



**Government of Lao People's Democratic Republic
Ministry of Environmental Resources and Environment (MoNRE)
The Department of Disaster Management and Climate Change (DDMCC)**

United Nations Development Programme

**PROJECT ID: 00086007
PROJECT TITLE: "INTERGRATED DISASTER AND
CLIMATE RISK MANAGEMENT PROJECT IN LAO PDR"**

**DRAFT THIRD QUARTERLY PROJECT
REPORT (QPR)**

Reporting period: Aug – September 2013

I. PROJECT INFORMATION AND RESOURCES

Project number and title:	00086007 – Integrated Disaster and Climate Risk Management Project in Lao PDR
Implementing Partner:	Ministry of Natural Resources and Environment (MoNRE)
Responsible Parties (if applicable):	Department of Disaster Management and Climate Change (DDMCC), MoNRE, UNDP
Donors:	UNDP

Project Starting date		Project completion date	
Originally planned	Actual	Originally planned	Current estimate
June 2013	October 2013	December 2015	December 2015

Period covered by this report:	2 months (August – September 2013)
Date of annual review: <i>[Indicate if planned or actual]</i>	

Total Budget	Original Budget 2013 (US\$)	Latest Signed Revision 2013 (US\$)	Quarter 3 Budget (US\$)
	180,500	180,500	39,450

Resources	Donor	Amount
	UNDP	180,500

II. PURPOSE

[To be completed in cooperation with UNDP Programme Analyst; Summarizes Main objectives of the project and link to MDG/NSEDP/UNDAF as per the approved UNDP Country Programme Document and Country Programme Action Plan and/or project document]

The UNDP is committed to contribute to disaster risk management and climate change adaptation in Lao PDR. The Country Programme Document (CPD) 2012- 2015 prioritizes strengthening capacities of the government and vulnerable communities to effectively respond to emergencies, adapt to climate change, and prepare for disasters. This project, targeting the CPD goal, is built upon the past achievements and lessons learnt, especially extracting identified needs from the “Institutional Strengthening and Capacity Development on Disaster Risk Management in Lao PDR 2010 – 2011” project, and the recommendations from the *Joint Damage, Losses and Needs Assessment of Typhoon Haima August 2011*. The duration of this project is 2.5 (2013 -2015) in line with UNDAF and UNDP programming cycles.

The project will focus on building an effective disaster management and recovery system in the provinces affected by Typhoon Haima, as well as strengthening DRM at the national level.

The overall objective of the project is to strengthen the disaster risk management system, linking it with climate change adaptation through multi-sectorial and multi-hazard approaches at all levels (national, provincial, district and village).

In order to achieve this objective, the project is committed to deliver the following result as the CPD output, “government and vulnerable communities can more effectively respond to emergencies, adapt to changing climate, and prepare for disasters”. This will be achieved by developing provincial, district, and community disaster management planning; strengthening information management systems; creating community-based early warning systems; and strengthening coordination and information exchange among selected communities, districts and provinces with central authorities.

UNDAF Outcomes: By 2015, the government and communities better adapt to and mitigate climate change and reduce natural disaster vulnerabilities in priority sectors.

Expected CP Outcomes: By 2015, the government and communities better adapt to and mitigate climate change and reduce natural disaster vulnerabilities in priority sectors

Expected Outputs: Output 13.2. Government and vulnerable communities can more effectively respond to emergencies, adapt to changing climate and prepare for disasters.

III. PROJECT PERFORMANCE AND RESULTS FOR 3rd QUARTER 2013

1. Contribution to the strategic goals *[To be completed in cooperation with UNDP Programme Analyst]*

Outcome : By 2015, the government and communities better adapt to and mitigate climate change and reduce natural disaster vulnerabilities in priority sectors. <i>[Indicate if included in SRF]</i>				
Progress towards achieving outcome <i>[A brief analysis of the status of the situation and any observed change, any project contribution.]</i> Project Management Team within MoNRE was set up in May 2013. The project started in June 2013. The AWP 2013 was completed as well as the Q3 Work Plan and Procurement Plan in August 2013, the AWP was put into the UNDP ATLAS system in August 2013, the Project Board was established in August 2013, project support staff (APM and Accountant) were recruited, revision of results and Resources Framework occurred in Sept. 2013, and the Technical Advisor (UNV) was interviewed and selected in Sept. 2013,. Finally, the Inception Workshop and Seminar on IDCRM was prepared during this quarter.				
Quarterly outputs and indicators <i>[According to project document and/or quarterly 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: Institutional and Legal capacities at national and sub national levels strengthened for effective disaster risk management Targets: 1. Capacity development plan developed 2. DRM Capacities of DDMCC and NDMC member ministries based on HFA and National Disaster Management Plan developed with	<ul style="list-style-type: none"> Recruited Project Support Team (APM and Accountant) in August 2013 	3,870.64 USD	<ul style="list-style-type: none"> Interviewed and selected Assistant Project Manager (APM) and Project Accountant (PA) in August 2013 	<ul style="list-style-type: none"> The project has just commenced and most of project activity in Q3 of 2013 was for project management and recruitment

<p>clear targets of at least 30% gender inclusion, analysis and mainstreaming</p> <p>3. At least two capacity development trainings annually with at least 30% women participation conducted</p> <p>4. Gender sensitive Disaster Risk Management Law drafted</p> <p>5. Disaster assessment tool and draft BBB guidelines drafted</p> <p>Indicators:</p> <p>1. Capacity development plan developed</p> <p>2. At least 2 districts of the target provinces have completed HRVAs</p> <p>3. DRR focal points of the key ministries have stronger capacity and clear mandate for integration of DRR in the sectoral plans</p> <p>4. Disaster law developed</p> <p>5. Post Disaster Needs Assessment framework Developed</p> <p>6. Early Recovery cluster is active with defined roles, responsibilities and contingency plan.</p> <p>Baseline:</p> <p>1. NDMC/NDMO exists but weak mandate and capacity to fulfil its role in disaster risk management in country</p> <p>2. Draft National Disaster Management Plan exist but not yet endorsed by government and implemented by NDMC</p>				
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<p>3. Legal Framework in the form of Prime Ministerial decree drafted Not yet finalized, approved and implemented by the government</p> <p>4. There is no disaster management law for Lao PDR</p> <p>5. Three provinces (Atapue, Sekong and Saravan) developed disaster management plans with support of ADPC/WB</p> <p>6. No ministerial DRM plan exists</p> <p>7. Capacities of the DRM focal points at the sectoral ministries are limited</p> <p>8. Early Recovery Cluster exists. There is no cluster TOR, contingency plan and SOP</p>				
<p>Output 2: Disaster preparedness and response system strengthened to; coordinate, manage information, identify and assess risks and warn at risk communities</p> <p>Targets:</p> <p>1. National and 2 provincial disaster management information system established</p> <p>2. Information management and coordination trainings conducted for national and selected provinces</p>	<ul style="list-style-type: none"> • Interviewed and selected the Project Technical Advisor • IT equipment has been ordered and is being processed. 		<ul style="list-style-type: none"> • Interviewed and selected the Project Technical Advisor (UNV) in Sept. 2013 • To implement the project, communications equipment had been ordered 	<ul style="list-style-type: none"> • The TA's visa is still being processed. However, TA is expected to be on board in Dec 2013 or Jan 2014

<p>3. End user early warning system established for 2 pilot districts in 2 selected provinces</p> <p>4. SOP for DRM information management and communication developed</p> <p>Indicators:</p> <ol style="list-style-type: none"> 1. Progress towards DDMCC's greater coordination capacity (2010: 0 points, 2015: 5 points, MoV: project M&E reports) 2. Disaster Management Information System established at the centre and local levels 3. Effective end to end user early warning system established in close coordination with the HMD, Ministry of Natural Resources and Environment, MRC, WB/ADPC and based on the draft EWS strategy <p>Baseline:</p> <ol style="list-style-type: none"> 1. National Risk Profile of multi hazard exist 2. DesInventar database initiated in NDMO and piloted in one province (Saybuli). There is no systematic communication and information exchange between national, local and community levels. 3. No emergency operation centre exist 4. No emergency response management system with specific roles and responsibilities (SOPs) for various levels of disaster exists 5. MRC and HMD produce data of river flow and weather forecast. 				
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<p>6. WB funded project is planning to develop national strategy for Early Warning System (EWS), Model and SOP for EWS at the national level</p> <p>7. No trained search and rescue teams available</p> <p>8. Rapid assessment team exist under the NDMO lead</p>				
<p>Output 3: Communities are better prepared for Disasters Preparedness and Climate Change Adaptation with special focus on Gender and Social inclusion (2 communities in each selected district of 2 target provinces)</p> <p>Target:</p> <p>1. Community Hazard, Risk and Vulnerability Assessment Conducted (2 districts in 2 target provinces)</p> <p>Indicator:</p> <p>1. Number of village level HRV assessment reports available</p> <p>Baseline:</p> <p>1. French Red Cross is in the process of developing;</p> <p>1.1 Community Based Disaster Management (CBDM) guideline based on the regional good practices,</p>	<ul style="list-style-type: none"> No activities for output 3 were conducted in this quarter 			

<p>1.2 Standard Operating Procedures (SOP) for CBDRM contingency planning</p> <p>1.3 Contingency planning for two districts</p> <p>2. A number of CBDRM activities in different villages of various districts have been implemented by various agencies. However these interventions are limited and needs scaling up and also linking the interventions with local level development policy, planning and programmes of the government</p> <p>3. There is no systematic connection of Village, District, Provincial and National level Disaster Management/response planning</p> <p>4. With support of CARE a communication strategy to inform the communities is in the process of developing</p> <p>5. ADPC plans to develop training curriculum for flood and drought risk reduction planning and conduct trainings in two provinces in the south of the country.</p>				
<p>Output 4: Monitoring and Evaluation of Project</p> <p>Target 4.1: Effective managerial and institutional arrangements for project implementation established</p> <p>Indicator 4.1: Project management team and project office established and operational by the end of the first quarter of the project</p>	<ul style="list-style-type: none"> Established Project Board in August 2013 Two monthly meetings in Q3 were conducted (August and September 2013). 	9,499.49 USD	<ul style="list-style-type: none"> The Inception workshop and seminar was agreed by both UNDP and the PMT to be postponed to the 	<ul style="list-style-type: none"> IDCRM planned to conduct an Inception Workshop and Seminar on Integrated Disaster and Climate Risk Management in Quarter 3. But due to availability of resource persons and readiness in

<p>Baseline 4.1: IDCRM project office have not yet been established and management team has not been fully formed</p> <p>Target 4.2: Technical and financial reports projected according to deadlines</p> <p>Indicator 4.2: 95% of technical and financial report approved, signed and submitted according to deadlines</p> <p>Baseline 4.2: Experience gained through preparing technical and financial reports for other projects</p>	<ul style="list-style-type: none"> • Completed AWP 2013, Q3 workplan and procurement plan • Planned and Prepared an Inception Workshop and Seminar on 7-8 Oct 2013 at NCC Vientiane • Revision of Results and Resources Framework in Sept. 2013 		beginning of October 2013.	logistics, it was agreed by both UNDP and the PMT to postpone to the beginning of October 2013. This workshop expense will be recorded in Q4 and will increase the delivery of Q4 2013.
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2. Update on implementation of the Vientiane Declaration and its Action

Plan*[Brief update on any achievement and/or problem related to the implementation of the Vientiane Declaration. It should also include issues related to the introduction of HACT and actions planned for the following period.]*

N/A

3. Update on partnerships*[Brief update on any achievement and/or problem in developing partnerships and inter-agency collaboration. It should also include strategies for south-south cooperation]*

N/A

4. Update on gender mainstreaming*[Brief update on any achievement and/or problem in terms of mainstreaming gender within the project activities. Strategy for the following period]*

N/A

5. Update on audit recommendations*[Brief update on progress achieved and problems encountered. Actions planned for the following period]*

There is no audit during this reporting period.

6. List main challenges and issues (if any) faced during reporting period *[as well as response strategies adopted]*

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7. Rating on progress towards results

Output: <i>[From table 1. Contribution to Strategic Goals]</i>		
Output 1	<input checked="" type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged
Output 2	<input checked="" type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged
Output 3	<input type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input checked="" type="checkbox"/>	Unchanged
Output 4	<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

Provide information about any activities undertaken by the project that were NOT envisaged in the work plan but which contributed to the outcome and/or outputs? E.g. advocacy and policy dialogue.

- 1) Project monthly meeting between project team and UNDP:
 - To discuss the project progress up to date
 - To discuss and agree on the agenda and list of participants of the inception workshop and other preparation for the inception workshop
 - To discuss the next step of the project (e.g. Hiring the consultants and Q3 progress report)
- 2) The meeting with Sanny and Lucia Cipullo to discuss ToR for National Capacity Needs and National Law consultant and Disaster Management Lawyer

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?

4th quarterly work plan 2013 (October to December 2012) includes:

Management: 1. Recruitment of selected international and national specialists/consultants; 2. Procurement of equipment, furniture; 3. technical arrangement with responsible parties; 4. Organize consultation meeting;

Technical: 1. Conduct detail capacity needs assessment; 2. Conduct detailed Hazard, Risk and Vulnerability Assessment (HRVA); 3. Draft Disaster Risk Management (DRM) Law of Lao that also ensured integration of gender issues in DRM system; 4. Establish Disaster Management Information System at national and Provincial Levels; 5. Develop Standard Operations Procedures for effective communication and information management; 6. Establish Early Warning System in 2 of the 4 target Provinces and at least 2 districts of each target province; 7. Monitoring and Evaluation of Project (see detail sub-activities in attachment).

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

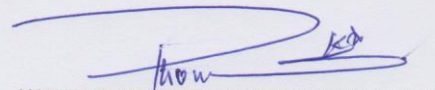
N/A

3. Estimated total budget required for the following quarter: **32,450 USD**

VI. ANNEXES

1. Annex 1: Project Risk Log
2. Annex 2: Project Issues Log
3. Annex 3: Lessons learned I

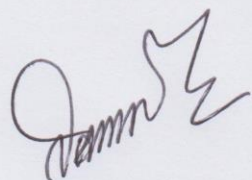
PREPARED BY



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Phoutsakhone Ounchith
Assistant Project Manager
IDCRM Project

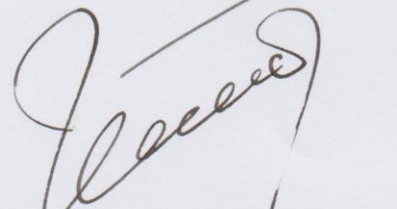
Date: 30. Sept. 2013

APPROVED BY



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Mr Syamphone Sengchandala
Project Manager

Date: 30/09/2013



Date: 30/09/2013

Annex 1 OFFLINE RISK LOG

(see [Deliverable Description](#) for the Risk Log regarding its purpose and use)

Project Title: Integrated Disaster and Climate Risk Management Project in Lao PDR	Award ID:	Date: October 2013
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
	Enter a brief description of the risk <i>(In Atlas, use the Description field. Note: This field cannot be modified after first data entry)</i>	When was the risk first identified <i>(In Atlas, select date. Note: date cannot be modified after initial entry)</i>	Environmental Financial Operational Organizational Political Regulatory Strategic Other Subcategories for each risk type should be consulted to understand each risk type (see Deliverable Description for more information) <i>(In Atlas, select from list)</i>	Describe the potential effect on the project if this risk were to occur Enter probability on a scale from 1 (low) to 5 (high) P = Enter impact on a scale from 1 (low) to 5 (high) I = <i>(in Atlas, use the Management Response box. Check "critical" if the impact and probability are high)</i>	What actions have been taken/will be taken to counter this risk <i>(in Atlas, use the Management Response box. This field can be modified at any time. Create separate boxes as necessary using "+", for instance to record updates at different times)</i>	Who has been appointed to keep an eye on this risk <i>(in Atlas, use the Management Response box)</i>	Who submitted the risk <i>(In Atlas, automatically recorded)</i>	When was the status of the risk last checked <i>(In Atlas, automatically recorded)</i>	e.g. dead, reducing, increasing, no change <i>(in Atlas, use the Management Response box)</i>
1	Unavailability of operational equipments (computers, vehicle and etc..)	September 2013	Operational	Impact on the activities and project operations P = 3 I = 3 (PxI = 9)	Follow up with UNDP	UNDP Programme Officer	PM	October 2013	On going

2	Delay in the recruitment of National and International Consultant	September 2013	Operational Organizational	<p>Unavailable of national and international expert will cause the delay in activities of the project plan</p> <p>P=4 I=4 (P×I)=16</p>	Draft the ToR with consult with the key actors (e.g. NDMO, Dept of Meteorology and Hydrology, RCO)	UNDP & IDCRM project	PM	October 2013	Pending
3	Recruitment for a UNV DRR technical advisor is not on board until December 2013 or January 2014 due to still on the process of document running (e.g. visa)	September 2013	Operational Organizational	<p>This will affect the budget and the implementation of project</p> <p>P=4 I=4 (P×I)=16</p>	The Project Technical Advisor expected to be on board in Dec 2013 or Jan 2014. And UNV will run the document for the TA's visa with the support from the project team to make it faster.	UNDP, UNV, IDCRM project	PM	October 2013	On going

Annex 2
OFFLINE ISSUES LOG

(see [Deliverable Description](#) for the Issues Log regarding its purpose and use)

Project Title: Integrated Disaster and Climate Risk Management Project in Lao PDR	Award ID:	Date: October 2013
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#	Description	Date Identified	Type	Impact & Priority	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
	Enter a brief description of the issue <i>(In Atlas, use the Description field. Note: This field cannot be modified after first data entry)</i>	When was the issue first identified <i>(In Atlas, select date. Note: date cannot be modified after initial entry)</i>	Request for Change Problem Other <i>(In Atlas, select from list)</i>	Describe the potential effect on the project Enter priority on a scale from 1 (low) to 5 (high) Priority = <i>(in Atlas, use the Management Response box)</i>	What actions have been taken/will be taken to address this issue <i>(in Atlas, use the Management Response box)</i>	Who has been appointed to address this issue <i>(in Atlas, use the Management Response box)</i>	Who submitted the issue <i>(In Atlas, automatically recorded)</i>	When was the status of the issue last checked <i>(In Atlas, automatically recorded)</i>	e.g. pending, solved <i>(in Atlas, use the Management Response box. If solved, check the "Solved" box)</i>
1	Unavailability of operational equipments (computers, vehicle and etc..)	September 2013	Problem	Impact on the activities and project operations P = 5	Follow up with UNDP	UNDP Programme Officer	PM	October 2013	On going

2	Delay in the recruitment of National and International Consultant	September 2013	Problem	Unavailable of national and international expert will cause the delay in activities of the project plan Priority = 5	Draft the ToR with consult with the key actors (e.g. NDMO, Dept of Meteorology and Hydrology, RCO)	UNDP & IDCRM project	PM	October 2013	Pending
3	Recruitment for a UNV DRR technical advisor is not on board until January 2014 due to still on the process of document running (e.g. visa)	September 2013	Problem	This will affect the budget and the implementation of project Priority = 5	The Project Technical Advisor expected to be on board in Jan 2014. And UNV will run the document for the TA's visa with the support from the project team to make it faster.	UNDP, UNV, IDCRM project	PM	October 2013	On going

Annex 3
LESSONS LEARNED LOG

(see [Deliverable Description](#) for the Lessons Learned Log regarding its purpose and use)

Project Title: Integrated Disaster and Climate Risk Management Project in Lao PDR	Award ID:	Date: October 2013
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#	Type	Date Identified	Successes	Shortcomings	Recommended Solutions	Submitted, updated by
	Project Management Project Results Human Factor Other		<i>Describe what has worked well. What factors supported this success?</i>	<i>Describe the challenges or areas for improvement and what was unanticipated</i>	<i>How were challenges overcome and how should things have been done differently/better?</i>	
1	Project Management	October 2013	Draft AWP 2014 was presented in the Inception Workshop and agreed with work-plan from all the participants in the workshop	The final AWP 2014 will be submitted by December 2013	Follow-up with concerned people for feedback/comments on the revised draft to ensure that AWP 2014 can be implemented.	IDCRM Project
2						