness 52 villages visit made
									Laungprabang

Implementation Progress Summary at Output level

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

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: Jan 2014 to Mar 2014

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	1.1						
	1.2						
Output 2	2.1						
	...						
			Total				

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.)

UXO Lao QM and Mobile QA/QC teams play an important role on monitoring the work of UXO Lao operations. In Q1, due to the financial issue, the mobile QA/QC did not conducted. However, the QM team still conducted internal audit for management work and coordinate for spot check and audit recommendations.

In January 2015 UXO Lao team with the support from learning facility under Lao-Australia rural livelihood improvement programme conducted case study on post impact evaluation of UXO clearance in Saravane Province, the result of the assessment provided three steps further for UXO Lao to realize UXO Lao capacity action plan and post impact assessment.

<i>Status of Risks and Risk Management Strategies and other challenges</i>	<i>Counter Measurements</i>	<i>Update</i>
Lack of financial sustainability/ high dependency of NRA/UXO Lao on donors' contributions (prodoc risk)	Increased GoL contribution to the UXO sector, as well as continued donor funding to support expanded activities over time. Prefer multi-year contributions.	The GoL is currently funding the office rent for UXO Lao and discussions on increased government contributions are expected to continue.
Technical complexity of sector inhibits NRA and UXO Lao effectiveness (prodoc risk)	Capacity self-assessments and capacity building measures to be undertaken by UXO Lao with UNDP support, then capacity development plans undertaken Stay up to date with technical and non-technical developments in the sector Rural development plan integration UXO Lao work plan into in 2015 Annual Operation Plan number of focal development areas identified.	Throughout capacity assessment, especially Self-Assessment, provided opportunity to discuss on capacity gap and need of UXO Lao. As a result, 21 actions have been agreed to be undertaken by UXO Lao with supports from donor communities to contribute and support to the realization of UXO Lao vision and strategy. Currently, even capacity assessment has not officially been approved UXO Lao with support from Australian Aid under the umbrella of Laos-Australia Rural Development Programme to carry out the capacity development for UXO Lao staff on how to assessment in UXO field which

		<p>focuses on the contribution of UXO clearance on the livelihood of local communities and people. In addition to that, with the support from JICA will also provide technical support for information management system and planning process.</p>
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Challenges and risks will be updated and reviewed on a regular basis by the project.

Communication and advocacy

Due to lack of PO/PI staffs since late 2014. There was only one staff working in PO/PI unit. As a result, the submission and producing annual report 2014, annual work plan and budget 2015, and quarterly report will be challenge and delay. In addition, updating website will be challenge. However UXO Lao still needs PO/PI staffs to work on.

4. Management Responses and Recommendations

(To be completed by project in coordination with UNDP)

Between January to March 2015 QM unit was able to complete the following activities.

I. Internal Audit: Office Inspection

Coordination Accomplishment on Micro Assessment (from UNDP's policy which is consistent to the policy in the year 2014) implementation organizations which supported by UNDP/UNFPA/UNICEF in 19-23 January 2015. the result of assessment as follow:

➤ **Financial Tasks:**

1. One user is used for Accounting System (this mean: one user can login 3 computers)
2. Financial Unit Caretaker couldn't report on finance that supported by UNDP.
3. One Technical financial offer haven't graduated from financial institute.

➤ **Administration Tasks:**

1. It took long time on the vacancies recruitment of Public Information technical officer, Chief of PO/PI and chief of Financial Unit.
2. There is not time sheet to record the attendance of the staffs.
3. The application forms excluded cover letter.

➤ **Procurement Task:**

1. After the bidding, the result of bidding competition and not notified to the bidders who lost bidding competition.
2. The relevant technical officer had not followed up the vehicle logbook.

II. External Audit:

1. Accomplished on modification of Audit Action Plan year 2012 and 2013 as well as Spot Check.
2. Coordination Accomplishment with NEXIA STT External Audit which took place in 6-13 March 2015.

➤ Administration Tasks:

1. Administration Unit had not inspected the reference at the time of incremental new staffs.
2. TOR had not reviewed at the time of shifting new staffs.

➤ Financial Tasks:

1. The reconciliations of UXO Lao report and CRD report of UNDP had not clearly explained the difference.
2. Some Invoice had not sealed.
3. There was not signature of receiver on Check copy.

III. Field Inspections:

1. Evaluation Accomplishment after PCA and preparing the performance evaluation after PCIA at Saravane province UXO Lao office in 19-25 January 2015.
2. Draft Assessment Accomplishment, this is to inspect and improve on technical survey (TS).
3. Consolidation Accomplishment on the performance evaluation of PCA at Champasack Province UXO Lao Office.
4. Evaluation and Implement accomplishment on TS at two provincial offices as such Huaphah and Xiengkhouang UXO Lao Offices.

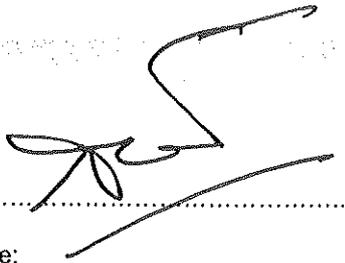
- | |
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| <ul style="list-style-type: none">❖ <i>Update on the implementation of audit, Spot Check recommendations & management responses to project evaluation</i>❖ <i>Highlight if there any key issue that require the attention of management / steering committee in the next quarter.</i> |
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5. Annex/s

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

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| <ul style="list-style-type: none">❖ <i>Combined Delivery Report (provided by UNDP & validated by UNDP & IP)</i>❖ <i>Budget Analytical Review of the quarter (optional)</i>❖ <i>Quarterly Work Plan for the following quarter</i>❖ <i>Project Monitoring and Communication Plan (if there is any revision to the annual plan)</i>❖ <i>Project Risk Log for the following quarter (as per Annex 15 - Project Risk Log of the NIM-SOPs)</i>❖ <i>Project Issue Log for the following quarter (as per Annex 16 - Project Issue Log of the NIM-SOPs)</i>❖ <i>Project Lesson Learned Log for the following quarter (as per Annex 17 - Project Lesson Learned Log of the NIM-SOPs)</i>❖ <i>List if there is any detailed project information (financial details, activity report, maps, brochures, M&E report, field visit reports, etc).</i> |
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PREPARED BY PM


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Date:

APPROVED BY NPD


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Date:

24 AUG 2015 Thiphašone SOUKHATHAMMAVONG

RECEIVED AND REVIEWED BY UNDP


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Date: