



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ
Lao People's Democratic Republic



ອົງການສະຫະປະຊາຊາດເພື່ອການພັດທະນາ
United Nations Development Programme

Government of Lao People's Democratic Republic

Ministry of Home Affairs (MOHA)

United Nations Development Programme

Annual Project Report

Project ID:00079384

Project Name: Civil Society Support Programme

Reporting Period: 1st January - 31st December 2012

I. Project Information and Resources

Project number and title:	00079384 Civil Society Support Programme
Implementing Partner:	Ministry of Home Affairs (MOHA)
Responsible Parties:	MOHA, MOFA, UNDP
Donors:	UNDP, SDC

Project Starting date		Project completion date	
Originally planned	Actual	Originally planned	Current estimate
12 July 2011	12 July 2011	31 December 2014	31 December 2014

Period covered by this report:	1st January - 31 December 2012
Date of annual review: <i>[Indicate if planned or actual]</i>	21 February 2012

Total Budget	Original Budget (US\$)	Latest Signed Revision (US\$)
	400,000	356,063

Resources	Donor	Amount
	UNDP	156,063
	SDC	200,000

II. PURPOSE

1. Main Objectives of the Project:

The Goal of the Civil Society Support Programme is to contribute to greater people's participation in local development and nation-building.

The programme will support the development of an enabling environment for emergence and functioning of local and international civil society organisations that work towards achieving the Millennium Development Goals (MDGs), especially those focused on gender equality and women's empowerment. This will be done by facilitating the development of a legal and regulatory framework, supporting the setting up of a coherent and effective government registration and monitoring structure at national and provincial level; improving access to information and voice of those who are most vulnerable and capturing and disseminating knowledge and lessons learned among all development partners in Lao PDR.

The programme will further enhance the knowledge of government officials and legislators in regard to the role of not-for-profit associations (NPAs), foundations and international NGOs to work alongside government towards the MDGs. The programme will also support awareness raising activities targeting the general public.

III. PROJECT PERFORMANCE AND RESULTS

1. Contribution to the Strategic Goals

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.

CP outcome:

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.

CP output 2.8:

People in Lao PDR have greater access to information and more opportunities to participate in planning and decision-making as well as monitoring and implementation of national and sub-national development plans.

Progress towards achieving outcome:

The civil society support programme supports people's participation through a process aimed at the implementation of the civil society legal framework by the Ministry of Home Affairs and the Ministry of Foreign Affairs. The latter entails: clarifying roles and responsibilities of various government entities at the national and provincial level, assessing and defining a strategy to strengthen the capacity of those entities to exercise their mandates related to Lao and international civil society and implementing the strategy aimed at ensuring the capacities of responsible government entities are adequate to implement the existing legal framework.

While 2011 can be considered as an inception phase of the programme, 2012 was the year in which the awareness raising about the civil society legal framework was done through a large scale training effort of civil servants at the central and provincial level previously unaware of existing decrees on civil society in Lao PDR (013, 115, 149). The following entities were targeted at the central level: Ministry of Home Affairs, Ministry of Foreign Affairs and line ministries. At the provincial level, the programme focused on DOHA, DOFA and the different sectors. The civil society division of the Ministry of Home Affairs moreover, organized a training to support CSO responsible officers nationwide to acquire the required skills to

become a trainer of trainers. These undertakings visibly resulted in a spectacular increase in the number of registered Lao Civil Society organisations at the national and provincial level. By the end of 2012, 102 (32 at the central level and 70 at the provincial level) Lao CSOs are registered whereas in 2011 only 50 Lao CSOs (12 at the central level and 48 at the provincial level) were registered.

Further training efforts were directed at ensuring CSO responsible staff have the required IT and communication skills to perform well. The programme completed the training needs assessment on English language for MOHA-DPAD and MOFA-DIO officers. 8 officers from MOHA and 8 from MOFA have taken English training courses at Vientiane College.

A Capacity assessment of government agencies responsible for Lao CSOs was conducted: the programme team traveled throughout the country to meet the CSO responsible officers and concerned departments and associations to discuss and collect data. This exercise helped to provide inputs to the development of the strategies targeted at the strengthening of the capacity of government agencies and staff and the public awareness in order to create an enabling environment for Lao CSOs. The programme held an internal review in DPAD to gather a first round of feedback draft report. After having been reviewed by a broader audience of stakeholder, the draft Capacity Assessment Report, Strengthening Strategy and Public Awareness Strategy will integrate the feedback, be finalized and endorsed (planned in Q1 2013). The two strategies are both milestones of the programme and provide the direction of the CSSP programme in the remaining years of the programme.

A capacity assesment of government agencies responsible for iNGOs was initiated by MOFA: the programme team met with DOFA authorities and iNGOs in Luang Prabang, Bolikhamxay, Khammoune and Savannaket to collect a sample of data which will be used to draft the capacity strengthening strategy aimed at supporting an enabling environment for iNGOs in Lao PDR.

A study visit to Vietnam was supported to inform and enhance the capacity of government to review the guidelines for NPA registration planned in 2013. Likewise, MOFA conducted the study visit to Vietnam to learn INGO management experiences from relevant organizations in Vietnam.

Various initiatives took place to foster the dialogue between government officers and Lao civil society representatives. E.g., in the framework of the Public Service Improvement Sub-Sector Working Group, an exchange and dialogue with Lao CSOs took place on how to contribute to the enabling environment for Lao CSOs.

In terms of programme management, , the programme organized its first programme board meeting and 2011 annual review meeting in quarter one of 2012. The decision was taken to integrate the CSSP programme board with the board of the National Governance and Public Administration Reform Board.

In conclusion, the programme has implemented the activities of the programme workplan to promote people participation in national development. The activities carried out in the framework of the programme directly and indirectly increase the understanding of the government officers and the public concerning the CSO decrees. At the same time, the capacity of the CSO and INGO responsible government officers dealing with the CSO registration process is gradually increasing. The study tour to Vietnam and the capacity assessment have paved the way for the reviewed Lao CSO guidelines and the implementation of the capacity strengthening and public awareness strategy in 2013 and 2014.

Outcome Greater people's participation in and contribution to public policy, local development and nation building				
Progress towards achieving outcome The efficiency of people's participation depends on the enabling environment for civil society to contribute to the poverty reduction targets of Lao PDR. In this framework, the programme has ensured that the regulatory framework for Lao and international CSOs in Lao PDR is known and can be implemented by CSO responsible officers at the national and provincial level. Today, 70 NPAs working in 1 province and 32 NPAs working in more than 1 province are registered. This was possible through this nationwide dissemination of and training on Lao CS regulations. In the same effort, feedback has been gathered on the challenges faced in its implementation in order to inform the capacity assessment which has led for the Ministry of Home Affairs to the a draft capacity strengthening and public awareness strategies. The capacity strengthening strategy analyses how existing processes need to be improved to fast track the registration and improve civil society / government dialogue. The capacity strengthening and public awareness strategy will be implemented in 2013 and 2014. The capacity assessment for iNGO responsible government agencies will continue in Q1 of 2013 in order to finalise its capacity strengthening strategy. International NGO representatives are engaged in the work of the Sector Working Groups and representatives from international NGOs and NPAs participated in the Round Table Implementation Meeting (RTIM). This is a significant achievement, given that there has been no NPA participation in any previous RTIMs.				
Annual outputs and indicators <i>[According to project document and/or annual work plan]</i>	Key activities completed during reporting period	Expenditures <i>[Actual expenditures against activities completed]</i>	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies <i>[If applicable, explore underlying factors and reasons for gaps in output and target]</i>
Output 1. Capacity Development of MOHA-DPAD-CSD Target 1: Capacity Development Strategy of MOHA DPAD-CSD <u>Indicator:</u> <ul style="list-style-type: none"> Draft 3-year capacity development plan for DPAD-CSD 	1.1: Capacity assessment: the CSSP team traveled throughout the country to gather data (several meetings have been organized)	Planned: 47,282 Actual: 54,010	Draft Capacity Assessment Report available	Achieved The draft version needs to be reviewed by the stakeholders and approved by the MOHA
	1.3: Procure IT Equipment	Planned: 6,000 Actual: 6,000	Some necessary IT equip have been bought	Fully achieved
	1.4: Develop website for database dissemination	Planned: 3,600 Actual: 0		Not achieved: The decision was made to put CSO related information on the MOHA

<ul style="list-style-type: none"> Registration database and info website development has started <p>Target 2: Capacity of MOHA DPAD-CSD developed</p> <p><u>Indicator:</u></p> <ul style="list-style-type: none"> Percentage of capacity gaps addressed in mid-2012 No. of DPAD-CSD staff who have received training mentoring and coaching to address agreed capacity gaps by the end of 2012 Number of registered NPAs and foundations by the end of 2012 				website
	2.1 staff coaching, training and mentoring	Planned: 12,305 Actual: 12,305	CSO responsible officers nationally have a better understanding about the registration process and the CSO management issues have been shared and when possible solutions have been provided	Fully achieved
	2.2 Exposure visit to a neighbouring country to review legal framework and coordination experience	Planned: 20,730 Actual: 26,797	16 Key officers from MOHA, concerned ministries and provinces have deeper understanding on CSO management and operation after having done a study visit in Vietnam. Data was collected to inform the revision of NPA guidelines	Fully achieved
	2.3 Develop a monitoring and quality assurance mechanism	Planned: 200 Actual: 0	102 Lao CSOs are registered in 2012: the number of registered Lao CSOs at the national and provincial level has been monitored.	Partially achieved The capacity assessment has identified the monitoring and quality assurance gaps. A more elaborate and detailed monitoring system will be put in place in 2013 - through the implementation of the capacity strengthening strategy.
<p>Target 3: Legal framework for NPAs in place</p> <p><u>Indicator:</u></p> <ul style="list-style-type: none"> Initial draft of training needs analysis and 	3.2 ToT training for main CSO responsible officers	Planned: 13,800 Actual: 15,843	37 CSO responsible officers have improved their skills to train their colleagues on the CSO	Fully Achieved

<p><i>strategy and public awareness raising strategy available by the end of 2012</i></p> <ul style="list-style-type: none"> • <i>Availability of draft ToR for hotline</i> • <i>Number of officials trained on the decrees and registration process in 2012</i> <p>Target 4: Legal framework for foundations in place</p> <p><u>Indicator:</u></p> <ul style="list-style-type: none"> • <i>Foundations Decree legal documents have been indentified and workplan has been approved</i> • <i>Number of ministry and provincial staff trained on the foundations decree</i> 			Decrees	
	3.3 Develop public Awareness Strategy (disseminate CSO decrees through various media mode)	Planned: 9,000 Actual: 8,812	The Public Awareness Strategy to promote CSO matters has been drafted	Achieved The draft version however needs to be reviewed by the stakeholders and approved by MOHA
	4.1 Advise and provide technical support on legal drafting the legal documents related to CSOs	Planned: 3,000 Actual: 0	The implementation guideline of the foundation decree has been drafted, endorsed and promulgated	Partially achieved
	4.2 Devise implementation plan to operationalise the decree	Planned: 420 Actual: 0		Not achieved This activity is scheduled after the review of the guidelines for NPA registration and will be done in 2013 through the implementation of the capacity strengthening strategy
	4.4 Conduct training and awareness raising for ministry and provincial officers	Planned: 31,234 Actual: 31,234	MOHA conducted two regional workshops about the NPA and Foundations Decree. 260 government participants from the central and southern provinces attended the regional conferences	Fully achieved
	5.1 Joint quarterly meetings	Planned: 600 Actual: 0	Not implemented	Not achieved MOHA and MOFA have concentrated on implementing their own activities. In 2013, joint quarterly meetings have been planned to address some important points identified in 2012 related to CSO matters and

				discuss a joint approach for some activities e.g. the joint / shared public awareness activities in 2013 (publications, website, events,...), visa procedure for foreigners working for Lao CSOs, upcoming 2013 important events calendar in which iNGOs and Lao CS participate, CSO mapping, etc,...
Target 5: Coordination mechanism between MOHA and DIO are in place <u>Indicator:</u> <ul style="list-style-type: none"> Coordination mechanisms between MOHA and DIO to ensure harmonization and effectiveness measures are in place – initiated in Q1 2012 	5.2 Proposal for harmonise system	Planned:200 Actual:0	Not implemented	Not achieved Quarterly meetings between MOHA and MOFA have been scheduled in 2013 to address some important points identified in 2012 related to CSO matters and discuss a joint approach for some activities e.g. the joint / shared public awareness activities in 2013 (publications, website, events,...), visa procedure for foreigners working for Lao CSOs, upcoming 2013 important events calendar in which iNGOs and Lao CS participate, CSO mapping, etc,...
Output 2. Capacity development for DIO, MOFA – DIO is fulfilling its duties under the iNGO decree through effective legal frameworks, information provision and coordination mechanisms Target 1: Capacity of DIO to process iNGO registration has	1.1 Conduct capacity assessment for DIO	Planned: 47,750 Actual: 46,639	Capacity development questionnaires have been developed and distributed to DOFA and some INGOs to get feedback	Partially achieved Data gathering for the capacity assessment is still ongoing.
	1.2 Development of agreed 3-year capacity development strategy 1.2a. study tour neighbouring country	Planned: 13,000 Actual: 12,042	12 core DIO officers have a better understanding on the INGO management issues in Vietnam context	Fully achieved

been enhanced <u>Indicator:</u> <ul style="list-style-type: none"> <i>Draft of 3-year capacity development plan for DIO</i> <i>By mid of 2012 the development of a registration database and info website has been started</i> <i>Number of DIO office infrastructure, communications and data management facilities to deliver on the requirement of the decree</i> <i>Number of government staff trained each year</i> <i>Institutionalised registration process outlined</i> 	1.4 IT equipment procured based on capacity assesment	Planned: 2,000 Actual: 2,000	One Laser printer and one photo copy machine have been procured	Fully achieved
	1.6 DIO staff receive training on TOT	Planned: 5,000 Actual: 0	Not implemented	Not achieved MOFA-DIO would like to postpone this training until 2014
	1.7 National conference on the INGO decree	Planned: 30,400 Actual: 34,348	MOFA organised four provincial meetings on INGO.. About 400 participants government officers from Bokeo, Lunagnamtha, LPB and Houaphan provinces and districts in four provinces attend the meetings	Achieved
	2.1 Joint quarterly meetings	Planned:700 Actual: 0	Not implemented yet	Not achieved MOHA and MOFA have concentrated on implementing their own activities. In 2013, joint quarterly meetings have been planned to address some important points identified in 2012 related to CSO matters and discuss a joint approach for some activities e.g. the joint / shared public awareness activities in 2013 (publications, website, events,...), visa procedure for foreigners working for Lao CSOs, upcoming 2013 important events calendar in which INGOs and Lao CS participate, CSO mapping, etc,...
Target 2: Coordination mechanisms between MOHA and DIO are in place <u>Indicator:</u> <ul style="list-style-type: none"> <i>Coordination mechanisms between MOHA & DIO to ensure harmonization and effectiveness measures has been initiated in 2012</i> 				
Output 3: Developing a knowledge and information platform	1.1. Develop of training plan and curriculum DPAD-CSD and DIO staff	Planned: 32,250 Actual: 32,250	The capacity strengthening strategy has been drafted	Not achieved Quarterly meetings between MOHA and MOFA have been scheduled in 2013 to address

Target 1: MOHA and DIO have the necessary skills required to support the enabling environment for civil society <u>Indicator:</u> <ul style="list-style-type: none"> Number of government trained in 2012 				<p>some important points identified in 2012 related to CSO matters and discuss a joint approach for some activities e.g. the joint / shared public awareness activities in 2013 (publications, website, events,...), visa procedure for foreigners working for Lao CSOs, upcoming 2013 important events calendar in which iNGOs and Lao CS participate, CSO mapping, etc,...</p>
	1.2. IT training for DPAD-CSD and MOHA-DIO officers	Planned: 3,200 Actual: 8,424	Training on Word, Excell, Power point and the use of internet have been given to DPAD-CSD and MOHA-DIO officers	<p>Achieved</p> <p>Note: due to the increase in the amount of the participants resulted in increase amount of the budget. This training needs to be follow up and evaluate</p>
	1.3. Weekly English training Course for DPAD and DIO officers	Planned: 9,806 Actual: 9,806	16 officers, 8 from DPAD and 8 from DIO have been strengthened their English language skills	<p>Achieved</p> <p>However, the training needs to be continued for longer time</p>
	1.4. M&E training and mentoring, effective communication training for leaders for DPAD and DIO	Planned: 20,001 Actual: 20,001	7 core DPAD and DIO officers have been strengthen their communication skills	<p>Achieved</p> <p>More training for wider number of officers from central and provincial organizations need to be continued</p>
Output 4: Programme Management – Efficient and effective programme monitoring and coordination system and resources are in place	1. Programme Board meeting	Planned: 43,250 Actual: 43,250		<p>Achieved</p> <p>However, the programme board has been merged to NGPAR board</p>

<p>Target: MOHA provided with the necessary support for the implementation of the programme</p>				
<p>Target: Planning and reporting delivered in a timely and accurate fashion</p> <p><u>Indicator:</u></p> <ul style="list-style-type: none"> <i>Programme support team supporting all activities</i> 	<p>Revise Annual WPs</p>		<p>Annual Workplan revised based on the actual available budget</p>	<p>Achieved</p>
	<p>Monitoring and evaluation of Programme delivery</p>		<p>Completed</p>	<p>Achieved</p>
	<p>Advertise and recruit IT specialist</p>		<p>Not necessary for 2012 implementation</p>	<p>Not achieved</p>
	<p>Finalise procurement plan</p>		<p>Completed</p>	<p>Achieved</p>

2. Contribution to aid effectiveness, i.e. update on implementation of the Vientiane Declaration and its Action Plan, HACT, etc

The programme is managed through National Implementation Modality (NIM) and therefore it is impeded into the Ministry of Home Affairs system. The Programme Manager, Assistant Manager and the Coordinator are all national MOHA staff. Thus, national ownership and high level of cost effectiveness has been considered in the programme design. The programme brings together two government partners (MOHA and MOFA) and thus introduces a holistic, sector based approach in supporting the enabling environment for civil society in Lao PDR. The programme aims to ensure the highest level of coordination with all partners working in the sector to ensure aid effectiveness through finding synergies and cooperation possibilities with all partners.

3. Update on partnerships

The programme has regular coordination with Cord UK and Oxfam Novib. In the framework of the capacity assessment which will lead to the capacity strengthening strategy, discussions were held with the civil society consortium working on the enabling environment for Lao CSOs.

A systematic approach to plan activities/workplans together will be developed in 2013.

4. Update on gender mainstreaming

Currently, the programme mainstreams gender to all project activities. However, a comprehensive checklist will be established in 2013 to monitor gender mainstreaming.

5. Update on the implementation of audit & Spot Check recommendations

N/A

6. List main challenges and issues (if any) faced during reporting period

- The classification of technical advisor post took longer than originally anticipated, therefore the international technical advisor arrived in May 2012
- More joint coordination time between MOHA and MOFA is required to ensure a mutual understanding among the implementing parties
- The programme management found out that the AWP 2012 budget foresaw more funds than what is available through the agreement between SDC and UNDP. Therefore, 100 000 USD lacked to implement the 2012 AWP. This has been addressed through a review of the AWP in August

in USD	AWP budget	Available budget	Available - AWP
UNDP	100,000	100,000	0
SDC	300,000	200,000	-100,000
TOTAL	400,000	300,000	-100,000

7. Rating on progress towards results

Output: <i>[From table 1. Contribution to Strategic Goals]</i>	
Output 1. Capacity Development of MOHA, DPAD-CSD	<input checked="" type="checkbox"/> Positive change <input type="checkbox"/> Negative change <input type="checkbox"/> Unchanged
Output 2. Capacity Development of MOFA, DIO	<input checked="" type="checkbox"/> Positive change <input type="checkbox"/> Negative change <input type="checkbox"/> Unchanged
Output 3. Development of knowledge and information platform	<input checked="" type="checkbox"/> Positive change <input type="checkbox"/> Negative change <input type="checkbox"/> Unchanged
Output 4. Programme management	<input checked="" type="checkbox"/> Positive change <input type="checkbox"/> Negative change <input type="checkbox"/> Unchanged

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

N/A

V. FUTURE WORK PLAN

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

Output 1: Capacity Development of MOHA DPAD – CSD

Activity 1: MOHA DPAD - CSD structures, systems and overall capacity are reviewed and targets for capacity development interventions are agreed and coordinated

1. Finalise and endorse the MOHA Capacity Development Assessment / Capacity Strengthening Strategy;
2. Database for Lao CSO registration designed, reviewed, endorsed, set up (training done) and used;
3. MOHA website updated with Lao CSO information: designed, reviewed, endorsed, online;

Activity 2: The overall capacity of MOHA DPAD - CSD to implement the NPA and Foundations decrees is increased

4. Implement the MOHA Capacity Development Assessment / Capacity Strengthening Strategy;
5. Implementation plan pilot MOHA grant system for NPAs to support off-track MDGs while mainstreaming gender equality
6. Mid-Term Evaluation done

Activity 3: MOHA has completed and operationalized the legal framework for NPA registration through capacity development and awareness raising at national, provincial and capital levels

7. Draft a curriculum DPAD-CSD and DOHA responsible officers at the provincial level
8. Finalise, endorse and implement the MOHA Public Awareness Strategy (e.g. reach out to National Assembly members and LFNR) ;
9. ToR for hotline for Lao CSOs developed, endorsed
10. NPA Decree guidelines revised to simplify registration, reduce registration time and clarify issues with various ministries (MPI, MOFA, MIT, MOF) and implementation plan to operationalize the reviewed Decree and guidelines developed

Output 2: DIO is fulfilling its duties under the INGO decree through effective legal frameworks, information provision and coordination mechanisms

Activity 1: MOFA DIO is providing effective support and information to ministries, line agencies and INGO's on fulfilling their obligations under the new decree

11. DIO Capacity Assessment and Capacity Strengthening Strategy finalized and endorsed
12. iNGO Decree Implementation Guideline finalized, endorsed, disseminated
13. MOFA/iNGO Database designed, reviewed, endorsed, set up (training done) and used
14. Dissemination iNGO Decree

Output 3: Developing an Information and Coordination Platform: MOHA (DPAD – CSD) and MOFA (DIO) have better knowledge and skills to support the enabling environment for civil society

Activity 1: CSD and DIO have the necessary skills required to support the enabling environment for civil society

15. Training DIO and DPAD-CSD

Activity 2: CSD and DIO are effectively collecting information and coordinating civil society initiatives in Laos

16. NPA and iNGO mapping ToR developed and preparation publication

Activity 3: Knowledge on civil society in Laos has been captured, codified and disseminated to all stakeholders and information exchange and harmonisation has been strengthened between government, civil society, development partners and relevant UN agencies resulting in more consistent, coherent and more effective support to civil society development

17. Website on civil society developed
18. Lao and international CSO event prior to the Round Table Process and participation in the Round Table Process documented in the VDCAP monitoring report

Output 4: Programme Management

19. Audit
20. Annual Review Meeting
21. Board Meeting

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

The annual workplan was reviewed based on the actual available budget and more realistic targets were set in this framework. The 2012 AWP targets were slightly ambitious taking into account that the initiation stage of a programme, including establishing the programme management team and recruitment of the programme staff,

are time consuming processes.

3. Estimated total budget required: 571,000 USD

ANNEXES

1. Annex 1: Draft Combined Delivery Report
2. Annex 2: Annual Work Plan for the following year
3. Annex 3: Project Monitoring and Communication Plan for the following year
4. Annex 4: Project Risk Log for the following year
5. Annex 5: Project Issue Logs for the following year
6. Annex 6: Project Lesson Learned Logs

PREPARED BY

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Date:

APPROVED BY

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Date: