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Lao People's Democratic Republic



Microfinance • Capital Development

Quarter Project Progress Report
STRENGTHENING CAPACITY AND SERVICE DELIVERY OF LOCAL ADMINISTRATIONS (GPAR SCSD)
Period of report: January-March 2016

Basic Project Information

The overall objective of the GPAR SCSD project is to ensure increased capacity in the local administration leading to better delivery of services which improve the lives of the poor, especially in rural areas of Lao PDR.

Project Title: Strengthening Capacity and Service Delivery of Local Administrations (GPAR SCSD)

UNDP Award ID	00064630
UNDP Project ID	GPAR SCSD-00081322
Project Duration	4.5 years
Reporting Period	Quarter 1, 2016
Implementing Partners	Ministry of Home Affairs
National collaborating agencies	Ministry of Finance, Ministry of Planning and Investment, Provincial and Provincial and District Administrations.
Other UN/International collaborating agencies	UN Capital Development Fund (UNCDF)
Cost-sharing third parties	Swiss Agency for Development Cooperation, Republic of Korea, Government of Luxembourg
UNDP Programme Officer/Programme Analyst	Viengmala Phomsengsavanh/Thilaphong Oudomsine
UNDAF and Country Programme Outcome	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

Total Budget	Original Budget (US\$)	Latest Signed Revision (US\$)
		12,568,800
Resources	United Nations Dev. Programme	400,000
	United Nations Capital Dev. Fund	1,300,000
	Swiss Agency for Dev. Cooperation	4,000,000
	Republic of Korea	2,000,000
	Luxembourg Government	1,000,000
	GEF (parallel)	2,000,000
	Government (parallel)	702,000
	Yet to be funded	1,166,800

1. Project Implementation Status and Key Results

Implementation Status Summary at Outcome level

- The District Development Fund (DDF) uses government's own systems and staff, to provide untied block grants together with practical learning to District administrations, enabling them to engage with local communities to identify and provide priority MDG related services, in Health, Education, Public Works/Access and Agriculture. For Fiscal Year (FY) Y2015-16, the project is making a positive impact on local service investment and delivery through the provision of US \$302,000 in district block grants to 6 best performance districts in 3 provinces i.e. Xiengkhouang (two districts-Kham and Phoukout), Houaphan (two districts-Viengxay and Xamtai) and Oudomxai (two districts-Xai and Houn). For detail district annual investment FY2015-16 please see Annex-1. The \$302,000 represents the final tranche of DDF grants under this current SCSD project, and it financed by \$240,000 US dollars from GPAR SCSD plus the balance of funds (\$62,000) remaining in the Bank of Lao special DDF account, which is the gain made over the life of the project from the exchange rate LAK vs USD.
- Capacity transfer to local administration was support through 2 field-based support / backstopping missions to local administration (DDSTs/DDSC¹s) in two districts of Luangnamtha i.e. Viengphoukha and Sing to assist DDSCs/DDSTs finalize their financial and progress reports. These were complemented by one mission to follow up the progress of the DDF-BBG investments implementation in two districts of Oudomxai i.e. Xai and Houn districts.
- As the project is now in its final period, a DDF lessons learnt workshop for sharing best practice and lessons learnt on DDF implementation amongst local practitioners was held on 24 Feb. 2016 at NCC chaired by MoHA Vice-Minister Khammoune Viphongxay. DDSC from 25 districts and PST from 7 provinces attended the workshop. Lessons on DDF implementation were mutually shared/discussed and way forwards on DDF modality was raised and discussed. Comments/suggestion for streamlining DDF modality will be considered/used for designing DDF in the new GPAR programme (2017-2020).
- The ODS guideline were disseminated to the local authority to understand the principles and steps of ODSC operation. The International consultant to assess the effectiveness of ODSC is recruited. The aim of the assessment is to review the existing regulations and manual as well as draft the improvement plan.

¹ (i) DDST & (ii) DDSC: DDF supported (i) District Development Support Team (Districts technical service officials) & (ii) District Development Support Committee (Heads of districts service plus Kumban representatives)

- GPAR CADEM Fund provides small grants for initiatives that build capacity, strengthen management or improve service delivery in public administration particularly at local level. The CADEM technical working group conducted several field monitoring to oversight the progress and provide technical assistant to the granted projects. During Q1 field monitoring were conducted with 10 projects in 9 province. There are good progress in some projects such as project in LuangPrabang, Vientine, Borkeo and Khammounce. But project in Saravan is delayed which need to coordinate for closely.
- To supplement the institutional performance assessment of districts, the GPAR SCSD project completed the pilot of two new interventions to encourage more responsive local service delivery. The SUFS is seen as particularly significant innovation and offers a basis for future development (in new phase of support to NGPAR) of a more comprehensive public administration performance index. Field trials on the District Service Delivery Monitoring System (D-SDMS) and Service User Feedback Survey (SUFS) began in 2 districts and the first surveys carried out in Q3, 2015. Results shared Mar 2016 with key stakeholders at central level and local level (Saravan province and Oudomxay province). From the review workshop it is confirmed that the 2 systems are useful for the local authority to use for the better evidence-based planning in their localities.

Implementation Progress Summary at Output level

OUTPUT <i>In line with ProDoc/AWP</i>	MILESTONE / Target Year 2016	STATUS OF TARGET <i>(Achieved, On Track or Off Track)</i>	PLANNED ACTIVITIES <i>Activities to be undertaken during the reporting period (QWP/AWP)</i>	ACTIVITY PROGRESS TO DATE	RESULTS ACHIEVED <i>Describe concrete, key results (policy, publication, key event etc.) achieved so far, vis-à-vis the specific targets set in the QWP/AWP. Please provide data/evidence to support the results</i>	COMMENT /BENEFICIARY <i>Approximate number of beneficiaries reached by relevant project activities (disaggregated by gender), etc.</i>
<u>Output 1:</u> Support to development of policies and regulatory framework for more effective local administration at province and district level	<u>Indicators 2016:</u> 1.1 Mission report on upgraded DDF modality & PMG design is considered by concerned ministries/provinces. <u>Targets 2016:</u> 1.1 DDF modality is upgraded to align with new local administration frameworks & laws; & new PMG is designed.	Achieved	a. DDF practitioners lessons learned workshop	a. completed	a. DDF workshop/public administration reform -sharing best practice and lessons learnt on DDF implementation amongst local practitioners was held on 24 Feb. 2016 at NCC chaired by Mr. Khammoune Viphongxay. DDSC from 25 districts and PST from 7 provinces attended the workshop. Lessons on DDF implementation were mutually shared/discussed and way forwards on DDF modality was raised and discussed.	

<p><u>Output 2:</u> Improved capacity of local administration to fulfill its service delivery mandates</p>	<p><u>Indicators 2016:</u> 2.1. Local staff in 6 Districts have full capacity to delivery local service investment per their mandate for FY 2015/16</p> <p><u>Targets 2016:</u> 2.1. All of the service investments are delivered on time/on budget & per mandate (DDF Report for FY 2015/16).</p>	<p>1. On track</p>	<ul style="list-style-type: none"> • Backstopping/Refreshment for district team in 3 provinces 	<ul style="list-style-type: none"> • In progress 	<ul style="list-style-type: none"> • Two field missions support were organized as follow: 1. Back stopping and field visit to provide support to DDSCs/DDSTs of 2 districts i.e. Viengphoukha and Sing of LNT - financial and progress reports of first instalment FY2014-15 were completed and second instalment has been transferred. 2. Follow up the progress of the DDF-BBG implementation in 2 districts of Oudomxai was carried out in last week of January 2016. 	<ul style="list-style-type: none"> •
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<p><u>Output 3:</u> Improved MDG focused service delivery provided through formula based and equity focused block grants to the districts</p>	<p><u>Indicators 2016:</u> 3.1. 3 Provincial Support Teams support to oversee implementation of DDF investment FY2015/2016</p> <p><u>Targets 2016</u> 3.1 Delivery of local service investment by DDF in 6 districts benefits form effective monitoring & oversight by 3 Provincial Support Teams</p>	<p>On track</p>	<p>• Provide Basic Block Grant (Capital) special cycle FY2015-16</p>	<p>• In progress</p>	<p>• As of March 2016, a total LAK 1,649,791,500 of DDF-88G special cycle FY2015-16 had been transferred to 6 district accounts. The amount includes: 1. First 50% of LAK 1,200,616,500 2. Second 50% LAK,400,254,000 - Phoukout and Kham districts.</p>	<p>Total 18 SSIs are being delivered, benefitting 4,408 households of 24,730 people including 12,844 women in 55 villages.</p>
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<p><u>Output 4:</u> Improving Access to Citizen Services through One Door Service</p>	<p><u>Indicators:</u> 4.1. Report of assessment & action plan considered by stakeholders.</p> <p><u>Targets 2016</u> 4.1. Current ODS operations assessment conducted and action plan proposed</p>	<p>On track</p>	<ul style="list-style-type: none"> • Strengthened the understanding of ODS implementation • Printing and disseminate ODS guidelines • International consultant to assess ODCS required 	<ul style="list-style-type: none"> • Delay Postpone to May 2016 • Completed • Completed, to start work at late of April 	<ul style="list-style-type: none"> • Distribute to local authority at provincial and district level 	<ul style="list-style-type: none"> •
<p><u>Output 5:</u> GPAR Capacity Development and Modernization Fund (CADEM) supports strategic innovations in Public Administration reforms</p>	<p><u>Indicators 2016:</u> 5.1. Findings of the monitoring & oversight report considered by stakeholders.</p> <p><u>Targets 2016</u> 5.1. Implementation of 13 CADEM awards are monitored and overseen.</p>	<p>On track</p>	<ul style="list-style-type: none"> • Provide capacity building to CADEM fund technical working group on project management • Monitoring and oversight granted projects 	<ul style="list-style-type: none"> • Completed On 28 Mar – 1 April 2016 • Completed 	<ul style="list-style-type: none"> • CADEM technical working group trained on project management, participants know the principles of good project management, analytical thinking. • Field monitoring were organized during Q1 to follow up and oversight the progress of 10 granted projects in 9 province namely: Laung Namtha, Borkeo, Lung Prabang, Vientiane, Borikham say, Khammoune, Saravan, Sekong, Attapue. There are good progress in some projects such as project in Luang Prabang, Vientiane, Borkeo and Khammoune. But project in Saravan is delayed which need to coordinate for closely. 	<ul style="list-style-type: none"> • 22 participants (12 females) from departments in MoHA • 3-5 MoHA staff for each mission

<p><u>Output 6:</u> Citizen Feedback and district mechanisms for responsive and accountable service delivery</p>	<p><u>Indicators 2016:</u> 6.1. Report on field trials of SUDF/DSDMS available and Workshop consider lessons / best practices 6.2. Report available on baseline survey on access to basic services.</p> <p><u>Targets 2016</u> 6.1. Citizens' perception of local service delivery in 2 districts is shared & lessons / best practices are considered. 6.2. Baseline surveys on access to basic services carried out in 3 districts</p>	<p>On track</p>	<p>• Review workshop on DSDMS and SUFS</p>	<p>• Completed</p>	<p>• Review workshop on the findings of the DSDMS and SUFS was organized with key stakeholders at central level on 17 Mar 2016 at Vientiane Capital. All key stakeholders participants in the workshop were appreciated with the approach of the 2 systems and confirmed that they are useful for local authority.</p> <p>• Review workshop on findings of DSDMS and SUFS for pilot districts and provinces were organised on 28-29 March 2016 at Saravan district. the districts and provinces are agreed with the findings and provided some suggestion to improve manuals and questions for the 2 system in order to make it more friendly use for local district staff/moderator.</p>	<p>• 23 Participants (10 females) from MoHA, MoH, MoE, MoAF, National statistics</p> <p>• 45 participants (15 females) from key stakeholders in Houn district, Saravan districts, Oudomxay province and Saravan province and MoHA.</p>
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<p><u>Output Z:</u> Programme support (oversight, management, coordination and results based monitoring)</p>	<p>1 Indicators 2016: 2 7.1. Project follows project cycle, plans, budgets and reporting. 3 7.2. Stakeholder have access to reports and opportunities for project oversight and information 4 7.3 Draft project design documentation is finalized 5 6 7 Targets 2016 8 7.1. Well-functioning and well managed project that implements activities in line with work plans and budgets.</p>	<p>On track</p>	<p>•</p>			
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	<p>9 7.2. Project provides oversight and reporting / Opportunities to Programme Board & other stakeholders.</p> <p>10 7.3 Project Deign for new phase support to NGPAR is developed with stakeholders.</p>					
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Formal Collaboration with other projects

The Ministry of Natural Resources and Environment (MONRE), with the support of the GEF LDCF2 project, is collaborating with UNDP/UNCDF in a project entitled "Effective Governance for small-scale rural infrastructure and disaster preparedness in a changing climate". The overall objective of the project is to improve local administrative systems affecting the provision and maintenance of small scale rural infrastructure, through participatory decision making that reflects the genuine needs of communities and natural systems vulnerable to climate risk. As part of its implementation arrangements, the project is using the existing District Development Fund (DDF) operating under SCSD project to deliver local climate change adaptation infrastructures in Saravane and Sekong provinces. The DDF system has transferred the first round of CR grants (\$152,052) for 4 district projects for FY 2014/15, which LDCF2 and MONRE have identified together with local District Development Support Teams. In addition, the DAIPs of 12 projects in 11 districts of both Saravane and Sekong provinces for the investment projects for FY 2015-16 have been approved and total amount of total CR grant of \$982,805 has been transferred to the project bank account in the Bank of Lao PDR and in the process of further transfer to the 11 districts for the implementation of the 12 projects.

Financial Management

Financial Information Summary

Output	Annual Work plan year 2016 (USD)	Quarter Work Plan/Budget (USD)	Expenditure This Quarter (USD)	Delivery Rate This Quarter (%)
Output 1	217,182	64,113	43,226	67%
Output 2	12,500	8,024	11,293	140%
Output 3	106,415	25,162	51,918	206%
Output 4	70,000	5,300	172	3%
Output 5	18,650	8,681	9,076	104%
Output 6	154,500	66,539	16,906	25%
Output 7	249,906	73,769	59,098	80%
Totals	829,153	251,588	191,690	76%

Project Management and Oversight

Monitoring and Evaluation

The project held regular monthly meetings and quarterly meeting chaired by the Programme Manager and attended by UNDP-UNCDF Programme Officers and MoHA's departments to report the progress, discuss challenges and key activities of the following month and quarter. The Annual Review Meeting for 2015 and Programme Board meetings were held on 19th February 2016. The annual audit of 2015 took place in February 2016. No significant issues were identified and an Unqualified Audit Opinion was awarded one again. The Project is on track with its regular monitoring plans (please see Logs in Annex).

Risks management

There were no risks identified during the year.


Communication and advocacy

Project communication is ongoing as per Communication Log in Annex.

4. Annex/s

- Combined Delivery Report 2015 (CDR)
- Project Monitoring and Communication Plan
- Project Risk Log
- Project Issue Log
- Project Lesson Learned Log

PREPARED BY PROGRAMME MANAGER


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Ms. Vilaythone

Date:

APPROVED BY EXECUTIVE PROGRAMME BOARD



Date:

H.E. Dr. Khammoune Viphongxay
Vice Minister, MoHA

RECEIVED AND REVIEWED BY UNDP



Date:

Charles Chabal
Resident Representative a.i.

27 JUN 2016

NATIONAL GPAR SCSD PROJECT: COMMUNICATION AND MONITORING PLAN/REPORT

Project Title: National GPAR SCSD Project	Award ID: 00064630	Updated to: 31/12/2015
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Type of Action	Stakeholders	Method of communication	Due by	Completed on	Status
Annual Work Plan and Budget: 2013	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	01/03/13	18/02/13	Completed
Tentative Work plan and FACE form: Q1-2013	UNDP	Report	10/01/13	10/01/13	Completed
Quarterly Progress Report for Q1-2013, including logs	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	10/04/13	10/04/13	Completed
Work plan and FACE form: Q2-2013	UNDP	Report	10/04/13	10/04/13	Completed
Quarterly Progress Report for Q2-2013, including logs	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	10/07/13	10/07/13	Completed
Work plan and FACE form: Q3-2013	UNDP	Report	10/07/13	10/07/13	Completed
Quarterly Progress Report for Q3-2013, including logs	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	10/10/13	10/10/13	Completed
Work plan and FACE form: Q4-2013	UNDP	Report	10/10/13	10/10/13	Completed
Annual Report 2013 (incl. Q4-2013, including logs)	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	10/01/14	10/01/14	Completed
Joint Annual Technical Review (JATR)	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	31/12/13	Replaced by Mid Term Review held on	Completed

						25/07/13	
Annual Work Plan 2014	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	31/01/14	10/01/14	10/01/14	10/01/14	Completed
Tentative Work plan and FACE form: Q1-2014	UNDP	Report	10/01/14	10/01/14	10/01/14	10/01/14	Completed
Quarterly Progress Report for Q1-2014, including logs	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	10/04/14	10/04/14	10/04/14	10/04/14	Completed
Work plan and FACE form: Q2-2014	UNDP	Report	10/04/14	10/04/14	10/04/14	10/04/14	Completed
Quarterly Progress Report for Q2-2014, including logs	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	10/07/13	10/07/13	30/06/13	30/06/13	Completed
Work plan and FACE form: Q3-2014	UNDP	Report	10/07/13	10/07/13	10/07/13	10/07/13	Completed
Quarterly Progress Report for Q3-2014, including logs	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	10/10/14	10/10/14	10/10/14	10/10/14	Completed
Work plan and FACE form: Q4-2014	UNDP	Report	10/10/14	10/10/14	10/10/14	10/10/14	Completed
Annual Report 2014 (incl. Q4-2014 & logs)	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	10/01/14	10/01/14	31/12/14	31/12/14	Completed
Annual Work Plan 2015	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	31/01/15	10/01/15 - 05/02/15	10/01/15 - 05/02/15	10/01/15 - 05/02/15	Completed
Tentative Work plan and FACE form: Q1-2015	UNDP	Report	10/01/15	10/01/15	10/01/15	10/01/15	Completed
Quarterly Progress Report for Q1-2015, including logs	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	10/04/15	10/04/15	10/04/15	10/04/15	Completed

Work plan and FACE form: Q2-2015	UNDP	Report	10/04/15	10/04/15	Completed
Quarterly Progress Report for Q2-2014, including logs	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	10/07/15	30/06/15	Completed
Work plan and FACE form: Q3-2014	UNDP	Report	10/07/15	10/07/13	Completed
Quarterly Progress Report for Q3-2014, including logs	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	10/10/15	08/10/15	Completed
Work plan and FACE form: Q4-2014	UNDP	Report	10/10/15	09/10/15	Completed
Annual Report 2015 (incl. Q4-2014 & logs)	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	10/01/16	11/01/206	Completed
Annual Work Plan 2016	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	31/01/16	10/01/15 – 28/01/15	Completed, pending PB approval
Tentative Work plan and FACE form: Q1-2016	UNDP	Report	10/01/16	10/01/16	Completed

NATIONAL GPAR SCSD PROJECT: RISK LOG

Project Title: National GPAR SCSD project	Award ID: 00064630	Last Reviewed Date: 31/12/2015
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mgmt. response	Owner	Submitted/ updated by	Last Update	Status
1	Other government bodies are reluctant to enhance coordination under NPAR	01/02/12	Strategic	impact of the public administration reforms will be limited. P=2; I=3; PXI=6	Multi-Stakeholder Leading Committee and Programme Board guidance to initiate dialogue with relevant Government offices	Programme Manager	Programme Manager	30/06/2012	No change
2	Lack of buy-in from the local authorities who see the programme as a new top down approach to GPAR.	01/02/12	Strategic	Lack of buy in at the local level may hamper project implementation P=22; I=3; PXI=66	Early discussions to explain new modus operandi but that the provinces and districts will remain in the lead at the local level. Provincial participation in Prog. Board	Programme Manager	Programme Manager	30/09/2012	Risk reduced from 9, following successful local Workshops
3	Limited resources will directly compromise the implementation of programme activities	01/02/12	Strategic	Plans to scale up nation-wide, will be postponed with impact on MDG progress. P=2; I=4; PXI=8 (down from 12)	Continuous dialogue with donor community and coordination of all resource mobilization by MoHA	Programme Manager	Programme Manager	30/06/2012	Changed. \$1 million from Govt Luxembourg
4	Programme approach introduces a new way of operating, both for the government and for the donor	01/02.12	Strategic	Time & resources lost to project management and reporting rather than implementation. P=3; I=3; PXI=9	Programme Board play a key role in overseeing all projects under the programme framework.	Programme Manager	Programme Manager	30/06/2012	No change

	community											
5	There could be a stronger attraction by DPs to fund certain components or sub-components	01/02/12	Strategic	Sustainability and/or nation-wide roll out of the reforms could become compromised. P=3; I=3; Pxl=9	Resource mobilization coordinated by MoHA in liaison with the DIC (MPI). Possibility of GPAR Trust Fund could be explored.	Programme Manager	Programme Manager	30/06/2012	No change			
6	GEF funds may be delivered through a parallel project	01/02/12	Strategic	NGPAR Programme framework will be basically altered P=5; I=2; Pxl=10	Discussions with MONRE and UNDP initiated to develop suitable framework	Programme Manager	Programme Manager	30/06/2012	Changed – moved to Issues			
7	MAF sub-project may delay other implementation plans	15/05/12	Operational	Core activities implementation delayed P=2; I=3 Pxl=6	Merge MAF and SCSD/OEBG activities where possible	Programme Manager	Programme Manager	30/09/12	Risk reduced from 9 following successful DDF trainings.			

NATIONAL GPAR SCSD PROJECT: ISSUES LOG

Project Title: National GPAR SCSD project	Award ID: 00064630	Last Reviewed Date: 31/12/2015
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#	Description	Date Identified	Type	Priority (P) & Impact (I)	Countermeasures / Mgmt. response	Owner	Status change	Last update	Current status
1	Delay in nomination of members the Programme Board	15/03/12	Problem	Key activity involving leadership for the Programme P=5; I=3; PXI=15	Discussions initiated by Ministry of Home Affairs	Programme Manager	Changed	30/06/12	Resolved;- Prog Board members appointed
2	Delay in appointment of GPAR CTA	1/07/12	Operational problem	Delays in key programme/activities delivery P=4; I=4 PXI=16	Discussion between MoHA/UNDP on speeding process and with UNCDF on temporary reassignment of urgent/critical PAR duties to UNCDF Local Governance Advisor in SCSD.	Programme Manager	Changed	21/04/13	CTA report on 11/2012
3	GEF funds will be delivered through a parallel project		Operational problem	NGPAR Programme framework will be basically altered with less funds for SCSD project P=5; I=2; PXI=10	Agreement was reached between UNDP/MONRE and UNCDF/GPAR that the DDF mechanism in SCSD will be used to channel Climate Change funds to district on behalf of the LDCF2 Project (GEF). LDCF2 Project will deploy a national consultant to manage/ coordinate some of the additional expected work load on SCSD/DDF.	Programme Manager	New	31/12/13	Clarified
4	CTA vacancy	01/09/14	Operational	Delays in Programme &	Recruitment of new CTA in	Programme	Changed	10/04/15	Resolved -

				project implementation. P=4; I=4 Pxl + 16	progress. MoHA & UNCDF Local Governance Advisor in SCSD to share urgent / critical GPAR duties in interim.	Manager			New CTA reported 2/4/2015
5	ITA vacancy (UNCDF)	01/03/15	Operational	Delays in Programme & project implementation. P=4; I=4 Pxl + 16	New CTA currently covering critical UNCDF Local Governance Advisor responsibilities. UNCDF considering situation.	Prog Manager	No change	30/09/2015	Recruitment ongoing

NATIONAL GPAR SCSD PROJECT: LESSONS LEARNED LOG

Lesson ID	Date logged	Type	Description	Recommendation
01	30/03/12	Positive	Programme framework allows for several implementation mechanisms to operate in parallel enabling good alignment	<ul style="list-style-type: none"> Documentation of various options that can be shared with potential partners
02	31/03/13	Positive	MAF-OEBG successfully implemented in 2012 & approach & tools adopted by OEBG for general use	<ul style="list-style-type: none"> MAF-OEBG Review conducted & available. Inform DP of successes & impact on local beneficiaries of DDF – created DVD for advocacy
03	31/12/14	Neutral	Chronic challenges in inter-ministry working agreements/collaboration affect implementation of ODSC on the ground.	<ul style="list-style-type: none"> Political leadership / coordinating mechanism for better inter-ministry day-to-day collaboration on implementation of cross-cutting work.

Summary DDF-BBG FY 2015-2016 of 3 provinces 6 districts Annex -1

S/N	Province	No. district	District Plan FY 2015-2016		
			No. Project	Total in LAK	Total in USD
1	Xiengkhouang	2	6	800,508,000	100,064
2	Houaphan	2	7	830,518,000	103,815
3	Oudomxay	2	5	819,128,000	102,391
	Total	6	18	2,450,154,000	306,269

Summary DDF-BBG FY 2015-16 BY SECTOR (XKk, HP & ODX)

Sector	No. Project	DDF	Cost sharing (Kip)			US Dollars
			People contribution	Government	Total	
Education (4 schools, 1 furniture, 1 Toilet+water tank)	6	797,200,000	29,810,000	37,967,000	864,977,000	108,122
Health (including WATSAN) (1 Health centre +3 Water supply system)	4	762,632,000	86,460,000	-	849,092,000	106,137
Agriculture (4 irrigations and 1 water tank)	6	597,614,000	79,224,000	-	676,838,000	84,605
PWT (1 bridge + 1 urban water supply system - Viengxai district)	2	134,707,000	8,000,000	-	142,707,000	17,838
TSS 7%	0	158,001,000	-	-	158,001,000	19,750
Total	18	2,450,154,000	203,494,000	37,967,000	2,691,615,000	336,452
		\$ 306,269	\$ 25,437	\$ 4,746	\$ 336,452	

Annex1: List of projects 2016

List of projects 2016	
15 province	Sansang and local administration: 11
14 projects at provincial level	HRM&HRD: 5
1 project at sub-provincial level (ត្រង់)	Gender: 1
7 projects at district level	Others: 5

Project No.	Implementing Organization	Name of project	Expected outcome	Main Activities	Status	% of completion
1/2016	PoHA- Phongsaly Province	Strengthening village administration and improve working system (in the future Samsang target in 4	<ul style="list-style-type: none"> - Village administration in new Sam sang villages are strengthened - Village staff in 4 target districts worked more effectively and align with 	Act 1: Collect information about the village administration in 4 district: Phongsaly, YotOu, Kao and Samphan	Act 1: completed Act 2: completed Act 3: completed	80%

	Grant: 79,987,000		new regulation	Act 2: Prepare training manual Act 3: Provide training in 4 district for 47 villages Act 4: Follow up and assessment in some villages	Monitor by: Nou and team in Nov 2015	
2/2016	Women Union- Phongsaly Grant: 79,996,000	Promote proper nutrition	<ul style="list-style-type: none"> - Ethnic group people including women and children understand about the important of nutrition - Reduce the malnutrition problem in Phongsaly province - Gender promotion is mainstreamed in the village 	<p>Act 1: Internal meeting with stakeholders implement the project</p> <p>Act 2: Training of Trainers who are representative from Woman union and health offices in 7 districts</p> <p>Act 3: Training on good nutrition in 7 districts for 49 villages</p>	<p>Act1: completed</p> <p>Act 2: completed</p> <p>Monitor by: Nou and team in Nov 2015</p>	60%
3/2016	DoHA-Nalea District, Luang Namtha Province Grant:	Formulation of village development plan through community participatory approach	<ul style="list-style-type: none"> - Samsang villages in 3 districts has the village development plan (participatory planning) - Samsang village implement their development plan focused on poverty 	<p>Act 1: Training district staff on village development planning</p> <p>Act 2: Conduct planning process</p>	<p>Act 1: completed</p> <p>Act 2: completed</p>	50%

	62,059,000		eradication	(participatory planning approach) in SamSang villages Act 3: Workshop on the participatory development plan at district level Act 4: Publish the Participatory Development Plan Book	Monitor by: Mme. Vilaythone and team in Feb 2016	
4/2016	PoHA – Oudomsay Grant: 83,220,000	Capacity building on the regulation drafting for staff-civil servants in horizontal line offices at district level	<ul style="list-style-type: none"> - District staff (horizontal lines) understand and able to help district leaders to draft regulation accurately - Official document are managed and filed properly 	<p>Act 1: Internal meeting with stakeholders implement the project</p> <p>Act 2: Training on drafting regulations and document management for 7 districts</p> <p>Act 3: Evaluation and lesson learn workshop</p>	<p>Act 1: completed</p> <p>Monitor by: Nou and Team in Nov 2015</p>	30%
5/2016	Inspection Department- Oudomxay	Capacity building for inspection and anti-corruption	<ul style="list-style-type: none"> - Build the capacity for the inspection staff at district level - Strategic plan and 	Act 1: Training on inspection, anti-corruption at district level	Act 1: completed	80%

	<p>province</p> <p>Grant:</p> <p>78,537,000</p>	work at district level	regulations on anti-corruption disseminated	<p>Act 1: training on village administration for 68 villages in HuaMeang District</p> <p>Act 2: training on village administration for 88 villages in Viengxay District</p> <p>Act 3: training on village administration for 62 villages in Sop Bao District</p>	<p>Monitor by:</p> <p>Nou and Team in Nov 2015</p>	30%
6/2016	<p>PoHA-Huaphan Province</p> <p>Grant:</p> <p>79,197,000</p>	Capacity building for staff in Kumban, village head (Samsang districts)	<ul style="list-style-type: none"> - Village administrations and mass organizations are strengthened in order to lead the people to protect, keep peace and well being of the people. - Village staff understand and able to implement the policy and direction of the party and the government. 	<p>Act 1: meeting to build the understanding of the projects and to select the target participants in 3 districts: Viengxay, Sopbao, HuaMeang district</p> <p>Act 2: training on law</p>	<p>Act 1: completed</p> <p>Monitor by:</p> <p>Nou and Team in Nov 2015</p>	30%
7/2016	<p>Justice Department – Huaphan Province</p> <p>Grant:</p> <p>60,487,000</p>	Capacity building for staff who responsible for law dissemination at district level, village authority to disseminate laws through village	<ul style="list-style-type: none"> - staff and people who responsible for law dissemination trained on technique and methods for dissemination - laws and information is disseminated widely - people are able to access 	<p>Act 1: in progress</p> <p>Monitor by:</p> <p>Nou and Team in Nov 2015</p>	30%	

		speakers (related to Samsang direction)	and understand information and laws	dissemination technique for participants from 3 districts and villages		
8/2016	DoHA-Luangprabang District Grant: 58,909,000	Improving ODSC in Luangprabang district	<ul style="list-style-type: none"> - service and coordination of the service in One Door Service Centre (ODSC) in Luang Prabang District proved 	<p>Act 1: restructure the operation of ODSC</p> <p>Act 2: improve regulation and identify service offices to operate in ODSC</p> <p>Act 3: technical training on ODSC operations</p> <p>Act 4: pilot ODSC in districts</p> <p>Act 5: study visit in good performance ODSC</p>	<p>Act1: completed</p> <p>Act2: completed</p> <p>Act 3: completed</p> <p>Monitor by: Nou and Team in Nov 2015</p>	60%
9/2016	DoHA-Merg District, Borkeo province Grant:	Improvement and strengthening village authority	<ul style="list-style-type: none"> - village administration improved. - Village work more effective and - Village staff understand the new policies and regulations related to 	<p>Act 1: Village meetings to restructure the village work in 5 Kumban</p> <p>Act 2: Training on village administration in 5 Kurn Ban</p>	<p>Act1: completed</p> <p>Monitor by:</p>	30%

	79,939,000		local administration	Act 3: Monitoring and evaluation	Mme. Vilyathone and Team in Feb 2016	
10/2016	PoHA- Xaysomboun province Grant: 79,274,000	Review and strengthen Samsang work in Xaysomboun province	<ul style="list-style-type: none"> - Review Sam sang implementation in the province - Strengthen the 15 pilot offices and Samsang villages and districts 	<p>Act 1: Meeting to review Sam sang implementation in 2 district: Hom district and Longsan district</p> <p>Act 2: Send staff to monitor and review the Sam sang work with 15 district offices in the 2 districts</p>	Act 1: completed	50%
11/2016	Education and Sport Department- Kham District, Xiengkhoung province Grant: 79,406,000	Capacity building for education administrator in schools in Kham District	<ul style="list-style-type: none"> - The working system and management at schools are improved 	<p>Act 1: Training on educational management to administrators in the district</p> <p>Act 2: Field monitoring in each schools</p> <p>Act 3: Conduct evaluation in each school in the district</p> <p>Act 4: Lesson learn workshop</p>	Act 1: completed Act 2: completed Monitor by: Nou and CADEM Team in Nov 2015	50%

12/2016	PoHA – Xiengkhoung Grant: 77,017,000	Improvement and capacity building for village authority (Samsang)	<ul style="list-style-type: none"> - Village administration including 5 units are understand their new roles and functions - Villages and families recognized as developed village (Ban Phattana) 	<p>Act 1: Training on village administration in 3 Sam Sang district</p> <p>Act 2: Field monitoring and evaluation</p> <p>Act 3: Lesson learnt workshop</p>	<p>Act1: completed</p> <p>Monitor by: Nou and CADEM Team in Nov 2015</p>	30%
13/2016	Youth Union-Vientiane Province Grant: 79,670,000	Resolving problems in youth in 11 districts, Vientiane Province	<ul style="list-style-type: none"> - Youths are aware of the problems and know how to protect themselves from the social problems 	<p>Act 1: Raising awareness on the bad effect of drugs and to educate youth on the traffic regulations in 11 districts</p> <p>Act 2: Raising awareness on the transmitted disease and human trafficking in 11 district</p> <p>Act 3: Monitoring and evaluation in 3 districts</p>	<p>Act 1: completed</p> <p>Act 2: completed</p> <p>Act 3: completed</p> <p>Monitor by: Phailod and CADEM Team in March 16</p>	75%
14/2016	Sub Provincial Prosecutor Office (IV), Vientiane Capital	Capacity building for prosecutor	<ul style="list-style-type: none"> - District offices, Kumban and village authorities in 2 districts understand the roles and mandate of the prosecutor office 	<p>Act 1: Raising awareness on the mandates and roles of prosecutor to districts and village authority</p>	<p>Act1: completed</p> <p>Act2: completed</p> <p>Act 3: completed</p>	70%

	Grant: 62,115,000		<ul style="list-style-type: none"> - The coordination and procedure regarding to the justice matter improved 	<ul style="list-style-type: none"> Act 2: Improve working mechanism of the prosecutor office Act 3: Training on human resource management of the prosecutor office Act 4: Monitoring and evaluation 		
15/2016	DoHA, Sikhotabong District, Vientiane Capital Grant: 58,905,000	Strengthening village authority	<ul style="list-style-type: none"> - Organizational structure of village authorities improved - Village staff understood and improved their working performance - Document issued by village authorities are accurate in terms of format and purposes and well recorded 	<ul style="list-style-type: none"> Act 1: Training on village administration and related matters Act 2: Monitoring and evaluation 	Act 1: completed Act 2: in progress	70%
16/2016	PoHA-Borikhamsay Province Grant:	Capacity building for staff who responsible for civil servants information and official document (electronic) at	<ul style="list-style-type: none"> - Personnel information management and official document system improved - Staff at provincial level and district level trained on personnel 	<ul style="list-style-type: none"> Act 1: Internal meeting on project implementation Act 2: Training on personal information management and 	Act 1: completed Act 2: completed	90%

	73,966,000	provincial and district level	management and official document matters	official document matters	Monitor by: Dr. Ammala and CADEM team Feb 2016	
17/2016	Agriculture and Forestry Department-Khammoune Province Grant: 79,949,000	Improve statistics, planning and budgeting matters at district, kumban level (service center)	<ul style="list-style-type: none"> - Planning and budgeting in district AF office and service center (26 centers) have improved - Statistic data system of AF at district level and centers are improved and accurate 	Act 1: Training on planning and statistic to 10 AF districts offices	Act1: completed Monitor by: Dr. Ammala and CADEM Team in Feb 2016	80%
18/2016	DoHA-Saybouathong district, Khammoun Province Grant: 74,707,000	Strengthening village authority and kumban	<ul style="list-style-type: none"> - Kumban, staff, Village heads and staff trained on the new roles and mandate - People's understand about the new regulations about Sam sang policies 	Act 1: Training on local administration to staff at grassroots level Act 2: Dissemination of the new regulations to staff and people Act 3: Monitoring and	Act 1: completed Monitor by: Dr. Ammala and CADEM Team in	30%

					evaluation	Feb 2016	
19/2016	PoHA-Salavan Grant: 77,856,000	Capacity building on performance appraisal	<ul style="list-style-type: none"> - Performance appraisal aware by staff - Staff at provincial and district level trained on conducting performance appraisal - Policies, incentives are provided based on the working performance 	Act 1: Training on performance appraisal matter to provincial staff Act 2: Training on performance appraisal matter to district staff	No progress Monitor by: Laty and Phailod and CADEM Team in Mar 2016	0%	
20/2016	PoHA- Sekong Grant: 56,950,000	Replication of lessons and methods on organizational analysis and development at provincial level, district level in samsang district	<ul style="list-style-type: none"> - Organizations and working system at provincial and district offices were assessed and improved 	Act 1: Internal meeting about the project implementation Act 2: Training on organizational analysis and development to 3 Sam Sang districts Act 3: Lesson learn workshop	Act 1: completed Act2: in progress Monitor by: Laty and Phailod and CADEM Team in Mar 2016	40%	
21/2016	DoHA-Xaysetha district, Attapua Province	Improvement village administration	<ul style="list-style-type: none"> - Village administration improved according to the new mandate and regulations 	Act 1: Workshop on new regulation related to local administration and Sam Sang	Act 1: completed Act 2: completed	80%	

	Grant: 44,597,000			Act 2: Training on local administration to district staff Act 3: Training on village administration to the village staff	Act 3: completed Monitor by: Laty and Phailod and CADEM Team in Mar 2016	
22/2016	Youth Union- Attapua Province Grant: 59,761,000	Capacity building for youth union staff	<ul style="list-style-type: none"> - Management team of Youth Union at provincial, district and horizontal units understand clearly about the new roles and mandate related to Sam sang policies - The coordination, working system are improved between vertical line, horizontal lines of the youth union 	Act 1: Training on mandates and working system of youth union at provincial and district level Act 2: Raising awareness to youth union in 5 districts Act 3: Monitoring and evaluation	Act 1: completed Monitor by: Laty and Phailod and CADEM Team in Mar 2016	30%