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Lao People's Democratic Republic



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YEARS

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## Annual Project Review Report

*Support for the institutional Strengthening of the Lao National UXO Programme (UXO Lao) 2013-2016*

10 March 2016

### Project Title:

UNDP Award ID	00063618
UNDP Project ID	00080607
Project Duration	1 April 2013 – 31 December 2016
Reporting Period	1 January 2015 – 31 December 2015
Implementing Partners	Lao National Unexploded Ordnance Programme (UXO Lao)
UNDP Programme Officer	Souphalack Bounpadith
UNDAF and Country Programme Outcome	By 2016, national and local governments and communities have significantly reduced the impact of UXO on people in the Lao PDR.

## 1. Project Implementation Status and Key Results

### Outcome Level Progress

This project is aimed at increasing the capacity of the UXO sector in Lao PDR to deal with the problem of remaining unexploded ordnance in order to reduce the humanitarian threat and the remove barriers to productive and sustainable use of land. At the outcome-level, it can be reported that a number of changes have occurred in 2015.

- The number of reported casualties during the reporting period was 42 people, of which 33 people were injured (15 men, 16 boys, 1 women and 1 girl); 9 people were deaths (6 men, 2 boys and 1 woman) resulting from a total of 27 accidents. This falls well below the target set in the National Strategic Plan for UXO Sector in Lao PDR of 75.
- In accordance with the approval of new survey procedures for UXO by the Government of Lao PDR, all humanitarian operators in the Lao PDR now employ the evidence-based approach to land clearance. As a result, it can be reported that the number of UXO found per hectare cleared has increased from 4.5 on average in 2014 to 22 on average in 2015.
- The trend of the past several years of clearing more land for development purposes relative to land cleared for agricultural purposes has continued.
- The governance of the UXO sector has seen increased involvement of the Government of Lao PDR, evidenced by the presentations given by Line Ministries of the NRA Board at the UXO Sector Working Group. Also, Prime Ministerial decrees have been drafted on mainstream UXO clearance costs into development and to mainstream UXO education into the schools' curriculum.
- Economic growth in Lao PDR for 2015 is projected to remain above 7%, relying in part on development of land cleared of UXO.

These developments represent outcome-level changes relating to the behavior of actors in the UXO sector or to the enabling environment in which it operates. The UXO sector is in essence an enabler of agriculture, human security and development, and, after land is cleared, the responsibility to ensure positive developmental impact lies largely with the user or developer of the land.

### UNDP's Contribution

During the reporting period, UNDP has supported the management and technical capacity-building of both the NRA and UXO Lao. In doing so, UNDP has contributed to all output- and outcome-level achievements attributable to the sector. Since 2014, UNDP has committed to taking a comprehensive and sectoral approach, which is evident in the types of technical deployments preferred. In terms of the specific support provided, some of the key elements can be summarized as follows:

- 1) **Technical Advice** – A Chief Technical Advisor has been deployed to support both UXO Lao and the NRA since July 2014. The incumbent departed in April 2015 – and was replaced between June and August by a temporary appointment. Subsequently, a permanent CTA for the UXO Sector was appointed in August 2015 and remains in place. The CTA has provided technical advice to both the NRA and UXO Lao during the transition from largely request-based clearance to the new evidence-based approach. The CTA has also advised on programme management, resource mobilization, procurement of technical equipment, and multi-year

sectoral planning. In addition to the services of the CTA, UNDP also deployed a Programme and Finance Technical Advisor to the NRA until April 2015, and a new Finance Technical Advisor to the sector from December 2015. UNDP has also deployed a United Nations Volunteer to support the Programme and Public Information units of NRA and UXO Lao since October 2015.

- 2) **Management and Procurement** - UNDP has also supported both organisations in their procurement of equipment necessary to manage and undertake UXO-related activities. In 2015, this has included procurement of protective equipment, vehicles, detectors, and explosives for UXO Lao, and procurement for NRA of trainings and equipment for the Humanitarian Clearance Unit of the Lao People's Army. All procurement activities are undertaken in line with UNDP's global Rules and Regulations and are subject to standard competitive procedure. UNDP has also supported the NRA through the procurement of Victim Assistance services, as well as by engaging The HALO Trust and Mines Advisory Group (MAG) in survey activities, using Swiss and Australian funding that had been earmarked for the Civil Society Funding Facility (CSFF) component of the UXO Trust Fund. UNDP also supports the NRA and UXO Lao with quarterly financial monitoring, contracting for yearly external audits, and provision of a coordination mechanism for contributing Development Partners.
- 3) **Sector Leadership** – UNDP is the co-chair (along with the United States Ambassador to Lao PDR) of the UXO Sector Working Group. In this role, UNDP has advocated for a number of changes that have either been initiated or remain outstanding. UNDP as co-chair of the Sector Working Group was a vocal advocate of implementing the evidence-based clearance methodology and of formulating a Victim Assistance Strategy, both of which have been achieved in the last two years. At the Sector Working Group in 2015, UNDP voiced support for strengthening the prioritisation mechanism for UXO clearance and for creating a broader disability policy covering UXO victims. These priorities have been echoed by a number of the UXO sector's strongest and most committed international partners. UNDP's advocacy and technical support also contributed to the articulation of new targets for the sector in the 8<sup>th</sup> NSEDP. UNDP has also provided substantial support to preparations for the representation of Lao PDR at international events, in particular the First Review Conference of the Convention on Cluster Munitions (1RC CCM).
- 4) **Capacity Building** – UNDP has supported the follow-up to the 2014 Capacity Assessment of the NRA and UXO Lao by working with both organisations to select and articulate priorities and concrete Action Plans. This has included the completion in October 2015 of an Assessment of the NRA's Monitoring and Evaluation Capacity, undertaken by UNDP, which has led to the formulation of an initial Concept for strengthening the monitoring and data management of the NRA. This is focused on improving long-term planning and ensuring maximum development impact, both of which have been raised as key priorities for many Development Partners as well as the Government of Lao PDR. All technical advisory services provided by UNDP are focused on the long-term goal of capacity building and national ownership.
- 5) **Resource Mobilization** – UNDP has been instrumental in engaging new and previous donors in financing the UXO sector in 2015. This has led to the Annual Work Plans of NRA and UXO Lao being largely funded for the reporting period. During the reporting period, UNDP secured a

large three-year Contribution Agreement from the Korean International Cooperation Agency (KOICA) including substantial funding through the NRA for the Humanitarian Clearance Unit of the Lao People's Army. The period has also seen new contributions through UNDP, or extensions signed, from the Swiss Agency for Development Cooperation (SDC), the Government of Canada, the Government of Luxembourg, and the Government of Australia. UNDP has also worked closely with other donors to prepare for new funding windows starting in 2016.

### Output Level Achievements

The Output-level achievements of the project during the reporting period are summarized in the tables below. The most notable achievements by UXO Lao include:

- Cleared Confirmed Hazardous Areas (CHA) identified by UXO Lao covering of 1,973 hectares of land.
- Completion by UXO Lao of 548 mine risk education village visits in the nine highly-contaminated provinces.
- Non-technical survey in 1,176 villages, followed by technical survey where necessary, establishing 3,634.2 ha of new Confirmed Hazardous Areas.
- Attendance by the Director of UXO Lao of the First Review Conference of the Convention on Cluster Munitions in Dubrovnik, Croatia in September 2015.
- UXO Lao began clearance of CHAs identified by Norwegian People's Aid (NPA) in Salavanh, Sekong and Attapeu. UXO Lao also began sharing information on roving tasks with NPA. Additionally, UXO Lao and NPA signed an agreement in 2015 to undertake non-technical and technical survey in Xiengkhuang Province. The capacity of UXO Lao will be enhanced through this partnership and the CHAs identified by NTS and TS will be cleared by UXO Lao in the future.
- With the support of the Australian Department of Foreign Affairs and Trade (DFAT), UXO Lao was able to reconstruct the damaged Luang Prabang Visitor Center during 2015. It was reopened to the public in late November 2015. The newly improved center with expended video room has attracted visitors from around the world including university students and tourists. It is expected that in coming years, more visitors will visit this center, especially students from local schools, colleges, and university. The results of their visits will help to share the risks and the danger of UXO, consequently contributing to the decline of casualty in Luang Prabang in the future.

The number of Cluster Munitions found per hectare (CM/ha) is summarized in the following table, which gives the breakdown by province and month to demonstrate the general trend in improved performance.

Number of Cluster Munitions found per hectare 2015										
Month	LPB	HP	XKH	KHM	SVK	SLV	SEK	CHP	ATP	Average
December	15.80	28.30	20.10	26.40	22.10	14.70	27.00	51.80	12.50	24.30
November	22.50	32.90	14.80	24.00	24.60	17.40	24.90	154.80	13.00	36.54
October	46.00	35.80	19.80	19.90	20.30	18.70	61.40	22.90	13.70	28.72
September	28.30	28.70	28.70	11.00	14.60	18.40	18.10	38.30	13.80	22.21
August	16.90	52.20	42.50	7.30	23.00	25.20	13.10	37.20	11.40	25.42
July	25.40	37.90	17.90	8.60	17.40	21.80	2.30	61.90	18.70	23.54

June	7.70	37.20	11.90	5.00	14.50	19.10	27.50	47.80	13.90	<b>20.51</b>
May	14.70	20.20	10.80	8.50	16.70	12.70	9.50	47.60	21.90	<b>18.07</b>
April	5.90	24.10	15.80	3.60	17.60	20.20	5.10	40.60	14.00	<b>16.32</b>
March	1.20	6.30	10.80	7.00	16.50	12.90	24.00	31.50	16.20	<b>14.04</b>
February	11.10	3.60	11.70	10.50	18.10	22.50	7.00	25.80	32.60	<b>15.88</b>
January	5.90	10.20	21.70	18.90	22.70	45.90	19.00	105.20	18.20	<b>29.74</b>
<b>Average</b>	<b>16.78</b>	<b>26.45</b>	<b>18.88</b>	<b>12.56</b>	<b>19.01</b>	<b>20.79</b>	<b>19.91</b>	<b>55.45</b>	<b>16.66</b>	<b>22.94</b>

#### Highlights of Main Activities and Achievements in Quarter 4

The activities and achievements from Quarter 4 are included in the tables below. The most notable achievements by UXO Lao in this period include:

- Clearance of 395 hectares of Confirmed Hazardous Areas in the nine most-contaminated provinces.
- Non-technical survey in 306 villages, followed by technical survey where necessary, establishing 1,376 ha of new Confirmed Hazardous Areas.
- Delivery of Mine Risk Education activities in 118 villages, to 39,648 beneficiaries.

Implementation Progress Summary at Output Level

OUTPUT 2: UXO Lao is better able to manage clearance and risk education programmes for the needs of communities at risk.				
PLANNED ACTIVITIES	INDICATOR	TARGET FOR 2015	PROGRESS AND RESULTS ACHIEVED	BENEFICIARY
<b>Activity Result 1 – Release priority land in accordance with Lao National Standards and the Convention on Cluster Munitions (CCM) in nine or more provinces for safe access to contaminated land for socio-economic and humanitarian purposes and reduce the risk of UXO related accidents through Risk Education programmes.</b>				
Activity 1.1. Undertake non-technical survey, technical survey, and clearance of priority land.	Clearance undertaken in 9 provinces through roving, survey, area clearance and technical survey.	LPB – 155 (ha); HPN – 131 (ha); XKG – 600 (ha); KHM – 161 (ha); SKT – 318 (ha); SLV – 251 (ha); SKG – 139 (ha); CSK – 130 (ha); ATP – 207 (ha).	Completed – LPB – 125 (ha) (81 %); HPN – 141 (ha) (108 %); XKG – 631 (ha) (105 %); KHM – 112 (ha) (70 %); SKT – 272 (ha) (86 %); SLV – 268 (ha) (107 %); SKG – 130 (ha) (94 %); CSK – 102 (ha) (78 %); ATP – 191 (ha) (92 %).	LPB – 3,924 people; HPN – 7,056 people; XKG – 18,253 people; KHM – 9,652 people; SKT – 2,839 people; SLV – 21,404 people; SKG – 4,934 people; CSK – 4,848 people; ATP – 25,962 people.
Activity 1.2. Undertake MRE visits to villages and disseminate MRE materials	Mine Risk Education (MRE) events held to raise community risk awareness and disseminate MRE materials.	LPB – 52 villages; HPN – 47 villages; XKG – 54 villages; KHM – 72 villages; SKT – 36 villages; SLV – 60 villages; SKG – 82 villages; CSK – 44 villages; ATP – 89 villages.	Completed – LPB – 52 villages; HPN – 47 villages; XKG – 57 villages; KHM – 67 villages; SKT – 42 villages; SLV – 60 villages; SKG – 85 villages; CSK – 49 villages; ATP – 89 villages.	183,155 persons (46,461 boys; 45,592 girls; 44,934 men; 46,168 women).

OUTPUT 2: UXO Lao is better able to manage clearance and risk education programmes for the needs of communities at risk.				
PLANNED ACTIVITIES	INDICATOR	TARGET FOR 2015	PROGRESS AND RESULTS ACHIEVED	BENEFICIARY
1.3. Undertake office inspections by QM Unit and internal audits of provincial offices.	Number of office inspections undertaken by QM unit; and number of internal audits of provincial offices.	2 inspections; and three internal audits.	Partially Completed - Completed one office inspection at National Headquarter and provincial offices.	UXO Lao National office headquarter and province offices.
1.4. Undertake field inspections by QM teams.	Number of field inspections undertaken per province by mobile QM teams.	4 field inspections per province.	Partially Completed - Completed two field inspections.	UXO Lao National office headquarter and province offices. Actual operating Compliance to standard Operation Procedure (SOP).
1.5. Undertake training courses on inspections.	Number of inspections of training courses conducted.	1 inspections of training courses.	Completed – The training course on inspection was conducted in September 2015 with 32 persons trained.	
1.6. Undertake monitoring visits by QM Unit to mobile QM teams.	Number of monitoring visits by QM Unit to each mobile QM team.	One monitoring visit by QM Unit to each mobile QM team.	Delayed - due to lack of capacity.	

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PLANNED ACTIVITIES	INDICATOR	TARGET FOR 2015	PROGRESS AND RESULTS ACHIEVED	BENEFICIARY
1.7. Introduce checklist for land handover and assessment of detector operators.	Checklist for land handover and assessment of detector operators introduced.	Introduction of checklist for land handover and detector operators' assessment.	Partially completed – One assessment of detector operators conducted in July 2015.	
1.8. Undertake monitoring visits by QM Unit to assess provincial internal audit work.	Number of monitoring visits completed by QM Unit to assess provincial internal audit work.	2 missions by QM Unit	Delayed - due to lack of capacity.	
1.9. Ensure complete entry of data into IMSMA by provincial offices.	Extent of completion of PCAs and entry into IMSMA of data by provincial offices.	Full completion of PCAs and entry into IMSMA.	Delayed - due to lack of capacity.	UXO Lao HQ and Provincial office.
1.10. Coordinate and respond to external audits by UNDP, Japan and Australia.	External audits or evaluations commissions by UNDP, Japan and Australia coordinated and followed-up.	All audits and evaluations coordinated and responded to.	Completed – For further details, see Audit summary below, or contact UXO Lao for Audit Report.	
1.11. Provide training on IMSMA.	Number of trainings on IMSMA provided.	One training on IMSMA provided.	Completed – One training on IMSMA provided to 9 IM staff of 9 Provinces and one additional course for 1 UXO Lao HQ's staff.	UXO Lao IM staff from 9 Provinces



OUTPUT 2: UXO Lao is better able to manage clearance and risk education programmes for the needs of communities at risk.				
PLANNED ACTIVITIES	INDICATOR	TARGET FOR 2015	PROGRESS AND RESULTS ACHIEVED	BENEFICIARY
1.12. Hold an induction workshop for new mobile QM team leaders.	Number of induction workshops for new mobile QM team leaders held.	One workshop held.	Completed – Two workshops conducted in May (Sekong and Saravane) and June (Khammuane).	2 QM teams (North and Central Region)
<b>Activity Result 2 - Assess, strengthen and improve UXO Lao programme management capacity through provision of training and advisory services and mobilize sufficient resources for UXO Lao to enable Lao PDR to move towards meeting MDG 9 targets and CCM obligations.</b>				
2.1. Review and update UXO Lao SOPs.	Existence of updated UXO Lao SOPs.	SOPs updated.	In progress - SOPs Updated on NTS & TS Procedures, For clearance and roving tasks, the 2011 SOP remains in place.	UXO Lao team in HQ and 9 Provinces.
2.2. Conduct training of Trainers for all staff on updated SOP guidelines.	Completed training on new SOP guidelines.	Completion of training on new SOP guidelines.	Delayed – Due to delay on SOP update, the training will be conducted in 2016.	
2.3. Conduct internal data/information needs assessments.	Existence of data/information needs assessment document.	Completion of needs assessment.	Delayed - due to lack of capacity.	
2.4. Assess IT system options for UXO Lao (HR database, Asset management database, sharepoint.)	Completed assessment of IT systems options.	Complete assessment of IT systems options.	In progress – with technical support from JICA, a HR IT needs assessment was conducted and software has been designed.	
2.5. Based on IT system assessment, acquire complimentary IT system (HR database, asset database etc) for UXO Lao	New IT system acquired/procured.	Acquire or procure new IT system based on assessment.	In progress - the assessment of HR management procedures in the nine provinces was conducted (reporting and	

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PLANNED ACTIVITIES	INDICATOR	TARGET FOR 2015	PROGRESS AND RESULTS ACHIEVED	BENEFICIARY
			storing of staff information). HR database (sample interface) is being designed and guidance definition is being drafted.	
2.6. Develop new interface for UXO Lao website and provide training to UXO Lao staff to maintain the website. Review/Update content of website	New interface developed and content reviewed.	New interface developed and website reviewed.	Complete - Three PO/PI staff were trained on how to update information on the UXO Lao website.	UXO Lao Team and Public
2.7. Assess capacities of UXO Lao procurement staff and provide training on new guidelines.		UXO Lao Procurement staff assessed and trained.	Complete - 5 staff of UXO Lao HQ were trained by UNDP staff on new procurement procedure updated by DIC, MPI.	UXO Lao HQ Team
2.8. Develop, regularly update and monitor annual procurement plan.		Procurement plan developed.	Complete - Logistics Unit in consultation with PO/PI Unit team on funding update was able to procure necessary equipment of UXO operation in 9 Provinces on time.	UXO Lao HQ Team and 9 Provinces
2.9. Assess contribution of UXO clearance on the livelihood of people and poverty reduction and undertake capacity building based on results.		Contribution of UXO clearance on livelihoods assessed.	In progress - One readiness assessment was conducted in the Salavane Province led by UXO Lao HQ team with technical support from DFAT. A full report was produced and distributed to key stakeholders both in Lao	

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PLANNED ACTIVITIES	INDICATOR	TARGET FOR 2015	PROGRESS AND RESULTS ACHIEVED	BENEFICIARY
2.10. Organize UXO Lao Annual Work Plan meeting.		UXO Lao AWP meeting held.	Completed - UXO Lao Work Planning Meeting for 2016 was held in December 2015 with key participants from 9 Provinces. and English.	
2.11. Undertake assessment of fleet and equipment in light with 19 teams closed down.		Assessment undertaken.	In progress - The list of fleet and equipment stood down in 2014 has been checked and updated in regular basis to ensure that those necessary equipment is ready to support for 17 standing down teams back to the operation in 2016.	UXO Lao HQ Team and 9 Provinces
2.12. Assess and compile assets.		Assets assessed and compiled.	In progress - assess checklist from provinces was updated monthly basis and certified by NPD on 6 months basis.	
2.13. Provide training on the use of IMSMA to staff in the provinces.		Staff in provinces trained on IMSMA.	Complete – training on IMSMA was conducted in Q1; a second training was delayed.	IM staff from all provincial office.
2.14. Coordinate, plan, monitor and report on clearance, roving, survey tasks.		Clearance, roving and survey tasks reported.	Completed - Completed one monitoring and mini-training on survey, roving and clearance.	Fields supported In 9 provinces.
2.15. Post training assessment of CHAs trained staff.		CHA-trained staff assessed.	Completed - TS and CHAs assessed and trained to the team in the fields and the	9 provinces.

OUTPUT 2: UXO Lao is better able to manage clearance and risk education programmes for the needs of communities at risk.				
PLANNED ACTIVITIES	INDICATOR	TARGET FOR 2015	PROGRESS AND RESULTS ACHIEVED	BENEFICIARY
			refresher course is planned for improving TS skills.	
2.16. Conduct Survey Trials & Provide CHAs Training.		Survey trials conducted and CHAs training held.	Completed - Completed survey trials and CHAs training in 2015 and planning to implement in 2016.	9 provinces.
2.17. Update the MRE curriculums, review/adapt MRE presentations.		MRE curriculum updated.	Delayed - due to lack of capacity.	
2.18. Design MRE books and posters and coordinate their dissemination		MRE books designed and disseminated.	Completed - Printed and disseminated to 9 provinces.	9 Provinces
2.19. Coordinate, plan and monitor MRE activities in the nine provinces.		MRE activities reported.	Partially completed – Three provinces (LPB, KM, SK) were visited and monitored on the progress of MRE activities.	Three provinces (LPB, KM, SK)
2.20. Produce and disseminate Annual UXO Lao Report, quarterly reports and other relevant information on UXO Lao activities via printed materials, websites and other media outlets.		Annual and Quarterly Reports disseminated on UXO Lao website.	Completed - Quarterly reports were produced and progress, field visits of donors, and related activities were uploaded to UXO Lao website. While annual report is being drafted.	
2.21. Training on Website maintenance and update.		Training held on website update.	Completed – Three staffs member trained in June 2015, 2 anyhow until December 2015, 2 of them were moved to other positions.	PO/PI staff

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PLANNED ACTIVITIES	INDICATOR	TARGET FOR 2015	PROGRESS AND RESULTS ACHIEVED	BENEFICIARY
2.22. Selection and analysis of potential media for UXO Lao MRE.		Potential media for MRE selected.	Delayed - due to lack of capacity.	
2.23. Revise/update content of public information (brochures, sign board etc.)		Public information materials updated.	Completed - The brochure will be printed out and disseminated in 2016.	UXO Lao in 9 provinces and public.
2.24. Produce Video of UXO Lao operations and develop dissemination strategy		Video of UXO Lao operations produced.	In progress - the concept has been drafted.	
2.25. Undertake field monitoring visits.		Field monitoring visits undertaken.	Completed - 3 field visits were undertaken in Xiengkhuang, Khammuane and Attapue to follow up the progress and prepare case studies for donors report.	
2.26. Conduct quarterly meeting.		Quarterly meeting conducted.	Completed - Quarterly meetings were conducted for reporting the progress of each quarter and planning for the next quarter.	
2.27. Develop donor profiles for UXO Lao.		Donor profiles developed.	In progress - regularly updated and reported to the Government.	
2.28. Capacity development on how to conduct assessment on the Contribution of UXO Clearance on Local Livelihood Improvement and Local Development.			Delayed - unfunded.	

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PLANNED ACTIVITIES	INDICATOR	TARGET FOR 2015	PROGRESS AND RESULTS ACHIEVED	BENEFICIARY
2.29. Produce case study of UXO clearance on Livelihood Improvement of Local People		One case study produced.	Delayed - unfunded.	
2.30. Conduct office visits to each province per year to review financial management capacities and provide training or support.		Nine visits (one per province) conducted.	Completed - 9 visits were conducted to follow up on the audit recommendations and to provide training to new finance staff in LPB.	Finance staff of 9 provinces.
2.31. Coordinate Performance Management of staff.			Completed – 9 visits were conducted to follow up on the audit recommendation on staff recruitment and staff profile and update on UNDP’s NIM procedures on HR.	9 provinces.
2.32. Recruit new staff to replace vacant positions for HQ and Provinces.			Completed – 48 resignations (11 women); 83 (22 W) new recruits for vacant positions including new Provincial Coordinator and Deputy Provincial Coordinator in Huaphanh, Champasak and Saravane provinces; Preparing to re-recruit 17 teams standing down since 2014 under US funding.	
2.33. Review completeness of HR information for entry into planned			In progress - software has been designed with JICA support.	9 provinces and HQ.

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PLANNED ACTIVITIES	INDICATOR	TARGET FOR 2015	PROGRESS AND RESULTS ACHIEVED	BENEFICIARY
new HR software.				
2.34. Undertake recommendations from capacity assessment report and formulate 3-year capacity development strategy with M&E framework based on current capacity baselines identified (continuous activity from 2014)			In progress - the Action Plan has been drafted.	
2.35. Together with the NRA, organize workshop to present outcomes of the capacity assessment and action plan.		Workshop organized to present Capacity Assessment.	Completed - The findings of the assessment was presented at the UXO Project Board Meeting.	
2.36. Conduct training on Project Cycle Management and RBM for UXO Lao staff (Planning, Reporting, Work Planning)		One training conducted.	Completed – NIM training delivered in October 2015.	
2.37. Provide specific-to-role trainings to UXO staff to improve UXO Lao management. capacity		One training provided to UXO staff.	Completed – Technical advisors provided throughout 2015 to train and assist UXO Lao staff.	
2.38. Provide management advice and support to UXO Lao on technological and systems advancements and improvements that are appropriate when identified.			In progress - the report on technological trial was produce by GICHD.	
2.39. Prepare inputs for UXO Sector			Completed - UXO Lao attended	

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PLANNED ACTIVITIES	INDICATOR	TARGET FOR 2015	PROGRESS AND RESULTS ACHIEVED	BENEFICIARY
Technical Working Group meetings.			and contributed to all meetings organized by NRA.	
2.40. Participate in the First Review Conference of the CCM.		Attendance of 1RC CCM and input to statements.	Completed – UXO Lao Director attended the first review conference of the CCM in September 2015, conducted in Dubrovnik, Croatia.	
2.41. Participate in the UN Programme Managers and Advisors Meeting		Participation	Completed - UXO Lao Director and Chief Technical Advisor of UNDP attended the meeting in February 2015, held in Geneva, Swiss.	
2.42. Mobilise resources for project implementation.		Adequate resources for 2015 AWP mobilized.	Completed – mobilized for the operation activities while some of the training course budget were unfunded.	
<b>Activity Result 3 - Provide training for all clearance personnel to national standards.</b>				
3.1. Conduct EOD1 Courses		2 EOD1 courses conducted.	Delayed - unfunded.	
3.2. Conduct EOD2 Courses		2 EOD2 courses conducted.	Partially Completed - One course conducted during June – July at UXO Lao training center with 12 section commander staffs attended, the rest has not been conducted due to funding	



OUTPUT 2: UXO Lao is better able to manage clearance and risk education programmes for the needs of communities at risk.				
PLANNED ACTIVITIES	INDICATOR	TARGET FOR 2015	PROGRESS AND RESULTS ACHIEVED	BENEFICIARY
3.2. participate in EOD level 4 Training Course		2 staff participated in EOD level 4 Training Course	not available. Completed - 2 staff participated in EOD level 4 Training Course organized by NRA in SVK Province.	SK and SVK
3.3. Conduct Technical Survey and RE Course.		1 technical survey and RE course conducted.	Completed - One course conducted during September – October at training center.	
3.4. Conduct Medic Refresher Courses.		2 Medic refresher courses conducted.	Delayed - unfunded.	
3.5. Conduct Medics courses.		2 Medics courses conducted.	Delayed - unfunded.	
3.6. Conduct training on bomb cutting.		1 bomb cutting training conducted.	Completed - 7 times conducted during March-September 2015 at training center.	
3.7. Review and update Medical Training Manual and Plan.		Manual and Plan updated.	Delayed - unfunded.	
3.8. Conduct a Training of Trainers Field Trauma Medic Course (instructor and costs provided by ICRC)		Training of trainers conducted.	Delayed - unfunded.	
3.9. Review and update training plans, as well as data of graduates on a regular basis.		Updated data and plans available.	Delayed - unfunded.	
3.10. Post training assessment for		Training assessments	Delayed - unfunded.	

OUTPUT 2: UXO Lao is better able to manage clearance and risk education programmes for the needs of communities at risk.				
PLANNED ACTIVITIES	INDICATOR	TARGET FOR 2015	PROGRESS AND RESULTS ACHIEVED	BENEFICIARY
all trained staff.		available for all staff.		
3.11. Construction of new UXO LAO Training Center for UXO Lao incl. update of equipment.		Construction of training center completed.	Completed - one class room building was completely constructed.	
<b>Activity Result 4 - Review and adopt improved technology where possible for effective and efficient operations (technological and methodological innovations and sector best practices)</b>				
4.1. Implement Project for Strengthening Management Capacity for UXO Lao Information		Project implemented.	In progress - back office IT system has been designed.	
4.2. Participate at and conduct workshops with CMAC for Second Phase of South-South Cooperation		Workshops undertaken.	Completed – the first session on (1) Ownership and Partnership Capacity Building and (2) Project Management and M&E conducted in November 2015, Phnom Penh, Cambodia.	
4.3. Conduct the Brush Cutter Project		Brush cutter trial completed.	In progress – the training course has been conducted four times; the SOP has been drafted; a trial has been performed.	

## 2. Financial Management

### Financial Information Summary for the Year Ending 31 December 2015

#### Summary of Funds Received (in USD) for the year ending 31 December 2015

Fund Sources	Earmarked	Unearmarked	Total	% to Total
<b>UNDP-Managed Funds</b>				
Government of Australia	777,277.00		777,277.00	15%
Swiss Development Cooperation (SDC)		752,000.00	752,000.00	14%
Government of Canada	655,802.00		655,802.00	12%
Government of Ireland		380,000.00	380,000.00	7%
Government of the Grand Duchy of Luxembourg		165,929.00	165,929.00	3%
Republic of Korea (CPR TTF)		40,000.00	40,000.00	1%
Others		414.00	414.00	0%
	<b>1,433,079.00</b>	<b>1,338,343.00</b>	<b>2,771,422.00</b>	<b>52%</b>
<b>Bilateral Funds</b>				
US Sterling	1,671,843.00		1,671,843.00	31%
Japan International Cooperation System (JICS)	679,096.57		679,096.57	13%
World Without Mines	114,366.00		114,366.00	2%
Norwegian People's Aid (NPA)	7,000.00		7,000.00	0%
Intrepid Foundation	2,206.20		2,206.20	0%
Japan Mine Action Service (JMAS)	1,107.65		1,107.65	0%
	<b>2,475,619.42</b>		<b>2,475,619.42</b>	<b>47%</b>
<b>Government Contributions and Others</b>				
Lao PDR Government Contribution	53,802.98		53,802.98	1%
Others		9,715.52	9,715.52	0%
	<b>53,802.98</b>	<b>9,715.52</b>	<b>63,518.50</b>	<b>1%</b>
<b>Total</b>	<b>3,962,501.40</b>	<b>1,348,058.52</b>	<b>5,310,559.92</b>	<b>100%</b>
<b>% to Total</b>	<b>75%</b>	<b>25%</b>	<b>100%</b>	

#### Budget vs Actual Expenditures

	Fund Sources			Total
	UNDP-Managed Funds	Bilateral Funds	Gov't Contribution & Others	
Budget	4,329,683.00	3,941,670.00		8,271,353.00
Actual Expenditures	4,251,243.23	3,487,193.11	37,297.81	7,775,734.15
<b>Budget Variance (Budget vs. Actual)</b>	<b>78,439.77</b>	<b>454,476.89</b>	<b>(37,297.81)</b>	<b>495,618.85</b>
<b>Budget Variance %</b>	<b>2%</b>	<b>12%</b>		<b>6%</b>

Summary of Fund Balances (in USD)

	Fund Balance, 1 Jan. 2015	Funds Received	Funds Used	Fund Balance, 31 Dec. 2015	% to Total
<b>UNDP-Managed Funds</b>					
Government of Australia	724,300.00	777,277.00	346,208.19	1,155,368.81	
Swiss Development Cooperation (SDC)	10,477.00	752,000.00	432,798.26	329,678.74	
Government of Ireland	180,530.00	380,000.00	297,674.07	262,855.93	
Government of the Grand Duchy of Luxembourg	142,765.00	165,929.00	84,342.99	224,351.01	
Government of New Zealand	1,371,883.00		1,193,159.85	178,723.15	
Republic of Korea (CPR TTF*)	1,014.00	40,000.00	37,632.57	3,381.43	
European Union	224,769.00		377,572.02	(152,803.02)	
Government of Canada	4,051.54	655,802.00	659,853.54	-	
Norwegian Agency for Development Cooperation (NORAD)	784,991.46		784,991.46	-	
Government of Belgium	36,533.72		36,533.72	-	
Others	62.56	414.00	476.56	-	
	<b>3,481,377.28</b>	<b>2,771,422.00</b>	<b>4,251,243.23</b>	<b>2,001,556.05</b>	<b>87%</b>
<b>Bilateral Funds</b>					
Japan International Cooperation System (JICS)	727,721.38	679,096.57	1,184,541.65	222,276.30	
US Sterling	18,424.23	1,671,843.00	1,680,023.27	10,243.96	
Norwegian People's Aid (NPA)		7,000.00		7,000.00	
Intrepid Foundation	4,049.58	2,206.20	2.00	6,253.78	
Grant Assistance for Grassroots (GGP) - Japan Embassy	491,958.69		491,189.02	769.67	
Japan ASEAN Integration Fund (JAIF)	711.00			711.00	
Japan Mine Action Service (JMAS)		1,107.65	433.24	674.41	
Poland	16,700.00		16,637.92	62.08	
World Without Mines		114,366.00	114,366.01	0.01	
	<b>1,259,564.88</b>	<b>2,475,619.42</b>	<b>3,487,193.11</b>	<b>247,991.19</b>	<b>11%</b>
<b>Government Contribution and Others</b>					
Lao PDR Government Contribution	22,574.17	53,802.98	33,063.19	43,313.96	
Others	608.02	9,715.52	4,234.62	6,088.92	
	<b>23,182.19</b>	<b>63,518.50</b>	<b>37,297.81</b>	<b>49,402.88</b>	<b>2%</b>
<b>Total</b>	<b>4,764,124.35</b>	<b>5,310,559.92</b>	<b>7,775,734.15</b>	<b>2,298,950.12</b>	<b>100%</b>

\*Crisis Prevention and Recovery Thematic Trust Fund (CPR TTF)

Summary of Expenditures by Location

Location	Total	% to Total
<b>UXO Lao Provincial Offices</b>		
Xiengkhouang (XK)	1,060,747.98	14%
Savannakhet (SV)	974,744.86	13%
Salavane (SL)	712,426.32	9%
Sekong (SK)	698,685.77	9%
Khammouane (KH)	549,721.12	7%
Champasack (CH)	501,853.23	6%
Attapue (AT)	497,003.29	6%
Luang Prabang (LP)	477,678.82	6%
Huaphanh (HP)	445,953.44	6%
UXO Lao National Office (NO)	755,016.38	10%
UXO Lao Training Center (TC)	77,971.22	1%
UNDP Direct Payments	1,023,931.72	13%
<b>Total</b>	<b>7,775,734.15</b>	<b>100%</b>

**Summary of Actual Expenditures by Funding Source (in USD)**

Expenditures	Fund Sources				% to Total
	UNDP- Managed Funds	Bilateral Funds	Gov't Contribution & Others	Total	
<b>Personnel Expenses</b>					
Salaries and Allowances	2,624,446.68	2,426,973.75	380.76	5,051,801.19	
	<b>2,624,446.68</b>	<b>2,426,973.75</b>	<b>380.76</b>	<b>5,051,801.19</b>	<b>65%</b>
<b>Operating Expenses</b>					
Repairs and Maintenance	278,109.73	255,241.80	5,262.21	538,613.74	
Fuel	254,479.08	234,516.79	2,880.75	491,876.62	
Utilities	44,190.88	45,719.20	696.60	90,606.68	
Stationeries	20,712.26	17,444.95		38,157.21	
Office Rental	5,216.83	6,284.52	22,800.00	34,301.35	
Telephone/Fax Charges	15,363.73	14,022.59		29,386.32	
Security/Explosive Storage	7,426.07	15,344.43		22,770.50	
Insurance	8,012.32	7,638.87		15,651.19	
Ferry Tickets		11,680.55		11,680.55	
Freight and Postal Handling	3,418.61	2,636.33		6,054.94	
Printing		3,944.23	232.42	4,176.65	
Sundries	8,254.78	11,784.21	108.05	20,147.04	
	<b>645,184.29</b>	<b>626,258.47</b>	<b>31,980.03</b>	<b>1,303,422.79</b>	<b>17%</b>
<b>Special Operating Expenses</b>					
General Management Support	312,837.84			312,837.84	
Trainings and Workshops	40,418.52	151,035.44	3,798.20	195,252.16	
Grants - NGO Window	34,125.00			34,125.00	
Auditing	4,322.00	8,750.00		13,072.00	
Representation		7,303.50	1,102.61	8,406.11	
Licenses		3,034.94		3,034.94	
Bank Charges	839.75	1,591.51	36.10	2,467.36	
Advertising		768.90		768.90	
Foreign Currency (Gain) Loss	(2,114.87)			(2,114.87)	
	<b>390,428.24</b>	<b>172,484.29</b>	<b>4,936.91</b>	<b>567,849.44</b>	<b>7%</b>
<b>Non-Expendable Equipment</b>					
Office and Computer Equipment	39,212.43	20,572.00		59,784.43	
CA Presentation Equipment	14,876.80	5,593.56		20,470.36	
Office Furniture	4,124.59	5,178.18		9,302.77	
Vehicles	4,654.01			4,654.01	
Safety and EOD Equipment	3,396.90	320.25		3,717.15	
	<b>66,264.73</b>	<b>31,663.99</b>		<b>97,928.72</b>	<b>1%</b>
<b>Expendable Materials</b>					
Explosives	236,818.78	6,524.08		243,342.86	
Personnel/Medical Supplies	114,780.34	92,576.98		207,357.32	
EOD Supplies	87,167.02	62,117.14		149,284.16	
CA Supplies	47,190.52	35,728.75		82,919.27	
Office Supplies	38,962.63	32,865.77		71,828.40	
	<b>524,919.29</b>	<b>229,812.72</b>		<b>754,732.01</b>	<b>10%</b>
<b>Total</b>	<b>4,251,243.23</b>	<b>3,487,193.22</b>	<b>37,297.70</b>	<b>7,775,734.15</b>	<b>100%</b>

### 3. Project Management and Oversight

- **Monitoring and Evaluation**

In the third quarter of 2015, UNDP commissioned an evaluation of the UN/UNDP's support to Mine Action in Lao PDR during the period 2013-2015. This was conducted in parallel with an evaluation of UNDP's global support to Mine Action undertaken by the Independent Evaluation Office (IEO). For the former, stakeholder interviews and a desk study were undertaken, and for the latter, case studies were completed in three provinces to establish the impact of UNDP's support to clearance work. The Lao PDR-specific evaluation is currently being finalized and will be published during early 2016. Also during 2015, as noted above, UNDP supported an assessment of NRA's monitoring and evaluation capacity, and has outlined a concept for improving data management within the organization over the next 2-3 years.

- **Risk Management**

A number of risks were noted in the previous Annual Report for 2014. These included the issue of high dependency on donor contributions to fund the work of the UXO sector. This is being managed by UNDP's strong support to resource mobilization, as well as by UNDP's advocacy for greater involvement of the Government of Lao PDR in the sector. UNDP's UXO Unit is also engaged in regular communications with current donors. Another risk identified was lacking capacity in both NRA and UXO Lao to fulfil their mandates. UNDP is working to address this by supporting the process of developing a clear Capacity Development Action Plan at the activity-level. This will guide capacity-development efforts for both organisations and will be integrated into UNDP's next project for the sector. Another risk emerging more recently is that of misunderstanding by Development Partners of the exact nature and process of evidence-based survey. This is being addressed by efforts to communicate more clearly the details and limitations of the method.

- **Communication and Advocacy**

During the reporting period, UNDP was instrumental in advocating for new targets for the UXO sector to be included in the 8<sup>th</sup> National Socio-Economic Development Plan. Also, the UXO sector was represented by NRA and UXO Lao (with UNDP's support, and with contributions from various other operators) at the Exhibition of the High Level Round Table Meeting in November 2015. The linked high-level visit by UNDP Administrator Helen Clark also allowed UXO Lao to communicate its work through a field visit in Luang Prabang. Earlier in the year, a media field trip was organized by the NRA in June in Luang Prabang, from which more than ten articles were published detailing the work of the sector. In terms of advocacy, UNDP has also used its position as co-chair of the UXO Sector Working Group to advocate for detailed prioritisation of clearance tasks by the NRA within Confirmed Hazardous Areas (CHA) in Focal Development Areas (FDA).

Additionally, UXO Lao was represented at the "Bridging towards the mine free world South-South Cooperation in Mine Action" event in Japan and USA. In June, the Director for UXO Lao participated CCM review meeting in Switzerland, and he was also present at the First Review Meeting of the CCM in Croatia in September. UXO Lao exhibited during the 9th ASEAN-China Forum, conducted from 28-30 July 2015 at Lao Plaza Hotel.

#### 4. Management Responses and Recommendations

Nexia STT was contracted to undertake an audit of the Support to the Lao National UXO Programme (UXO Lao) project in February 2016, covering the year ending 31 December 2015. The preliminary findings of the Audit noted three observations in the areas of Finance and Asset Management. A general observation was made by the auditor that the findings were an improvement on 2014.

In August, an evaluation was undertaken of the UN and UNDP's support to the UXO sector from 2012 to 2015. The report has been shared with all Development Partners in early 2016. Key findings of the evaluation included that UNDP's support remains relevant to the Government of Lao PDR's priorities, but that the causal link between UXO contamination and poverty is still not empirically proven. It was also found that data is not collected to monitor outcome-level progress, and that this should be a central focus of the next UNDP programme. Thirdly, the evaluation found that more community-level communication is needed in the transition from request-based to evidence-based survey and clearance. The evaluation also found that operationalizing the NGO "window" of the UXO Trust Fund has taken a long time and that there are major concerns about the sustainability of the sector, which is currently almost fully-reliant on international donor funding.

Matters for consideration by Management in 2016 include those outlined in the Lessons Learned Annex. During 2016, UXO Lao will work to improve its financial management with the support of the new UNDP Technical Advisor for Finance, who arrived in late December 2015. UXO Lao will also work to improve its data management by upgrading to the version of IMSMA that is used by the NRA – this will allow for easier contribution to sectoral-level data, which will support planning. UXO Lao will continue to transition to the survey-based methodology and will continue to report on the number of Cluster Munitions found per hectare on average, although this will not be expected to continue rising at the speed it did in 2015. Also, UXO Lao will work to report more clearly on the share of clearance work undertaken in CHAs and the share undertaken outside of CHAs, specifically in areas where development partners request clearance for projects. UXO Lao will continue in 2016 to be supported by the UNDP UXO Unit, including the Chief Technical Advisor, Technical Advisor for Finance, and the United Nations Volunteers supporting Programme, all of whom will be in place for the full year 2016. UXO Lao will work on case studies in 2016 to consider the impact of clearance on populations, and will also work with James Madison University to assess and address training needs of management."

**OFFLINE RISK LOG**

<b>Project Title:</b> Support for the institutional Strengthening of the National Regulatory Authority for the UXO /Mine Action Sector (NRA) and of the Lao National UXO Programme (UXO Lao) 2013-2016.	<b>Award ID:</b> 00063618 (UXO Lao) <b>Date:</b>
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	UXO Lao may face a gap in funding for the activities in its 2016 Work Plan.	Dec 2015	Financial	UXO Lao could be forced to reduce activities or staff in case of a financial shortfall. P – 1 I – 4	UNDP continues to support collaboration with UXO Lao’s other major partners to ensure coordinated support to cover key activities.	PO-PI	PO-PI	Dec 2015	No change.
2	UXO Lao’s capacity to deliver planned	Dec 2015	Organizational	If staffing is not maintained, then reduced capacity could	UXO Lao should ensure any departures of staff	NPD	PO-PI	Dec 2015	No change



	activities could be reduced by changes in staffing.			impact management efficiency and resource allocation. P – 2 I - 3	are addressed swiftly to avoid capacity gaps emerging.				
3	Extreme climate conditions could reduce the accessibility of target areas for clearance teams.	Dec 2015	Environmental	Flooding or unusually heavy rain may slow progress on planned activities or entail physical risks. P = 2 I = 2	UXO Lao will ensure SOPs and National Standards are followed.	Ops	PO-PI	Dec 2015	No change.
4	UXO Lao's effectiveness in maximizing poverty reduction outcomes may be reduced by poor task prioritisation.	Dec 2015	Strategic	UXO Lao will clear CHAs according to Government of Lao's priorities. If these are not correctly set, positive outcomes may be hindered. P = 3	Prioritisation is outside of UXO Lao's mandate. UNDP will advocate for transparent prioritisation by the LNCRDPE.	PO-PI	PO-PI	Dec 2015	No change.

5	Communities in contaminated areas may be confused by the change from request-based to survey-based clearance.	Dec 2015	Other		I = 3 If not communicated clearly, the change away from request-based land clearance may fail to gain the support of communities. P = 1 I = 1	UXO Lao will work to communicate the methodology and results of the new approach in various media.	PO-PI	PO-PI	Dec 2015	No change.
6	Clearance staff may be harmed during the dangerous process of bomb disposal.	Dec 2015	Operational		Clearance staff may be hurt in accidents dealing with unexploded ordnance. P = 1 I = 4	UXO Lao will monitor and support compliance with SOPs to minimise security risks.	Ops	PO-PI	Dec 2015	No change.

LESSONS LEARNED LOG

<p><b>Project Title:</b> Support for the institutional Strengthening of the National Regulatory Authority for the UXO /Mine Action Sector (NRA) and of the Lao National UXO Programme (UXO Lao) 2013-2016.</p>	<p><b>Award ID:</b> 00063618 (UXO Lao)      <b>Date:</b> 20 January 2016</p>
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#	Type	Date Identified	Successes	Shortcomings	Recommended Solutions	Submitted, updated by
1	Project Management			<p>In early 2015, UXO Lao Khammuane office faced the financial shortfall due to the late submission of the proposal to WWM in late 2014 which makes the money comes late too.</p>	<p>In the future, UXO Lao has to make sure that the submission of proposal and other supporting documents needs to be on time to avoid the funding gap.</p>	PO-PI, UXO LAO
2	Project Management			<p>Since August until late 2014, there were 4 person leaved PO-PI Unit and only one remained, resulting in the Unit facing some difficulties in term of creating project proposal, budget plan, and reports and so on.</p>	<p>UXO Lao should ensure that recruited new staffs needs to be quickly and on time to make the work keep going.</p>	PO-PI, UXO LAO

3	Project Management/P roject Results		<p>In the mid of 2015, UXO Lao held the semiannual meeting in Attapue province, on second week of July 2015, with the key participants from UXO Lao HQ and 9 provinces to review progress and identified issues to implementation and this help to make the productivity increasing with the full implementation of the New Concept of Operations in the second half year of 2015.</p>	<p>The productivity or number of CM found per hectare seems to be too low in the first half year of 2015, it was due to the understanding of provincial management team on the New Concept of Operations was still limited including staff trained on new survey procedure and the linkage of CHAs survey to CHAs Clearance Operation was also not well integrated.</p>		PO-PI, UXO LAO
4	Project Management			<p>In 2015, many activities could not complete as planned, that caused by the timing management issue which make some works delayed and not implemented.</p>	<p>PO-PI Unit should hold the progress meetings regularly to reviewed progress of activities and to make sure that all activity followed the work plan.</p>	PO-PI, UXO LAO
5	Other			<p>During 2015, Khammuane was flooded and UXO Lao's activities were slowed down. The potential</p>	<p>Less clearance operation in the risk area (flooding area).</p>	PO-PI, UXO LAO

									for such weather disturbances should be factored into planning of UXO Lao's operations.			
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PREPARED BY PROGRAMME OFFICE AND PUBLIC INFORMATION UNIT, UXO LAO

Mr. Saomany Manivong,

Date: 07 APR 2016

APPROVED BY NPD

Mr. Thiphasone Soukhathammavong,

Date: 07 APR 2016

RECEIVED AND REVIEWED BY UNDP RESIDENT REPRESENTATIVE IN LAO PDR

Charles Chauvel, Country Director a.i. / RRA.i

br

Ms. Kaarina Immonen

Date: 08 Apr 2016