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Lao People's Democratic Republic



Quarter Project Progress Report

STRENGTHENING CAPACITY AND SERVICE DELIVERY OF LOCAL ADMINISTRATIONS (GPAR SCSD)

Period of report: April-June 2016

Basic Project Information

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

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

UNDP Award ID	00064630
UNDP Project ID	GPAR SCSD-00081322
Project Duration	4.5 years
Reporting Period	Quarter 2, 2016
Implementing Partners	Ministry of Home Affairs
National collaborating agencies	Ministry of Finance, Ministry of Planning and Investment, Provincial and Provincial and District Administrations.
Other UN/International collaborating agencies	UN Capital Development Fund (UNCDF)
Cost-sharing third parties	Swiss Agency for Development Cooperation, Republic of Korea, Government of Luxembourg
UNDP Programme Officer/Programme Analyst	Viengmala Phomsengsavanh/Thilaphong Oudomsine
UNDAF and Country Programme Outcome	UNDAF OUTCOME 2: By 2015, the poor and vulnerable benefit from the improved delivery of public services, an effective protection of their rights and greater participation in transparent decision making

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

DATE: 1 NOV 2016

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FILE: 204/2016

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1. Project Implementation Status and Key Results

Implementation Status Summary at Outcome level (Quarter 2, 2016)

- US \$302,000 represents the final tranche the District Development Fund (DDF) grants being invested, within Fiscal Year (FY) Y2015-16. Total 18 local service investments are being delivered by 6 district administrations, benefitting 4,408 households of 24,730 people including 12,844 women in 55 villages. 17 of these investments are completed and handed over to the communities. One remaining project in Viengxay district (Houaphan province) for the repair of irrigation scheme at Ban Heo must await end of Rain Season – expected to be completed in October 2016. For detail district annual investment FY2015-16 please see Annex-1.
- Capacities on procurement, project implementation and reporting were transferred to local administration through 2 support missions. Field visit support to Saravane and Sekong advised on submission of final financial reports, which were completed and collected from 10 districts. Field visit support to Xiengkhouang and Houaphan advised on procurement process, implementation, monitoring and reporting requirements for the current FY 2015/16 DDF investments.
- The second 50% installment DDF BBG grants of LAK 800,362,500 was transferred to the last four district accounts namely Viengxay, Xamtai, Houn and Xai districts. To date a total LAK 2,450,154,000 of DDF-BBG special cycle FY2015-16 had been transferred to 6 district accounts.
- The ODS evaluation was conducted in-country between April and May. The debriefing workshop was conducted in mid of May, which enabled local stakeholders/ODS centers to provide very constructive comments to the result of the assessment. The final report of ODS assessment was shared with DPAD, DoLA and DoPC of MoHA in June.
- A technical seminar on ODS modality was conducted in early June with provincial department of Home Affairs and ODS Centers from some provinces. The meeting provided participants with some knowledge, tools and recommendations from current ODS Assessment to be used in their ODS Centers. A one year action plan for improving and strengthening ODS matters of provinces and centers was drafted and shared.
- Field monitoring of CADEM sub projects were conducted in Xaysomboun Province. The sub project (implemented by Provincial Home Affairs Department) could conduct their activities as planned and now the project is nearly completed. The main activities of the sub project are to assess the progress of implementing Samsang policy and to refresh regulations related to Samsang in line with provincial departments and district offices.
- Overall 3 of 22 CADEM sub projects granted in 2016 already completed and closed. One project (Saravan PoHA) has slow progress and needs ongoing support and follow up. Update progress of each sub project please refer to annex 2.



Implementation Progress Summary at Output level

OUTPUT <i>In line with ProDoc / AWP</i>	MILESTONE / Target Year 2016	STATUS OF TARGET (Achieved, On Track or Off Track)	PLANNED ACTIVITIES Activities to be undertaken during the reporting period (QWP/AWP)	ACTIVITY PROGRESS TO DATE	RESULTS ACHIEVED Describe concrete, key results (policy, publication, key event etc.) achieved so far, vis-à-vis the specific targets set in the QWP/AWP. Please provide data/evidence to support the results	COMMENT /BENEFICIARY Approximate number of beneficiaries reached by relevant project activities (disaggregated by gender), etc.
<u>Output 1:</u> Support to development of policies and regulatory framework for more effective local administration at province and district level	<u>Indicators 2016:</u> 1.1 Mission report on upgraded DDF modality & PMG design is considered by concerned ministries/provinces. <u>Targets 2016:</u> 1.1 DDF modality is upgraded to align with new local administration frameworks & laws; & new PMG is designed.		UNCDF supported international mission to assess development impact of DDF under GPAE SCSD planned for Q3. It will feed in to the next generation of DDF that will be developed with shareholder inputs, during inception period of new GPAR GEDP project –Governance for Equitable Development 2017-2020 – currently under development.			The planned (for Q3) international mission is designed as a review of DDF strengths and weakness to date, and to help identify those aspects of DDF that should/could be upgraded to improve the development relevance and alignment with revised / new local administration legal frameworks and institutions (such as new People's provincial Assembly). The up-grading of DDF will be accomplished during the inception

<p><u>Output 2:</u> Improved capacity of local administration to fulfill its service delivery mandates</p>	<p><u>Indicators 2016:</u> 2.1. Local staff in 6 Districts have full capacity to delivery local service investment per their mandate for FY 2015/16</p> <p><u>Targets 2016:</u> 2.1. All of the service</p>	<p>1. Achieved</p>	<ul style="list-style-type: none"> Backstopping/Refreshment for district team in 4 provinces: Saravan and Sekong for reporting on FY 2014/15, and Xiengkhouang and Houaphan for FY 2015/16 	<ul style="list-style-type: none"> completed 	<p>a). Backstopping support provided to Saravan and Sekong provinces to finalise submission of final financial report for 2014/15. Dakjeung district of Sekong province completing report, pending completion of construction of primary school of Ban Dak Vor.</p>	<p>period (6 months) of new planned GEDP project.</p>
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<p>investments are delivered on time/on budget & per mandate (DDF Report for FY 2015/16).</p>				<p>b). Field visit support (XKh and Houaphan) DDF-BBG special cycle FY2015-16.</p> <p><u>Houaphan:</u></p> <ol style="list-style-type: none"> 1. Checked/verified procurement process (bidding document, contract and other supporting document) of Viengxay and Xamtai districts. Financial reports and progress reports completed and request for second installment were completed and collected. 2. On 24/5/2016 inspected the construction site of Xamtai district - Health centre at Ban Huay Ny -hand over. On 25/5/2016 visited the construction site of Viengxay district - the construction of irrigation scheme at Ban Fong Nga - hand over. <p><u>Xiengkhouang:</u></p> <ol style="list-style-type: none"> 1. Advised DDST/DDSC
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					<p>on Financial/progress reports of the second installment.</p> <p>2. Construction Site inspection- Bridge construction for Nam Lieng school, Kham district and gravity water supply system of Ban Douk - Phoukout district.</p>	
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<p><u>Output 3:</u> Improved MDG focused service delivery provided through formula based and equity focused block grants to the districts</p>	<p><u>Indicators 2016:</u> 3.1. 3 Provincial Support Teams support to oversee implementation of DDF investment FY2015/2016</p> <p><u>Targets 2016</u> 3.1 Delivery of local service investment by DDF in 6 districts benefits form effective monitoring & oversight by 3 Provincial Support Teams</p>	<p>Achieved</p>	<ul style="list-style-type: none"> • Provide Basic Block Grant (Capital) special cycle FY2015-16 	<ul style="list-style-type: none"> • completed 	<p>- As of June 2016, a total LAK 2,450,154,000 of DDF-BBG special cycle FY2015-16 had been transferred to 6 district accounts. - DAIPs were approved of total LAK 2,450,154,000 the amount includes the cost of 18 SSI of total LAK 2,292,153,000 and TSS7% of total LAK158,001,000 (please see Annexes)</p> <p>- 17 SSI completed and handed over to the communities. One remaining project in Viengxay district i.e. repair of irrigation scheme at Ban Heo must await end of Rain Season – expected to completed in October 2016.</p>	<p>Total 18 SSI are being delivered, benefitting 4,408 households of 24,730 people including 12,844 women in 55 villages.</p>
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<p><u>Output 4:</u> Improving Access to Citizen Services through One Door Service</p>	<p><u>Indicators:</u> 4.1. Report of assessment & action plan considered by stakeholders.</p> <p><u>Targets 2016</u> 4.1. Current ODS operations assessment conducted and action plan proposed</p>	<p>On track</p>	<ul style="list-style-type: none"> • Assessment of ODS modality • Debriefing result from assessment • Strengthened the understanding of ODS implementation 	<ul style="list-style-type: none"> - Completed - Completed - Completed 	<p>Assessment of ODS conducted by both national and international consultants between April and June</p> <ul style="list-style-type: none"> - The debriefing workshop was conducted in mid of May, local stakeholders/O DS centers provide very constructive comments to the result of the assessment. - The final report of ODS assessment was shared with DPAD, DoLA and DoPC of MoHA. • The technical seminar on ODS modality was conducted in early June with some provincial 	<ul style="list-style-type: none"> • 82 participants (19 females) from 6 ODSC in Vientiane Capital and 10 ODSCs from province and districts. Comment from participants will be reflected in the final report of assessment. • 41 participants (12 females) from 5 provinces. The participants of the seminar found that it is very useful because it provide them some knowledge, tools and recommends from
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<p><u>Output 5:</u> GPAR Capacity Development and Modernization Fund (CADEM) supports strategic innovations in Public Administration reforms</p>	<p><u>Indicators 2016:</u> 5.1. Findings of the monitoring & oversight report considered by stakeholders. <u>Targets 2016</u> 5.1. Implementation of 13 CADEM awards are monitored and overseen.</p>	<p>On track</p>	<p>Monitoring and oversight granted projects</p>	<p>Completed on 4 May 2016</p>	<p>department of Home Affairs and some ODS Centers from some provinces..</p>	<p>current ODS Assessment to them which they could use those to their ODS Centers. At the end of seminar the one year action plan for improving and strengthening ODS matters of province and centers were drafted and shared in there seminar</p>
					<p>Conducted field monitoring of CADEM sub projects in Xaysomboun Province, the sub project (implemented by Provincial Home Affairs Department) could conduct their activities as their plans and now the project is nearly completed. The main activities of the sub</p>	<p>3-5 MoHA staff</p>

<p><u>Output 6:</u> Citizen Feedback and district mechanisms for responsive and accountable service delivery</p>	<p><u>Indicators 2016:</u> 6.1. Report on field trials of SUDF/DSDMS available and Workshop consider lessons / best practices 6.2. Report available on baseline survey on access to basic services. <u>Targets 2016</u> 6.1. Citizens' perception of local service delivery in 2 districts is shared & lessons / best practices are considered. 6.2. Baseline surveys</p>	<p>On track</p>	<p>•</p>	<p>•</p>	<p>project are to assess the progress of implementing Samsang policy and to refreshed regulations related to Samsang with line provincial departments and district offices.</p>	<p>Results of the citizens feedback survey on local services (SUFS) and the district service monitoring system (DSMS) form 2015, were shared at an inter-ministry meeting in Q1/2016. The results of the SUFS surveys in 2 districts will be share with wider stakeholders under the GSWG mechanism during Q3 / 2016. Baseline surveys related to the design and plans under the new GPAR GEDP, must await identification of</p>
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	<p>on access to basic services carried out in 3 districts</p>					<p>selected districts for DDF/Baseline/SUFS. This is now part of the design & proposed AWP of GEDP.</p>
<p><u>Output:</u> Programme support (oversight, management, coordination and results based monitoring)</p>	<p>1 Indicators 2016: 2 7.1. Project follows project cycle, plans, budgets and reporting. 3 7.2. Stakeholder have access to reports and opportunities for project oversight and information 4 7.3 Draft project design documentation is finalized 5 6 7 Targets 2016 8 7.1. Well-functioning and well managed project that</p>	<p>On track</p>	<ul style="list-style-type: none"> Internal Consultation on new GPAR GEDP project document amongst government parties. 	<p>Completed Internal consultation was conducted 27 June 2016</p>	<p>Key departments in MoHA, MPI, MOF were again consulted on the key element of new GEDP; they supported and agreed on the objectives, output and the indicative initiatives and activities.</p>	<p>25 participants (15 females) from MoHA, MOF, MPI</p>

	<p>implements activities in line with work plans and budgets.</p> <p>9 7.2. Project provides oversight and reporting / Opportunities to Programme Board & other stakeholders.</p> <p>10 7.3 Project Design for new phase support to NGPAR is developed with stakeholders.</p>					
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Formal Collaboration with other projects

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

Financial Management

Financial Information Summary

Output	Annual Work plan year 2016 (USD)	Quarter Work Plan/Budget Q2 (USD)	Expenditure This Quarter Q2 (USD)	Delivery Rate This Quarter Q2 (%)
Output 1	217,182	102,015	27,812	27%
Output 2	12,500	8,914	2,167	26%
Output 3	106,415	45,658	30,830	68%
Output 4	70,000	33,200	50,768	153%
Output 5	18,650	5,040	635	13%
Output 6	154,500	53,033	20,194	38%
Output 7	251,268	169,341	91,286	54%
Totals	830,515	417,201	223,692	54%

Project Management and Oversight

Monitoring and Evaluation

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

Risks management

There were no risks identified during the year.

Communication and advocacy

Project communication is ongoing as per Communication Log in Annex.

4. Annex/s

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

PREPARED BY PROGRAMME MANAGER

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Date:

APPROVED BY EXECUTIVE PROGRAMME BOARD

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Date: **Dr. Khammoune VIPHONGXAY**



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Date: 11 November 2016



Marilyn Cham
Head of Governance Unit (ad interim)

NATIONAL GPAR SCSD PROJECT: COMMUNICATION AND MONITORING PLAN/REPORT

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

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

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

NATIONAL GPAR SCSD PROJECT: RISK LOG

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

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

NATIONAL GPAR SCSD PROJECT: ISSUES LOG

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

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

NATIONAL GPAR SCSD PROJECT: LESSONS LEARNED LOG

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

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

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

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

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

			203,494,000	37,957,000	336,452
	\$	\$	\$	\$	\$
	306,269	25,437	4,746	336,452	

Annex 2: List of GPAR CADEM Fund projects 2016 – update 13 June 2016

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

Project No.	Implementing Organization	Name of project	Expected outcome	Main Activities	Status	% of completion
1/2016	PoHA- Phongsaly Province	Strengthening village administration and improve working system (in the future)	<ul style="list-style-type: none"> - Village administration in new Sam sang villages are strengthened - Village staff in 4 target districts worked more effectively and align with 	Act 1: Collect information about the village administration in 4 district: Phongsaly, YotOu, Kao and Samphan	Act 1: completed Act 2: completed Act 3: completed	100%

	Grant: 79,987,000	Samsang target in 4 districts)	new regulation	Act 2: Prepare training manual Act 3: Provide training in 4 district for 47 villages Act 4: Follow up and assessment in some villages	Act 4: completed Monitor by: Nou and team in Nov 2015	
2/2016	Women Union- Phongsaly Grant: 79,996,000	Promote proper nutrition	<ul style="list-style-type: none"> - Ethnic group people including women and children understand about the important of nutrition - Reduce the malnutrition problem in Phongsaly province - Gender promotion is mainstreamed in the village 	Act 1: Internal meeting with stakeholders implement the project Act 2: Training of Trainers who are representative from Woman union and health offices in 7 districts Act 3: Training on good nutrition in 7 districts for 49 villages	Act 1: completed Act 2: completed Act 3: completed Monitor by: Nou and team in Nov 2015	90%
3/2016	DoHA-Nalea District, Luang Namtha Province	Formulation of village development plan through community	<ul style="list-style-type: none"> - Samsang villages in 3 districts has the village development plan (participatory planning) - Samsang village 	Act 1: Training district staff on village development planning	Act 1: completed Act 2: completed Act 3: completed	70%

	<p>Grant: 62,059,000</p>	<p>participatory approach</p>	<p>implement their development plan focused on poverty eradication</p>	<p>Act 2: Conduct planning process (participatory planning approach) in SamSang villages Act 3: Workshop on the participatory development plan at district level Act 4: Publish the Participatory Development Plan Book</p>	<p>Monitor by: Mme. Vilaythone and team in Feb 2016</p>	
<p>4/2016</p>	<p>PoHA – Oudomsay Grant: 83,220,000</p>	<p>Capacity building on the regulation drafting for staff-civil servants in horizontal line offices at district level</p>	<ul style="list-style-type: none"> - District staff (horizontal lines) understand and able to help district leaders to draft regulation accurately - Official document are managed and filed properly 	<p>Act 1: Internal meeting with stakeholders implement the project Act 2: Training on drafting regulations and document management for 7 districts Act 3: Evaluation and lesson learn workshop</p>	<p>Act 1: completed Act 2: completed Act3: completed Monitor by: Nou and Team in Nov 2015</p>	<p>100%</p>

5/2016	Inspection Department- Oudomxay province Grant: 78,537,000	Capacity building for inspection and anti-corruption work at district level	<ul style="list-style-type: none"> - Build the capacity for the inspection staff at district level - Strategic plan and regulations on anti-corruption disseminated 	Act 1: Training on inspection, anti-corruption at district level	Act 1: completed Monitor by: Nou and Team in Nov 2015	80%
6/2016	PoHA-Huaphan Province Grant: 79,197,000	Capacity building for staff in Kumban, village head (Samsang districts)	<ul style="list-style-type: none"> - Village administration and mass organizations are strengthened in order to lead the people to protect, keep peace and well being of the people. - Village staff understand and able to implement the policy and direction of the party and the government. 	<p>Act 1: training on village administration for 68 villages in HuaMeang District</p> <p>Act 2: training on village administration for 88 villages in Viengxay District</p> <p>Act 3: training on village administration for 62 villages in Sop Bao District</p>	<p>Act1: completed</p> <p>Act 2: completed</p> <p>Act 3: completed</p> <p>Monitor by: Nou and Team in Nov 2015</p>	80%
7/2016	Justice Department – Huaphan Province	Capacity building for staff who responsible for law dissemination at	<ul style="list-style-type: none"> - staff and people who responsible for law dissemination trained on technique and methods 	Act 1: meeting to build the understanding of the projects and to select the target participants in 3 districts:	Act 1: completed Act 2: completed	70%

	<p>Grant: 60,487,000</p>	<p>district level, village authority to disseminate laws through village speakers (related to Samsang direction)</p>	<ul style="list-style-type: none"> - for dissemination laws and information is disseminated widely - people are able to access and understand information and laws 	<p>Viengxay, Sopbao, HuaMeang district</p> <p>Act 2: training on law dissemination technique for participants from 3 districts and villages</p> <p>Act 3: monitoring and evaluation</p>	<p>Act3: completed</p> <p>Monitor by: Nou and Team in Nov 2015</p>	
<p>8/2016</p> <p>DoHA-Luangprabang District</p> <p>Grant: 58,909,000</p>	<p>Improving ODSC in Luangprabang district</p>	<ul style="list-style-type: none"> - service and coordination of the service in One Door Service Centre (ODSC) in Luang Prabang District proved 	<p>Act 1: restructure the operation of ODSC</p> <p>Act 2: improve regulation and identify service offices to operate in ODSC</p> <p>Act 3: technical training on ODSC operations</p> <p>Act 4: pilot ODSC in districts</p> <p>Act 5: study visit in good performance ODSC</p>	<p>Act1: completed</p> <p>Act2: completed</p> <p>Act 3: completed</p> <p>Act 4: completed</p> <p>Act 5: completed</p> <p>Monitor by: Nou and Team in Nov 2015</p>	<p>90%</p>	

9/2016	DoHA-Merg District, Borkeo province Grant: 79,939,000	Improvement and strengthening village authority	<ul style="list-style-type: none"> - village administration improved. - Village work more effective and - Village staff understand the new policies and regulations related to local administration 	<p>Act 1: Village meetings to restructure the village work in 5 Kumban</p> <p>Act 2: Training on village administration in 5 Kum Ban</p> <p>Act 3: Monitoring and evaluation</p>	<p>Act1: completed</p> <p>Act 2: completed</p> <p>Monitor by: Mme. Vilaythone and Team in Feb 2016</p>	60%
10/2016	PoHA- Xaysomboun province Grant: 79,274,000	Review and strengthen Samsang work in Xaysomboun province	<ul style="list-style-type: none"> - Review Sam sang implementation in the province - Strengthen the 15 pilot offices and Samsang villages and districts 	<p>Act 1: Meeting to review Sam sang implementation in 2 district: Hom district and Longsan district</p> <p>Act 2: Send staff to monitor and review the Sam sang work with 15 district offices in the 2 districts</p>	<p>Act 1: completed</p> <p>Act 2: completed</p> <p>Act 3: completed</p>	80%
11/2016	Education and Sport Department- Kham District, Xiengkhoung	Capacity building for education administrator in schools in Kham	<ul style="list-style-type: none"> - The working system and management at schools are improved 	<p>Act 1: Training on educational management to administrators in the district</p> <p>Act 2: Field monitoring in each</p>	<p>Act 1: completed</p> <p>Act 2: completed</p>	70%

12/2016	<p>province</p> <p>Grant: 79,406,000</p>	District	<p>schools</p> <p>Act 3: Conduct evaluation in each school in the district</p> <p>Act 4: Lesson learnt workshop</p>	<p>Act 3: completed</p> <p>Monitor by: Nou and CADEM Team in Nov 2015</p>	<p>90%</p>	
13/2016	<p>Youth Union-Vientiane Province</p>	<p>Resolving problems in youth in 11 districts, Vientiane Province</p>	<ul style="list-style-type: none"> - Village administration including 5 units are understand their new roles and functions - Villages and families recognized as developed village (Ban Phattana) 	<p>Act 1: Training on village administration in 3 Sam Sang district</p> <p>Act 2: Field monitoring and evaluation</p> <p>Act 3: Lesson learnt workshop</p>	<p>Act 1: completed</p> <p>Act 2: completed</p> <p>Act 3: completed</p> <p>Monitor by: Nou and CADEM Team in Nov 2015</p>	<p>90%</p>
			<ul style="list-style-type: none"> - Youths are aware of the problems and know how to protect themselves from the social problems 	<p>Act 1: Raising awareness on the bad effect of drugs and to educate youth on the traffic regulations in 11 districts</p> <p>Act 2: Raising awareness on the</p>	<p>Act 1: completed</p> <p>Act 2: completed</p> <p>Act 3: completed</p>	<p>90%</p>

14/2016	Grant: 79,670,000	Sub Provincial Prosecutor Office (IV), Vientiane Capital	Capacity building for prosecutor	- District offices, Kumban and village authorities in 2 districts understand the roles and mandate of the prosecutor office - The coordination and procedure regarding to the justice matter improved	transmitted disease and human trafficking in 11 district Act 3: Monitoring and evaluation in 3 districts	Monitor by: Phailod and CADEM Team in March 16	85%
15/2016	Grant: 62,115,000	DoHA, Sikhotabong District, Vientiane Capital	Strengthening village authority	- Organizational structure of village authorities improved - Village staff understood and improved their	Act 1: Raising awareness on the mandates and roles of prosecutor to districts and village authority Act 2: Improve working mechanism of the prosecutor office Act 3: Training on human resource management of the prosecutor office Act 4: Monitoring and evaluation Act 1: Training on village administration and related matters Act 2: Monitoring and	Act 1: completed Act 2: completed	100%

	Grant: 58,905,000		working performance - Document issued by village authorities are accurate in terms of format and purposes and well recorded	evaluation		
16/2016	PoHA-Borikhamsay Province Grant: 73,966,000	Capacity building for staff who responsible for civil servants information and official document (electronic) at provincial and district level	<ul style="list-style-type: none"> - Personnel information management and official document system improved - Staff at provincial level and district level trained on personnel management and official document matters 	<ul style="list-style-type: none"> Act 1: Internal meeting on project implementation Act 2: Training on personal information management and official document matters 	<ul style="list-style-type: none"> Act 1: completed Act 2: completed 	<ul style="list-style-type: none"> Monitor by: Dr. Ammala and CADEM team Feb 2016
17/2016	Agriculture and Forestry Department-Khammoune Province Grant:	Improve statistics, planning and budgeting matters at district, kumban level (service center)	<ul style="list-style-type: none"> - Planning and budgeting in district AF office and service center (26 centers) have improved - Statistic data system of AF at district level and centers are improved and accurate 	Act 1: Training on planning and statistic to 10 AF districts offices	Act1: completed	<ul style="list-style-type: none"> Monitor by: Dr. Ammala and CADEM Team in Feb 2016
						90%

18/2016	79,949,000	DoHA-Saybouathong district, Khammoun Province Grant: 74,707,000	Strengthening village authority and kumban	<ul style="list-style-type: none"> - Kumban, staff, Village heads and staff trained on the new roles and mandate - People's understand about the new regulations about Sam sang policies 	<p>Act 1: Training on local administration to staff at grassroot level</p> <p>Act 2: Dissemination of the new regulations to staff and people</p> <p>Act 3: Monitoring and evaluation</p>	<p>Act 1: completed</p> <p>Act2: completed</p> <p>Act3: completed</p> <p>Monitor by: Dr. Ammala and CADEM Team in Feb 2016</p>	85%
19/2016	PoHA-Salavan Grant: 77,856,000	Capacity building on performance appraisal	<ul style="list-style-type: none"> - Performance appraisal aware by staff - Staff at provincial and district level trained on conducting performance appraisal - Policies, incentives are provided based on the working performance 	<p>Act 1: Training on performance appraisal matter to provincial staff</p> <p>Act 2: Training on performance appraisal matter to district staff</p>	<p>Act 1: in progress</p> <p>Monitor by: Laty and Phailod and CADEM Team</p>	50%	

20/2016	PoHA- Sekong Grant: 56,950,000	Replication of lessons and methods on organizational analysis and development at provincial level, district level in samsang district	- Organizations and working system at provincial and district offices were assessed and improved	Act 1: Internal meeting about the project implementation Act 2: Training on organizational analysis and development to 3 Sam Sang districts Act 3: Lesson learn workshop	in Mar 2016 Act 1: completed Act2: completed Monitor by: Laly and Phailod and CADEM Team in Mar 2016	70%
21/2016	DoHA-Xaysetha district, Attapua Province Grant: 44,597,000	Improvement village administration	- Village administration improved according to the new mandate and regulations	Act 1: Workshop on new regulation related to local administration and Sam Sang Act 2: Training on local administration to district staff Act 3: Training on village administration to the village staff	Act 1: completed Act 2: completed Act 3: completed Monitor by: Laly and Phailod and CADEM Team in Mar 2016	80%
22/2016	Youth Union- Attapua Province	Capacity building for youth union staff	- Management team of Youth Union at provincial, district and horizontal	Act 1: Training on mandates and working system of youth	Act 1: completed	70%

	<p>Grant: 59,761,000</p>		<p>units understand clearly about the new roles and mandate related to Sam sang policies - The coordination, working system are improved between vertical line, horizontal lines of the youth union</p>	<p>union at provincial and district level Act 2: Raising awareness to youth union in 5 districts Act 3: Monitoring and evaluation</p>	<p>Act 2: completed Monitor by: Laly and Phailod and CADEM Team in Mar 2016</p>	
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