

April 2014

Reporting Period: January to March 2014

*Effective Governance for Small-Scale Rural Infrastructure and
Disaster Preparedness in a Changing Climate (LDCAF II)*

Project ID: 00084024

1st Quarterly Progress Report (QPR)

UNDP and UNCDF

*Ministry of Natural Resources and Environment, Department of
Disaster Management and Climate Change*

Government of Lao People's Democratic Republic



I. PROJECT INFORMATION AND RESOURCES

Project Number & Title:	00084024 Effective Governance for Small-Scale Rural Infrastructure and Disaster Preparedness in a Changing Climate
Implementing Partner:	Department of Natural Resources and Environment, MONRE
Additional Collaborating Parties (as per project document)	MAF, MPI, MoPW, Non Profit Organizations (NPOs), INGOs, Mass Organizations, and Private Sector and other Development Partners (WB, ADB, UNDP, UNCDF, GIZ, Government of Finland)
Responsible Parties (if applicable):	MONRE, MOHA, UNDP, UNCDF
Donors:	LDCE (GBF) (in-cash) Government (in-kind, parallel) IUCN (parallel) UNDP (in-cash and parallel)

Project Starting Date	Jan 2013
Project Completion Date	May 2017
Originally Planned	Actual
Originally Planned	Current Estimate
Jan 2013	May 2013
Jan 2017	May 2017

Period Covered by this report	January to March 2014
Date of annual review [Indicate if planned or actual]	23 November 2013

Total Budget	Original Budget (US\$)	Latest Signed Revision (USD)
	\$ 35,572,896 (incl. co-Finance)	\$ 35,541,160 (incl. co-Finance)

Resources	Donor	Amount (USD)
	LDCE/GEF (in-cash):	\$ 4,700,000
	GoL (in-kind):	\$ 375,000
	GoL (Parallel):	\$ 4,210,000
	IUCN (Parallel):	\$ 4,150,000
	UNDP (Parallel):	\$ 21,857,896
	UNDP (in-cash):	\$ 248,264
	TOTAL	\$ 35,541,160

LIST OF ACRONYMS

ADB	Asian Development Bank
AMAT	Adaptation Monitoring and Assessment Tool
APAN	Asian Pacific Adaptation Network
APR	Annual Project Review
BTOR	Back to Office Report
CBO	Community-based Organization
CC	Climate Change
CCA	Climate Change Adaptation
CFCCA	Community Forest Cover and Change Analysis
COP	Conference of Parties
CPAP	Country Program Action Plan
CPD	Country Program Document
CRVA	Community Risk and Vulnerability Analysis
DDF	District Development Fund
DDSC	District Development Support Committee
DONRE	Department of Natural Resources and Environment
DPH	Department of Public Health
DPWT	Department of Public Works and Transport
DRM	Disaster Risk Management
DRR	Disaster Risk Reduction
EbA	Ecosystem-based Adaptation
EIRR	Economic Internal Rate of Return
ELAN	Ecosystem and Livelihoods Adaptation Network
ESCO	Energy Service Company
EWS	Early Warning System
GDP	Gross Domestic Product
GEF	Global Environmental Facility
GOL	Gift of Life International
GPAR	Governance and Public Administration Reform
HDI	Human Development Index
IISD	International Institute for Sustainable Development
INGO	International Non-governmental Organization
IUCN	International Union for Conservation of Nature
IWRM	Integrated Water Resources Management
KfW	Kreditanstalt für Wiederaufbau/German Development Bank
Lao PDR	Lao Peoples Democratic Republic
LDC	Least Developed Countries
LDCAF	Least Developed Countries Fund
LuxDEV	Luxembourg Agency for Development Cooperation
M&E	Monitoring and Evaluation
MAF	Ministry of Agriculture and Forestry
MCTPC	Ministry of Communication, Transport, Post and Construction
MDC	Millennium Development Goal
MOE	Ministry of Education
MOH	Ministry of Health
MOHA	Ministry of Home Affairs
MONRE	Ministry of Natural Resources and Environment
MPWT	Ministry of Public Works and Transport
MRC	Mekong River Commission
MWD	Mekong Water Dialogue
NAFRI	National Agriculture and Forestry Research Institute
NAMA	National Appropriate Mitigation Action

NAPA	National Adaptation Program for Action
NBSAP	National Biodiversity Strategy and Action Plan
NCSA	National Capacity Self-Assessment
NDMC	National Disaster Management Committee
NDMO	National Disaster Management Office
NGO	Non-governmental Organization
NPA	National Protected Area
NSEDP	National Socio Economic Development Plan
NTFP	Non-timber Forest Product
NTPC	Nam Theun II Power Company
PAFO	Provincial Agriculture and Forestry Office
PBSAP	Provincial Biodiversity Strategy and Action Plan
PIF	Project Information File
PIMS	Project Information Management System
PIR	Project Implementation Reports
PMU	Project Management Unit
POHA	Provincial Office of Home Affairs
PONRE	Provincial Office of Natural Resources and Environment
PPG	Project Preparation Grant
PPR	Project Progress Report
PRF	Project Results Framework
RBC	River Basin Committee
RBD	River Basin District
REDD	Reducing Emissions from Deforestation and Degradation
SBAA	Standard Basic Assistance Agreement
SCCF	Special Climate Change Fund
SDC	Swiss Agency for Development and Cooperation
SEI	Stockholm Environment Institute
SIDA	Swedish International Development Cooperation Agency
SNC	Second National Communication Project
TVET	Technical and Vocational Education and Training
UN HABITAT	United Nations Human Settlements Program
UNCDF	United Nations Capital Development Fund
UNDAF	United Nations Development Assistance Framework
UNDP	United Nations Development Programme
UNDP CO	UNDP Country Office
UNDP EEC	UNDP Environment and Energy Group
UNDP ERC	UNDP Evaluation Resource Centre
UNDP PEMSEA	UNDP Partnerships in Environmental Management for the Seas of East Asia
UNDP RCU	UNDP Regional Coordination Unit
UNFCCC	United Nations Framework Convention on Climate Change
UNICEF	United Nations International Children's Emergency Fund
V&A	Vulnerability and Adaptation
WATSAN	Water and Sanitation
WB	World Bank
WHO	World Health Organization
WREA	Water Resources and Environment Administration

<p>UNDP Country Programme Outcome</p> <p>UNDP Strategic Plan <u>Secondary Outcome</u>: National, regional and local levels of governance expand their capacities to manage the equitable delivery of public services and support conflict resolution.</p> <p>Country Programme (CP) Outcome (s): By 2015, better climate change adaptation and mitigation implemented by government and communities and natural disaster vulnerabilities reduced in priority sectors.</p>	<p>UNDAF Outcome (s): By 2015, the Government and communities better adapt to and mitigate climate change and reduce natural disaster vulnerabilities in priority sectors (Outcome 8).</p>
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1. Contribution to the strategic goals [To be completed in cooperation with UNDP Programme Analyst]

III. PROJECT PERFORMANCE AND RESULTS

<p>A. LDCE2 long term solution and Objective</p> <p>The long term solution of the project: The key to adaptation in most instances is competent, capable, accountable local administrations that understand how to incorporate adaptation measures into most aspects of their works and departments (after Satterthwaite, D. 2007). This requires improved knowledge of climate risks together the ability to analyze the nature of that risk and to develop solutions, both from technical and managerial perspective.</p> <p>The project objective is to improve local administrative systems affecting the provision and maintenance of small scale rural infrastructure (including water and disaster preparedness) through participatory decision making that reflects the genuine needs of communities and natural systems vulnerable to climate risk.</p>	<p>B. GEF Strategic objectives and Outcome</p> <p>GEF-4 Second Strategic Objective and Program (SO2):</p> <p>GEF (Fourth) Strategic Program (SP-4): GEF Expected Outcome:</p>
<p>C. UNDP</p> <p>UNDP Strategic Plan <u>Secondary Outcome</u>: National, regional and local levels of governance expand their capacities to manage the equitable delivery of public services and support conflict resolution.</p> <p>Country Programme (CP) Outcome (s): By 2015, better climate change adaptation and mitigation implemented by government and communities and natural disaster vulnerabilities reduced in priority sectors.</p>	<p>UNDP Country Programme Outcome</p> <p>UNDP Strategic Plan <u>Secondary Outcome</u>: National, regional and local levels of governance expand their capacities to manage the equitable delivery of public services and support conflict resolution.</p> <p>Country Programme (CP) Outcome (s): By 2015, better climate change adaptation and mitigation implemented by government and communities and natural disaster vulnerabilities reduced in priority sectors.</p>

1. Main Objectives of the Project: (as per the approved UNDP Country Programme Document and Country Programme Action Plan and/or Project Document)

II. PURPOSE

All 12 target districts are applying a climate resilient planning mechanism including project identification, site assessment, approval, execution and M&E.

Capacities provided for local administrative institutions to integrate climate risks into participatory planning and financing of small scale rural infrastructure provision

50% of sub-national officials and 10% of national officials are able to analyse climate risks for their districts on a macro level (V&A analysis) and are able to identify specific vulnerabilities and adaptation options at village level (CRVA).

Indicator Outcome/component 1

The key to adaptation in most instances is competent, capable, accountable local administrations that understand how to incorporate adaptation measures into most aspects of their works and departments. Building primarily on GPAR, the project will ensure that local planning, budgeting, and execution, including investments in small-scale rural infrastructure (Component 2) and related management of critical ecosystem (Component 3), are climate resilient.

2.2 Component/Outcome 1: Inclusive planning, budgeting and capacity development for reducing climate and disaster related risks

The project is centered on four interrelated components, in short: a) Inclusive planning, budgeting and capacity development for reducing climate and disaster related risks, b) Local investment for reducing climate risks, c) Securing ecosystem services & assets, and d) Project management.

The Government requests the LDCCF to finance the additional costs of enhancing the resilience of small rural infrastructure and ecosystem services to climate risks, within the context of inclusive local planning and investments in some of the poorest districts of Lao PDR. The impacts of climate change will affect small-scale rural infrastructure through the increased risks associated with more frequent and severe droughts and dry periods, floods, landslides and extreme weather events, as well as more fundamental shifts in the hydrological regime undermining the ecosystem services that provide a buffer between the climate and the built infrastructure.

2.1 Context

2. Progress towards achieving project objectives and outcomes

Progress towards achieving GEF and UNDP outcome [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.]

After 13 months duration and three quarters of implementation (1st funds installment mid Nov 2013, 2nd funds inst. 23rd Jan 2014 & 3rd funds inst. 11th June 2014), the project cannot claim to have contributed to fulfilling the above GEF and UNDP outcomes. However, collaborating projects, GOL and other project stakeholders are continuously contributing to the achievement of the outcomes. Much time was spent on a key number of recruitments and administration of the project.

Component one will be pursued by emphasizing the following thematic areas:

All annual district investment plans include evidence of incremental CCA costing for water sector projects by year 4 and at least 4 provide this evidence by year 2.

- 1) Develop training materials based on the initial capacity assessment, the V&A tool of the Prodoc, and the CRVA tool, also building on similar materials being developed under the ADB-IWRM project.
- 2) Develop a 4 year detailed climate change capacity development plan for DDSCs based on the findings of the initial capacity assessment carried out during the PPG phase
- 3) Conduct initial and follow-up training and awareness raising workshops at province and district level in all 12 districts, in collaboration with the ADB-IWRM project.
- 4) Provide on the job coaching of target institutions in conducting CRVA assessments.
- 5) Engage GIS database specialists to develop a simple climate change adaptation information databank at PONREs in Sekong and Saravane.
- 6) Develop a priority list of at least four projects per district including at least one initial investment project per district, with a priority focus on the water sector and climate change adaptation.
- 7) Develop indicative budgets for each project.
- 8) Approval of priority list of climate resilient investments by the respective DDSC.
- 9) Develop and field test the CRVA tool.
- 10) Carry out CRVA analysis for at least 48 potential project sites and provide final recommendations to the DDSCs on feasibility and relevance to CCA.
- 11) Integrate information gathered from CRVA into awareness-raising and training materials.
- 12) Integrate CRVA findings into CCA information databank.
- 13) Integrate the CRVA tested projects as an agenda item for regular meetings of the province planning and investment departments, the DDSCs and the village-level planning consultations.
- 14) According to CRVA findings, support district officials to develop detailed budgets for each selected climate resilient investment project, including in-kind community contributions.
- 15) Provide technical support and advice to DDSCs in reviewing and approving climate resilient infrastructure investments.
- 16) Support development of tender documentation and procedures for climate resilient infrastructure investments and oversight of construction company selection processes.
- 17) Organize two day excursions (4 per year) to best practice project sites for district and provincial officials as well as community representatives to promote learning and facilitate climate resilient planning.
- 18) Develop climate resilient construction guidelines for each sector of small-scale rural infrastructure development.

- In support of the component two the following outputs/ thematic areas will be pursued:
- 1) Establish an incentive mechanism based on the principle of an additional 25% increment to baseline development budgets to fund climate resilient investments.
 - 2) Develop an audit methodology to annually track district performance in the area of climate resilient, ecosystem based small-scale water infrastructure.
 - 3) Adjust annual budgetary envelopes for district investment plans to include CCA grants according to measured district performance.
 - 4) Amend standard local development funding operating manuals, instructions and regulations to include climate resilient infrastructure, in order to fully mainstream climate financing into existing systems.
 - 5) Codify lessons learned from a climate finance and public expenditure management perspective.
 - 6) Support and ensure establishment of district level bank accounts in line with MoF rules.
 - 7) Deliver climate resilient infrastructure grants to district accounts, aligned with existing local development funding.
 - 8) Track, monitor and report on fiscal transfers for climate resilient infrastructure.

Indicator	Outcome/component 2
<p>By the end of the project all target districts are investing at least 2 projects per year in village level climate resilient water harvesting, storage and distribution systems, which are informed by CRVA.</p> <p>At least 50,000 people across 12 districts are benefiting from climate change resilient small-scale irrigation infrastructure, which has been informed by CRVA.</p> <p>At least 25% in additional CCA funds (annual average) expended over and above baseline District Development Fund in at least 12 districts, based on a system that rewards districts that perform well against predetermined criteria.</p>	<p>Incentives in place for small scale rural infrastructure to be protected and diversified against climate change induce risks (droughts, floods, erosion and landslides) benefiting at least 50,000 people in the 12 districts of Sekong and Saravane provinces</p>

2.3 Component/Outcome 2: Local investment for reducing climate risks

- Local communities will be supported in identifying and investing in small-scale rural infrastructure that builds climate resilience. Investments may be in the form of new infrastructure or enhancing ("climate-proofing") existing infrastructure. Investment decisions will be guided by climate vulnerability and disaster risk assessments carried out under Component 1
- 19) Conduct trainings for local construction companies in the area of climate resilient construction.
 - 20) Presentations and discussion of guidelines to national and provincial levels of the Ministry of Infrastructure and other relevant ministries as an input to wider discussions on necessary revisions to national standards and guidelines.

- In support of the component three the following outputs/thematic areas will be pursued:
- 1) Prepare tender documentation for the delivery of up to nine CR ecosystem management and action plans.
 - 2) Develop ecosystem management and action plans that support CR of rural infrastructure in up to nine locations building on the existing ADB-IWRM approach for Sekong, as well as the location specific interventions and capacities provided under the IUCN baseline projects, as indicated above.
 - 3) Implementation of up to nine ecosystem management and action plans through community driven measures with contractual service support.
 - 4) Apply the ecosystem management monitoring and evaluation system on a regular basis.
 - 5) Develop and disseminate best practice guidelines based on M&E reports provided under output 3.1. MONRE, with support from subcontractors, will develop best practice guidelines for the area of small-scale ecosystem management that support or protect small-scale rural infrastructure.
 - 6) Organize site visits for district, provincial and national officials.
 - 7) Organize roundtable meetings to share experiences on EBA infrastructure solutions building on existing networks and capabilities provided by the IUCN baseline projects.

<p>Outcome/component 3</p> <p>Natural assets (wetlands, forests, etc.) over at least 60,000 ha are managed to ensure maintenance of critical ecosystem services to sustain critical rural infrastructure, especially water provisioning, and flood control under increasing climate change stresses</p>	<p>Indicator</p> <p>At least 6 management and action plans covering at least 48 climate resilience small-scale infrastructure investments under implementation across both Sekong & Saravane provinces.</p> <p>At least 250 national, provincial and district planners have received knowledge and learning approaches and materials produced by the project on ecosystem based management linkages to infrastructure provision.</p>
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2.4 Component/Outcome: 3: Securing ecosystem services and assets

Specific physical measures will be implemented to enhance and sustain critical ecosystem functions for reducing vulnerability to climate-induced floods and droughts. Measures to increase surface water retention capacity in order to encourage gradual release of water during the dry season and extend to year round supply will be designed, integrated into district plans and implemented with strong community involvement

The introductory field visit to Saravane and Sekong provinces (end of Dec 2013) confirmed the high priority to small-scale irrigation, groundwater wells, water storage facilities, community water supply and sanitation, sustainable natural resources and wetlands management. Thus, timing and focus need to carefully planned and been scheduled to year 2. A follow-up field visit of LDCF2 Specialists scheduled for April 28 to May 22, 2014

9) Evaluate and report on climate resilient grant performance against relevant MCs standards on an annual basis.

- 1) Announcements, interviews and recruitment of Chief Technical Advisor (CTA) and other international and National Experts/Specialists
- 2) Announcements, interviews and recruitment of project support personnel (Assistant PM, Senior Finance & Administration Officer (SFAO), Provincial Finance & Administration Assistants (PFAAs), National Specialist-Public Financial Management (PFMC), Translator, and Senior Project Driver)
- 3) UNDP NIM Training to the PM, Assistant PM, SFAO, and PFAAs
- 4) Collaboration potentials with UNDCF/MOHA and other projects, and
- 5) Assistance in preparation of MoU between MONRE and UNCDF

There is only one Output under this component, i.e. improved capacity of implementing partners for integrated planning, management, monitoring and evaluation of programmes. Activities under this component/ outcome have centered on up-start activities, i.e.:

Effective project management	Board (4)
Outcome/component 4	Indicator

The purpose of this component is to ensure that the project is implemented in a timely manner and is cost effective under the principles of adaptive management (plan-do-evaluate-adjust) & learn, whereby lessons learnt during its implementation as well as lessons from other initiatives/projects are fed into a refined and cost-effective project implementation. The project document underlines a general need for upgrading implementation capacities and special emphasis should be paid to enhancing national capacity building.

2.5 Component/Outcome 4: Project management

Project Performance and Results Progress towards achieving outcome				
Outcome 1: Capacities provided for local administrative institutions to integrate climate risks into participatory planning and financing of small-scale rural water infrastructure provision. (equivalent to activity in ATLAS)				
<i>Impact indicator 1: 50% of sub-national officials and 10% of national officials are able to analyze climate risks for their districts on a macro level (V&A analysis) and are able to identify specific vulnerabilities and adaptation options at village level (CRVA); all 12 target districts are applying a climate resilient planning mechanism including project identification, site assessment, approval, execution and M&E; and all annual district investment plans include evidence of incremental CCA costing for water sector projects by yr 4 and at least 4 provide this evidence by Yr 2.</i>				
Progress towards achieving outcome: Initial activities have started, but too early to report on significant progress.				
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 & targets achieved against indicators	Reasons if progress below target & response strategies
Output 1.1: Technical capacity in CR planning and managing climate risks, focusing on links between improved ecosystem management and sustainability of investments in small-scale rural water infrastructure, enhanced for at least 250 national, province, district and village officials, including watsan committee members and disaster management committee members.	Two project orientation workshops conducted in SRV and SEK provinces and recommended for climate resilient small-scale infrastructures formulated by provincial and district participants	4,666,12US\$	Capacity need assessment (CAN) will be done for provincial and district staff and will follow up by CNA at district offices, when project interventions have been identified.	Project not yet fully operational
Output 1.2: Village level water harvesting, storage and distribution infrastructure adaptation solutions and related ecosystem management options identified, prioritized and integrated into district development plans.	The CTA interview took place on 23 Mar 2014 at UNDP and the interview report is being finalized by UNDP CO.	4,607,36US\$	The CTA post is expected to be on board in Jun 2014	See above
Output 1.3: Climate risk, vulnerability and adaptation assessments (CRVA) carried out at 48 project sites in 12 districts of Sekong and Saravane and proposed CR investments adjusted to take account of site-specific adaptation concerns.	None yet	2,356,52US\$	See above	See above
Output 1.4: Detailed CR project investments and tender documents finalized as well as associated dialogues to facilitate implementation of annual investment plans in 12 districts.	None yet	262,34US\$	See above	See above
Output 1.5: Guidelines, codes and best practices for climate resilient construction developed, applied and revised for small-scale rural infrastructure sectors (irrigation, water supply, rural roads, education, and health), including technical training in CR design for local engineers and contractors.	None yet	0,00US\$	See above	See above

Project Performance and Results Progress towards achieving outcome				
<p>Outcome 2. Incentives in place for small scale rural infrastructure to be protected and diversified against climate change induced risks (droughts, floods, erosion and landslides) benefiting at least 50,000 people in 12 districts of Sekong and Saravane (equivalent to activity in ATLAS)</p> <p>Impact indicator 2: By the end of the project all target districts are investing at least 2 projects per year in village level climate resilient water harvesting, storage and distribution systems, which are informed by CRVA; at least 50,000 people across 12 districts are benefiting from climate change resilient small-scale irrigation infrastructure, which has been informed by CRVA; and at least 25% in additional CCA funds (annual average) expended over and above baseline District Development Funding in at least 12 districts, based on a system that rewards districts that perform well against predetermined criteria.</p> <p>Progress towards achieving outcome: Initial planning has started, but too early to report on significant progress.</p>				
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 & response strategies
Output 2.1: An incentive mechanism, rewarding districts performing well in planning, budgeting and implementation of CR, ecosystem based small-scale water infrastructure is developed, tested and under operation.	The first installment of funds to be transferred to UNCDF being discussed amongst the SMT of UNDP and UNCDF	218.61US\$		Project not yet fully operational
Output 2.2: At least 48 small-scale infrastructure investment projects (1 per district and year), including components of water harvesting, storage, distribution and/or irrigation of the priority lists that have been CRVA assessed are implemented.	Recruitment of NIS completed. Mr. Ithiphone (NIS) started his job with LDCF2 in beginning of Apr 2014.	0.00US\$	The follow-up visit of LDCF2 Specialist scheduled for Apr 28 to May 22, 2014. A field visit programme will be drafted by LDCF2 and with inputs from UNDP	See above

Project Performance and Results Progress towards achieving outcome				
Outcome 3: Natural assets (such as wetlands, forests and other ecosystems in sub-catchments) over at least 60,000 ha are managed to ensure maintenance of critical ecosystem services, especially water provisioning, flood control and protection under increasing climate change induced stresses, in Sekong & Saravane provinces. (equivalent to activity in ATLAS)				
Impact indicator 3: At least 6 management and action plans covering at least 48 climate resilience small-scale infrastructure investments under implementation across both Sekong and Saravane provinces; and at least 250 national, provincial and district planners have received knowledge and learning approaches and materials produced by the project on ecosystem based management linkages to infrastructure provision.				
Progress towards achieving outcome: Initial activities have started, but too early to report on significant progress.				
Annual outputs and indicators [According to project document and/or annual work plan]	Key activities completed during reporting period	Expenditures [Actual expenditures against activities completed]	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target & response strategies
Output 3.1: Up to 9 ecosystem management and action plans to protect the 48 small-scale infrastructure projects (including physical measures to increase natural water retention and storage, as well as increase ground water infiltration and recharge) are designed, implemented and monitored for effectiveness	Recruitment of National Ecosystem Specialist (NES) completed and selection report produced. Mr. Venevongphet (NES) started his job with LDCAF2 project in beginning of Apr 2014	6,248.31 US\$	The follow-up visit of LDCAF2 NES scheduled for Apr 28 to May 22, 2014. The field visit programme will be drafted by LDCAF2 with inputs from UNDP	Project not yet fully operational
Output 3.2: Awareness-raising activities implemented, learning materials developed and disseminated and regular dialogues established between communities and all local administrative tiers on linkages between ecosystems management and small-scale infrastructure solutions.		262.34 US\$	Awaiting initiation of the selected projects from Output 3.1	

Project Performance and Results Progress towards achieving outcome					
Outcome 4: Effective Project Management					
Impact Indicator 4: Number of MONRE-organized crosses project meetings (Target:2).					
Progress towards achieving outcome: Initial activities have started, but too early to report on significant progress.					
Annual outputs and indicators [According to project document and/or annual work plan]	Key activities completed during reporting period	Expenditures [Actual expenditures against activities completed]	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target & response strategies	
	<p>Refurbishment of PSU VTE completed</p> <p>The docs clearance e.g. tax exemption for 3 project cars and 12 motorbikes being under process</p>	4,763.05US\$	<p>Office space at DDMCC/ MONRE is sufficient and now well-functioning</p> <p>Project vehicles' Gov. blue plates registration being processed by the Shipping Co.,</p>	<p>Procurement of project vehicles through UNDP CO needed for operating project still not in place in Vientiane and the 2 provinces</p>	
Output 4.1: Capacity of Implementing Partner for integrated planning, management, monitoring and evaluation of programmes	<p>The recruitment of NIS and NES posts completed and report produced.</p> <p>The announcement for PFMC post made through UNDP Website, VTE Times (5 – 27 Mar 2014). The PFMC interview is expected on 9 Apr 2014</p>		<p>All the LDCF2 Specialists will be oriented in project and UNDP NIM by LDCF2 and UNDP once they are on board.</p>	<p>Delay in recruitment of Nat'l and Int'l Experts have caused delays in project interventions</p>	
	<p>Updated roles & responsibilities for PST, DDSC & DDST with inputs from UNDP & UNCDF completed.</p> <p>The Project Board establishment is expected in May 2014</p>		<p>Several short dialogue meetings with key partners organized such as UNDP & MOHA to seek their views and inputs on programme, roles & responsibility of project key partners.</p>	<p>Delayed follow-up on MONRE Vice Minister's guidance on establishing Project Board at central level</p>	
	<p>Project monthly meetings with UNDP and UNCDF/MOHA-GPAR. conducted during Jan – Mar 2014</p>				
	<p>The NIM Manual (SOP) for UNDP Supported Projects Training will be conducted at Lao Plaza Hotel in VTE during 19 – 20 June 2014. All project staff are invited to attend this training.</p>				
	<p>The regional PM workshop will be organized in BKK in 2014. Participants are included Mr. Vanxay, Amphayvanh and Souksavanh</p>				

Lao PDR is signatory to Convention on the Elimination of All Forms of Discrimination against Women, which states, among others, that: " Parties shall take into account the particular problems faced by rural women and the significant roles which rural women play in the economic survival of their families, including their work in the non-monetized sectors of the economy...take all appropriate measures to eliminate discrimination against women in rural areas in order to ensure, on a basis of equality of men and women, that they participate in and benefit from rural development and, in particular, shall ensure to such women the right to participate in the laboration and implementation of development planning at all levels"

Gender issues have been included in the overall work plan. Further, the project will carefully assess gender issues¹ and will promote gender equity in policies, strategies and programmes as well as in field implementation, while respecting cultural and ethnic gender roles and traditions. Where possible, women's interest and economic contribution to household economy will be supported and at least 50% of direct beneficiaries will be female. Further, TA and staff gender equity has been pursued, project data will be gender segregated and gender issues will be included TORs.

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]

The project intends to participate in a number of climate resilient related activities and other development projects important for the project and has already made a number of contacts to projects relevant to the project

The first installment of funds to be transferred to UNCDF being discussed amongst the Senior Management Team of UNDP and UNCDF

PST, DDST, and DDSC established and roles/responsibilities of all project implementation bodies revised

The establishment of LDCF2 Project Board is expected to be established and endorsed by the MONRE Minister in May 2014.

The project design does not specifically mention south-south cooperation. However, contacts have been made with similar projects (WWF, ADB, etc.) in China and if other opportunities emerge - they will be pursued. UNDP and UNCDF may also facilitate such cooperation.

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]

At this early stage of implementation, it is difficult to assess project contribution to the principles of Vientiane Declaration. The project design, the NIM and encouragement to inter-project and inter/intra-agency collaboration, however, are important elements to support the principles.

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]

5. Update on the implementation of audit & Spot Check recommendations [Brief update on progress achieved and problems encountered. Actions planned for the following period]

The spot-check will be conducted by Department of International Cooperation (DIC) of MPI and UNDP Country Office on the 26 of September, 2014. Project has prepared for the spot check by going through all the spot check checklist. UNDP and project staff have planned to go through the list again before the actual spot check takes place in September 2014.

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

Challenges related to inception issues includes: Non establishment of Project Board, delay in recruitment of project team e.g. international and national experts, aligned work plans with UNCDF/MOHA, overall work plan for the four year period (as mentioned in ProDoc)
 Challenge related to project financial management and administration mechanism include: all project payments with dual signature of MONRE Minister very slow, partly due to MONRE's internal control and unfamiliarity with NIM procedures.
 To overcome these challenges, UNDP and UNCDF have been very helpful in assisting with necessary paperwork, procedures and feedback. Thus, the setting-up of regular monthly meetings with UNDP and MONRE have been fruitful. Meetings with MOHA have also taken place on ad hoc basis and more formal collaboration and procedures are being worked out with the kind assistance of the Director General of Planning Department/MOHA, Mr. Nisith.

7. Rating on progress towards results

Output: [From table 1. Contribution to Strategic Goals]		
Output 1.1	Positive change Negative change Unchanged	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Output 1.2	Positive change Negative change Unchanged	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Output 1.3	Positive change Negative change Unchanged	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Output 1.4	Positive change Negative change Unchanged	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Output 1.5	Positive change Negative change Unchanged	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Output 2.1	Positive change Negative change Unchanged	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Output 2.2	Positive change Negative change Unchanged	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Output 3.1	Positive change Negative change Unchanged	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>

N/A. Too early to tell.

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

- 1) Get all team members on Board (CTA, NS-PFM, NIS and NES)
- 2) Announcement for the post of M&E Specialist and Senior Project Drivers (x3) and recruit from the key participants, etc
- 3) Continue finalizing the project inception workshop report based on comments received
- 4) Conduct project monthly meeting with UNDP and MOHA/UNCDF
- 5) Establishment of Project Board
- 6) Formalize administration issues
- 7) Refurbishment of PSSU offices in Saravane and Sekong provinces
- 8) Registration of project vehicles gov. blue plates and delivery
- 9) Submission of the 1st QPR 2014, 2nd QWP, Annual Procurement Plan for 2014 to UNDP and request for Q2 advance
- 10) Continue formalizing specific collaboration mechanism with other projects
- 11) Follow up field visit of LDCAF2 specialists to Saravane and Sekong provinces
- 12) Conduct CNA and initiate the formulation of the project Capacity Development Plan

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

V. FUTURE WORK PLAN

None at this stage

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.

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

Output 3.2	<input type="checkbox"/> Positive change <input type="checkbox"/> Negative change <input checked="" type="checkbox"/> Unchanged
Output 4.1	<input type="checkbox"/> Positive change <input type="checkbox"/> Negative change <input checked="" type="checkbox"/> Unchanged

Date: 10/14/2014

Vichit Sayavongkhamdy, UNDP Programme Specialist

ACKNOWLEDGED BY:

9/10/14

Date:

Vanxay Bouttanavong, PM

APPROVED BY:

9-04-14

Date:

Souksavanh Sisonvong, APM

PREPARED BY:

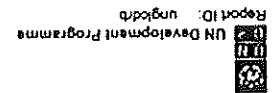
1. Q1 Combined Delivery Report (CDR)
2. Internal Monitoring of Deadlines of Reports and other Deliverables
3. Risk Log for Reporting period
4. Issues Log for Reporting period
5. Lessons Learned Log (Accumulated)
6. Minutes of 7th Monthly Meeting, 4 February 2013
7. Minutes of 8th Monthly Meeting, 12 March 2013
8. 2nd QWP cum Budget for 2014
9. List of Project Inventory as of March 2014
10. MIS Selection Report & TOR
11. NES Selection Report & TOR
12. Transferred of Title of Assets (12 Motorcycles & 3 Ford Ranger Cars) from UNDP to the GoL
13. Revised LDCE2 Project Brief
14. Q1 Budget Analytical Review
15. Overall Progress Update

ANNEXES

3. Estimated total budget required for AWP 2014 is US\$1,308,217 of which US\$60,000 out of the total budget is TRAC Fund.
4. Estimated total budget required for 2nd QWP 2014 is US\$ 98,482.22 of which US\$ 21,912.00 out of the total budget is TRAC Fund

Annex I. 01 Combined Delivery Report (CDR)

Combined Delivery Report by Activity



Report ID: ungcdh
 Selection Criteria:

Business Unit: LAO10
 Period: Jan-March (2014)
 Selected Project ID: ALL
 Selected Fund Code: ALL
 Selected Dept. ID: ALL
 Selected Outputs: 00084024

Project ID: 00084024 Effective Governance Climate R	Period: Jan-March (2014)
Output #: 00084024 Effective Governance Climate R	Impl. Partner: UNDP Lao PDR
	Location:
	UNDP Lao PDR
	UN Agencies Exp
	Govt Exp
	UNDP Exp
	Total Exp

Activity	ACTIVITY1	(1. Cap.prov.for local adm.inst)	Fund : 62160 (GEF LDC/NAPA Programme Actv)	71405 - Service Contracts-Individuals	71820 - Daily Subsistence Allow-Local	691.45	0.00	0.00	0.00	8,029.35
71405 - Service Contracts-Individuals						691.45	0.00	0.00	0.00	6,809.35
71820 - Daily Subsistence Allow-Local						387.76	0.00	0.00	0.00	387.76
71835 - Travel - Other						14.12	0.00	0.00	0.00	14.12
74210 - Printing and Publications						165.27	0.00	0.00	0.00	165.27
74525 - Sundry							0.00	0.00	0.00	
Total for Fund 62160			8,029.71				0.00	0.00	0.00	8,029.71
Total for Activity ACTIVITY1			8,029.71				0.00	0.00	0.00	8,029.71
Activity : ACTIVITY2	(2. Ion.prov.for small scale ru in)		Fund : 04000 (Core Programme, UNU Centre)	71405 - Service Contracts-Individuals		218.61	0.00	0.00	0.00	218.61
Total for Fund 04000			218.61				0.00	0.00	0.00	218.61
Total for Activity ACTIVITY2			4,668.66				0.00	0.00	0.00	4,668.66
Total for Fund 62160			4,887.27				0.00	0.00	0.00	4,887.27
Activity : ACTIVITY3	(3. Natur.ass.maintenance)		Fund : 62160 (GEF LDC/NAPA Programme Actv)	71405 - Service Contracts-Individuals		5,409.18	0.00	0.00	0.00	5,409.18
71405 - Service Contracts-Individuals						5,409.18	0.00	0.00	0.00	5,409.18
72216 - Transportation Equipment						0.00	0.00	0.00	0.00	0.00
73107 - Rent - Meeting Rooms						41.85	0.00	0.00	0.00	41.85
74510 - Bank Charges						207.37	0.00	0.00	0.00	207.37
74525 - Sundry						129.92	0.00	0.00	0.00	129.92
Total for Fund 62160			5,704.62				0.00	0.00	0.00	5,704.62
Total for Activity ACTIVITY3			5,704.62				0.00	0.00	0.00	5,704.62

Combined Delivery Report by Activity

UN Development Programme
Report ID: ungdtr

Page 2 of 4
Run Time: 30-04-2014 05:04:22

Project ID: 00050456 Effective Governance Climate R	Period: Jan-March (2014)
Output #: 0004024 Effective Governance Climate R	Impl. Partner: 01781 National Execution
	Location: UNDP Lao PDR
	UN Agencies Exp
	UNDP Exp
	Govt Exp
	Total Exp

Activity: ACTIVITY4 (4. Project management)

Fund: 04000 (Core Programme, UNU Centre)

72405 - Acquisiton of Communr Equip

72815 - Inform Technology Supplis

Total for Fund 04000

Fund: 82160 (GEF LDC/NAPA Programme Actv)

72205 - Office Machinery

72405 - Acquisiton of Communr Equip

72410 - Acquisiton of Audio Visual Eq

72425 - Mobile Telephone Charges

72440 - Connectivity Charges

72505 - Stationery & other Office Supp

72510 - Publications

73310 - Maint & Licencing of Software

73410 - Maint Oper of Transport Equip

74510 - Bank Charges

74525 - Sundry

76135 - Realized Gain

72205 - Office Machinery

72405 - Acquisiton of Communr Equip

72410 - Acquisiton of Audio Visual Eq

72425 - Mobile Telephone Charges

72440 - Connectivity Charges

72505 - Stationery & other Office Supp

72510 - Publications

73310 - Maint & Licencing of Software

73410 - Maint Oper of Transport Equip

74510 - Bank Charges

74525 - Sundry

76135 - Realized Gain

Total for Fund 82160

Total for Activity ACTIVITY4

Total for Output: 0004024

Project Total:

23,384.65	0.00	2,844.87	20,539.78	20,539.78	23,384.65
4,763.05	0.00	2,844.87	1,918.18	1,918.18	4,763.05
4,763.05	0.00	2,844.87	1,918.18	1,918.18	4,763.05
0.00	0.00	0.00	0.00	0.00	0.00
436.48	0.00	4.87	431.61	431.61	436.48
26.23	0.00	0.00	26.23	26.23	26.23
137.41	0.00	0.00	137.41	137.41	137.41
49.97	0.00	0.00	49.97	49.97	49.97
18.74	0.00	0.00	18.74	18.74	18.74
1,041.10	0.00	0.00	1,041.10	1,041.10	1,041.10
93.69	0.00	0.00	93.69	93.69	93.69
49.97	0.00	0.00	49.97	49.97	49.97
0.00	0.00	0.00	0.00	0.00	0.00
2,927.45	0.00	2,840.00	87.45	2,840.00	2,927.45
-17.99	0.00	0.00	-17.99	-17.99	-17.99

Signed By: _____ Date: _____
Signed By: _____ Date: _____

Combined Delivery Report by Activity

UN Development Programme
Report ID: unglodrb

Selection Criteria:

Business Unit : LAO10
Period : Jan-March (2014)
Selected Project Id : ALL
Selected Fund Code : ALL
Selected Dept. Ids : ALL
Selected Outputs : 00084024

Project Id: ALL	Period: Jan-March (2014)
Output #: ALL	Impl. Partner:
Location:	

Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
20,539.79	2,844.87	0.00	23,384.65

41205 - Lao - Energy & Environm

Combined Delivery Report by Activity

UN Development Programme
Report ID: unglodp

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Run Time: 30-04-2014 05:04:23

Funds Utilization

Selection Criteria:

Business Unit: LAO10

Period: Jan-March (2014)

Selected Project Id: ALL

Selected Fund Code: ALL

Selected Dept. Ids: ALL

Selected Output: 00084024

Project/Award: 00089450 Effective Governance Climate R

Period: As Of Mar31,2014

Output # 00084024 Impl. Partner: 01781 National Execution

UNDP AMOUNT 19,138.10

Outstanding NEX advances

Undepreciated Fixed Assets 0.00

Inventory 0.00

Prepayments 0.00

Comments 0.00

Annex 2. Internal Monitoring of Deadlines of Reports and other Deliverables

Project Title: Effective Governance for Small-Scale Rural Infrastructure and Disaster Preparedness in a Changing Climate (00084024-LDCF II)		Award ID: 00069456		Date: 10 April 2014	
Report and deliverables	Responsible	Method	Deadline	Date of Completion	Status
AWP cum Budget 2014	Project → UNDP	Document	Annually	27 Dec 2013	Done
1 st QWP cum Budget 2014	Project → UNDP	Document	10 Jan 2014	10 Jan 2014	Done
Annual Procurement Plan 2014	Project → UNDP	Document	28 July 2014	N/A	Pending
Rolling Process Action Plan	Project & others	Rolling Document	Fortnightly	N/A	Done
Monthly project meeting	Project → UNDP	Rolling Plan	Monthly	N/A	Done
Updated risk, issue, lessons learned logs and communication and monitoring plan (Q2)	Project → UNDP	Report	10 th of the following quarter	10 April 2014	Done
LDCF2 Spot Check for 2014	UNDP → Project	Visit/report	Scheduled for July 2	N/A	Pending
Quarterly Project Combined Delivery Report (Q1)	UNDP → Project	Report	10 th of the following quarter	N/A	Done
FACE Form and other POA docs, including monthly Bank Reconciliation record, advance record, etc	Project → UNDP	Report/documents	10 th of the following quarter	10 April 2014	Done
UNDP Monthly Exchange Rate	UNDP → Project	Document	Monthly	10 th of each month	Regularly done
Quarterly Project Direct Payment List for 2014	Project → UNDP	Report/document	During the quarter	N/A	None yet
Perry Cash Report	Project	Report/document	Weekly	End of each week	Done

Annex 3. Risk Log for Reporting period

Project Title: Effective Governance for Small-Scale Rural Infrastructure and Disaster Preparedness in a Changing Climate (00084024-LDCF II)								Award ID: 00069456		Date: 10 April 2014	
#	Description	Date Identified	Type	Impact & Probability	Counter measures / Mgmt response	Owner	Submitted, updated by	Last Update	Status		
1	Procurement delayed	10 Oct 2013	Organizational /Operational	This will undermine efficiency in the project and delay implementation. I=4, P=4, Total 16	Monitoring by regular project monthly meetings	PM/ UNDP	APM	10 April	Solved		
2	Recruitment of key project personnel delayed	10 January 2014	Operational	It may hinder delivery of planned output(s) and activity result(s) I = 4, P = 2, Total 8	Prepare well in advance	PM	APM	10 April	Partly solved NIS & NIS posts		
3	Fund advances to project delayed	10 October 2013	Organizational /Operational	This will delay smooth operation of project I=2, P=4, Total 8	Follow-up and coordinate with UNDP	PM/ UNDP	APM	10 April	No change		
4	Delayed formal establishment of Project Board	10 January 2014	Organizational /Operational	This will delay smooth operation of project I=2, P=4, Total 8	Follow-up and coordinate with MONRE	PM/ UNDP	APM	10 April	Pending		

Annex 4. Issues Log for Reporting period

Project Title: Effective Governance for Small-Scale Rural Infrastructure and Disaster Preparedness in a Changing Climate
(00084024-LDCF II)

Award ID: 00069456

Date: 10 April 2014

#	Description	Date Identified	Type	Impact & Priority	Counter measures/ Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Project Board not formally yet set-up and approved	10 April 2014		Key issues not addressed at highest level. I=3, P=4, Total: 12	Meeting with Vice Minister and MONRE senior management to decide on Project organization	PM	APM	10 April 2014	Pending

Annex 5. Lessons Learned Log (Accumulated)

Project Title: Effective Governance for Small-Scale Rural Infrastructure and Disaster Preparedness in a Changing Climate (00084024-LDCF II)				Award ID: 00069456	Date: 10 April 2014	
#	Type	Date Identified	Successes	Shortcomings	Recommended Solutions	Submitted, updated by
1	Recruitment of project key personnel is time consuming	10 January 2014		Takes longer time than envisaged to start-up project	Start early with recruitment. Provide extra resources to APM during initial phases.	APM

**MINUTES OF 7TH MONTHLY MEETING
For December 2013**

Tuesday, 4 February 2014, from 14:00 – 16:00 hours at the 1st floor of building no. 104, MONRE

I. Objective
The objectives of the meeting were to follow-up progress from last monthly meeting and discuss other pending issues

II. Participants

1. Ms. Lathavone Buapaseurth, Secretary

2. Ms. Latamy Thamthathap, Petty Cash Custodian

3. Ms. Vongdeuane Sourvong, PFAA – Saravane

4. Ms. Sengchanh Phanthalangsy, PFAA – Sekong

5. Ms. Khemmalha Haraxay, SFAO

6. Mr. Souksavanh Sisovong, APM

7. Mr. Vanxay Bouttanavong, NPM

8. Mr. Vichit Sayvongkhamdy, UNDP Programme Specialist

9. Mr. Charoun, GPAR Coordinator, MOHA

10. Mr. Thilaphong Oudomsine, UNCDF Programme Specialist

III. Contents of the Meeting

A. Follow-up progress from last monthly meeting

B. Project board establishment

C. Procurement

D. Recruitment:

E. Opening bank account

F. Reports

G. Annual procurement plan for 2014 (deadline 21 Feb 2014)

H. Detailed project implementation plan (Component 2) - UNCDF/MOHA

I. AOB

IV. Results of the Meeting

Items

A. Follow-up progress from last monthly meeting

Issues and tasks for January to March 2014-Internal Meeting, 17 January, PSU Vientiane, see-Annex 2.

B. Project board (PB), provincial & district management committees establishment

PB at central level: A draft official letter prepared and is expected to share with UNDP and other key partners in late-Feb 2014

Mr. Charoun reported that the provincial and district management committees have already been discussed and established. UNCDF received a letter of agreement from the 2 provinces. Mr. Charoun promises to send the signed letter of agreement to PSU on 5 Feb 2014 for filing and record

C. Procurement

Project Vehicles (Cars & Motorcycles): The procurement is now under the CAP process. UNDP already received 12 motorcycles – awaiting supporting docs for registration of Gov. blue plate. 3 project cars will arrive at Thanaleng in late-Feb 2014. The request letter for transfer of assets from UNDP to GOL prepared and submitted to UNDP on 29 Jan 2014

IT Equipment: PSU received 2 Laptops on 3 Feb and the remainder of the 7 Laptops, 3 LCD (with its screen) and 3 scanners expected to arrive at PSU office on 5 Feb 2014.

<p>The remainder of the 5 printers expected to arrive by late-Feb 2014</p>	<p>STA: 156 applicants received, 8 of which were shortlisted. The interview date scheduled for Feb 14, 2014) and the interview panels included Mr. Gerry, Ms. Ken, UNDP DRR (O) and Acting EU Chief Ms. Sudha; and the National Specialist (Infrastructure, Ecosystem & PMC): The TORs prepared and will share with UNDP & UNCDF/MOHA on 5 Feb. Response deadline is on Monday, 10 Feb 2014. The announcement scheduled for mid-Feb and the interview is expected in late-Feb (date-TBD by the NPM). The interview panels included NPD, PM, UNDP PS, UNCDF PS, and MOHA representatives</p> <p>Int'l Infrastructure Specialist (IIS): TOR to be drafted and shared by Vichit by 17 Feb 2014</p>	<p>E. Advance for PSSU</p> <p>It was suggested that PSU opens bank account for each PSSU office under the name of "GIDCC-SRV" for PSSU SRV and "GIDCC-SEK" for PSSU SEK. Further, the PFAs were given the tasks prior to the first advance payments is made, see below:</p> <ul style="list-style-type: none"> Coordinate with PONRE/POHA re the nomination of Gov. personnel as bank signature authority (for dual signature with PFA's) Consultation with PONRE re the refurbishment and assessment of basic equipment needs for mainly within the PSSU office Develop a detailed work plan cum budget & submit to PSU for approval Upon the receipt of the first advance payment, open bank account, refurbishment including office amenities, supplies purchase, etc. Perform other additional tasks, see Annex 2 	<p>4th quarter & APR 2013 drafted and shared with UNDP – awaiting inputs from Vichit, deadline 5 Feb 2014.</p> <p>1st field visit reports (SRV & SEK) prepared, shared with UNDP/UNCDF and finalized.</p> <p>Draft PFAA Interview reports (SRV & SEK) prepared, shared with UNDP and finalized.</p> <p>Draft project inception report is now being prepared – under progress. It was agreed that this inception report should be short and precise. It is expected to share with UNDP and key partners in late-Apr 2014</p>	<p>F. Reports</p> <p>G. Annual procurement plan (APP) for 2014</p> <p>Vichit suggested project uses the new NIMSOP forms & templates, which consisted of 2 types of Annual Procurement Plan (for Good & Works, and Services). Submission deadline is 21 Feb 2014</p>	<p>H. Detailed implementation plan (Component 2) - UNCDF/MOHA</p> <p>As stipulated in the signed MoU between UNCDF and MONRE, UNDP CO will disburse funds to UNCDF according to the schedule specified in attachment 3 of the MoU. Further, Mr. Vanxay suggested that UNCDF makes a detailed implementation plans and submit to PSU/MONRE prior to the disbursement of funds to UNCDF. He expressed his deep concerns about potential delays</p> <p>In response, Mr. Thitaphong underlined the recruitment of the TA (under Comp 1) should be first quickly done and completed in order for him/her to support UNCDF team in developing a detailed implementation plan of Comp2. He emphasized that the total budget of 632,000USD already committed for 2014</p>	<p>I. AOB</p> <p>LDCCF2 staff attended the 2013 NIM Audit Kick-Off at Donchane Palace on 4 Tuesday Feb 2014</p> <p>8th monthly meeting scheduled for mid Feb 2014 (date – TBD by the NPM)</p>
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Vichit Sayavongkhamday
EU of UNDP Programme Specialist
Date: _____

Acknowledged by:

Vanxay Boutanavong, NPM
LDCE2
Date: _____

Souksavanh Sisonvong, APM
LDCE2
Date: _____

Minutes taken by:

Acknowledged by:

1. Send out the draft official letter regarding the establishment of project board – Kaek
2. Send out the signed letter of agreements from the 2 provinces to PSU for office filing and record – Chareun
3. Follow up with the procurement unit of UNDP re the status of the project vehicles and the remainder of the IT equipment deliveries – Vichit
4. Revise the STA shortlisted candidates and interview – Vichit to give a brief update
5. Send out the draft TOR for Nat'l Specialists (NIS, NES & PFM), urge for inputs from UNDP, UNCDF/MOHA and consolidate. Response deadline is on 10 Feb 2014 – Kaek
6. Announcement for the above-mentioned posts through UNDP-website and local newspaper – Khem & UNDP
7. Long and short listing and interview of the Nat'l Specialist – Kaek to coordinate
8. Prepare and draft TOR for Int'l Infrastructure Specialist – Vichit
9. Consultation with PONRE/POHA regarding the nomination of Gov. personnel as bank signatory authority (for dual signature with PFAA's) – Seng & Deuane
10. Assessment of equipment needs for mainly within the PSU and develop a detailed work plan cum budget and submit to PSU for approval – Seng & Deuane
11. Opening the PPSU bank account – Deuane & Seng
12. PPSU refurbishment and purchase, etc – Seng & Deuane
13. Urging inputs from Mr. Vichit on the draft 4th quarter & APR 2013 – Souk
14. Continue drafting and finalizing the project inception report – Souk
15. Prepare an annual procurement plan for 2014 using the new NIM SOP formats, share and finalize. Submission deadline is 21 Feb 2014 – Souk
16. 8th monthly meeting scheduled for mid-Feb 2014 (date-TBD by the NPM) – Souk
17. Prepare budget analytical review and finalize – Souk
18. Petty cash surprise check and replenishment – Khem
19. Review project expenditure details (CDR) and finalized – Khem

1. Coordination & establishment of Project Board: None yet (this to be updated by Amp)
2. Follow up with UNDP Proc. Unit re the pro-forma invoice & packing list of the project car: To be updated by Vichit
3. Prepare & provide supporting docs to Proc. Unit/UNDP for procurement & registration of 12 motorcycles: None yet - pending
4. Develop TORs for National Specialists (Infrastructure, Ecosystem, & PFM): Draft TORs prepared and is expected to share with UNDP and UNCDF/MOHA on 5 Feb 2014
5. STA post shortlisted & interview: To be updated by Vichit
6. Follow-up with Vichit regarding the comment/inputs to the draft FAA interview report & minutes of 5th monthly meeting: Done and completed
7. Continue drafting the inception workshop report: Ongoing progress
8. Prepare & finalization of the 1st field visit reports (SRV & SEK): Done
9. Develop TOR for National Specialist (PFM): Draft TOR prepared for discussion at monthly meeting
10. Organize the regular project monthly meeting: 7th mm scheduled for Feb. 4, proposed agenda items sent out on 3 February
11. Prepare budget analytical review & finalize: None yet
12. Petty cash surprise check & replenishment: Done twice a month, every month
13. Review project expenditure details (CDR): CDR received - ongoing process
14. Prepare & finalization of 1st Q/AWP 2014: Done, submitted to UNDP on 10 Jan 2014
15. Prepare & finalization of 4th QPR & APR for 2013: Draft report shared with UNDP, awaiting inputs from Vichit
16. Prepare & requisition of POA advance: Prepared and shared with UNDP, sent on 2 Jan 2014
17. Send out an official letter to the provinces re the revised roles & responsibilities: To be updated by Mr. Vannay
18. Revise/develop a project organization chart for PSU office, provincial & district offices: None yet
19. Prepare an official letter for transfer of project motorcycles/equipment from UNDP to the GOL: Done, sent on 29 Jan 2014
20. Prepare SSA contract for the FAAs: Done, signed on 2 Jan 2014 (Deuane) & 31 Jan 2014 (Seng)
21. Mobilization of new project staff's belongings to their duty station in SRV & SEK: None yet
22. Transfer of project motorcycles to SRV & SEK provinces: None yet - pending
23. Establishment & refurbishment of PSU offices in SRV & SEK provinces: None yet

A. Tasks by Vientiane PSU office

- 1) Speed-up procurement of laptop for Vongdeuane and Sengchanh (UNDP and Souk)
- 2) Appraise equipment needs (next visit) – based on list prepared by Deuane and Seng in consultation with PONREs (Note: very limited budget at this stage, we can purchase less urgent eqm. later)
- 3) Forward format for fortnightly weekly/monthly report and plans, etc for Deuane and Seng (Souk sends format)
- 4) Cover letter to SRV and SEK of 1st field visit reports with copy to POHAs, etc (draft by Souk) informing about project progress, function of PFAA and next steps
- 5) Send the revised roles and responsibilities of the project implementation bodies
- 6) Prepare organization chart and revised project organogram to PONRE, POHA, etc
- 7) Prepare 1st field visit report (Mr. Souk) with inputs from Vanxay and team (Saravane) – some follow-up work needed
- 8) Prepare for next visit – follow-up on report

B. Proposed tasks/work plan for Vongdeuane Sourvong

- 1) Send expenditures (if incurred)
- 2) Draft fortnightly weekly/monthly report and plans
- 3) Prepare monthly draft budget (stationary, trans.costs, furniture, etc) as per UNDP templates 2013-urgent
- 4) Complete prepared sheets (Annex 3), missed info from orientation WS in SRV 17 Dec 2013-urgent
- 5) Compile and summarize training need assessment sheets for mainly PONRE/DONRE and POHA/DOHA officers and forward to Vientiane
- 6) Make fortnightly progress brief reports/updates and forward to Vientiane PSU
- 7) Provide feedback on Draft 1st Q/AWP for 2014 (please also look at 2013 AWP)
- 8) Prepare contact details of collaborating partners and key stakeholders and forward to PSU
- 9) Work/get acquainted with PONRE & POHA (networking)
- 10) Put above tasks into work plans

C. Proposed tasks/work plan for Sengchanh Phanthalangsy

- 1) Send expenditures (if incurred)
- 2) Draft fortnightly draft work plan
- 3) Prepare monthly draft budget (station, trans.costs, furniture, etc) as per UNDP templates 2013-urgent
- 4) Complete prepared sheets (Annex 3), missed info from orientation WS in SEK, 18 Dec 2013-urgent
- 5) Compile and summarize training need assessment sheets for mainly PONRE/DONRE and POHA/DOHA officers and forward to Vientiane
- 6) Make fortnightly progress brief reports/updates and forward to Vientiane PSU
- 7) Provide feedback on Draft 1st Q/AWP for 2014 (please also look at 2013 AWP)
- 8) Prepare contact details of collaborating partners and key stakeholders, forward to PSU
- 9) Work/get acquainted with PONRE & POHA (networking)
- 10) Put above tasks into work plan

**MINUTES OF 8TH MONTHLY MEETING
For January 2014**

Wednesday, 12 March 2014, from 09:00 – 12:00hrs at DDMCC, MONRE

1. Objective

The objectives of the meeting were to follow-up progress from last (7th) monthly meeting and discuss other pending issues

II. Participants

1. Ms. Lathavone Buapaseawith, Secretary
2. Ms. Latsamy Thanthathap, Petty Cash Custodian
3. Ms. Khemmda Haraxay, SFAO
4. Mr. Souksavanh Sisouong, APM
5. Mr. Amphayvanh Oudomdeith
6. Mr. Vichit Sayavongkhamdy, UNDP Programme Specialist

III. Contents of the Meeting

- A. Follow-up progress from last monthly meeting
- B. Project board establishment
- C. Annual Procurement Plan for 2014
- D. Recruitment of project personnel
- E. Refurbishment of PPSU offices
- F. AOB

IV. Results of the Meeting

The results agreed on	
1) Follow-up progress from last monthly meeting	
2) Project Board (PB), Provincial & District Management Committees establishment	<p>Central level (PB): MONRE already sent out an official letter to MOHA, MPI and MAF on 14 Feb 2014 - under process. Kaek was given the task to follow up with the key government officials thereof.</p> <p>Local level (PPST & DDSCs): LDCCF2 received the newly signed letter of agreement from SRV and SEK re the establishment of PPST & DDSCs, with clear roles and responsibilities of each of the implementing partners</p>
3) Annual Procurement Plan for 2014	<p>The APM appraised equipment need for PSU and PPSU offices such as 1 photocopier and 1 desktop computer for PSU (for admin, data storage, backup, etc.), 2 laptop computers for PONRE Coordinators of SRV and SEK in order for them to use in fieldwork of the LDCCF2.</p> <p>The Annual Procurement Plan for 2014 is expected to share with UNDP and finalize by the end of Mar 2014.</p> <p>Based on list prepared by the two PFAs in consultation with PONREs and UNDP (Note: very limited budget at this stage, we can purchase less urgent equipment later)</p>

<p>4) Recruitment of LDCF2 project personnel</p>	<p>STA: UNDP received 168 applications, and it has now been shortlisted with 5 potential candidates. UNDP HR will coordinate and inform the interview panels re the interview date, time and venue, etc. The interview panels included Mohammad, Gerry, Keti, and the three observers (MONRE & MOHA representatives). The interview questions being prepared by Vichit and team (approx. 45 min per each candidate, one day in total). The interview date is on 20 March - time and venue TBD by the NPM. Souk will invite Thilaphong as optional members of the interview panel.</p> <p>PfMC: the announcement made on 5 Mar and the deadline for submission of application is on 14 Mar 2014, and so far have had only received 1 application. Vichit will consult with Gerry of UNCDF and will inform the LDCF2 re the extension of the announcement schedule.</p> <p>Translator & Drivers: UNDP agreed to hire a translator and 3 drivers as per work plans and duty procedures. It was suggested that the LDCF2 should coordinate with the IRAS (LDCF1) re the recruitment arrangement and process, as the TORs of them are most the same.</p>
<p>5) Refurbishment of PPSU offices</p>	<p>Souk stressed an urgent request for field office equipment and refurbishment of PPSUs in SRV & SEK. In response, Vichit underlined project completes revision of Q/AWP 2014 and reduces miscellaneous cost under component 3 & 4, and/or any other budget line could be reduced to cover PPSU office refurbishment and urgent equipment. Khem received the drafts from the PFAs of SRV and SEK on 6 Mar and she will forward them to Vichit for considering the need for further action.</p> <p>Vichit requested LDCF2 officially nominate an alternate NPD and encouraged for quick action – following the NIM rules. This is to avoid delay when the NPD is not available or away.</p> <p>The 2 PFAs have not yet received any advance payment from the project. It was suggested that this pending issue should be solved and done at the soonest possible time.</p>
<p>6) AOB</p>	<p>Khem reported that Thongchanh commented on the first draft CDR, but not the final version. Vichit will check with Thongchanh re the revision of the final one at the soonest.</p> <p>The 2nd field visit is commenced in late Apr 2014. The newly recruited national experts and Vichit of UNDP will also join this visit. The draft field visit programme will be prepared by the 2 experts with inputs from the team. Vichit requested interim work plan and a list of ST consultants from LDCF2 prior to the STA is on board in order for them to undertake the urgent tasks/field activities as deem as necessary.</p> <p>Project coordination meeting between LDCF2, UNDP and UNCDF/MOHA scheduled for March 13, 2014 (time and venue TBD by the PM)</p> <p>Vichit of UNDP requested LDCF2 to focus more on technical aspects rather than administration, etc.</p>

7) **Immediate Actions**

- 1) *Follow-up progress of PB establishment (MPI & MAF) high priority – APM (Gov.) & NPM*
- 2) Transferring of advance payment for PPSU offices in SRV & SEK – Khem
- 3) Opening a bank account for PPSU offices and follow up with PONRES re the signatory authority – Deuane & Seng
- 4) Refurbishment of PPSU offices in SRV and SEK – Deuane & Seng
- 5) Develop an annual procurement plan for 2014, share with UNDP and finalize – Souk & team
- 6) Procurement of PSU and PPSU IT equipment and supplies – Kheh & team
- 7) Nomination of an alternate NPD and inform UNDP – Vanxay & Kaek
- 8) Preparation and revision of AWP 2014 cum budget – Souk & team
- 9) Preparation and finalization of 2nd QWP cum budget – Souk & team
- 10) 1st QPR for 2014 – Souk & LDCCF2 team
- 11) Prepare a long and shortlisting of potential candidates (NIS & NES), and interview – Souk
- 12) Finalization of NIS & NES selection report and recruit – Souk
- 13) Finalization of Aging Report, ICE Form/FACE/IPOA resettlement and submit to UNDP CO – Khem & Souk
- 14) Recruitment of STA – Vichit
- 15) *Prepare budget analytical review and finalize – Souk & Khem*
- 16) *Pety cash surprise check and replenishment – Khem*
- 17) Coordinate with the IRAS re the recruitment of a translator and 3 drivers – Khem
- 18) Prepare a long and shortlisting of potential candidates (PFMC), and interview – Souk
- 19) Finalization of PFMC selection report and recruit – Souk
- 20) Preparation and recruitment of a translator and drivers – Souk
- 21) Follow up with Thongchanh re the revision of the final version of CDR – Vichit & Khem
- 22) Preparation and finalization of field visit programme to SRV & SEK – Ithiphone & Vene

Minutes taken by:

Acknowledged by:

Souksavanh Sisouvang, APM
LDCCF2
Date: _____

Vanxay Boutanavong, NPM
LDCCF2
Date: _____

Acknowledged by:

Vichit Sayavongkhamday
EU of UNDP Programme Specialist
Date: _____

- 1) Send out the draft official letter regarding the establishment of project board: **DONE**, sent 14 Feb 2014, **MOHA** (done), **MPI** (under process), **MAF** (not yet) – high priority!
- 2) Send out the signed letter of agreements from the two provinces to PSU for office filing and record: **DONE**, received Jan 2014 – Khem will send the scanned version to Vichit this afternoon.
- 3) Follow up with the procurement unit of UNDP re the status of the project vehicles and the remainder of the IT equipment/printers deliveries: **DONE** (received IT equip. and printers, and three Ford cars will arrive at Thanabeng – document being prepared).
- 4) Revise the STA shortlisted candidates and interview: 168 in total, shortlisted 5, HR will coordinate with interview panel and inform the interview date (Mohammad, Gerry, Keti, 3 observers – interview questions being prepared by Vichit and Keti)
- 5) Send out the draft TOR for Nat'l Specialists (Infrastructure, Ecosystem & PFM), urging for inputs from UNDP, UNCDF/MOHA and consolidate. **DONE**, announced made on 21 Feb and deadline 7 Mar 2014
- 6) Consultation, shortlisted and interview of the Nat'l Specialist: Shortlisted is expected 10 Mar and interview 18 Mar 2014
- 7) Draft TOR for Nat'l Infrastructure Specialist: **DONE**, announcement made on 5 Mar 2014
- 8) Consultation with PONRE/POHA regarding the nomination of Gov. personnel as bank signatory authority (for dual signature with PFAA's): Not yet done- pending
- 9) Assessment of basic equipment needs for mainly within the PPSU and develop a detailed work plan cum budget and submit to PSU Vientiane for approval: Party **DONE**
- 10) PPSU refurbishment and purchase: initial consultation with PONRE made and quotation received from local suppliers – budget constraints
- 11) Urging inputs from Vichit on the draft 4th quarter & APR 2013: Not yet received
- 12) Continue drafting and finalizing the project inception report: Under progress
- 13) Prepare an annual procurement plan for 2014 using the new NIM SOP formats, share and finalize. Submission deadline is 21 Feb 2014: Not yet done
- 14) Prepare budget analytical review and finalize: Not yet done
- 15) Petty cash surprise check and replenishment: Regularly done
- 16) Review project expenditure details (CDR) and finalized: **DONE**, first draft sent to UNDP in mid Feb.

Annex 8. 2nd OWP cum Budget for 2014

2ND QWP 2014

United Nations Development Programme
 Country: Lao PDR
 Programme Code & Title: 000402 (RUDA, RZ)
 Project Code & Title: Disaster Governance for multi-sector rural infrastructure and disaster preparedness in a changing climate (LDOP)
 Responsible Officer (s): Mr. Vantary Soulatarony
 Implementing Partner (s): Department of Disaster Management and Climate Change, Ministry of Natural Resources and Environment



CORRECTED OUTPUTS Indicator Question Answer Target Year	MAIN ACTIVITIES and Indicators	TIME	RESPONSE		FUND	DOOR	ASSISTANCE	REVENUE	FUNDING	POLYMER	DIRECT		
			CD	PKT								DIS	AC
PRODUCT OBJECTIVE													
Local administrative systems enabling for provision and maintenance of multi-sector rural infrastructure will be improved through participatory decision making that reflects the genuine needs of communities and address problem vulnerable to climate risk													
Indicator 1: Percentage change in the number of district development plans including specific climate change adaptation action in the target provinces and districts (MAT 1.1.1)													
Indicator 2: Percentage change in the level of local community participation in climate risk related planning in target provinces and districts.													
PRODUCT OUTCOME 1: Capacity provided for local administrative institutions to integrate climate risk into participatory planning and financing of small scale rural water infrastructure provision													
Indicator 1.1: Percentage change in the ratio of total climate adaptation investments to total climate risk and to benefit CO vulnerability in 12 districts													
Indicator 1.2: Procedures are in place to register climate resilient advice and investment for small scale rural water infrastructure (MAT 1.1.1)													
Indicator 1.3: Number of district development plans including costs of adaptation in the water sector available													
OUTPUT 1.1: Technical capacity in climate resilience planning													
Indicator Answered	1.1.1: Develop training materials on the local capacity assessment 1.1.2: Develop a 4 year detailed climate change capacity development plan for districts development support committees based on the findings of the local capacity assessment plan starts with the question 1.1.3: Conduct risk and hazard mapping and assessment using workshops at provincial and district level in 12 districts 1.1.4: Prioritize on the basis of output indicators in conducting OCHA assessment 1.1.5: Engage OCHA disaster specialists to develop a strike disaster adaptation preparation database & POE in Security and Services	X	UNDP	04000	00012	17,200	7,400	17,400			Financial Consumables	-	30,000.0
		X	UNDP	02160	10003	7,600	17,600			Payroll for SFMAO	5,785.0		
		X	UNDP	02160	10003	18,000	7,400			Transportation Travel	7,222.0		
		X	UNDP	02160	10003	7,600	7,600			Local Travel	-		
		X	UNDP	02160	10003	7,215	7,215			Commercial Services-Companies	-		
		X	UNDP	02160	10003	7,215	7,215			Transportation Equipment	5.0		
		X	UNDP	02160	10003	7,200	7,200			Materials & Goods	-		
		X	UNDP	02160	10003	7,200	7,200			Construction-Equipment	75.0		
		X	UNDP	02160	10003	7,200	7,200			Supplies	-		
		X	UNDP	02160	10003	7,200	7,200			Office	-		
		X	UNDP	02160	10003	7,110	7,110			Refreshment-Refreshment	-		
		X	UNDP	02160	10003	7,200	7,200			Refreshment-Refreshment	-		
		X	UNDP	02160	10003	7,200	7,200			Rental & Maint of IT Equipment	-		
		X	UNDP	02160	10003	7,200	7,200			Rental & Maint of Other Equip	-		
		X	UNDP	02160	10003	7,200	7,200			Material-Equipment	122.0		
		X	UNDP	02160	10003	7,400	7,400			Material-Equipment	553.0		
		X	UNDP	02160	10003	7,400	7,400			Material-Equipment	46,792.0		
Subtotal Output 1.1													
OUTPUT 1.2: Village level disaster preparedness and distribution infrastructure assessment, identified, priority and integrated into district development plan													
Indicator Answered	1.2.1: Develop a priority list of at least 4 projects per district including at least one state investment project per district 1.2.2: Develop priority budget for each project 1.2.3: Approval of priority list of climate resilient investments by the respective district development support committee	X	UNDP	02160	10003	7,100	7,100			Payroll for SFMA (SNV)	2,352.0		
		X	UNDP	02160	10003	7,600	7,600			Local Travel	5,000.0		
		X	UNDP	02160	10003	7,200	7,200			Field Visit Car Rental	2,000.0		
		X	UNDP	02160	10003	7,200	7,200			Material-Equipment	100.0		
		X	UNDP	02160	10003	7,500	7,500			Material-Equipment	100.0		
		X	UNDP	02160	10003	7,500	7,500			Material-Equipment	100.0		
Subtotal Output 1.2													
Total Output 1													

Indicator	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
Sub-total Output 2.2 =																									
3,998.0																									
OUTPUT 2.2: All bank and small-scale infrastructure investment projects (1 per district per year) including components of water harvest, storage, distribution and irrigation of the priority field and have been CRVA implemented and implemented benefiting 84,000 people																									
Indicator: Activities																									
2.2.1	X	IAOWNE	04000	00012	71400	LOCAL CONDITIONS																			
	X	IAOWNE	04000	00012	71400	Payroll for NS (PRU)																			
	X	UNICDF	62160	10003	71600	LOCAL TRAVEL																			
	X	UNICDF	62160	10003	72100	COMMUNITARY SERVICES-HIGH-LEVEL																			
	X	UNICDF	62160	10003	72900	MEASUREMENTS & GOODS																			
	X	UNICDF	62160	10003	72900	COMMUNITARY SERVICES-HIGH-LEVEL																			
	X	UNICDF	62160	10003	72900	SUPPLIES																			
	X	UNICDF	62160	10003	72600	GRIDS																			
OUTPUT 2.3: Develop and lead the CRVA body, 1.1.2 Carried out CRVA analysis for at least 24 periods																									
Indicator: Activities																									
1.1.1	X	IAOWNE	62160	10003	71400	Payroll for PRU (GRU)																			
OUTPUT 2.4: District climate resilient investment finalized and tender documents prepared in 12 districts, as well as associated designs to facilitate the implementation of annual district investment plans in 12 districts																									
Indicator: Activities																									
1.4.1	X	IAOWNE	62160	10003	71400	Payroll for NS (PRU) SO																			
OUTPUT 1.5: Qualifications for climate resilient construction for small-scale rural infrastructure sectors																									
Indicator: Activities																									
Sub-total Output 1.5 =																									
2,252.0																									
Sub-total Output 1.6 =																									
24,538.0																									
Sub-total LDCP																									
27,042.0																									
TOTAL OUTCOME 1 =																									
27,042.0																									
OUTPUT 2.5: Investment in plans for small scale rural infrastructures to be protected and rehabilitated against climate change induced fires (strategic, flood, wind and landslides) benefiting 84,000 people in the 12 districts of Senegal and Gambia provinces																									
Indicator 2.1: Number of districts routinely meeting in climate resilient measure to improve water usage when water harvesting, storage and distribution system																									
Indicator 2.2: Number of people benefiting from investment in rural scale irrigation system made to increase their resilience against climate change risk (IAOWNE, IMAAT 1.2.3)																									
Indicator 2.3: District level tests and administrative responses produced that incorporate climate resilient measures for small scale rural water construction (GAMRO) (IAOWNE, IMAAT 1.1.3)																									
OUTPUT 2.6: Innovative mechanisms, financing models performing well in providing financing and implementation of climate resilient, ecosystem based small-scale water infrastructures in developed, stable and water operation to urban the delivery of LDCP climate resilient infrastructures grants																									
Indicator 1: Activities																									
2.1.1	X	IAOWNE	04000	10003	71400	Payroll for NS (PRU)																			
2,252.0																									

Total direct payment by (User) + (GR) fund									
OUTCOME 4: Effective Project Management									
Indicator/Activities									
4.1.1: Conduct project board meetings, region and other coordination workshops; 4.1.2: Prepare quarterly and annual work plan and budget; 4.1.3: Conduct regular project team meetings; 4.1.4: Prepare and conduct workshops and meetings; 4.1.5: Conduct monthly meetings with UNDO; 4.1.6: Establish and maintain conductive network; 4.1.7: Participate in meetings at district, province and National; 4.1.8: Prepare quarterly, annual and biannual reports; 4.1.9: Office supplies; 4.1.10: Repair and Amusement of Project Office; 4.1.11: Audit.	X	140000	10000	72200	1	Car (VVA) stamp, stationery, etc. report)		12000.0	20,000.0
	X	140000	10000	72300		Project personnel team credit card		250.0	
	X	140000	10000	72400		Communication/transportation		250.0	
	X	140000	10000	72500		Supplies		600.0	
	X	140000	10000	73100		Material/Labour/Printing		100.0	
	X	140000	10000	73400		Repair & Maint of Other Equip		250.0	
	X	140000	10000	74200		Agency/Supplier/Procurement		500.0	
	X	140000	10000	74500		Unplanned Expenses		400.0	
						Sub-total UNDO		5,000.0	
						Sub-total LOCF		5,000.0	
						Total (including UNDO)		10,000.0	20,000.0
						UNDO TOTAL		5,000.0	
						LOCF TOTAL		5,000.0	
						PROJECT TOTAL		10,000.0	20,000.0

UNDO TOTAL	5,000.0	
LOCF TOTAL	5,000.0	
PROJECT TOTAL	10,000.0	20,000.0

Date : _____

Prepared By: _____
 Sr. Sekatirana Sitomang
 Assistant PM (APM)

Date : _____

Checked By: _____
 Sr. Aniprayana Oudononh
 National Project Manager (Asst. PM)

Approved By: _____
 Sr. Phoung Uongpryana
 National Project Director (NPD)

Date : _____

Annex 9. List of Project Inventory as of March 2014

INVENTORY LIST Quarter 1, 2014



Project Title: GCOCC Project
 Project ID: 0084024 GCOCC Project
 NON-EXPANDABLE PROPERTY LEASER
 Over 5005

ACQUISITIONS

Item	Date	Description	Unit	UNDP PR	Cost (US \$)	Inventory No.	Serial No.	Location	Signature by Vendor	Starting	Ending
I	Project Vehicles										
		Ford Ranger Double CAB 4X4 2.2L (2.198cc) Diesel 6MT UH			23,302.50		Q27PFC57047				
		Ford Ranger Double CAB 4X4 2.2L (2.198cc) Diesel 6MT UH			23,302.50		Q27PFC57047				
		Ford Ranger Double CAB 4X4 2.2L (2.198cc) Diesel 6MT UH			23,302.50		Q27PFC57045				
		Total:			69,907.50						
II	IT Equipment										
		Camera Canon EOS1100D	1		631.29	GCOCCITE-CAR-002	168903122185	GCOCC Project	PSU Saliwani	19/11/2013	19/11/2014
		Camera's Lens EF-S18-55IS-II	1		631.29	GCOCCITE-CAR-003	6736221818	GCOCC Project	PSU Saliwani	19/11/2013	19/11/2015
		Camera Canon EOS1100D/18IS-II	1		631.29	GCOCCITE-CAR-003	168903122185	GCOCC Project	PSU Saliwani	19/11/2013	19/11/2015
		Camera's Lens EF-S18-55IS-II	1		631.29	GCOCCITE-CAR-004	6736221817	GCOCC Project	PSU Saliwani	19/11/2013	19/11/2015
		Camera Canon EOS1100D/18IS-II	1		631.29	GCOCCITE-CAR-004	148063073272	GCOCC Project	PSU Saliwani	19/11/2013	19/11/2015
		Camera's Lens EF-S18-55IS-II	1		631.29	GCOCCITE-CAR-005	8326073838	GCOCC Project	PSU Saliwani	19/11/2013	19/11/2015
		Camera Canon EOS1100D/18IS-II	1		631.29	GCOCCITE-CAR-005	148063073215	GCOCC Project	PSU Saliwani	19/11/2013	19/11/2015
		Camera's Lens EF-S18-55IS-II	1		568.00	GCOCCITE-IP-042	8516069206	GCOCC Project	Mrs. Jeyanthala	19/11/2013	19/11/2015
		Laser Printer HP Pro4010V	1		568.00	GCOCCITE-IP-043	VN44607544	PPSU Saliwani	Mrs. Sangeetha	21/2/2014	21/2/2015
		Laser Printer HP Pro4010V	1		568.00	GCOCCITE-IP-043	VN44607546	GCOCC Project	Mrs. Jeyanthala	21/2/2014	21/2/2015
		Laser Printer HP Pro4010V	1		568.00	GCOCCITE-IP-044	VN44607547	GCOCC Project	Mrs. Jeyanthala	21/2/2014	21/2/2015
		Laser Printer HP Pro4010V	1		568.00	GCOCCITE-IP-045	VN44607548	PPSU Saliwani	Mrs. Varadachari	21/2/2014	21/2/2015
		Laser Printer HP Pro4010V	1		568.00	GCOCCITE-IP-046	VN44607549	GCOCC Project	Mrs. Varadachari	21/2/2014	21/2/2015
		Laser Printer HP Pro4010V	1		1,490.00	GCOCCITE-NB-050	FN90321	GCOCC Project	Mrs. Varadachari	21/2/2014	21/2/2015
		Note Book Dell Latitude 3330	1		1,490.00	GCOCCITE-NB-051	FN90321	PPSU Saliwani	Mrs. Varadachari	21/2/2014	21/2/2015
		Note Book Dell Latitude 3330	1		1,490.00	GCOCCITE-NB-052	FN90321	PPSU Saliwani	Mrs. Varadachari	21/2/2014	21/2/2015
		Note Book Dell Latitude 3330	1		1,490.00	GCOCCITE-NB-053	FN90321	GCOCC Project	Mrs. Jeyanthala	21/2/2014	21/2/2015
		Note Book Dell Latitude 3330	1		1,490.00	GCOCCITE-NB-054	FN90321	PPSU Saliwani	Mrs. Jeyanthala	21/2/2014	21/2/2015
		Note Book Dell Latitude 3330	1		1,490.00	GCOCCITE-NB-055	FN90321	GCOCC Project	Mrs. Jeyanthala	21/2/2014	21/2/2015
		Note Book Dell Latitude 3330	1		1,490.00	GCOCCITE-NB-056	FN90321	GCOCC Project	Mrs. Jeyanthala	21/2/2014	21/2/2015
		Note Book Dell Latitude 3330	1		1,490.00	GCOCCITE-NB-057	FN90321	GCOCC Project	Mrs. Jeyanthala	21/2/2014	21/2/2015
		Note Book Dell Latitude 3330	1		1,490.00	GCOCCITE-NB-058	FN90321	GCOCC Project	Mrs. Jeyanthala	21/2/2014	21/2/2015
		Note Book Dell Latitude 3330	1		995.00	GCOCCITE-CAR-059	PJ6G4407146	GCOCC Project	Infrastructure Specialist	21/2/2014	21/2/2015
		LCD Projector EPSON EB-X11	1		995.00	GCOCCITE-CAR-060	PJ6G4407385	GCOCC Project	PSU Saliwani	21/2/2014	21/2/2015
		LCD Projector EPSON EB-X11	1		995.00	GCOCCITE-CAR-061	PJ6G4407382	PPSU Saliwani	PSU Saliwani	21/2/2014	21/2/2015
		LCD Projector EPSON EB-X11	1		995.00	GCOCCITE-CAR-061	PJ6G4407382	PPSU Saliwani	PSU Saliwani	21/2/2014	21/2/2015
		Total:			20,790.18						
		Office Equipment									
		Air conditioner SALU-DENIM 24,000 BTU	1		951.53	GCOCCITE-ACON-001	1319F0045421	GCOCC Project	GCOCC Project		
		Total:			951.53						
		Furniture									
		Wooden Desk 150	1		357.65	GCOCCITE-WD-006		GCOCC Project	NPD Room		
		Total:			357.65						
		Grand Total:			82,778.34						



INVENTORY LIST
Quarter 1, 2014



Project Title: GIDOC Project
Project ID: 00024024 GIDOC Project
EXPANDABLE PROPERTY LEADER

Less 5005

ACQUISITIONS

Item	Date	Description	Qty	UNDP PO	Cost RUS \$/Unit	Inventory No.	Serial No.	Location	Signature by Verifier	Warranty Date Starting	Ending
Project Vehicles											
		Total:									
IT Equipment											
01	12/12/2013	External Hardisk	1		115.44	GIDOC/ITE-EH-037	N4479NWT	GIDOC Project	Mrs. Khermaha		
02	12/12/2013	External Hardisk	1		115.44	GIDOC/ITE-EH-038	N4479W75	GIDOC Project	Mrs. Sodikawati		
03	12/12/2013	External Hardisk	1		115.44	GIDOC/ITE-EH-039	N4479NWT	GIDOC Project	Mrs. Vanyay		
04	21/2/2014	Tripod Screen Projector Vertex	1	Yes	90.00	GIDOC/ITE-TSPV-062	V96T-210130496*	GIDOC Project	GIDOC Project	21/2/2014	21/2/2015
05	21/2/2014	Tripod Screen Projector Vertex	1	Yes	90.00	GIDOC/ITE-TSPV-063	V96T-210130023*	PPSU-Sekang	PPSU-Sekang	21/2/2014	21/2/2015
07	21/2/2014	Tripod Screen Projector Vertex	1	Yes	90.00	GIDOC/ITE-TSPV-064	V96T-210130096*	PPSU-Sekang	PPSU-Sekang	21/2/2014	21/2/2015
08	21/2/2014	Scanner Canon Lide 210	1	Yes	110.00	GIDOC/ITE-SCN-0048	KEP442284	PPSU-Sekang	Mrs. Vandelliane	21/2/2014	21/2/2015
09	21/2/2014	Scanner Canon Lide 210	1	Yes	110.00	GIDOC/ITE-SCN-0049	KEP442224	GIDOC Project	Mrs. Latsamy		
		Total:			946.32						
Office Equipment											
01	12/12/2013	Printer Cutter	1		40.15	GIDOC/OFE-PRC-040		GIDOC Project			
02	12/12/2013	Punch-Bind Machine	1		470.57	GIDOC/OFE-PSM-041		GIDOC Project			
		Total:			510.72						
Furniture											
		Total:			296.87			Admin Room DoDM & CC			
01	20/11/2013	Save box E820 70kg	1		296.87	GIDOC/FNT-SB-007		GIDOC Project	NPD Room		
02	20/11/2013	Arm chair Sure PL312	1		296.87	GIDOC/FNT-AG-008		GIDOC Project	Mrs. Teuwahit		
03	20/11/2013	Filing Cabinet EECO 304 120 Cm	1		323.26	GIDOC/FNT-FG-009		GIDOC Project	Mrs. Gaby		
04	20/11/2013	Filing Cabinet EECO 304 120 Cm	1		323.26	GIDOC/FNT-FG-010		GIDOC Project	Mrs. Khermaha		
05	20/11/2013	Filing Cabinet EECO 304 120 Cm	1		323.26	GIDOC/FNT-FG-011		GIDOC Project	Mrs. Vanyay		
06	20/11/2013	Filing Cabinet EECO 304 120 Cm	1		323.26	GIDOC/FNT-FG-012		GIDOC Project	Mrs. Khermaha		
07	20/11/2013	Filing Cabinet EECO 304 120 Cm	1		323.26	GIDOC/FNT-FG-013		GIDOC Project	Mrs. Vanyay		
08	20/11/2013	Filing Cabinet EECO 304 120 Cm	1		323.26	GIDOC/FNT-FG-014		GIDOC Project	Mrs. Frezzler		
09	20/11/2013	Filing Cabinet EECO 304 120 Cm	1		323.26	GIDOC/FNT-FG-015		Admin Room DoDM & CC	Mrs. Amplyvanti		
10	20/11/2013	Arm chair Sure PL312	1		154.37	GIDOC/FNT-AG-016		GIDOC Project	Mrs. Vanyay		
11	20/11/2013	Arm chair Sure PL312	1		154.37	GIDOC/FNT-AG-017		GIDOC Project	Mrs. Amplyvanti		
12	20/11/2013	Arm chair Sure PL312	1		154.37	GIDOC/FNT-AG-018		GIDOC Project	Mrs. Khermaha		
13	20/11/2013	Arm chair Sure PL312	1		154.37	GIDOC/FNT-AG-019		GIDOC Project	Mrs. Sodikawati		
14	20/11/2013	Arm chair Sure PL312	1		154.37	GIDOC/FNT-AG-020		GIDOC Project	Mrs. Teuwahit		

15	20/11/2013	Arm chair Sure VINUS2402	1		105.55	GDCC/FNT-AC-021	GDCC Project	Mr. Vrakone	
16	20/11/2013	Arm chair Sure VINUS2402	1		98.95	GDCC/FNT-AC-022	GDCC Project	Ms. Latsamy	
17	20/11/2013	Arm chair Sure VINUS2402	1		98.95	GDCC/FNT-AC-023	GDCC Project	Mr. Bouathong	
18	20/11/2013	Arm chair Sure VINUS2402	1		98.95	GDCC/FNT-AC-024	GDCC Project	Ms. Lamsavone	
19	20/11/2013	Arm chair Sure VINUS2402	1		98.95	GDCC/FNT-AC-025	GDCC Project	Ecosystem Specialist	
20	20/11/2013	Arm chair Sure VINUS2402	1		98.95	GDCC/FNT-AC-026	GDCC Project	Infrastructure Specialist	
21	20/11/2013	Office Desk Smart Form	1		181.42	GDCC/FNT-OFD-027	GDCC Project	Ms. Khemvaha	
22	20/11/2013	Office Desk Smart Form	1		181.42	GDCC/FNT-OFD-028	GDCC Project	Ms. Ny	
23	20/11/2013	Office Desk Smart Form	1		181.42	GDCC/FNT-OFD-029	GDCC Project	Mr. Souksavanh	
24	20/11/2013	Office Desk Smart Form	1		181.42	GDCC/FNT-OFD-030	GDCC Project	Ecosystem Specialist	
25	20/11/2013	Office Desk Smart Form	1		181.42	GDCC/FNT-OFD-031	GDCC Project	Infrastructure Specialist	
26	20/11/2013	Office Desk Smart Form	1		181.42	GDCC/FNT-OFD-032	GDCC Project	Mr. Bouathong	
27	20/11/2013	Office Desk Smart Form	1		181.42	GDCC/FNT-OFD-033	GDCC Project	Mr. Ampthayvanh	
28	20/11/2013	Office Desk Smart Form	1		181.42	GDCC/FNT-OFD-034	GDCC Project	Ms. Latsamy	
29	20/11/2013	Office Desk Smart Form	1		181.42	GDCC/FNT-OFD-035	GDCC Project	Mr. Vrakone	
30	20/11/2013	Office Desk Smart Form	1		181.42	GDCC/FNT-OFD-036	GDCC Project	Mr. Vannay	
Total:					6,042.91				
Grand Total:					7,493.95				

INTERVIEW REPORT

National Infrastructure Specialist (NIS)

Interview Panel

1. Mr. Vanxay Bouttanavong, NPM, LDCF2
2. Mr. Souksavanh Sisouvang, APM, LDCF2
3. Mr. Vichit Sayavongkhamdy, Programme Specialist, EU-UNDP

Background

The UNDP supported NIM project on “Effective Governance for Small-Scale Rural Infrastructure and Disaster Preparedness in a Changing Climate Project” in short GIDCC project, is implemented by the Department of Disaster Management and Climate Change (DDMCC). 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.

It is in this context, DDMCC/MONRE and UNDP seek a qualified **National Infrastructure Specialist** to provide support of the DSCs in the field of climate resilient infrastructures, Monitoring and Evaluation of infrastructure-related components, detailed Terms of Reference for the post, see Annex 1.

Advertisement

The post has been advertised in UNDP Website, Vientiane Times (21, 24, 26, 28 Feb 2014 and 3, 5, March 2014) – applying for the above positions, see attached Annex 2. The deadline of the application was on 7 March 2014. A total of 4 applications (1 female) were received.

Short listing

The long list and short-listing has been done according to evaluation criteria reflected in the TOR and gender issue also consider, see attached Annex 3. A total 3 candidates were called for interview.

1. Mr. Fongsamouth Phengphaengsy (A)
2. Mr. Phathmany Southammavong (B)
3. Mr. Itthiphone Xayavong (C)

The interviews took place on 20 March 2014 at MONRE. Candidates were assessed based on their qualifications and experiences as outlined in the announcement and their CVs. A comparative table (summed up from score lists) and a short narrative summary of the candidates is presented below.

Comparative Table of Candidates against Criteria (summed up)

Rank	Total Scores/Average	
1	117.0/135.0	115.5/135.0
2	100.0/135.0	97.0/135.0
3	36.0	36.0
1	36.0	36.0
2	39.0	37.0
3	42.0	40.0
Mr. Vanxay Bouttanavong	Mr. Fongsamouth Phengphaengsy (A)	Mr. Phathmany Southammavong (B)
Mr. Souksavanh Sisouvang	Mr. Itthiphone Xayavong (C)	
Mr. Vichit Sayavongkhamdy		

Candidate A

Mr. Fongsamouth Phenphangsy holds a M.Sc. in Water Resources Management, Tokyo University of Agriculture & Technology, Japan, and a B.Sc. in Irrigation & Civil Engineering from Kasetsart University of Thailand. Currently, he is working as National Team Leader and National Advisor for Irrigation & Paddy Field Development for the GFA Group and his current contract will be expired in mid-Dec 2014. Before this he has been working for the UNDP Laos (IRAS) as National Expert for Project Midterm Evaluation in 2013; IUCN Laos as Head of Water & Wetlands Unit (Nov 2009 – Oct 2010); MRCS (2006-09) as Senior Programme Officer; Stukuba of Japan (2003-05) as Researcher; and Department of Water Resources Engineering of NUOL (1998-03) as Lecturer. His technical is very strong and active during the interview. His answers were very impressive and gave very great detail of the way he did a very good CCA, EBA management and rural infrastructures. Due to his current assignment with GFA Group until late this year, he would like to work with LDCF2 as part-time position, with an approx. 2 to 3 working days/week. His expected daily rate is minimum of \$200.

Candidate B

Mr. Phathmany Southammavong holds a Master Degree in English on Environmental Engineering and Management, and a Bachelor Degree in Civil Engineering from Department of Civil Engineering, Faculty of Engineering and Architecture, NUOL. He is currently working for the SSN Consultant Co., Ltd since Jan 2011 as Freelancer. He has nearly 14 years of working experience with such as Insitthong Construction Co., Ltd; Lao Consulting Group/SM/EC; KUME SEKKEI Co., Ltd; NT2 EDF (French); Lao Chaleun Const. Co., Ltd; Pacific Consultants International; COWI Consulting Engineers and Planners AS (Danish); Vantavy Development Const. Co., Ltd; and Obayashi Corp. His CV is very well written. His answers demonstrated his good command of English and very structured and confident and honest in his responsible work. His technical background is strong. He would be able to work with LDCF2 after 1 month notice. His expected salary is minimum of \$2,500 (net).

Candidate C

Mr. Itthiphone Kayavong holds a Master of International Development Studies, Major in Rural Development, and a Master of Architecture (Poly-technique Institute – Former Soviet Union). Most recently, he was working for the Gold Mine Sepon/MG (2011-14) as Superintendent Community Development. Before this he worked for Phonsack Group Ltd (2010-11) as Project Manager; United Nations WFP (2002-10) as National Programme Officer; GTZ (2000-02) as M&E Officer; SHIMIZU-HAZAMA Joint Venture (1997-00) as Site Engineer; and Road and Bridge Construction No. 13 (1995-97) as Cost Controller Engineer. He is active and confident during the interview. His technical background is very strong, seemed motivated and more of a field work person. By working with United Nations WFP it allowed him to be familiar with the UNDP supported NIM project rules at LDCF2. His answers were very impressive and give very great detail of the way he did a very good environmental issues, rural infrastructures and management as well as assist his organization to monitor progress of their project activities and M&E aspects. He could start work immediately. He is Okay with the LDCF2's salary scale.

Conclusion

Based on the CVs, the scores, performance during the interview and budget of the project. The panel agreed that Mr. Fongsamouth Phenphangsy and Mr. Phathmany Southammavong the project could not accommodate their financial requirements. Therefore, the panel agreed to offer the position to Candidate C (Mr. Itthiphone Kayavong). In case Mr. Itthiphone Kayavong is not available the panel recommended that the post should be re-advertised.

Signature of the interview panel

2. Local investment for reducing climate risks: Local communities will be supported in identifying and investing in small-scale rural infrastructure that builds climate resilience. Investments may be in the form of new infrastructure or enhancing ("climate-proofing") existing infrastructure. Investment decisions will be guided by climate vulnerability and disaster risk assessments carried out under Component 1.

1. Inclusive planning, budgeting and capacity development for reducing climate and disaster related risks: The key to adaptation in most instances is competent, capable, accountable local administrations that understand how to incorporate adaptation measures into most aspects of their works and departments. Building primarily on GPAR, the project will ensure that local planning and budgeting and execution, including investments in small-scale rural infrastructure (Component 2) and related management of critical ecosystem (Component 3), are climate resilient.

This project uses the UNDP/UNDCF Governance and Public Administration Reform Programme (GPAR) as the primary entry point for delivering concrete climate change adaptation measures in both drought- and flood-prone provinces of Lao PDR. The desired situation that the project seeks to bring about is that the genuine needs of communities vulnerable to climate variability and change are fully reflected in local planning and budget processes, so that the development prospects of these communities are secured in face of increasing climate risks. Barriers to remove in achieving this situation include weaknesses in climate change analysis and planning at sub-national level, financial constraints in resourcing the additional costs of building greater redundancy into rural infrastructure, a silo approach to local planning whereby ecosystem functions and services are not taken into account, and the limited incentives that exist to encourage local officials and decision makers to address climate related risks. Least Developed Countries Fund (LDCF) will be used by the Government of Lao PDR to address these barriers through 3 components for the period of 2013 to 2016.

Background: The available climate science indicates that dry seasons are likely to increase in length in Lao PDR while wet season rainfall will occur in even shorter, more intense intervals. This will affect the hydrological regime of the river catchments and watersheds – wetlands, riparian zones, forests and grassland. These systems play a crucial role in flood control, water infiltration, ground water recharge, water storage and release. As such, they provide a natural buffer against natural disasters, protecting essential small and micro level infrastructure, such as ponds, wells, rainwater storage systems, check dams and irrigation channels, roads, bridges and dams. 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.

Location: Project Support Unit (PSU), Department of Disaster Management and Climate Change (DDMCC), Ministry of Natural Resources and Environment (MONRE)
 Effective Governance for Small-Scale Rural Infrastructure and Disaster Preparedness in a Changing Climate (LDCF II)
 Local Service Contract (Project)
 English and Lao
 12 months renewable with a 3 months' probation period
 Standard Government of Lao working conditions (working hours 8am-4:30pm, 5 days a week, 15 days annual leave per year)
 As soon as possible
 Expected Starting Date:

Job Description (Terms of Reference) for the National Infrastructure Specialist

Mr. Vanxay Boutanavong _____ Date: _____
 Mr. Souksavanh Sisonvong _____ Date: _____
 Mr. Vichit Sayavongkhamdy _____ Date: _____

1.	Position Title & Location:	National Infrastructure Specialist Duty station at DMCC of MONRE Vientiane Capital with regular travelling to provincial project offices in southern Laos
2.	Project Unit	Project Support Unit (PSU)
3.	Reporting Lines	The National Infrastructure Specialist reports to the International Infrastructure Specialist, Chief/Senior Technical Advisors (CTA/ STA). A secondary reporting line exists to the Project Manager
4.	Collaboration/ other project units and partners	<ul style="list-style-type: none"> - Collaboration with MPWT to review recommendations on CC resilient construction standards in their sectors - Working with MPI to provide recommendations on planning procedures - Working with PONRES, DONRES, POHAS and DOHAS of target provinces to implement contracted activities (Community Risk Vulnerability Assessment or CRVA assessments, trainings) - Working with District Development Support Committees to approve Eba infrastructure projects and determine budgets and develop annual climate-resilient investment plans - Working with local decision makers (village heads, deputy heads, and head of local mass organizations) to facilitate project identification and CRVAs and conduct trainings and awareness raising on infrastructure maintenance and ecosystem management
5.	Brief introduction into position with focus on main results to be expected	<ul style="list-style-type: none"> - Development of incentives for small scale rural infrastructure to be protected and diversified against climate change induced risks (droughts, floods, erosion and landslides) benefiting at least 50,000 people in the 12 districts of Sekong and Saravane provinces
6.	Detailed description of duties and tasks	<ul style="list-style-type: none"> - Review the current rural infrastructure building code, Assessment of infrastructure functions, status and vulnerability to climate risks for the target provinces - Identification and inventory of critical infrastructures and assets which support the delivery and maintenance of key rural infrastructure in the water sector - Support the development of climate resilient construction guidelines for each sector of small-scale rural infrastructure development based on existing national construction standards and guidelines for irrigation, education, water supply, health and transport sectors - Support the delivery of trainings for local construction companies in the area of climate resilient construction - Problem analysis and strategy for promoting ecosystem based resilience to climate change, based on catchment and sub-catchment level measures and actions

3. Securing ecosystem services and assets:

Specific physical measures will be implemented to enhance and sustain critical ecosystem functions for reducing vulnerability to climate-induced floods and droughts. Measures to increase surface water retention capacity in order to encourage gradual release of water during the dry season and extend to year round supply will be designed, integrated into district plans and implemented with strong community involvement.

It is in this context, DMCC of MONRE seeks a qualified National Infrastructure Specialist to provide support of district development support committees. Guidance of the district development support committee in the field of climate resilient infrastructures. Monitoring and Evaluation of infrastructure-related components.

<ul style="list-style-type: none"> - Establish an incentive mechanism based on the principle of an additional 25% increment to baseline development budgets to fund climate resilient investments. - Develop an audit methodology to annually track district performance in the area of climate resilient, ecosystem based small-scale water infrastructure - Adjust annual budgetary envelopes for district investment plans to include Climate Change Adaptation grants according to measured district performance - Amend standard local development funding operating manuals, instructions and regulations to include climate resilient infrastructure, in order to fully mainstream climate financing into existing systems - Codify lessons learned from a climate finance and public expenditure management perspective - Deliver climate resilient infrastructure grants to district accounts, aligned with existing local development funding - Track, monitor and report on fiscal transfers for climate resilient infrastructure on a quarterly basis - Evaluate and report on climate resilient grant performance against relevant Minimum Criteria standards on an annual basis - According to CRVA findings, support district officials to develop detailed budgets for each selected climate resilient investment project, including in-kind community contributions - Integrate the CRVA tested projects as an agenda item for regular meetings of the province planning and investment departments, the District Development Support Committees and the village-level planning consultations - Provide technical support and advice to District Development Support Committees in reviewing and approving climate resilient infrastructure investments - Support development of tender documentation and procedures for climate resilient infrastructure investments and support oversight of construction company selection processes - In collaborations with DONRE and PONRE, organize two day excursions (4 per year) to best practice project sites for district and provincial officials as well as community representatives to promote learning and facilitate climate resilient planning - Present guidelines to national and provincial levels of the Ministry of Public Works and Transport (MPWT) and other relevant ministries as an input to wider discussions on necessary revisions to national standards and guidelines - Support the international infrastructure Specialist - Any other tasks as appropriately assigned 	<p>7.</p>	<p><i>Outputs to be achieved / produced during the contract Period</i></p>
<ul style="list-style-type: none"> - Infrastructure climate vulnerability report prepared and disseminated - Establishment and implementation of incentive mechanism for supporting Eba for investments - District performance audit methodology for climate change resilient development produced and disseminated - Funding operation manuals, instructions and regulations for climate resilience investments developed and disseminated - Climate resilient infrastructure grants developed and disbursed in target districts 		

<ul style="list-style-type: none"> - Climate resilient construction guidelines - Excursions to best practice sites for districts and provincial officials - Trainings on climate resilient construction guidelines - Annual reports on climate resilience grant performance developed and disseminated 		<ul style="list-style-type: none"> - Postgraduate degree or equivalent education in small scale infrastructure related to water resources, civil and or environmental engineer, transport/infrastructure planning and any other related disciplines - Minimum 6 years of infrastructure development experience in Laos - Experience and skills in facilitation or multi-stakeholder workshops and broad-based consultative processes - Previous experience of working with International Organizations - Excellent analytical skills - Excellent verbal and written communication skills in English - Very good inter-personal skills and the ability to work with a multitude of stakeholders - Proficiency in computers; good working knowledge of word processing and spreadsheet programs, particularly MS Word and MS Excel - Experience with developing and implementing small-scale rural infrastructure projects - Sound understanding on linkages between climate change, ecosystems and small scale infrastructure - Experience with climate risk, vulnerability and adaptation assessments or related approaches and with participatory approaches of project identification and management
	<p style="text-align: center;"><i>Skills and qualifications required</i></p>	<p style="text-align: center;">8.</p>

INTERVIEW REPORT

National Ecosystem Specialist (NES)

Interview Panel

1. Mr. Vanxay Bouttanavong, NPM, LDCE2
2. Mr. Souksavanh Sisonvong, APM, LDCE2
3. Mr. Vichit Sayavongkhamdy, Programme Specialist, EU-UNDP

Background

The UNDP supported NIM project on "Effective Governance for Small-Scale Rural Infrastructure and Disaster Preparedness in a Changing Climate Project" in short GIDCC project, is implemented by the Department of Disaster Management and Climate Change (DDMCC). 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.

It is in this context, DDMCC/MONRE and UNDP seek a qualified National Ecosystem Specialist to provide support of the district development support committees. Guidance of the district development support committee in the field of Ecosystems Management and Ecosystem Based Adaptation, Monitoring and Evaluation of ecosystem related project components, Terms of Reference for the post see Annex 1.

Advertisement

The post has been advertised in UNDP Website, Vientiane Times (21, 24, 26, 28 Feb 2014 and 3, 5, March 2014) – applying for the above positions, see attached Annex 2. The deadline of the application was on 7 March 2014. A total of 4 applications (1 female) were received.

Short listing

The long list and short-listing has been done according to evaluation criteria reflected in the TOR and gender issue also consider, see attached Annex 3. A total 3 candidates were called for interview.

1. Mr. Venevongphet (A)
2. Mr. Bounpanh Senethavisouk (B)
3. Mr. Khamkhoun Khoumboline (C)

The interviews took place on 20 March 2014 at MONRE. The candidates were assessed based on their qualifications and experiences as outlined in the announcement and their CVs. A comparative table (summed up from score lists) and a short narrative summary of the candidates is presented below.

Comparative Table of Candidates against Criteria (summed up)

Rank	1	2	3
Total Scores/Average	112.5/135.0	89.0/135.0	69.0/135.0
Mr. Vichit Sayavongkhamdy	34.0	25.0	10.0
Mr. Souksavanh Sisonvong	33.5	30.0	22.0
Mr. Vanxay Bouttanavong	45.0	34.0	37.0
Interview Panel	Mr. Venevongphet (A)	Mr. Bounpanh Senethavisouk (B)	Mr. Khamkhoun Khoumboline (C)
Interviewee			

_____	Date:	_____	Mr. Vichit Sayavongkhamdy
_____	Date:	_____	Mr. Souksavanh Sisouvang
_____	Date:	_____	Mr. Vanxay Bouttanavong

Signature of the interview panel

Conclusion
After careful consultation amongst the interview panel members, it is recommended that Candidate A (Mr. Venevongphet) be selected as the first priority for the post based on his qualified competencies and performance during the interview. In case Candidate A is not available, Candidate B, Mr. Bounpanh Senethavisouk should be contacted for the assignment. If Candidate B is not available the panel recommended that the post should be re-advertised.

Candidate C
Mr. Khamkhoun Khoumbohline has a Master Degree in Wildlife Sciences, Centre of Conservation Biology, Kunming Institute of Zoology of China. He is currently working for the WWF Greater Mekong as Part-Time Consultant. Most recently he has been working for the WWF Greater Mekong as Project Manager; IUCN Laos (MWB) as Project Manager; and WCS as Researcher. He specializes in the field of Wildlife Conservation and Protected Areas Management and is much less experience in EBA and rural infrastructures. His command of English is not bad and he is more suitable for a Wildlife Specialist position. He would be available to work with LDCE2 on 1 April 2014. He is Okay with the LDCE2's salary scale.

Candidate B
Mr. Bounpanh Senethavisouk has a Bachelor of Science on Tropical Agriculture, Altenburg University of Germany and a Diploma of Food Processing in specializing for Coffee and Tea from Germany. He has nearly 19 years of working experience in relation to agriculture, forestry and environmental aspects. Currently, he is working for the CECC ADB-TA 7509 as National Agriculture/Forestry and Climate Change Specialist. Before this he has been working for the IRASNPAPU as Provincial Project Coordinator; Oxfam Solidarity Belgium (OSB) as Senior Programme Officer; German Agro Action as Assistant Manager; CIDSE as Project Coordinator; CUSO as SAF Coordinator; and GTZ as Assistant Team Leader. His answer well demonstrated how he organizes and has sufficient experience, but he did not seem to be much self-confident in his work. He describes himself as good communicator and friendly. He would be able to start work with the project after 1 May 2014. He is happy with the LDCE2's salary scale.

Candidate A
Mr. Venevongphet holds a Master Degree in Wildlife Management, Wildlife Institute of India and a Bachelor Degree in Forestry at Southern Forestry College, Coimbatore of India. He has nearly 25 years of working experience in relation to NPAs planning and management; agriculture and forestry research in Laos which 20 years out of the total as Senior Management and Protection Authorities. Before recently, he has been working for the NTZ Watershed Management and Protection Authorities. Before this he worked for the NAFRI as Research Team Leader; 7 years with WCS as NPA Manager; 1 year with WWF as NPA Manager; and 2 years with IUCN as NPA Coordinator. He has been involved in the LDCE2 formulation during the preparatory phase. His technical background is strong and motivated. By involving with LDCE2 formulation it allowed him to be familiar with the LDCE2. His answers were impressive and he could start work immediately. He is Okay with the LDCE2's salary scale.

**Job Description (Terms of Reference) for the
National Ecosystem Specialist**

<p>Project Support Unit (PSU), Department of Disaster Management and Climate Change (DDMCC), Ministry of Natural Resources and Environment (MONRE)</p> <p>Effective Governance for Small-Scale Rural Infrastructure and Disaster Preparedness in a Changing Climate (LDCF II)</p> <p>Local Service Contract (Project)</p> <p>English and Lao</p> <p>12 months renewable with a 3 months' probation period</p> <p>Standard Government of Lao working conditions (working hours 8am-4:30pm, 5 days a week, 15 days annual leave per year)</p> <p>As soon as possible</p>	<p>Location:</p> <p>Project Support Unit (PSU), Department of Disaster Management and Climate Change (DDMCC), Ministry of Natural Resources and Environment (MONRE)</p> <p>Project Title: Effective Governance for Small-Scale Rural Infrastructure and Disaster Preparedness in a Changing Climate (LDCF II)</p> <p>Type of Contract: Local Service Contract (Project)</p> <p>Languages Required: English and Lao</p> <p>Period of assignment/Duration: 12 months renewable with a 3 months' probation period</p> <p>Working Conditions: Standard Government of Lao working conditions (working hours 8am-4:30pm, 5 days a week, 15 days annual leave per year)</p> <p>Expected Starting Date: As soon as possible</p>
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Background:

The available climate science indicates that dry seasons are likely to increase in length in Lao PDR while wet season rainfall will occur in even shorter, more intense intervals. This will affect the hydrological regime of the river catchments and watersheds – wetlands, riparian zones, forests and grassland. These systems play a crucial role in flood control, water infiltration, ground water recharge, water storage and release. As such, they provide a natural buffer against natural disasters, protecting essential small and micro level infrastructure, such as ponds, wells, rainwater storage systems, check dams and irrigation channels, roads, bridges and dams. 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.

This project uses the UNDP/UNCDF Governance and Public Administration Reform Programme (GPAR) as the primary entry point for delivering concrete climate change adaptation measures in both drought- and flood-prone provinces of Lao PDR. The desired situation that the project seeks to bring about is that the genuine needs of communities vulnerable to climate variability and change are fully reflected in local planning and budget processes, so that the development prospects of these communities are secured in face of increasing climate risks. Barriers to remove in achieving this situation include weaknesses in climate change analysis and planning at sub-national level, financial constraints in resourcing the additional costs of building greater redundancy into rural infrastructure, a silo approach to local planning whereby ecosystem functions and services are not taken into account, and the limited incentives that exist to encourage local officials and decision makers to address climate related risks. Least Developed Countries Fund (LDCF) will be used by the Government of Lao PDR to address these barriers through 3 components for the period of 2013 to 2016.

4. Inclusive planning, budgeting and capacity development for reducing climate and disaster related risks: The key to adaptation in most instances is competent, capable, accountable local administrations that understand how to incorporate adaptation measures into most aspects of their works and departments. Building primarily on GPAR, the project will ensure that local planning and budgeting and execution, including investments in small-scale rural infrastructure (Component 2) and related management of critical ecosystem (Component 3), are climate resilient.

5. Local investment for reducing climate risks: Local communities will be supported in identifying and investing in small-scale rural infrastructure that builds climate resilience. Investments may be in the form of new infrastructure or enhancing ("climate-proofing") existing infrastructure. Investment decisions will be guided by climate vulnerability and disaster risk assessments carried out under Component 1

6. Securing ecosystem services and assets: Specific physical measures will be implemented to enhance and sustain critical ecosystem functions for reducing vulnerability to climate-induced floods and droughts. Measures to increase surface water retention capacity in order to encourage gradual release of water during the dry season and extend to year round supply will be designed, integrated into district plans and implemented with strong community involvement

It is in this context, DMCC of MONRE seeks a qualified National Ecosystem Specialist to provide support of the district development support committees. Guidance of the district development support committee in the field of Ecosystems Management and Ecosystem Based Adaptation, Monitoring and Evaluation of ecosystem related project components.

1.	<i>Position Title & Location:</i>	National Ecosystem Specialist Duty station at DMCC of MONRE Vientiane Capital with regular travelling to provincial project offices in southern Laos.
2.	<i>Project Unit</i>	Project Support Unit (PSU)
3.	<i>Reporting Lines</i>	The National Ecosystem Specialist reports to the Chief/Senior Technical Advisors (CTA/ STA). A secondary reporting line exists to the Project Manager.
4.	<i>Collaboration/working links with other project units and partners</i>	<ul style="list-style-type: none"> - Collaboration with the MAF including PAFO and DAFO protect forests/wetlands and develop sustainable agriculture technique - Working with PONRES, DONRES, POHAS and DOHAS of target provinces to develop capacity building and implementation of contracted activities (CRVA assessments, trainings) - Working with District Development Support Committees to Develop annual ecosystem-based to climate change plans - Working with River Basin Committees to development activities on linking CCA and IWRM to address upstream downstream district trans-boundary issues in the target area - Working with local decision makers (village heads, deputy heads, head of local mass organisations) to facilitate project identification and CRVAs, development of ecosystems management and action plans and target group of trainings and awareness raising on ecosystem management
5.	<i>Brief introduction into position with focus on main results to be expected</i>	<ul style="list-style-type: none"> - Management at least 60,000ha of natural assets (such as wetlands, forests and other ecosystems in sub-catchments) to ensure maintenance of critical ecosystem services to sustain critical rural infrastructure, especially water provisioning, flood control and protection under increasing climate change induced stresses, in Sekong and Saravane provinces
6.	<i>Detailed description of duties and tasks</i>	<ul style="list-style-type: none"> - Assessment of ecosystem function, status and vulnerability to climate risks for the target districts in two pilot provinces - Prepare tender documentation to facilitate a contractual service for the delivery of up to nine climate resilient ecosystem management and action plans - Identification and inventory of critical ecosystem functions and assets which support the delivery and maintenance of key rural infrastructure in the water sector - Develop ecosystem management and action plans that support climate-resilience of rural infrastructure in up to nine locations building on the existing ADB-IWRM approach for Sekong, as well as the location specific interventions in order to protect the small-scale infrastructure projects (including physical measures to increase natural water retention and storage, as well as increase ground water infiltration and recharge) - Implementation of up to nine ecosystem management and action plans through community driven measures with contractual service support - Apply the ecosystem management monitoring and evaluation system on a regular basis - Develop and disseminate best practice guidelines and learning materials based on M&E reports , with support from subcontractors, develop best practice guidelines and learning materials for the area of small-scale

<ul style="list-style-type: none"> - infrastructure management that supports or protects small-scale rural infrastructure - Organize site visits for district, provincial and national officials on EBA related matter - Organize roundtable meetings to share experiences on EBA infrastructure solutions building on existing networks and project stakeholders so that they are aware of links between improved ecosystem management and sustainability of investments in small scale rural water infrastructure. - Any other task as appropriately assigned 		<ul style="list-style-type: none"> - Climate Risk and Vulnerability Analysis (CRVAs) synthesis reports for nine target areas produced and disseminated - Ecosystem service assessment and inventory reports for target areas developed and disseminated - Ecosystem management and action plans for each of nine target areas developed and implemented - Best Practice Guidelines for ecosystem-based adaptation for small-scale rural infrastructure produced and disseminated - Guidelines and training materials for communities and government agencies in ecosystem-based adaptation produced - Trainings delivered for communities and government agencies in ecosystem-based adaptation - Monitoring and evaluation system implemented and reported on regularly 	<p>7. <i>Outputs to be achieved / produced during the contract period</i></p>
<ul style="list-style-type: none"> - broad-based consultative processes - Previous experience of working with International Organizations - Excellent analytical skills - Excellent verbal and written communication skills in English - Very good inter-personal skills and the ability to work with a multitude of stakeholders - Proficiency in computers; good working knowledge of word processing and spreadsheet programs, particularly MS Word and MS Excel - Knowledge on land management, nature resources and protected areas in Laos - Problem analysis and strategy for promoting ecosystem based resilience to climate change, based on catchment and sub-catchment level measures and actions - Experience with developing and implementing ecosystem management and action plans - Sound understanding on linkages between climate change and ecosystems as well as ecosystem based adaptation - Experience with climate change risk, vulnerability and adaptation assessment or related approaches and with participatory approaches of project identification and management 		<p>8. <i>Skills and qualifications required</i></p>	

Annex 12. Transfer of Title of Assets (12 Motorcycles & 3 Ford Ranger Cars) from UNDP to GOL

Responsible for
Authorizations



**COUNTRY OFFICE
REQUEST FOR ASSET DISPOSAL, THEFT, TRANSFER OR
SALE**

FAST FORM

United Nations Development Programme

To be Completed by Secretary of CAP/CP

Meeting Number: 2014-002002887	Case ID: 000005053
Date of Meeting: 16/07/2014	

To be Completed by Submitting Office

Country Office: UNDP Vientiane, Lao PDR	Asset Focal Point: Khaphong Moumoungnamy
Asset Focal Point Number: 021 28715	For Vichit Sayavongkhamdy
Date of Request: 27/01/2014	

Serial No	Asset ID No	Year of Purchase	Original Purchase Value
021HPCE57047		2013	\$23,302.50
021HPCE57047		2013	\$23,302.50
021HPCE57045		2013	\$23,302.50

2. Nature of Survey Case: <input type="checkbox"/> Wear <input type="checkbox"/> Schedule Replacement <input type="checkbox"/> Surplus <input type="checkbox"/> Loan <input type="checkbox"/> Damage <input type="checkbox"/> Theft <input type="checkbox"/> Vehicle Accident <input type="checkbox"/> Inventory Discrepancy <input type="checkbox"/> Other (Specify) _____	3. Recommended Disposition: A) Repair Estimated Cost: _____ B) Disposal: _____ OR C) Transfer: _____ <input type="checkbox"/> Destruction <input type="checkbox"/> Re-use of Parts <input type="checkbox"/> Discard D) Sale (Total Value): _____ <input type="checkbox"/> Other (Specify) _____
4. Recommended Financial Responsibility: <input type="checkbox"/> UNDP <input type="checkbox"/> Staff Member <input type="checkbox"/> Other (Specify) _____	

5. Summary of Case:
 At 3 project vehicles are purchased for the use of Federal Government Council Rural Infrastructure Project One at Centre area and 2 for two pilot provinces (Saravali and Sakhong). This project was signed in May 2013 and is expected to end in 2017 (4 years). Based on our review, UNDP Country Office agreed to transfer the three project vehicles to be used for the project (4 years). The vehicles are under the management of the temporary Partner (KUMCO) of Motor. The Operators and maintenance are under the use of the vehicles is governed by the new-NM SOP until the project (4 years).

Form AAD1, COUNTRY OFFICE, MOTOR BULK, 15, 2014

7. Nature of Survey Case

War

Scheduled Procurement

Surplus

Loss

Damage

Theft

Vehicle Accident

Inventory Discrepancy

[Job#] (Specify)

8. Reclassified Disposition

A) Repair Estimated Cost

B) Staff Number

C) Reclassified Financial Responsibility

OR

B) Disposal

Transfer

Destruction

Return of parts

Discard

Trade-in (Estimated Value)

USD

Sale (Total Value)

Other (Specify)

exchange rate in January 2014.

Note: If it converted to US\$, it is equivalent to US\$13,611,491,980,000 LAK/9,000,000 USD

1. Description	Serial No.	Asset ID	Year of Purchase	Original Purchase Value
Motocycle Honda Wave	NF100E 8305905		2013	9,000,000 LAK
Motocycle Honda Wave	NF100E 8305914		2013	9,000,000 LAK
Motocycle Honda Wave	NF100E 8305919		2013	9,000,000 LAK
Motocycle Honda Wave	NF100E 8305921		2013	9,000,000 LAK
Motocycle Honda Wave	NF100E 8305922		2013	9,000,000 LAK
Motocycle Honda Wave	NF100E 8305923		2013	9,000,000 LAK
Motocycle Honda Wave	NF100E 8305924		2013	9,000,000 LAK
Motocycle Honda Wave	NF100E 8305925		2013	9,000,000 LAK
Motocycle Honda Wave	NF100E 8305926		2013	9,000,000 LAK
Motocycle Honda Wave	NF100E 8305927		2013	9,000,000 LAK

To be Completed by Submitting Office

Country Office: Lao PDR

Asset Focal Point: Manphong Keourouangsam

For Vehit Sayavongthandy

Asset Focal Point Number: 021 267715

Date of Request: 27/01/2014

To be Completed by Secretary of CAP/ACP

Meeting Number: 2014 000002282

Case #: 000005053

Date of Meeting: 10/2/2014

COUNTRY OFFICE
REQUEST FOR ASSET DISPOSAL, THEFT, TRANSFER OR
SALE
[Impoverished
resident nations]



RAOI FORM

United Nations Development Programme

FORM RABT COUNTY OFFICE MOTOR VEHICLE 15 04/2014

6. Recommendation by CARVACR:
 Date: 11/02/14
 Signature and Title: *[Signature]*
 Approval by RR and CPO: *[Signature]*
 Date: 11/17/14
 Signature and Title: *[Signature]*
 Confirm disposal action has been performed in Adas:

5. Summary of Case:
 RADT FORN
 At 12 project milestones are outlined for the use of Ethiopia Government Climate Rural Infrastructure Project for 12 project or grants (one each) in two pilot projects (Bawra and Seveg). This project was signed in May 2013 and is expected to end in 2017 (4 years). Based on our review, UNDP Country Office agreed to transfer the 12 project milestones to be used for the project implementation under the supervision and management of the Implementing Partner (IKMICO) of NABIRE. The Operations and Maintenance are under the project and the use of the milestones is governed by a new NABIRE SOP and the project closure.

Empowered lives
Resilient nations



United Nations Development Programme



TRANSFER OF TITLE OF ASSETS FROM THE UNITED NATIONS DEVELOPMENT PROGRAMME TO THE GOVERNMENT OF LAO PDR

Approved by the

THIS AGREEMENT made on 17th February 2014 by and between the United Nations Development Programme (hereinafter referred to as "UNDP"), for the transfer to and the Government of Lao PDR (hereinafter referred to as the "Government"), accepts full title and ownership of assets as specified in the attached supplies and equipment list, hereinafter referred to as Annex I at a total cost of US\$ 69,907,30 (Sixty nine thousand nine hundred seven dollars and fifty cent).

The assets transferred represent assistance of UNDP to the Government to facilitate effective governance for Small-scale Rural Infrastructure and Disaster Preparedness in a Changing Climate. Project Number: 00084024 (hereinafter referred to as "Project"), undertaken in Lao PDR. The transfer of title is limited to the use of such assets solely for the stated purposes of the Project in the manner and place as set out in the Project Document, hereinafter as Annex II, and subject to further limitations contained therein.

The transfer of such assets must be effected in compliance with UNDP Financial Rules and Regulations, the Procurement Manual and the Asset Management Guidelines. The three (3) cars are to be delivered and used one (1) in Central level, one (1) in Sekong and another in Savan based on the project document. Use of project cars will be restricted to project related travels. Regular maintenance and operational costs of project cars must be supported by vehicles' daily logbooks. Project cars must be recorded in a list of project asset. Maintenance and operational costs of project vehicles must follow the new NIM SOP and are subject to NIM Audit.

IN WITNESS WHEREOF, UNDP and the Government, through their duly authorized representatives, have signed this Agreement

ACCEPTED:

FOR THE GOVERNMENT:

Name: Phouyong Luangxaysana

Title: Director General, DDMCC, MONIE

Department of Disaster Management and

Climate Change (DDMCC), MONIE

Date:

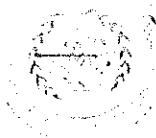
Feb 17, 14

UNDP Resident Representative

Name: Minh A. Pham

FOR UNDP:

ACCEPTED:



14337160008
New King Avenue, P.O. Box 343, Vientiane, Laos
Tel: +855 (0) 21 267 777 - Fax: +855 (0) 21 267 777 - Email: info@un.org - www.un.org/laos

TRANSFER DOCUMENT

The following information should be verified and where appropriate, management should sign and date the equipment has been transferred from UNOP utilize to the project Title ID on the please insert Name of
Open Bookkeeping, ROP or Study.

Title	Serial number	UNOP Utilize		Open Bookkeeping, ROP or Study		Project Title		Description
		Year	Cost	Year	Cost	Year	Cost	
1	1001	2010	\$100,000	2011	\$100,000	2012	\$100,000	Equipment for Project Title ID

The above is true and correct.

[Signature]
Chief, Value Management Office

Project Manager, Project X, Company Inc. (Project Title ID)

Checked by Title Year of Project

The above is true and correct.

[Signature]
Chief, Value Management Office

APPROVED
[Signature]
Name of Project Manager





TRANSFER OF TITLE OF ASSETS FROM THE UNITED NATIONS DEVELOPMENT PROGRAMME TO THE GOVERNMENT OF LAO PDR

United Nations Development Programme

THIS AGREEMENT made on 13th February 2014 by and between the United Nations Development Programme (hereinafter referred to as "UNDP"), for the transfer to and the Government of Lao PDR (hereinafter referred to as the "Government"), accepts full title and ownership of assets as specified in the attached supplies and equipment list, hereto as Annex I at a total cost of 108,960,000 Lao Kip (One Hundred and Eight Million and Nine Hundred Sixty Thousand Kip Only) which equivalent to US\$1,611,49 (Thirteen thousand six hundred eleven thousand four hundred and nine cents) (US exchange rate in Jan 2014, 1 US\$ = 8,604 AK).

The assets transferred represent assistance of UNDP to the Government to facilitate Effective Government for Small-Scale Rural Infrastructure and Disaster Preparedness in a Changing Climate, Project Number: 0084024 (hereinafter referred to as "Project"), undertaken in Lao PDR. The transfer of title is limited to the use of such assets solely for the stated purposes of the Project in the manner and place as set out in the Project Document, hereto as Annex II, and subject to further limitations contained therein.

The transfer of such assets must be effected in compliance with UNDP financial Rules and Regulations, the Procurement Manual and the Asset Management Guidelines.

The twelve motorbikes are to be delivered and used in 12 project pilot districts (one each) in Sakhong and Saravan based on the project document. Use of project motorbikes will be restricted to project related travels. Regular maintenance and operational costs of project motorbikes must be supported by vehicles' daily logbooks. Project motorbikes must be recorded in a list of project asset. Maintenance and operational costs of project vehicles must follow the new VIM SOP and are subject to VIM Audit.

IN WITNESS WHEREOF, UNDP and the Government, through their duly authorized representatives, have signed this Agreement:

ACCEPTED:

FOR THE GOVERNMENT

By:

Name: Phouyong Luankaysana

Title: Director General, DDMCC, MONRE

Department of Disaster Management and

Climate Change (DDMCC), MONRE

Date: 23/11/2014

Date:

UNDP Resident Representative

Name: Minh H. Thiem

By:

FOR UNDP

ACCEPTED:



UNDP
Lao Xiang Avenue, P.O. Box 745, Vientiane, Lao PDR
Tel: +856 (0) 21 261 711; Fax: +856 (0) 21 261 793; E-mail: un@un.org.la; www.un.org.la

TRANSMISSION DOCUMENT

The following substation officials hereby certify that the substation and associated equipment has been transferred from WOPF Office to Low PDR (Project) 37047 to the person named herein at the location, MO or Facility:

Substation Name	County	WOPF Office		Low PDR (Project)		Date of Transfer	Transfer To
		Transfer From	Transfer To	Transfer From	Transfer To		
1. 37047

The undersigned hereby certify that the substation and associated equipment has been transferred from WOPF Office to Low PDR (Project) 37047 to the person named herein at the location, MO or Facility:

[Signature]
 Name: [Name]
 Title: [Title]
 Position: [Position]

[Signature]
 Name: [Name]
 Title: [Title]
 Position: [Position]



Checked by State of Missouri

F-4-RADT, CONTRACTOR (cont.)

6 Recommendation by CAP/ACP: *As mentioned in the previous report, the contractor has been performing well and has been approved for extension of contract.*

Date: *10/17/14* Signature and Title: *[Signature]*


Approval by HR Aler CEO: *[Signature]* Date: *10/17/14*

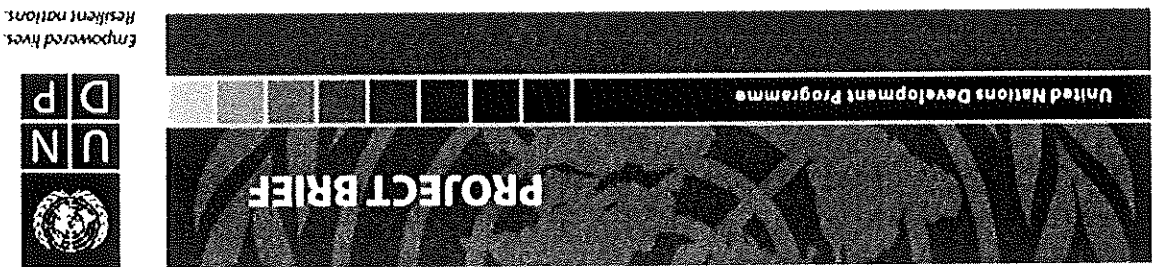
Confirm disposal action has been performed in Atlas. Signature and Title: _____ Date: _____

United Nations Development Programme

RA01 FORV

Important! Resident actions





PROJECT BRIEF TITLE

Project ID: 00084024

Effective Governance for small-scale rural infrastructure and disaster preparedness in a changing climate

Project

Project Description

The available climate science indicates that dry seasons are likely to increase in length in Lao PDR while wet season rainfall will occur in even shorter, more intense intervals. This will affect the hydrological regime of the river catchments and watersheds – including wetlands, riparian zones, forests and grassland. These systems play a crucial role in flood control, water infiltration, ground water recharge, water storage and release. As such, they provide a natural buffer against natural disasters and creeping environmental change, protecting essential small and micro level infrastructure, such as ponds, wells, rainwater storage systems, check dams and irrigation channels, roads, bridges and dams.

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.

This project uses the UNDP/UNCDF Governance and Public Administration Reform Programme (GAR) as the primary entry point for delivering concrete climate change adaptation measures in both drought- and flood-prone provinces of Lao PDR.

The desired situation that the project seeks to bring about is that the genuine needs of communities vulnerable to

**For more information: www.laundp.org/
United Nations Development Programme
Lane Xang Avenue, P.O. Box 345, Vientiane Capital, Lao PDR**

climate variability and change are fully reflected in local planning and budget processes, so that the development prospects of these communities are secured in face of increasing climate risks.

Barriers to remove in achieving this situation include weaknesses in climate change analysis and planning at sub-national level, financial constraints in resourcing the additional costs of building greater redundancy into rural infrastructure, a silo approach to local planning whereby ecosystem functions and services are not taken into account, and the limited incentives that exist to encourage local officials and decision makers to address climate related risks. Least Developed Countries Fund (LDCF) will be used by the Government of Lao PDR to address these barriers through 3 components for the period of 2013 to 2016.

1. Inclusive planning, budgeting and capacity development for reducing climate and disaster related risks

The key to adaptation in most instances is competent,

Project Summary:

- Status: Duration: May 2013 to May 2016
- Geographic coverage: Southern of Lao PDR
- Project officer: Mr. Vanxay Bouthanavong, Deputy Division, Department of Disaster Management and Climate Change, Ministry of Natural Resources and Environment (MONRE)
- Focus Area: Saravane Province and Sekong Province
- Implementing Partners: Ministry of Natural Resources and Environment (MONRE) with a support of Ministry of Home Affairs (MOHA) through GPAR Secretariat
- Responsible Parties: MONRE, MOHA, UNDP and UNCDF
- Other partners: MAF, AIFI and MOPW
- Development Partners: UN Habitat, UNICEF, ADB, EU, GIZ, SDC, IUCN and WWF

UNDP Strategic Plan Environment and Sustainable Development
 Primary Outcome: Strengthened capacities of developing
 countries to better adapt to and mitigate climate change and reduce natural
 disaster vulnerabilities in priority sectors.
 UHDAF Outcome 8: By 2015, the Government and communities
 Corporate Thematic Area: Environment and Energy

Thematic Area

Project Document
<http://www.undp.org/whatwedo/> (need to update once
 uploaded)

- Developing an incentive mechanism, rewarding districts performing well in planning, budgeting and implementation of climate resilient, ecosystem based small-scale water infrastructure.
- Starting the work on designing up to 9 ecosystem management and action plans to protect the 48 small-scale infrastructure projects (including physical measures to increase natural water retention and storage, as well as increase ground water infiltration and recharge)
- Developing an incentive mechanism, rewarding districts performing well in planning, budgeting and implementation of climate resilient, ecosystem based small-scale water infrastructure.
- Starting the work on designing up to 9 ecosystem management and action plans to protect the 48 small-scale infrastructure projects (including physical measures to increase natural water retention and storage, as well as increase ground water infiltration and recharge)
- Key project staff members recruited
- National inception workshop with two Provincial (Saravane & Sekong)
- Mou between MONRE and UNCDF finalized and signed on 11 October 2013 witnessed by MOHA and UNDP.
- Project Board, Project Provincial and District Committees established
- Pilot Project sites assessed and consulted at provincial and district level

Key Results and Achievements to Date

Project Budget:	
LDCF (GEP) in cash	\$ 4,700,000
Co-Financing:	
Government in kind	\$ 375,000
Government parallel	\$ 4,210,000
IUCN parallel	\$ 4,150,000
UNDP parallel	\$ 21,857,896
UNDP in cash	\$ 280,000
Total in cash	\$ 4,980,000
Unfunded Budget:	
Deliver (2013):	

Funding:

- Developing an incentive mechanism, rewarding districts performing well in planning, budgeting and implementation of climate resilient, ecosystem based small-scale water infrastructure.
- Starting the work on designing up to 9 ecosystem management and action plans to protect the 48 small-scale infrastructure projects (including physical measures to increase natural water retention and storage, as well as increase ground water infiltration and recharge)

- Initiating the work on enhancing technical capacity in climate resilient planning and managing climate risks, focusing on links between improved ecosystem management and sustainability of investments in small scale rural water infrastructure, for at least 250 national, provincial, district and village officials, including watsan committee members and disaster management committee members.
- Starting the work on village level water harvesting storage and distribution infrastructure adaptation solutions and related ecosystem management options, prioritized and integrated into district development plans.
- Initiating climate risk, vulnerability and adaptation assessments (CRVA) at 48 project sites in 12 districts of Sekong and Saravane provinces and proposed climate resilient investments adjusted to take account of site specific adaptation concerns.

Main Objectives and Outcomes

- 3. Securing ecosystem services and assets

out under Component 1
 Specific physical measures will be implemented to enhance and sustain critical ecosystem functions for reducing vulnerability to climate-induced floods and droughts. Measures to increase surface water retention capacity in order to encourage gradual release of water during the dry season and extend to year round supply will be designed, integrated into district plans and implemented with strong community involvement

- 2. Local investment for reducing climate risks
- Local communities will be supported in identifying and investing in small-scale rural infrastructure that builds climate resilience. Investments may be in the form of new infrastructure or enhancing ("climate-proofing") existing infrastructure. Investment decisions will be guided by climate vulnerability and disaster risk assessments carried out under Component 1
- capable, accountable local administrations that understand how to incorporate adaptation measures into primarily on GPAR, the project will ensure that local planning and budgeting and execution, including investments in small-scale rural infrastructure (Component 2) and related management of critical ecosystem (Component 3), are climate resilient.

countries to mainstream climate change adaptation policies into development plans.

UNDP Strategic Plan Secondary Outcome: National, regional and local levels of governance expand their capacities to manage the equitable delivery of public services and support conflict resolution.

Millennium Development Goal

Goal 7: Ensure environmental sustainability

Target 7A: Integrate the principles of sustainable development into country policies and programs; reverse loss of environmental resources

Contact

UNDP Programme Specialist Disaster Risk Management and

Climate Change Adaptation:

Mr. Vichit Sayavongkhamdy, UNDP Environment Unit. Tel: 856

21 267-777 extension 719, fax: 856 21 267-799

E-mail: vichit.sayavongkhamdy@undp.org. UNDP Lao PDR, lane Xang Avenue, P.O Box 345, Vientiane, Lao PDR

Dr. Margaret Jones Williams, Head of UNDP Environment Unit,

Tel: 856 (21) 267 777, direct: 267 710,

E-mail: margaret.jones.williams@undp.org. UNDP Lao PDR, lane Xang Avenue, P.O Box 345, Vientiane, Lao PDR

National Project Director:

Mr. Phouong Louangxaysana, Director General, Department of Disaster Management and Climate Change, Ministry of Natural Resources and Environment (MONRE), Vientiane Capital. Mobile: 020-22214122 or E-mail: phouongl@hotmail.com

Annex 14. 01 Budget Analytical Review

Budget Analytical Review

Project Code & Title 00084024 - LCDFZ/01DCC

Implementing Partner MONRE

Currency LAK

Quarter Q1

Date: 7 April 2014

Activity Description from AWP/OWP	Account code	Authorized Amount Jan - Mar 2014	Actual project expenditure	Variance in %	Reason of deviation
Activity 1: Knowledge base on climate change impacts in Lao PDR on agricultural production, food security and vulnerability, and local coping mechanisms strengthened.	71400	23,474.00	9,774.04	41.64	National Infrastructure Specialist not yet recruited - just payroll for April
Activity 2: Capacities of sectoral planners and agricultural producers strengthened to understand and address climate change - related risks and opportunities for and socio-economic conditions	71400	1,728.00	218.61	12.65	PFMC not yet recruited. Ads fee for the post of PFMC
Activity 3: Community-based adaptive agricultural practices and off-farm opportunities demonstrated and promoted within suitable agro-ecological systems	71400	2,500.00	7,113.14	86.94	Payroll for PFAs
Activity 4: Adaptation Monitoring and Learning as a Long-Term process	71500	1,500.00	-	-	The follow-up field visit postponed until 28 Apr 2014
Sub-Total activity 1	74500	31,824.00	10,994.40	34.55	
Sub-Total 2:	71400	1,728.00	218.61	12.65	
Sub-Total 3:	71500	13,598.00	7,408.58	54.48	
Activity 5: Adaptation Monitoring and Learning as a Long-Term process	71500	2,000.00	(17.99)	(0.90)	PPSU offices in Saravane and Sekong not yet established
	72400	900.00	231.11	25.68	PPSU office amendments not yet procured - awaiting approval signatures from PFI and NPD
	72500	625.00	1,059.84	169.57	Payment for PPU stationery and supplies (small goods) Jan - Mar 2014
	73100	936.00	-	-	Stop payment for a volunteer staff to assist in work of LCDFZ after recruitment of the 2 PFAA posts
	73200	1,000.00	49.97	4.16	PPSU office in Vientiane yet fully established - awaiting approval signature from the PFI and NPD
	73300	1,200.00	137.41	15.27	
	73400	900.00	-	-	
	74200	900.00	-	-	
	74500	900.00	457.84	50.87	
Sub-Total 4:	10,863.00	1,918.18	17.66	17.66	
Grand Total	58,013.00	20,539.78	35.41	35.41	

Annex 15. Overall Progress

Draft project document have been discussed and revised based on comments received from the LPAC meeting dated 26 Mar 2013 and signed on 8 May 2013

The ProDoc translation and editing completed, and distributed to provincial and district key partners. This is important to increase a better understanding of the project.

Draft M&E framework prepared and revised by UNDP PSU, Sep 2013

Recruitment of APM and SFAO completed and they both started their work with the LDCAF2 PSU office in Vientiane Capital on 15 Aug 2013

Procurement of office amenities and IT equipment for LDCAF2 PSU office completed.

LDCAF2 PSU already received 12 motorcycles from UNDP CO – awaiting the gov. blue plate registration

Procurement of project vehicles through UNDP CO needed for operating project still not in place in Vientiane and the 2 provinces

The CTA interview took place on 23 Mar 2014 and report being finalized by UNDP. It is expected to be on board in mid-June 2014

The preparation of inception workshop has been given high priority - with regard to documentation, logistics and assurance of high-level representation from UNDP – RTA, UNCDF and not least at Vice Minister level. After some delays, the workshop took place on 23 Oct 2013. Visit of UNDP RTA took place during Oct 2013 and among others provided guidance and overview of the project.

Regular project monthly meeting with UNDP and UNCDF/MOHA GPAR conducted (Jan, Feb and Mar 2014)

MoU signing between MONRE and UNCDF on 11 Dec 2013 witnessed by MOHA and UNDP

The first field visit (project orientation workshop) to Saravane and Sekong provinces conducted during 17 to 18 Dec 2013 and reports produced

The 2 PFAs started their jobs with the LDCAF2 in Jan 2014 (for Sekong) and in Feb 2014 (for Sekong),

Recruitment of NIS and NES positions completed and report produced. The NIS and NES started their job with the LDCAF2 in beginning of Apr 2014

The announcement for PFM made through UNDP Website, VTE Times (5 – 27 Mar 2014), and interview is expected on 9 Apr 2014

MONRE sent out an official letter to UNDP in Jan 2014 requesting for transfer of assets (12 motorcycles and 3 cars) to project, MONRE to support project activities implementation. UNDP transferred of title of assets to the GOL on 17 Feb 2014

The NIM Manual (SOP) for UNDP Supported Programme/Projects Training will take place at Lao Plaza Hotel in Vientiane Capital during 19 – 20 Jun 2014