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Lao People's Democratic Republic



Empowered lives.
Resilient nations.

Quarterly Project Progress Report

Name of project: National GPAR Programme Secretariat Support Project
Date of report: January – March 2015

Basic Project Information

Project Title: National GPAR Programme Secretariat Support Project

UNDP Award ID	00065088
UNDP Project ID	00081709
Project Duration	4 years
Reporting Period	January to March 2015
Implementing Partners	Ministry of Home Affairs
National collaborating agencies	Ministries /organizations of Government of Lao PDR
Other UN/International collaborating agencies	
Cost-sharing third parties	Swiss Development Cooperation
UNDP Programme Officer/Programme Analyst	Viengmala Phomsengsavanh
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

1. Project Implementation Status and Key Results

Implementation Status Summary at Outcome level

- the 4th meeting of the Leading committee on government conducted and approved the 2014 progress report and 2015 priority plans of 3 major matters, namely National GPAR Programme, Legal Sector Master Plan programme and Governance Sector Working Group (GSWG) – (output 1).
- The 4th National GPAR Board Meeting and 2014 National Annual Review Meeting organized to consider and approve the 2015 budget & work plans of 4 projects namely: GPAR NGPS, GPAR SCSD, GPAR SLIFE and CSSP. The meeting agreed to extend the GPAR NGPS, GPAR SCSD to end of June 2016. Schedules closing date for CSSP (May 2016) will be reviewed in April (1st quarterly meeting). (Output 1).
- The GSWG secretariat meeting conducted to discuss on the 2015 annual work plan of GSWG and now the work plan was finalized and submitted to MPI (output 3).
- Thematic workshop of GSWG, on aligning DDF with samsang policy and the 8th NSEDP, organized in the form of the panel discussion with more engagement from sectors concerned eg. MPI, Provincial and district authorities. The workshop confirm the relevance of DDF to support Samsang policies in the local development and local capacity building. The workshop also identify the priority plans of MoHA and MoJ which relevant and need to be considered in the draft 8th NSEDP (output 3).

Implementation Progress Summary at Output level

OUTPUT	MILESTONE / Target Year	STATUS OF TARGET	PLANNED ACTIVITIES	ACTIVITY PROGRESS TO DATE	RESULTS ACHIEVED	COMMENT /BENEFICIARY
<p><i>In line with ProDoc / AWP</i></p> <p><u>Output 1.</u> High level institutional mechanisms to provide oversight and coordination across the Governance sector established</p>	<p>2015</p> <p><u>Target 2015</u> 1. At least 2 Leading Committee meetings and 1 Prog Board meeting to guide the programme. 2. Governance Info matrix update & submitted on time to governance sector members 3. Background paper on governance reform discussed & submitted to DIC</p> <p><u>Indicators</u> 1. Number of PC & PBM held & minutes with policy advice 2. Governance Matrix and</p>	<p>On track</p>	<p>Activities to be undertaken during the reporting period (QWP/AWP)</p> <p>Convene 4th Leading committee meeting and the 4th board meeting</p>	<p><input checked="" type="checkbox"/> completed</p>	<p>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</p>	<p>Approximate number of beneficiaries reached by relevant project activities (disaggregated by gender), etc.</p>

<p><u>Output2</u> Strengthening capacity in MoHA to effectively coordinate and monitor the implementation of the GPAR programme and related activities</p>	<p><u>Background paper available</u></p>	<p>On track</p>	<ul style="list-style-type: none"> English training ongoing 	<p>6 MoHA staff improving their English for better communication abilities (3 female – 3 male)</p>	
<p><u>Targets 2015</u></p> <ol style="list-style-type: none"> Publications on GPAR produced GSWG booklet under MoHA leadership. <p><u>Indicators:</u></p> <p>At least 2 GPAR Newsletter published by MoHA</p>	<p>✓ <input type="checkbox"/> In progress</p>				

<p><u>Output 3.</u> Coordination of development partner assistance through the Governance Sector Working Group, and resource mobilization to support programme implementation enhanced.</p>	<p><u>Targets 2015</u></p> <ol style="list-style-type: none"> GSWG Annual Work plan 2015 agreed & shared with members Two PSI thematic workshops conducted (PAR & CSO) At least 1 workshop on RTM & GSWG process organised. <p><u>Indicators:</u></p> <ol style="list-style-type: none"> GSWG/SSWG Annual Work Plans developed GSWG/SSWG meeting convened twice a year Recommendations of GSWG Stocktaking implemented 	<p>On track</p>	<p>Convene and organize GSWG/SSWG thematic workshops and other GSWG related meeting</p>	<p><input checked="" type="checkbox"/> <i>completed</i> GSWG secretariat conducted</p>	<p>AWG of GSWG approved and official submitted to MPI</p>	<p>88 participants (31 females) from line ministries, embassies, international organizations, INGOs and CSOs.</p>
				<p><input checked="" type="checkbox"/> <i>completed</i> Thematic workshop of GSWG (on DDF/Sam Sang alignment and 8th NSEDP) conducted</p>	<p>The workshop, with support of sectors concerned e.g. MPI, Province & districts, confirm the relevance of DDF to support Sam Sang policies in the local development and local capacity building. Priority plans of MoHA and MoI relevant for draft 8th NSEDP discussed and agreed.</p>	

2. Financial Management

Financial Information Summary

Output	<u>Annual Work</u> plan year 2015 (USD)	<u>Quarter Work</u> Plan/Budget (USD)	<u>Expenditure</u> This Quarter (USD)	<u>Delivery Rate</u> This Quarter (%)
Output 1	54,909	3,254	1,731	53%
Output 2	147,378	27,412	26,236	96%
Output 3	61,170	9,452	10,771	113%
Grand Total	263,457	40,118	38,738	97%

3.

**Project Management and Oversight
Monitoring and Evaluation**

The Project is on track with its regular monitoring plans (please see Logs in Annex). A combined mid-term evaluation of the project (& SCSD Project) was undertaken in 2014, in collaboration with stakeholders and partners. Independent audit of the project for 2014 was done in March 2015. An Unqualified Opinion was given with no significant issues or risks identified.

Risk management

The Issue of CTA vacancy, which arose in Q4 continued into Q1 / 2015. New CTA was appointed from Q2/2015. A vacancy of the international local governance advisor/DDF is being considered by UNCDF.

Communication and advocacy

Project communication is ongoing as per Communication Log in Annex.

4. Annex/s

CDR

NATIONAL GPAR PROGRAMME SUPPORT PROJECT: COMMUNICATION AND MONITORING PLAN/REPORT

Project Title: National GPAR Programme Support Project		Award ID: 00065088		Last Reviewed Date: 31/03/2015	
Type of Action	Stakeholders	Method of communication	Due by	Completed on	Status
Annual Work Plan and Budget: 2014	UNDP and SDC	Report	01/03/14	16/02/14	Completed
Work plan and FACE form: Q1-2014	UNDP	Report	01/03/14	20/02/14	Completed
Quarterly Progress Report for Q1-2014, including logs	UNDP and SDC	Report	10/04/14	10/04/14	Completed
Work plan and FACE form: Q2-2014	UNDP	Report	10/04/14	08/04/14	Completed
Quarterly Progress Report for Q2-2014, including logs	UNDP and SDC	Report	10/07/14	30/6/14	Completed
Work plan and FACE form: Q3-2014	UNDP	Report	10/07/14	07/7/2014	Completed
Quarterly Progress Report for Q3-2014, including logs	UNDP and SDC	Report	10/10/14	10/10/2014	Completed
Work plan and FACE form: Q4-2014	UNDP	Report	10/10/14	10/10/2014	Completed

Annual Report 2014	UNDP and SDC	Report	10/01/15	10/01/15 – 05/02/15	Completed
Annual Work Plan 2015	UNDP and SDC	Report	10/01/15	10/01/15	Completed
Work plan and FACE form: Q1-2015	UNDP	Report	10/01/15	10/01/15	Completed
Quarterly Progress Report for Q1-2015, including logs	UNDP and SDC	Report	10/04/15	10/04/15	Completed
Work plan and FACE form: Q2-2015	UNDP	Report	10/04/15	10/04/15	Completed

NATIONAL GPAR PROGRAMME SUPPORT PROJECT: RISK LOG

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mgmt. response	Owner	Submitted/ updated by	Last Update	Status
1	Outputs requiring Govt. actions as pre-conditions may be delayed	15/03/12	Strategic	Project outputs not achieved as per target dates P=2, I=3; PXI=6	Multi-Stakeholder Programme Board guidance to initiate dialogue with relevant Government offices	Programme Manager	Programme Manager	07/10/2012	No change

2	Stakeholder coordination to set up targets and enable reporting may need time to be developed	15/03/12	Strategic	Output related to sector coordination may not be fully realized during the first year P=3; I=3; PXI=9	Early discussions with stakeholders to prepare targets and discuss formats for reporting	Programme Manager	Programme Manager	07/10/2012	No change
3	MoHA officials may be transferred after they are trained	15/03/12	Operational	Key activities will be delayed till replacements are trained P=3; I=3; PXI=9	Training teams instead of particular officials to ensure continuity	Programme Manager	Programme Manager	07/10/2012	No change
4	Delay in agreeing DP's representation on NGPAR Programme Board	15/06/12	Strategic	Key activities requiring Board approval may be delayed P=3; I=3 PXI=9	MoHA to consult with MPI on the Government's position.	Programme Manager	Programme Manager	01/04/13	Decision made by Govt that DP in the NGPAR Programme Board limited to signatory to prodoc. DPs to be invited.

5. Delay in recruiting Communications Coordinator due to lack of suitably qualified national	01/03/13	Operational problem	P=4; I=3; Pxl=12	Communications work to be handled and shared by Gov Coordinator and NGPAR staff. If no suitably qualified national is found for the post, recruitment of IUNVs to be explored.	Project manager	Programme Manager	22/04/14	Risk reduced, National communication specialist is recruited
6 Delay in recruiting Consultant for the GSWG stocktaking and assessment	01/03/13	Operational problem	Key activity for the sector P=5; I=3; Pxl=15	Contact potential consultants to facilitate recruitment	Project manager	Programme Manager	22/04/14	Stocktaking completed. Recommendations being implemented and integrated in 2014 AWP.

NATIONAL GPAR PROGRAMME SUPPORT PROJECT: ISSUES LOG

Project Title: National GPAR Programme Support Project		Award ID: 00065088		Last Review Date: 31/03/2015					
#	Description	Date Identified	Type	Priority (P) & Impact (I)	Countermeasures / Mgmt. response	Owner	Status change	Last update	Current status
1.	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	Project Manager	Changed	01/04/13	Membership of Prog Board members decided.
2.	1 Delay in finalizing Work Plan of Sector Working Group	15/03/12	Problem	Key activity for the sector P=5; I=3; PXI=15	Draft work plan being discussed with Co-Chairs	Project Manager	Changed	30/06/13	Draft Work Plan 2013 being implemented
3.	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 duties to UNCDF Local Governance Advisor in	Project manager	Changed	01/04/13	CTA reported on 28/10/2012

					SCSD.					
4.	Delay in updating the Sector Information Matrix	01/03/13	Coordination problem	Key activity for the sector P=5; I=5 PxI=15	One on one meetings with Governance focal points to be undertaken.	Project manager	New	30/06/13	On-going meetings with government focal points	

NATIONAL GPAR PROGRAMME SUPPORT 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	01/04/13	Operational	Full time backstopping support to pro- actively facilitate coordination among members, manage relationships and activities of GSWG	<ul style="list-style-type: none"> Full time backstopping support required for GSWG

PREPARED BY PROGRAMME MANAGER

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ນິສິດ ແກ້ວປັນຍາ

Date: 10 APR 2015

APPROVED BY EXECUTIVE PROGRAMME BOARD

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ຄຳມຸມ ວິພິງໄຊ

Date: 10 APR 2015

RECEIVED AND REVIEWED BY UNDP

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Date: