



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ  
**Lao People's Democratic Republic**



ອົງການສະຫະປະຊາຊາດເພື່ອການພັດທະນາ  
**United Nations Development Programme**

## **Government of Lao PDR**

***Ministry of Natural Resources and Environment (MoNRE)  
The Department of Disaster Management and Climate Change  
(DDMCC)***

## **United Nations Development Programme**

### **Fourth Quarterly Project Report**

***Project ID:00086007***

***Project Name: Integrated Disaster and Climate Risk  
Management Project in Lao PDR (IDCRM)***

**Reporting Period: October – December 2013**

## I. Project Information and Resources

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

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

<b>Period covered by this report:</b>	<b>3 months (Oct-Dec 2013)</b>
<b>Date of annual review:</b> <i>[Indicate if planned or actual]</i>	

Total Budget	Original Budget (US\$)	Latest Signed Revision (US\$)
	710,000	710,000

Resources	Donor	Amount
	TRAC 1&2	410,000
	TRAC 3 (BCPR)	300,000

## II. Purpose

### 1. Main Objectives of the Project: *(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.

### III. PROJECT PERFORMANCE AND RESULTS

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

<p><b>UNDAF Outcomes:</b> By 2015, the government and communities better adapt to and mitigate climate change and reduce natural disaster vulnerabilities in priority sectors.</p>
<p><b>Expected Country Programme Outcome:</b> By 2015, the government and communities better adapt to and mitigate climate change and reduce natural disaster vulnerabilities in priority sectors.</p>
<p><b>Progress towards achieving outcome</b> <i>[A brief analysis of the status of the situation and any observed change (s) made possible by the project contribution, at a higher development result level. Make reference to the applicable MDGs and NSEDP goals/targets.]</i></p> <p>There were some activities were implemented during this quarter. However, some activities could not be implemented and have been shifted to 2014. This is due to a delay with on-boarding key resource persons like a Project Technical Advisor and consultants who could not be recruited this year.</p> <p><b>Output 1:</b> Institutional and legal capacities at national and sub-national levels strengthened for effective disaster risk management.</p> <p>A detailed capacity needs assessment to determine appropriate delivery structures and identify existing services to build on was not implemented during this quarter, as the National Institutional Capacity Needs consultant could not be recruited this year. Therefore, a detailed capacity assessment is shifted to be implemented during Q1-2014.</p> <p><b>Output 2:</b> Disaster preparedness and response system strengthened to; coordinate, manage information, identify and assess risks and warn at risk communities</p> <p>The planned establishment of a Disaster Management Information System (DMIS) at national and provincial levels has been postponed to start in Q1-2014. This activity will be lead by an Information Management (IM) Consultant and Database Expert. It is expected that IM and Database Experts will start work in March 2014. To implement the project and develop communication and information, the communication equipment had been ordered. The communication equipment is expected to be delivered to the project office in January 2014.</p> <p>Planned activities on the development of SOPs for effective communication and information management have not been implemented this year.</p> <p>An introductory meeting and site visit was organized in Xayabouly province in Q4-2013. The purpose was to introduce the project to the target provinces, inspect the pre-selected districts, and</p>

collect some useful information in Sayabouly province.

The Early Warning System in 2 target Provinces (Sayabouly and Xiengkhouang) and at least 2 districts of each target province will be established in 2014.

**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)

There were no activities under output 3 this year. The activities in this output will be implemented in the year 2014 and lead by the Project Technical Advisor (TA). The TA is expected to be on board in February 2014.

**Output 4:** Monitoring and Evaluation of Project

An inception workshop and seminar was organized in Q4 this year. It was successful and received positive feedback.

Moreover, the annual work plan for 2014 was developed to ensure the overall direction of the project implementation towards achieving the project targets. It was approved to be implemented for the year 2014 by the Project Implementation Team and UNDP.

**Outcome** *[Indicate if included in SRF]*

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

**Progress towards achieving outcome** *[A brief analysis of the status of the situation and any observed change, any project contribution.]*

A detailed capacity needs assessment to determine appropriate delivery structures and identify existing services to build on has not yet been implemented during this quarter. Therefore, a detailed capacity assessment is shifted to be implemented during Q1-2014. Draft Disaster Risk Management and Climate Change Law of Lao PDR that also ensures integration of gender issues in the DRM system will be also start in 2014.

The planned establishment of a Disaster Management Information System (DMIS) at national and provincial levels has been postponed to start in Q1-2014. This activity will be lead by an Information Management (IM) Consultant and Database Expert. It is expected that IM and Database Experts will start work in March 2014. To implement the project and develop communication and information, the communication equipment had been ordered. The communication equipment is expected to be delivered to the project office in January 2014. Planned activities on the development of SOPs for effective communication and information management have not been implemented this year.

An introductory meeting and site visit was organized in Xayabouly province in Q4-2013. The purpose was to introduce the project to the target provinces, inspect the pre-selected districts, and collect some useful information in Sayabouly province.

The Early Warning System in 2 target Provinces (Sayabouly and Xiengkhouang) and at least 2 districts of each target province will be established in 2014.

A gender sensitive Community Based Hazard, Vulnerability and Risk Assessment and mapping of the selected communities of target provinces was not implemented in this quarter. It will be conducted in Q2 & Q3 -2014 and led by the Project Technical Advisor (TA). The TA is expected to be on board in February 2014.

An inception workshop and seminar was organized in Q4 this year. It was successful and received positive feedback.

Moreover, the annual work plan for 2014 was developed to ensure the overall direction of the project implementation towards achieving the project targets. It was approved to be implemented for the year 2014 by the Project Implementation Team and UNDP.

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>
<p><b>Output 1:</b> Institutional and Legal capacities at national and sub national levels strengthened for effective disaster risk management</p> <p><b>Indicators:</b></p> <ol style="list-style-type: none"> <li>1. Capacity development plan developed</li> <li>2. At least 2 districts of the target provinces have completed HRVAs</li> <li>3. DRR focal points of the key ministries have stronger capacity and clear mandate for integration of</li> </ol>	<p>A detailed capacity needs assessment to determine appropriate delivery structures and identify existing services to build on has been postponed to Q1-2014</p>	<p><b>No expenditure</b></p>	<p>National Institutional Capacity Needs Consultant position had been advertised for two times since there was only two candidates applied for this position resulting in this planned activity has not yet been implemented during this quarter.</p> <p>However, the selected and interview will be conducted at UNDP in the beginning of January 2014. DDMCC and Program Specialis from UNDP will be the panel for the interview.</p>	<p>Prolonged time in recruitment a National Institutional Capacity Needs consultant due to there was limited applications for the position. The reason might be because of short term assignment and it is quite required technical background.</p>

<p>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>In this quarter, output 1 was mainly for project insitutional such as project officers fees (APM &amp; PA)</p>	<p><b>US\$ 9,473.08</b></p>		
<p><b>Output 2:</b> Disaster preparedness and response system strengthened to; coordinate, manage information, identify and assess risks and warn at risk communities</p> <p><b>Indicators:</b></p> <p>1. Progress towards DDMCC's greater coordination capacity (2010: 0 points, 2015: 5 points, MoV: project M&amp;E reports)</p> <p>2. Disaster Management Information System established at the centre and local levels</p> <p>3. Effective end to end user early warning system</p>	<p>Planned establish Disaster Management Information System (DMIS) at national and Provincial Levels has been postponed to start during Q1-2014</p>	<p><b>No expenditure</b></p>	<p>Establish DMIS at national and provincial level (the target provinces) will be implemented in Q1 &amp; Q2 – 2014 and led by Information Management (IM) Consultant and Database expert. ToR for IM consultant will be finished by the end of January 2014. Interviewed and selected IM consultant will be conducted in Feb.2014. For Database Expert is not needed to draft the ToR due to this position is in-kind from RCB. It is expected that IM and Database experts will be starting the assignment in March 2014.</p>	



<p>established in close coordination with the HMD, Ministry of Natural Resources and Environment, MRC, WB/ADPC and based on the draft EWS strategy</p>	<p>Planned activities on Develop Standard Operations Procedures for effective communication and information management have not been implemented in this quarter.</p> <p>However, the IT equipment (computer, laptops, scanner and so on) is already procured and on the processed.</p>	<p><b>No expenditure</b></p>	<p>To implement the project and develop communication and information the communication equipments had been ordered. The communication equipments are expected to be delivered to the project office in January 2014. And for the server will be installed by Database Expert and Info Mntg expert.</p>	
	<p>The introductory meeting and site visit was organized in Xayabouly province</p>	<p><b>US\$ 4,595.87</b></p>	<p>It was to introduce the project to the target institutes, and inspect the pre-selected districts and collect some useful information and site visit in Sayabouly province.</p>	

	Early Warning System in 2 target Provinces (Sayabouly and Xiengkhouang) and at least 2 districts of each target province will be established in 2014	<b>No expenditure</b>	To establish the Early Warning System in 2 target Provinces a ToR for Early Warning System Expert will be developed. Interviewed and selected the expert is expected to be in March. And the consultant is projected to start her/his work in Q2-2014.	
<b>Output 3:</b> 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)  <b>Indicator:</b> 1. Number of village level HRV assessment reports available	Gender sensitive Community Based Hazard, Vulnerability and Risk Assessment and mapping of the selected communities of target provinces has not yet implemented in this quarter. It will be conducted in Q2 & Q3 -2014	<b>No expenditure</b>	It is expected that this activity on gender sensitive Community Based Hazard, Vulnerability and Risk Assessment and mapping of the target provinces will be leaded by Project Technical Advisor (Ms. Rebecca Zorn). And she is expected to start her work in February 2014.	

<p><b>Output 4:</b> Monitoring and Evaluation of Project</p> <p><b>Indicator 4.1:</b> Project management team and project office established and operational by the end of the first quarter of the project</p> <p><b>Indicator 4.2:</b> 95% of technical and financial report approved, signed and submitted according to deadlines</p>	Organized the Inception Workshop and Seminar on 7-8 October. 2013 at NCC Vientiane Capital	<b>US\$ 9,944</b>	<p>The Inception workshop and Seminar were successful and received the good outcomes:</p> <p>1) Participants were improved understanding on background, objectives, outputs and key activities of IDCRM project.</p> <p>2) There were discussed and commented on IDCRM project, and agreed on Draft Annual Work Plan 2014 by all participants.</p> <p>3) Participants were improved understanding more on the disaster and risk management in Lao PDR, the regional and global.</p>	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 logistics, it was agreed by both UNDP and the PMT to postpone to the beginning of October 2013.
	Annual monitoring and review to ensure the overall direction of the project implementation towards achieving the project targets	<b>No expenditure</b>	Annual Work Plan for 2014 had been developed	
	Project office operations and facility to initial the project	<b>US\$ 7,560.42</b>		

**2. Contribution to aid effectiveness, i.e. update on implementation of the Vientiane Declaration and its Action Plan, HACT, etc** *[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 the implementation of audit & Spot Check 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]*

1) Recruitment for National Institutional Capacity Needs consultant was not possible

during this quarter due to limited applicant's application

- 2) Process to recruit the Project Technical Advisor take longer time, due to the process as well as the visa arrangement
- 3) The process to recruit the IT equipment and vehicle have been taken longer than was expected.

## 7. Rating on progress towards results

**Output:** *[From table 1. Contribution to Strategic Goals]*

Output 1

☒

Positive change

☐

Negative change

☐

Unchanged

Output 2

☒

Positive change

☐

Negative change

☐

Unchanged

Output 3

☐

Positive change

☐

Negative change

☒

Unchanged

Output 4



Positive change



Negative change



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.*

- Mr. Syamphone Sengchandala (PM) and Mr. Vichit Sayavongkhamdy (PS, UNDP) participated the International Course on Law and Legal Protection in Natural Disaster in Sanremo (Italy) on 3-7 December 2013.
- Mr. Phouvong Luangxaysana (National Project Director) and Mr. Syamphone Sengchandala (Project Manager) participated the nineteenth session of the Conference of the Parties on Climate Change (COP 19) on 19 to 22 November in Warsaw, Poland

## V. FUTURE WORK PLAN

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

Priority activities for Quarter 1 of 2014 includes:

- Draft ToR and contract for National Law consultant, Disaster Management Lawyer, Recovery and Response expert, and IM consultant
- Recruitment of national specialists/consultants
- Organize consultation meeting and workshop at the national and provincial (target provinces) level
- Conduct detail capacity needs assessment;
- Establish Disaster Management Information System at national and Provincial Levels
- Organized the travel-study exchange

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

No major adjustments

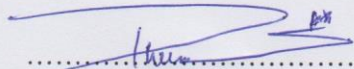
### 3. Estimated total budget require (Direct & IPOA): US\$ 82,000

## **ANNEXES**

1. Annex 1: Quarterly Work Plan for the following quarter
2. Annex 2: Project Monitoring and Communication Plan for the following quarter
3. Annex 3: Project Risk Log for the following quarter
4. Annex 4: Project Issue Logs for the following quarter
5. Annex 5: Project Lesson Learned Logs

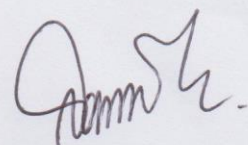


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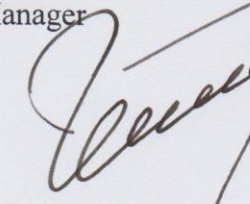
  
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Phoutsakhone Ounchith  
Assistant Project Manager  
IDCRM Project

Date: 02 Jan 2014

APPROVED BY

  
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Mr Syamphone Sengchandala  
Project Manager

Date: 02 Jan 2014

  
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Mr. Phouvang Luangxavvana

Date: 02 Jan 2014

**Annex 1: Quarterly Work Plan for the following quarter (Q1-2014)**

EXPECTED CP OUTPUTS and indicators including baseline and annual target	Key Activities (List all the activities to be undertaken during the year towards stated output)	Time Frame			RESPONSIBLE PARTY	PLANNED BUDGET					
		Jan	Feb	Mar		Source of Funds	Budget Description	Direct	IPOA		
								US\$	US\$		
<b>Output : Government and Vulnerable communities can more effectively respnd to emergencies, adapt to changing climate and prepare for disasters</b>											
<b>Activiti Result 1: Institutional and Legal capacities at national and sub national levels strengthened for effective disaster risk management</b>											
<u>Targets:</u> 1. Capacity development plan developed 2. DRM Capacities of DDMCC and NDMC member ministries based on HFA and National Disaster Management Plan	Action 1.1: Complete a detailed capacity needs assessment to determine appropriate delivery structures and identify existing services to build on		x	x	MoNRE/UNDP	O4170	71305	National Capacity Needs Consultant (supported by APRC in kind)	6,000		
					MoNRE/UNDP	O4170	71405	Project officer - APM			
			x	x	<u>Consultation Workshops/training/meeting:</u>						

developed with clear targets of at least 30% gender inclusion, analysis and mainstreaming 3. At least two capacity development trainings annually with at least 30% women participation conducted 4. Gender sensitive Disaster Risk Management Law drafted 5. Disaster assessment tool and draft BBB guidelines drafted  <u>Indicators:</u> 1. Capacity development plan developed 2. At least 2 districts of the target provinces have completed HRVAs 3. DRR focal points of the key ministries have stronger capacity and clear mandate for integration of DRR in the sectoral plans					MoNRE/UNDP	O4000	72505	Supplies for workshop		300
					MoNRE/UNDP	O4000	73107	Rent Conference Room + coffee break + lunch charges for workshop		2,000
					MoNRE/UNDP	O4000	73410	Maint, Oper		400
					MoNRE/UNDP	O4000	74210	Printing and dissimination for workshop		200
					MoNRE/UNDP	O4000	74525	Miscellaneous		100
		x	x		MoNRE/UNDP	O4000	74220	Translation		500
		x	x		MoNRE/UNDP	O4170	71505	Led by UNV DRR technical advisor working with deployed expert from RCB	9,200	
		x	x	x	MoNRE/UNDP	O4000	71405	Project officer - APM		5,400

<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><u>Baseline:</u></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> <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</p>	Risk Profile;	x	x	x	MoNRE/UNDP	O4000	71405	Project officer - Project Accountant		3,300
			x	x	<b><u>Consultation meeting in the target province (Xiengkhouang province):</u></b>					-
					MoNRE/UNDP	O4170	71620	DSA		1,500
					MoNRE/UNDP	O4170	71635	Travel		2,000
					MoNRE/UNDP	O4170	72505	Supply		200
					MoNRE/UNDP	O4170	73107	Rent		1,000
					MoNRE/UNDP	O4170	74210	Printing and dissemination for workshop		200
					MoNRE/UNDP	O4170	74525	Miscellaneous		100
					MoNRE/UNDP	O4170		Training		
					MoNRE/UNDP	O4170		Translation		

disaster management plans with support of ADPC/WB 6. No ministerial DRM plan exists 7. Capacities of the DRM focal points at the sectoral ministries are limited 8. Early Recovery Cluster exists. There is no cluster TOR, contingency plan and SOP					MoNRE/UNDP	O4170		Stationary and pinting		
	Action 1.3: Draft disaster risk management (DRM) and climate change Law of Lao PDR that also ensures integration of gender issues in the DRM system;			x	MoNRE/UNDP	O4170	71505	Led by UNV DRR technical advisor working with support from RCB	4,600	
					MoNRE/UNDP	O4170	71305	National law consultant		
					MoNRE/UNDP			<u>Consultation workshops:</u>		
						O4170	72505	Supply		
						O4170	73107	Rent		
						O4170	73410	Maint, Oper of Transport Equipment		
					MoNRE/UNDP	O4170	74525	Miscellaneous		
					MoNRE/UNDP	O4170	71305	Translational/publication/job announcement		

				MoNRE/UNDP	O4170		Stationary and other supplies		
				MoNRE/UNDP	O4170	71205	Disaster and Climate Change Law Consultant (Intn)		
				MoNRE/UNDP	O4170		ISS		
			x	<u><b>Travel -study exchange:</b></u>					
				MoNRE/UNDP	O4170	71635	Travel	22,000	
				MoNRE/UNDP	O4170	72105	Contra. Serv-Com		
				MoNRE/UNDP	O4170	72505	Supplies		1,000
				MoNRE/UNDP	O4170	74210	Audio Visual&Print		2,000
				MoNRE/UNDP	O4170	74525	Miscellaneous		2,000
	Action1.4: Compilation and documentation of lessons learned on flood response and early recovery with		x	MoNRE/UNDP	O4170	71305	Reponse and Recovery Expert (local), Job Announcement		2,700

special focus on women and other vulnerable groups;	x			MoNRE/UNDP	O4170	74210	Printing (Project's Shirt & Jacket, Boucher, Poster)		1,000
				<u>Consultation Workshop/meeting:</u>					
				MoNRE/UNDP	O4170	72505	Supplies for workshop		
				MoNRE/UNDP	O4170	73107	Conference Room + coffee break + lunch		
				MoNRE/UNDP	O4170	74210	Printing and dissimulation for workshop		
				MoNRE/UNDP	O4170	74525	Miscellaneous		
Action1. 5: Increased capacities of the CO and GoL on how to undertake early recovery activities in the aftermath of disasters and ensuring the recovery needs of different vulnerable groups specially women;			x	MoNRE/UNDP	O4170	71205	Early Recovery/PDNA expert	5,000	
				MoNRE/UNDP	O4170	74500	Miscellaneous		
							<u>Workshops:</u>		

				MoNRE/UNDP	O4170	71635	Travel		
				MoNRE/UNDP	O4170	72505	Supply		
				MoNRE/UNDP	O4170	74525	Miscellaneous		
							MoNRE/UNDP	O4170	72505
	Action1.6: Develop assessment tool and BBB guideline and assess impact on women for long-term preparedness and disaster risk reduction;				MoNRE/UNDP	O4170	71505	Led by UNV DRR technical advisor	
				MoNRE/UNDP	O4170	71635	Travel/DSA		
To be implemented by UNDP (Direct) & To be transferred to project (IPOA)								46,800	25,900
Sub-total Activity Result 1 (Direct + IPOA) in US\$								72,700	
TRAC 1 in US\$								0	12,200
TRAC 3 (BCPR) in US\$								24,800	13,700
Activiy Result 2: Disaster preparedness and response system strengthened to; coodinate, manage information, identify and assess risks and warn at risk communities									



<p><u>Targets:</u></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> <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><u>Indicators:</u></p> <p>1. Progress towards DDMCC's greater coordination capacity (2010: 0 points, 2015: 5 points, MoV: project M&amp;E reports)</p> <p>2. Disaster Management Information System</p>				MoNRE/UNDP	O4170	71505	UNV DRR technical advisor		
				MoNRE/UNDP	O4170	71405	Project officer - APM		
				MoNRE/UNDP	O4170	71405	Project officer - Project Accountant		
				<u>workshops/trainings/meeting</u>					
				MoNRE/UNDP	O4000	71620	DSA for Project Team		500
				MoNRE/UNDP	O4000	71635	Travel		500
				MoNRE/UNDP	O4000	72505	Supply		200
				MoNRE/UNDP	O4000	73107	Rent Conference Room + coffee break + lunch charges for workshop		1,000
				MoNRE/UNDP	O4000	74210	Printing and dissemination		200

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  
Baseline:  
 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

						for workshop		
			MoNRE/UNDP	O4000	74525	Miscellaneous		100
	x	x	MoNRE/UNDP	O4170	71305	Local IM consultant, Job Announcement		2,000
		x	MoNRE/UNDP	O4170	71605	Tavel for Data Base Expert	500	
		x	MoNRE/UNDP	O4170	71615	DSA for Data Base Expert (during in VTE)	1,000	
			MoNRE/UNDP	O4170	72805	Soft/hardware IT Equip		
	x	x	MoNRE/UNDP	O4170	71205	Database expert (inkind RCB)		
Action2.2: Develop Standard Operations Procedures for effective communication and information management;			MoNRE/UNDP	O4170	72405	Commication equipments (coputer, desktop, server...)		
	x	x	MoNRE/UNDP	O4170	71205	Info Mntg Expert (From RCB)		

<p>produce data of river flow and weather forecast.</p> <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>				MoNRE/UNDP	O4170	73107	Consultation workshops		
				MoNRE/UNDP	O4170	74210	stationaries and printing		
				MoNRE/UNDP	O4170	72505	Supplies		
		x	x	MoNRE/UNDP	O4170	71605	Travel for Mntg Expert	500	
		x	x	MoNRE/UNDP	O4170	71615	DSA for Mntg Expert	1,000	
				MoNRE/UNDP	O4170	72200	Car		
				MoNRE/UNDP	O4170	71405	Project driver		
	<p>Action2.3: Conduct Disaster Management Coordination and Information Management trainings for the government staff of concerned ministries and provinces for operationalization of the DMIS system;</p>			MoNRE/UNDP	O4000	71405	Project officer		
				MoNRE/UNDP	O4000	71405	Finance officer		
				MoNRE/UNDP	O4170		workshops/trainings		

Action2.4: Establish Early Warning System in 2 of the 4 target Provinces (Vientiane, Sayabouli, Xiengkhouang and Bolikhamxay) and at least 2 districts of each target province;			MoNRE/UNDP	O4170	71205	Expert-Early Warning System		
			MoNRE/UNDP	O4170	71635	<u>workshops/trainings:</u> Travel		
			MoNRE/UNDP	O4170	72505	Supply		
			MoNRE/UNDP	O4170	73410	Maint, Oper of Transport Equipment		
			MoNRE/UNDP	O4170	74210	Printing and dissimination for workshop		
			MoNRE/UNDP	O4170	74525	Miscellaneous		
			MoNRE/UNDP	O4170		communication and supplies		
			MoNRE/UNDP	O4170		EW equipment		
			MoNRE/UNDP	O4170		Translation		

To be implemented by UNDP (Direct) & To be transferred to project (IPOA)								3,000	4,500	
Sub-total Activity Result 2 (Direct + IPOA) in US\$								7,500		
TRAC 1 in US\$								0	2,500	
TRAC 3 (BCPR) in US\$								3,000	2,000	
Activity Result 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)										
<u>Target:</u> 1. Community Hazard, Risk and Vulnerability Assessment Conducted (2 districts in 2 target provinces)  <u>Indicator:</u> 1. Number of village level HRV assessment reports available	<b>Action3.1:</b> Conduct gender sensitive Community Based Hazard, Vulnerability and Risk Assessment and mapping of the selected communities of target provinces;				MoNRE/UNDP	O4170		Led by UNV DRR technical advisor		
					MoNRE/UNDP	O4170		trainings/workshops		
					MoNRE/UNDP	O4170		Travel		
					MoNRE/UNDP	O4170		publication/printing		
					MoNRE/UNDP	O4170		translation		
To be implemented by UNDP (Direct) & To be transferred to project (IPOA)										
Sub-total Activity Result 3 (Direct + IPOA) in US\$								0		
TRAC 1 in US\$										
TRAC 3 (BCPR) in US\$								0	0	
Activity Result 4: Monitoring and Evaluation of Project										

<p>Target 4.1: Effective managerial and institutional arrangements for project implementation established Indicator 4.1: Project management team and project office established and operational by the end of the first quarter of the project 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 Indicator 4.2: 95% of technical and financial report approved, signed and submitted according to deadlines Baseline 4.2: Experience gained through preparing technical and financial reports for other projects</p>	<b>Action4.1: Quarterly based quality monitoring and record project progress towards results;</b>									
	4.1.2 Project Board Meeting				MoNRE/UNDP	O4170	71630	Travel		
					MoNRE/UNDP	O4170	72505	Supply		
					MoNRE/UNDP	O4170	74525	Miscellaneous		
	4.1.3 Facility to initiate the project				MoNRE/UNDP	O4170	72220	Equipment and Furniture		
					MoNRE/UNDP	O4170	72425	Communic & Audio Visual Equip - Internet Lan		
	<b>Action4.2: Annual monitoring and review to ensure the overall direction of the project implementation towards achieving the project targets;</b>				MoNRE/UNDP	O4000		Annual meeting		
	4.2.1 Audit and spot check				MoNRE/UNDP			Documentation		
					MoNRE/UNDP			Mid term review expert		
								Audit		
	<b>4.3 Project Office operations</b>	x	x	x	MoNRE/UNDP	O4000	72425	Communication - Telephone/Internet charge for monthly		300
					MoNRE/UNDP	O4000	72505	Supplies (stationeries for office)		500
					MoNRE/UNDP	O4000	72510	publication (Job announcement)		

					MoNRE/UNDP	O4000	73410	Maint, Oper of Transport Equipment - Fuel for Vehicle		300
					MoNRE/UNDP	O4000	74210	Audio Visual and printing / copying		450
					MoNRE/UNDP	O4000	74510	Bank Fee		50
					MoNRE/UNDP	O4000	74525	Miscellaneous / Sundry		200
<b>To be implemented by UNDP (Direct) &amp; To be transferred to project (IPOA)</b>									<b>0</b>	<b>1,800</b>
<b>Sub-total Activity Result 4 (Direct + IPOA) in US\$</b>									<b>1,800</b>	
<b>TRAC 1 in US\$</b>									<b>0</b>	<b>1,800</b>
<b>TRAC 3 (BCPR) in US\$</b>									<b>0</b>	<b>0</b>
<b>Total Direct &amp; IPOA:</b>									<b>49,800.00</b>	<b>32,200.00</b>
<b>Project Total Act 1+ Act2+Act3+Act4 (Direct + IPOA) in US\$</b>									<b>82,000.00</b>	
<b>Total TRAC 1 in US\$</b>									<b>0</b>	<b>16,500</b>
<b>Total TRAC 3 (BCPR) US\$</b>									<b>49,800.00</b>	<b>15,700.00</b>

**Annex 2: Project Monitoring and Communication Plan for the following quarter**

<b>Project Title: Integrated Disaster and Climate Risk Management Project in Lao PDR</b>	<b>Award ID:</b>	<b>Date: January 2014</b>
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<b>Types of Monitoring and Communication Action</b>	<b>Types of Stakeholders</b>	<b>Method of Monitoring and Communication</b>	<b>Due/Timeline for Each Type of Monitoring and Communication</b>	<b>Date of Completed Action</b>	<b>Status of Action</b>
<b>Monthly Project meeting</b>	Project & UNDP	Meeting, face-to-face	Monthly (Signed Minute to be submitted within 7 working day)	N/A	On going
<b>Second Quarterly work plans 2014</b>	Project→UNDP	Report/document	Quarterly	It is expected to be ready to submitted to UNDP by the end of March 2014	On going
<b>First quarterly progress report 2014</b>	Project & UNDP	Face-to-Face	Monthly	It is hoped to be submitted to UNDP by the beginning of April 2014	On going
<b>Risk, issue, lessons learned logs and communication and monitoring plan</b>	Project→UNDP	Report	Quarterly	It is expected to be submitted to UNDP by the beginning of April 2014	On going
<b>FACE (Fund Authorization and Certificate of Expenditures) Form and other POA documentations, including monthly Bank Reconciliation record, advance record</b>	Project→UNDP	Report/documents	3 <sup>rd</sup> and 4 <sup>th</sup> Quarterly	It is expected to be ready to submitted to UNDP by the end of Q1-2014	On going
<b>UNDP Monthly Exchange Rate</b>	UNDP→Project	Document/email	Monthly	First week of the month	On-going



**Annex 3**  
**Project RISK Log for the following quarter**

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

<b>Project Title: Integrated Disaster and Climate Risk Management Project in Lao PDR</b>	<b>Award ID:</b>	<b>Date: December 2013</b>
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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 <a href="#">Subcategories for each risk type should be consulted to understand each risk type (see Deliverable Description for more information)</a>  <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	September 2013	Operational	Impact on the activities and project operations P = 2 I = 3	Follow up with Procurement and logistic unit, UNDP Laos	Project & UNDP	Project	December 2013	On going

	and etc..)								
2	Recruitment for a short term National Institutional Capacity Needs Consultant might be delayed than expected	October 2013	Operational	<p>Unavailable of national institutional capacity expert will cause the delay in activities related to the detailed capacity needs assessment</p> <p>P=3 I=4</p>	<p>To implement a detailed capacity needs assessment a ToR had been developed. The position had been advertised for 2 times. The interview and selection will be conducted in the beginning of January 2014. And it is expected that a consultant will be able to start the work in February 2014.</p>	UNDP & project	Project	December 2013	On going
3	Delay in recruitment of Project Technical Advisor	September 2013	Operational Organizational	<p>Unavailable of Project Technical Advisor will affect the implementation of project</p> <p>P=3 I=4</p>	<p>The Project Technical Advisor has been shifted to be on board in February 2014. And UNV will run the document for the TA's visa with the support from the project team to make it faster. And it is expected that a TA will be on board in February 2014</p>	UNDP, project	Project	December 2013	On going
4	Recruitment for a short term IM might be delayed than expected due	January 2014	Operational	<p>Unavailable of experts will cause the delay in activities related to establish Disaster</p>	<p>To conduct Information Management training for the government</p>	Project & UNDP	Project	January 2014	Pending

	to the ready of ToR of consultants and time for job advertisement			Management Information system and conduct Information management training  P=3 I=4	staff of concerned ministries and provinces a IM consultant need to be recruited. And ToR of consultant will need to be ready by February 2014				
5	Recruitment for a Response and Recovery Expert might be delayed than expected due to the ready of ToR of consultants and time for job advertisement	January 2014	Operational	Unavailable of experts will cause the delay in activities  P=3 I=4	To increased capacities of the CO and GoL on how to undertake early recovery in the aftermath of disaster a Recovery and Response expert will need to be recruited. And ToR of consultant will need to be ready by February 2014	IDCRM & UNDP	IDCRM	January 2014	Pending
6	The Study Exchange in Vietnam and Philippine was shifted from Q4-2013. And it might be also not possible to conduct in this quarter	January 2014	Other	P=3 I=3		IDCRM & UNDP	IDCRM	January 2014	Pending

**Annex 4**  
**Project Issue Logs for the following quarter**  
*(see [Deliverable Description](#) for the Issues Log regarding its purpose and use)*

<b>Project Title: Integrated Disaster and Climate Risk Management Project in Lao PDR</b>	<b>Award ID:</b>	<b>Date: December 2013</b>
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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 Procurement and logistic unit, UNDP Laos	IDCRM Project & UNDP Programme Officer	IDCRM Project	December 2013	Ongoing – almost solved

2	Recruitment for a short term National Institutional Capacity Needs Consultant might be delayed than expected	October 2013	Problem	Unavailable of national institutional capacity needs assessment consultant will cause the delay in activities related to conduct a detailed capacity needs assessment.  Priority = 5	To implement a detailed capacity needs assessment a ToR had been developed. The position had been advertised for 2 times. The interview and selection will be conducted in the beginning of January 2014. And it is expected that a consultant will be able to start the work in February 2014.	UNDP & IDCRM project	IDCRM Project	December 2013	On going
3	Delay in recruitment of Project Technical Advisor	September 2013	Problem	Unavailable of Project Technical Advisor will affect the implementation of project  Priority = 5	The Project Technical Advisor has been shifted to be on board in February 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	IDCRM Project	December 2014	On going
4	Recruitment for a short term IM Consultant and Response and Recovery Expert might be delayed than expected due to the ready of ToR of consultants and time for job advertisement	January 2014	Problem	Unavailable of national experts will cause the delay in activities  Priority = 5	To implement some of activities the experts will need to be recruited. And ToR of consultants will need to be ready by February 2014	IDCRM & UNDP	IDCRM	January 2014	Pending
5	The Study Exchange in Vietnam and Philippine was		Problem	Priority = 5		IDCRM & UNDP	IDCRM		Pending

	shifted from Q4-2013. And it might be also not possible to conduct in this quarter								
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## Annex 5

### Project Lesson Learned Logs

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

<b>Project Title: Integrated Disaster and Climate Risk Management Project in Lao PDR</b>	<b>Award ID:</b>	<b>Date: December 2013</b>
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#	Type	Date Identified	Successes	Shortcomings	Recommended
	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 things have been done</i>
1	Project Management	October 2013	Draft AWP 2014 was presented in the Inception Workshop. And it was principle agreed with work-plan by all the participants in the inception workshop	The final AWP 2014 will be submitted by 9 <sup>th</sup> January 2014	Follow-up with feedback/comment ensure that AWP 2014
2	Project Management	January 2014	Final AWP 2014 was approved		AWP 2014 had been approved by the resource project implementation