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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: July-Sept 2016

**Basic Project Information**

The overall objective of the GPAR SCSD project is to increase 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

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

## 1. Project implementation progress highlights

### Implementation Status Summary at Outcome level

- Within the forum of the Governance Sector Working Group (GSWG) Thematic workshop, multiple stakeholders, - including government, development partners and civil society, -discussed the emerging role of the new People's Provincial Assemblies (PPA), and additionally the relevance and application of SDG Goal 16 (strong and fair institutions) in the development agenda of Lao PDR.
- Within the broad theme of People's Participation, the GSWG Thematic Workshop (Public Service Improvement Sub-Sector Working Group - PSI SSWG) discussed the topic of partnerships for development. Views and experiences were exchanged amongst the many stakeholders on SDG 17 and opportunities to grow partnerships between the government administration, private sector, INGOs and civil society in general.
- Capacity in the local administration for better delivery of services was further consolidated, with guidance and support provided to District Development Support Committees (DDSC) / District Development Support Teams (DDST) in 2 districts of Luang Prabang (Chomphet and Ngoy), including;-
  - refreshment on the role and responsible of DDSC/DDST in the planning, financial management, coordination mechanism and delivery of District Development Fund (DDF) local service interventions; and
  - completion of DDST DDF progress and financial reports for FY2014-15
- Capacity increased of DDSTs/DDSCs of 2 districts of Oudomxai province (Xai & Houn) on financial reporting on the successful implementation and completion of DDF investments delivered in FY2015-16.
- Under the DDF untied grants transferred to six districts for FY 2015-16 cycle, 17 service investment have been completed and handed over to the communities. The remaining 1 project of Viengxay district (repair of irrigation scheme at Ban Heo) will be completed when rainy season is over in November.
- Compliance with agreed technical and construction specifications was assured with on-site inspections of selected DDF investments, viz.
  - school construction at Ban Lak 41,
  - toilet for Huay Houm school,
  - water tank construction in Ban Viengsa -Xai district
  - Sivily secondary school construction in Houn district.

- Cross-sector collaboration advanced through;-
  - participation of MoHA/GPAR staff with Ministry of Natural Resources and Environment (MoNRE) support missions on Performance-based Climate Resilient Grant System (PBCRG ) development, in DDF districts in Saravan and Sekong provinces, and
  - Joint field-mission led by UNCDF/LoCAL international consultant (Mr. Hendrik Visser), to review the implementation, experiences and achievements of PBCRG System under MoNRE project.
  
- The report of One Door Service assessment conducted in Q2 was completed and shared with MoHA and UNDP. Technical Seminar on ODS was conducted for some districts and provincial departments in Vientiane Capital City on 28-29 July 2016 in Lanexang Hotel. The purpose of the seminar are to promote ODS modality to districts that not have ODS Center yet and to make the understanding of the core concept of the ODS Center and suggestion for improvement of existing ODS Centre
  
- 19 CADEM sub projects of 22 Projects granted in year 2016 are completed and financially closed. The 3 remaining projects that are due to close in Q4 are:
  - District education office in Kham district
  - Sub Provincial Prosecutor Office – IV, VTE Capital
  - PoHA Saravan

*(Update progress of each sub project please refer to annex 2)*

Implementation Progress Summary at Output / Activity level

OUTPUT <i>In line with ProDoc / AWP</i>	MILESTONE / Target Year 2016	STATUS OF TARGET <i>(Achieved, On Track or Off Track)</i>	PLANNED ACTIVITIES <i>Activities to be undertaken during the reporting period ( QWP/AWP)</i>	ACTIVITY PROGRESS TO DATE	RESULTS ACHIEVED <i>Describe concrete, key results (policy, publication, key event etc.) achieved so far, vis-à-vis the specific targets set in the QWP/AWP. Please provide data/evidence to support the results</i>	COMMENT /BENEFICIARY <i>Approximate number of beneficiaries reached by relevant project activities (disaggregated by gender), etc.</i>
<p><u>Output 1:</u> Support to development of policies and regulatory framework for more effective local administration at province and district level</p>	<p><u>Indicators 2016:</u> 1.1 Mission report on upgraded DDF modality &amp; PMG design is considered by concerned ministries/provinces.</p> <p><u>Targets 2016:</u> 1.1 DDF modality is upgraded to align with new local administration frameworks &amp; laws; &amp; new PMG is designed.</p>	<p>On track</p>	<p>a. GSWG Thematic WS on SDGs in conduction with the 8<sup>th</sup> NSEDP and People's Provincial Assembly</p>	<p>Completed</p>	<p>- GSWG Thematic WS was conducted on 1<sup>st</sup> July 2016 The meeting had very constructive discussion about the role of PPA and how to overcome the current challenges of new establishment and how NPGAR could support it; and how 16<sup>th</sup> Goal of SDGs is important to the development in Laos.</p>	<p>The meeting chaired by Vice Minister of MoHA, MOJ and UNDP, the participants were from ministries, organizations, DPs, mass organizations, NA and CSOs, total 71 participants (26 females).</p>

			<p>b. Thematic Workshop of Public Service Improvement Sub-Sector Working Group (PSI SSWG)</p>	<p>Completed</p>	<p>-</p> <p>The workshop was organized on August 18, 2016 at Ministry of Home Affairs. It was great platform to exchange the importance and experience of being development partnership between private sector, CSOs and INGOs and how the SDGs would support the future cooperation.</p>	<p>chaired by Mr. Nisith Keopanya, DG, Dept. of Planning and Cooperation, Ministry of Home Affairs and co-chaired by Mr. Balasubramaniam Murali, UNDP Resident Representative a.i. The workshop was attended by a number of representatives of line ministries, embassies, international organizations, development partners and non-profit associations, 60 participants (29 females).</p>
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<p><u>Output 2:</u> Improved capacity of local administration to fulfill its service delivery mandates</p>	<p><u>Indicators 2016:</u> 2.1. Local staff in 6 Districts have full capacity to delivery local service investment per their mandate for FY 2015/16</p> <p><u>Targets 2016:</u> 2.1. All of the service investments are delivered on time/on budget &amp; per mandate (DDF Report for FY 2015/16).</p>	<p>1. Achieved</p>	<p>Field visit support-Backstopping district teams- 2 districts of ODX province - Houn and Xai</p>	<p>• completed</p>	<p>Field visit support-Backstopping district teams- 2 districts of ODX province - Houn and Xai</p> <p>Follow up/backstop DDST of 2 districts Luangprabang (Chomphet and Ngoy) to prepare/finalize financial reports FY2014-15.</p> <p>i). Field visit to provide guidance and support to DDSCs/DDSTs of 2 districts of LPB namely: Chomphet and Ngoy was carried out on 11 to 12 July 2016 the aims are:</p> <p>1. Refreshment on the role and responsible of DDSC/DDST and coordination mechanism.</p> <p>2. Assisted DDSTs to complete their progress and financial reports FY2014-15 -DDF-OEBG. Both reports were completed and collected.</p>
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			<p>Provide technical support to GIDCC/LDCF 2 Project - MONRE</p>		<p>2. Construction Site visit - school construction at Ban Lak 41, toilet for Huay Houm school and Water thank construction in Ban Viengsa -Xai district.</p> <p>3. Construction Site visit - Sivilay secondary school construction in Houn district.</p> <p><b>On 14 - 15 September 2016</b>, In collaboration with GIDCC/LDCF2 DDF Team has provided guidance and support to DDSC/DDST / PST of Saravane and Sekong Provinces on DDF-GEF implementation. Refreshment on DDF guidelines particularly on DDF-planning process and DDF implementation process for DDST/DDSC/PST of 12 districts of Saravane and Sekong provinces.</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 &amp; oversight by 3 Provincial Support Teams</p>	<p>Achieved</p>	<ul style="list-style-type: none"> <li>• Provide Basic Block Grant (Capital) special cycle FY2015-16</li> </ul>	<ul style="list-style-type: none"> <li>• completed</li> </ul>	<p>Fund has been transferred to six districts. 17 SSI were completed and handed over to the communities. One additional project of Viengxay district i.e. repair of irrigation scheme at Ban Heo could not complete because of weather condition rainy season. Final financial reports from Xai and Viengxay districts are awaited.</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 &amp; 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>	<p>• Strengthened the understanding of ODS implementation</p>	<p>- Completed</p>	<p>• Technical Seminar on ODS was conducted for some districts and provincial departments in Vientiane Capital City on 28-29 July 2016 in Lanexang Hotel. The purpose of the seminar are to promote ODS modality to districts that not have ODS Center yet and to make the understanding of the core concept of the ODS Center and suggestion for improvement of existing ODS Centre.</p>	<p>• 86 participants (23 femeles) from 9 districts in Vientiane Capital and some ODSC at provincial levels.</p>
<p><u>Output 5:</u> GPAR Capacity Development and Modernization Fund (CADEM) supports strategic innovations in</p>	<p><u>Indicators 2016:</u> 5.1. Findings of the monitoring &amp; oversight report considered by stakeholders.</p> <p><u>Targets 2016</u> 5.1. Implementation of 13 CADEM awards</p>	<p>On track</p>		<p>Completed (final 3 project will close in Q4 2016)</p>		

Public Administration reforms	are monitored and overseen.					
<p><u>Output 6:</u></p> <p>Citizen Feedback and district mechanisms for responsive and accountable service delivery</p> <p><u>Indicators 2016:</u></p> <p>6.1. Report on field trials of SUDF/DSDMS available and Workshop consider lessons / best practices</p> <p>6.2. Report available on baseline survey on access to basic services.</p> <p><u>Targets 2016</u></p> <p>6.1. Citizens' perception of local service delivery in 2 districts is shared &amp; lessons / best practices are considered.</p> <p>6.2. Baseline surveys</p>	<p>On track</p>			<ul style="list-style-type: none"> <li>• Report completed</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Baseline surveys on local services upgraded to a more comprehensive Service Maps and is a component part of M&amp;E plan of new GPAR Governance and Inclusive Growth Project (GIDP), planned for 2017</li> </ul>

<p>Output 7: Programme support (oversight, management, coordination and results based monitoring)</p>	<p>on access to basic services carried out in 3 districts</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 documentati on is finalized 5 6 7 Targets 2016 8 7.1.</p>	<p>On track</p>	<ul style="list-style-type: none"> <li>Internal Consultation on new product</li> </ul>	<p>Completed Internal consultation was conducted 27 June 2016</p>	<p>Key departments in MoHA, MPI, MOF consulted on the key element of new prodoc on GED which they are support and agreed on the objectives, output and the pilot of new initiatives</p>	<p>25 participants (15 females) from MoHA, MOF, MPI</p>
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	<p>Well-functioning and well managed project that implements activities in line with work plans and budgets.</p> <p>9 7.2. Project provides oversight and reporting / Opportunities to Programme Board &amp; 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 Q3 (USD)	Expenditure This Quarter Q3 (USD)	Delivery Rate This Quarter (%)
Output 1	187,097	34,727	5,428	16%
Output 2	17,395	8,590	4,525	53%
Output 3	133,359	27,530	22,763	83%
Output 4	64,409	43,440	5,180	12%
Output 5	10,574	5,040	1,179	23%
Output 6	111,849	65,193	3,777	6%
Output 7	291,102	60,607	45,700	75%
Totals	815,785	245,127	88,552	36%

## 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 19<sup>th</sup> 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.

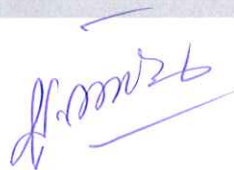
**Communication and advocacy**

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



Date: 31 OCT 2016

APPROVED BY EXECUTIVE PROGRAMME BOARD



Dr. Khammoune VIPHONGXAY

Date: 31 OCT 2016

RECEIVED AND REVIEWED BY UNDP



Marilyn Cham  
Head of Governance Unit (ad interim)

Date: 11/11/2016

NATIONAL GPAR SCSD PROJECT: COMMUNICATION AND MONITORING PLAN/REPORT

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

Annual Work Plan 2014	UNDP , UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	31/01/14	25/07/13	Completed
Tentative Work plan and FACE form: Q1-2014	UNDP	Report	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	Completed
Work plan and FACE form: Q2-2014	UNDP	Report	10/04/14	10/04/14	Completed
Quarterly Progress Report for Q2-2014, including logs	UNDP , UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	10/07/13	30/06/13	Completed
Work plan and FACE form: Q3-2014	UNDP	Report	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	Completed
Work plan and FACE form: Q4-2014	UNDP	Report	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	Completed
Annual Work Plan 2015	UNDP , UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	31/01/15	10/01/15 - 05/02/15	Completed
Tentative Work plan and FACE form: Q1-2015	UNDP	Report	10/01/15	10/01/15	Completed
Quarterly Progress Report for Q1-2015, including logs	UNDP , UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	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 Q2-2015, including logs	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	10/07/15	30/06/15	Completed
Work plan and FACE form: Q3-2015	UNDP	Report	10/07/15	10/07/13	Completed
Quarterly Progress Report for Q3-2015, including logs	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	10/10/15	08/10/15	Completed
Work plan and FACE form: Q4-2015	UNDP	Report	10/10/15	09/10/15	Completed
Annual Report 2015 (incl. Q4-2015 & logs)	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	10/01/16	11/01/206	Completed
Annual Work Plan 2016	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	31/01/16	10/01/16 ~ 19/02/16	Completed, pending PB approval
Tentative Work plan and FACE form: Q1-2016	UNDP	Report	10/01/16	10/01/16	Completed
Quarterly Progress Report for Q1-2016, including logs	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	10/04/16	11/04/16	Completed
Work plan and FACE form: Q2-2016	UNDP	Report	10/04/16	10/04/16	Completed
Quarterly Progress Report for Q2-2016, including logs	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	10/07/16	10/07/16	Completed
Work plan and FACE form: Q3-2016	UNDP	Report	10/07/16	10/07/16	Completed
Quarterly Progress Report Q3 2016	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	10/10/16	06/10/2016	Completed

Annual Report 2016	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report	31/12/16	Completed, pending PB approval
Terminal Report 2012-2016	UNDP, UNCDF, SDC, Govt of Korea, GD of Luxembourg	Report		

**NATIONAL GPAR SCSD PROJECT: RISK LOG**

<b>Project Title:</b> National GPAR SCSD project	<b>Award ID:</b> 00064630	<b>Last Reviewed Date:</b> 30/09/2016
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mgmt. response	Owner	Submitted/ updated by	Last Update	Status
1	Other government bodies are reluctant to enhance coordination under NPAR	01/02/12	Strategic	impact of the public administration reforms will be limited. P=2; I=3; PXI=6	Multi-Stakeholder Leading Committee and Programme Board guidance to initiate dialogue with relevant Government offices	Programme Manager	Programme Manager	30/06/2012	No change
2	Lack of buy-in from the local authorities who see the programme as a new top down approach to GPAR.	01/02/12	Strategic	Lack of buy in at the local level may hamper project implementation P=22; I=3; PXI=66	Early discussions to explain new modus operandi but that the provinces and districts will remain in the lead at the local level. Provincial participation in Prog. Board	Programme Manager	Programme Manager	30/09/2012	Risk reduced from 9, following successful local Workshops

3	Limited resources will directly compromise the implementation of programme activities	01/02/12	Strategic	Plans to scale up nation-wide, will be postponed with impact on MDG progress. P=2; I=4; Pxl=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 community	01/02.12	Strategic	Time & resources lost to project management and reporting rather than implementation. P=3; I=3; Pxl=9	Programme Board play a key role in overseeing all projects under the programme framework.	Programme Manager	Programme Manager	30/06/2012	No change
5	There could be a stronger attraction by DPs to fund certain components or sub-components	01/02/12	Strategic	Sustainability and/or nation-wide roll out of the reforms could become compromised. P=3; I=3; Pxl=9	Resource mobilization coordinated by MoHA in liaison with the DIC (MPI). Possibility of GPAR Trust Fund could be explored.	Programme Manager	Programme Manager	30/06/2012	No change
6	GEF funds may be delivered through a parallel project	01/02/12	Strategic	NGPAR Programme framework will be basically altered P=5; I=2; Pxl=10	Discussions with MONRE and UNDP initiated to develop suitable framework	Programme Manager	Programme Manager	30/06/2012	Changed – moved to issues
7	MAF sub-project may delay other implementation plans	15/05/12	Operational	Core activities implementation delayed P=2; I=3 Pxl=6	Merge MAF and SCSD/OEBG activities where possible	Programme Manager	Programme Manager	30/09/12	Risk reduced from 9 following successful DDF trainings.

**NATIONAL GPAR SCSD PROJECT: ISSUES LOG**

<b>Project Title:</b> National GPAR SCSD project	<b>Award ID:</b> 00064630	<b>Last Reviewed Date:</b> 30/09/2016
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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 & project implementation. P=4; I=4; PXI + 16	Recruitment of new CTA in progress. MoHA & UNCDF Local Governance Advisor in SCSD to share urgent / critical GPAR duties in	Programme Manager	Changed	10/04/15	Resolved - New CTA reported

					interim.				2/4/2015
5	ITA vacancy (UNCDF)	01/03/15	Operational	Delays in Programme & project implementation. P=4; I=4 Pxi + 16	New CTA currently covering critical UNCDF Local Governance Advisor responsibilities. UNCDF considering situation.	Prog Manager	changed	30/09/2016	Recruited from July 2016

### 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"> <li>Documentation of various options that can be shared with potential partners</li> </ul>
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"> <li>MAF-OEBG Review conducted &amp; available. Inform DP of successes &amp; impact on local beneficiaries of DDF – created DVD for advocacy</li> </ul>
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"> <li>Political leadership / coordinating mechanism for better inter-ministry day-to-day collaboration on implementation of cross-cutting work.</li> </ul>

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
	<b>Total</b>	<b>6</b>	<b>18</b>	<b>2,450,154,000</b>	<b>306,269</b>

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	864,977,000	108,122
Health (including WATSAN) ( 1 Health centre +3 Water supply system)	4	762,632,000	86,460,000	-	849,092,000	106,137
Agriculture ( 4 irrigations and 1 water tank)	6	597,614,000	79,224,000	-	676,838,000	84,605
PWT ( 1 bridge + 1 urban water supply system - Viengxai district)	2	134,707,000	8,000,000	-	142,707,000	17,838
TSS 7%	0	158,001,000	-	-	158,001,000	19,750
<b>Total</b>	<b>18</b>	<b>2,450,154,000</b>			<b>2,691,615,000</b>	

		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						
Project No.	Implementing Organization	Name of project	Expected outcome	Main Activities	Status	% of completion
15 province				Sansang and local administration: 11		
14 projects at provincial level				HRM&HRD: 5		
1 project at sub-provincial level (๓๓)				Gender: 1		
7 projects at district level				Others: 5		
1/2016	PoHA- Phongsaly Province	Strengthening village administration and improve working system (in the future Samsang target in 4	<ul style="list-style-type: none"> <li>Village administration in new Sam sang villages are strengthened</li> <li>Village staff in 4 target districts worked more effectively and align with new regulation</li> </ul>	<ul style="list-style-type: none"> <li>Act 1: Collect information about the village administration in 4 district: Phongsaly, YotOu, Kao and Samphan</li> <li>Act 2: Prepare training manual</li> </ul>	<ul style="list-style-type: none"> <li>Act 1: completed</li> <li>Act 2: completed</li> <li>Act 3: completed</li> <li>Act 4: completed</li> </ul>	100%

	Grant: <b>79,987,000</b>	districts)		Act 3: Provide training in 4 district for 47 villages Act 4: Follow up and assessment in some villages	Monitor by: Nou and team in Nov 2015	
2/2016	Women Union-Phongsaly  Grant: <b>79,996,000</b>	Promote proper nutrition	<ul style="list-style-type: none"> <li>- Ethnic group people including women and children understand about the important of nutrition</li> <li>- Reduce the malnutrition problem in Phongsaly province</li> <li>- Gender promotion is mainstreamed in the village</li> </ul>	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	100%
3/2016	DoHA-Nalea District, Luang Namtha Province	Formulation of village development plan through community participatory	<ul style="list-style-type: none"> <li>- Samsang villages in 3 districts has the village development plan (participatory planning)</li> <li>- Samsang village implement their development plan</li> </ul>	Act 1: Training district staff on village development planning Act 2:	Act 1: completed Act 2: completed Act 3: completed Act 4: completed	100%



	Grant: <b>62,059,000</b>	approach	focused on poverty eradication	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	Monitor by:  Mme. Vilaythone and team in Feb 2016	
4/2016	PoHA – Oudomsay  Grant: <b>83,220,000</b>	Capacity building on the regulation drafting for staff-civil servants in horizontal line offices at district level	- District staff (horizontal lines) understand and able to help district leaders to draft regulation accurately - Official document are managed and filed properly	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	Act 1: completed  Act 2: completed  Act3: completed  Monitor by:  Nou and Team in Nov 2015	100%
5/2016	Inspection	Capacity building	- Build the capacity for the inspection staff at district	Act 1: Training on inspection,	Act 1: completed	100%

	Department- Oudomxay province  Grant: <b>78,537,000</b>	for inspection and anti-corruption work at district level	level - Strategic plan and regulations on anti-corruption disseminated	anti-corruption at district level	Monitor by: Nou and Team in Nov 2015	
6/2016	PoHA-Huaphan Province  Grant: <b>79,197,000</b>	Capacity building for staff in Kumban, village head (Samsang districts)	- Village administration and mass organizations are strengthened in order to lead the people to protect, keep peach and well being of the people. - Village staff understand and able to implement the policy and direction of the party and the government.	Act 1: training on village administration for 68 villages in HuaMeang District  Act 2: training on village administration for 88 villages in Viengxay District  Act 3: training on village administration for 62 villages in Sop Bao District	Act1: completed  Act 2: completed  Act 3: completed  Monitor by: Nou and Team in Nov 2015	100%
7/2016	Justice Department – Huaphan Province  Grant:	Capacity building for staff who responsible for law dissemination at district level, village authority to	- staff and people who responsible for law dissemination trained on technique and methods for dissemination - laws and information is	Act 1: meeting to build the understanding of the projects and to select the target participants in 3 districts: Viengxay, Sopbao, HuaMeang	Act 1: completed  Act 2: completed  Act3: completed	100%

	60,487,000	disseminate laws through village speakers (related to Samsang direction)	disseminated widely - people are able to access and understand information and laws	district Act 2: training on law dissemination technique for participants from 3 districts and villages Act 3: monitoring and evaluation	Monitor by: Nou and Team in Nov 2015	
8/2016	DoHA-Luangprabang District  Grant: <b>58,909,000</b>	Improving ODSC in Luangprabang district	- service and coordination of the service in One Door Service Centre (ODSC) in Luang Prabang District proved	Act 1: restructure the operation of ODSC Act 2: improve regulation and identify service offices to operate in ODSC Act 3: technical training on ODSC operations Act 4: pilot ODSC in districts Act 5: study visit in good performance ODSC	Act1: completed Act2: completed Act 3: completed Act 4: completed Act 5: completed  Monitor by: Nou and Team in Nov 2015	100%
9/2016	DoHA-Merg District,	Improvement and	- village administration improved.	Act 1: Village meetings to		100%

	Borkeo province  Grant: <b>79,939,000</b>	strengthening village authority	<ul style="list-style-type: none"> <li>- Village work more effective and</li> <li>- Village staff understand the new policies and regulations related to local administration</li> </ul>	<ul style="list-style-type: none"> <li>restructure the village work in 5 Kumban</li> <li>Act 2: Training on village administration in 5 Kum Ban</li> <li>Act 3: Monitoring and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Act1: completed</li> <li>Act 2: completed</li> <li>Act 3: completed</li> </ul> <p>Monitor by: Mme. Vilaythone and Team in Feb 2016</p>	
10/2016	PoHA- Xaysomboun province  Grant: <b>79,274,000</b>	Review and strengthen Samsang work in Xaysomboun province	<ul style="list-style-type: none"> <li>- Review Sam sang implementation in the province</li> <li>- Strengthen the 15 pilot offices and Samsang villages and districts</li> </ul>	<ul style="list-style-type: none"> <li>Act 1: Meeting to review Sam sang implementation in 2 district: Hom district and Longsan district</li> <li>Act 2: Send staff to monitor and review the Sam sang work with 15 district offices in the 2 districts</li> </ul>	<ul style="list-style-type: none"> <li>Act 1: completed</li> <li>Act 2: completed</li> </ul>	100%
11/2016	Education and Sport Department- Kham District, Xiengkhoung	Capacity building for education administrator in schools in Kham	<ul style="list-style-type: none"> <li>- The working system and management at schools are improved</li> </ul>	<ul style="list-style-type: none"> <li>Act 1: Training on educational management to administrators in the district</li> <li>Act 2: Field monitoring in each</li> </ul>	<ul style="list-style-type: none"> <li>Act 1: completed</li> <li>Act 2: completed</li> </ul>	90%

	province  Grant: <b>79,406,000</b>	District		schools  Act 3: Conduct evaluation in each school in the district  Act 4: Lesson learnt workshop	Act 3: completed  Act 4: completed  Monitor by: Nou and CADEM Team in Nov 2015	
12/2016	PoHA – Xiengkhoung  Grant: <b>77,017,000</b>	Improvement and capacity building for village authority (Samsang)	<ul style="list-style-type: none"> <li>- Village administration including 5 units are understand their new roles and functions</li> <li>- Villages and families recognized as developed village (Ban Phattana)</li> </ul>	Act 1: Training on village administration in 3 Sam Sang district  Act 2: Field monitoring and evaluation  Act 3: Lesson learnt workshop	Act1: completed  Act2: completed  Act3: completed  Monitor by: Nou and CADEM Team in Nov 2015	100%
13/2016	Youth Union-Vientiane Province	Resolving problems in youth in 11 districts, Vientiane Province	<ul style="list-style-type: none"> <li>- Youths are aware of the problems and know how to protect themselves from the social problems</li> </ul>	Act 1: Raising awareness on the bad effect of drugs and to educate youth on the traffic regulations in 11 districts  Act 2: Raising awareness on the	Act 1: completed  Act 2: completed  Act 3: completed	100%

14/2016	Grant: 79,670,000	Sub Provincial Prosecutor Office (IV), Vientiane Capital	Capacity building for prosecutor	<ul style="list-style-type: none"> <li>- District offices, Kumban and village authorities in 2 districts understand the roles and mandate of the prosecutor office</li> <li>- The coordination and procedure regarding to the justice matter improved</li> </ul>	<p>transmitted disease and human trafficking in 11 district</p> <p>Act 3: Monitoring and evaluation in 3 districts</p>	<p>Monitor by: Phailod and CADEM Team in March 16</p>	<p>90%</p> <p>Act1: completed Act2: completed Act 3: completed Act 4: completed</p>
15/2016	Grant: 62,115,000	DoHA, Sikhotabong District, Vientiane Capital	Strengthening village authority	<ul style="list-style-type: none"> <li>- Organizational structure of village authorities improved</li> <li>- Village staff understood and improved their</li> </ul>	<p>Act 1: Training on village administration and related matters</p> <p>Act 2: Monitoring and</p>	<p>Act 1: completed Act 2: completed</p>	<p>100%</p>

	Grant: <b>58,905,000</b>		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: <b>73,966,000</b>	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"> <li>- Personnel information management and official document system improved</li> <li>- Staff at provincial level and district level trained on personnel management and official document matters</li> </ul>	<ul style="list-style-type: none"> <li>Act 1: Internal meeting on project implementation</li> <li>Act 2: Training on personal information management and official document matters</li> </ul>	<ul style="list-style-type: none"> <li>Act 1: completed</li> <li>Act 2: completed</li> <li>Monitor by: Dr. Ammala and CADEM team Feb 2016</li> </ul>	100%
17/2016	Agriculture and Forestry Department-Khammoune Province  Grant: <b>79,949,000</b>	Improve statistics, planning and budgeting matters at district, kumban level (service center)	<ul style="list-style-type: none"> <li>- Planning and budgeting in district AF office and service center (26 centers) have improved</li> <li>- Statistic data system of AF at district level and centers are improved and accurate</li> </ul>	Act 1: Training on planning and statistic to 10 AF districts offices	<ul style="list-style-type: none"> <li>Act1: completed</li> <li>Monitor by: Dr. Ammala and CADEM Team in Feb 2016</li> </ul>	100%

18/2016	DoHA-Saybouathong district, Khammoun Province  Grant: <b>74,707,000</b>	Strengthening village authority and kumban	<ul style="list-style-type: none"> <li>- Kumban, staff, Village heads and staff trained on the new roles and mandate</li> <li>- People's understand about the new regulations about Sam sang policies</li> </ul>	<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>	100%
19/2016	PoHA-Salavan  Grant: <b>77,856,000</b>	Capacity building on performance appraisal	<ul style="list-style-type: none"> <li>- Performance appraisal aware by staff</li> <li>- Staff at provincial and district level trained on conducting performance appraisal</li> <li>- Policies, incentives are provided based on the working performance</li> </ul>	<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>Act1: completed</p> <p>Act2: completed</p> <p>Monitor by: Laly and Phailod and CADEM</p>	95%



20/2016	PoHA- Sekong  Grant: <b>56,950,000</b>	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	Team in Mar 2016  Act 1: completed Act 2: completed  Monitor by: Laly and Phailod and CADEM Team in Mar 2016	100%
21/2016	DoHA-Xaysetha district, Attapua Province  Grant: <b>44,597,000</b>	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	100%
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	100%

	<p>Grant: <b>59,761,000</b></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: Lay and Phailod and CADEM Team in Mar 2016</p>	
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