

LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRATIC UNITY PROSPERITY

Ministry of Agriculture and Forestry



POVERTY REDUCTION FUND

PHASE III

SIX MONTH PROGRESS REPORT

(January – June 2018)

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Abbreviations

AWPB	Annual Work Plan and Budget
AFN	Agriculture for Nutrition
CD	Community Development
CDD	Community Driven Development
CFA	Community Force Account
CLTS	Community-Lead Total Sanitation
DAFO	District Agriculture and Forestry Office
Deepen CDD	Deepen Community Driven Development
DPO	District Planning Office
DRM	Disaster Risks Management
DSEDP	District Social Economic Development Plan
EM	Energy And Mine
FRM	Feedback and Resolution Mechanism
GESI	Gender Equity and Social Inclusion
GOL	Government of Lao
GIS	Geography information system
HH	Household(s)
HR	Human Resource
IE	Internal Evaluation
IEC	Information, Education, Communication
IGA	Income Generating Activities
KBF	Kum Ban Facilitator
KDPs	Kum Ban Development Plans
KPIs	Key Performance Indicators
LAK	Lao Kip (Lao Currency)
LN	Livelihood and Nutrition
LWU	Lao Women Union
LYU	Lao Youth Union
M&E	Monitoring and Evaluation
MIS	Management information system
MTR	Mid-Term Review

NGPES	National Growth and Poverty Eradication Strategy
NCRDPE	National Committee for Rural Development and Poverty Eradication
NGOs	None Governmental Organizations
NPL	Non Performance Loan
NRDS	National Rural Development Strategy
ODF	Open Defecation Free
PAFO	Provincial Agriculture and Forestry Office
PRF	Poverty Reduction Fund
PM	Prime Minister
PMT	Project Management Team
RMG	Road Maintenance Group
SDC	Swiss Agency for Development and Cooperation
SHGs	Self Help Groups
SHP	Strategic Healthcare Program
#SP	Number of sub-projects
STEP	Systematic Tracking of Exchanges in Procurement
TOT	Training of Trainers
VDP	Village Development Plan
VFRC	Village Feedback and Resolution Committee
VIT	Village Implementation Team
VMC	Village Multipurpose Center
VMC	Village Mediation Committee
WB	World Bank

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Executive Summary

The overall goal of the Poverty Reduction Fund (PRF) is to create stronger links between the local government service provision and the aspirations of villagers. PRF staff at district, provincial and national levels provides the necessary coordination, develop capacities and build linkages. A forum has been created at district level where villagers and district authorities meet regularly to discuss together development priorities and plans, and reach compromises that will satisfy all parties.

This report covers the implementation period from January – June 2018 and also provides a summary of the implementation of PRF key activities. It covers some works of Cycle XIV implementation (2017), the implementation progress of the Cycle XV (2018) and planning for Cycle XVI (2019), which will be the last cycle of PRF III. The achievement of each indicator against identified targets in the PRF III Results Framework is described as well as other details related project management and cooperation.

For PRF III, the Village Development Plans (VDPs) of 1,820 villages (131 poorest, 1,395 poor and 294 moderately poor villages) have been prepared and integrated in 263 Kum ban Development Plans (KDPs), and a total of 5,335 priorities were selected by the communities. For the Cycle XV, there were 335 sub-projects supported by PRF and located in 326 villages (26 poorest, 252 poor and 48 moderately poor villages).

On the livelihood-linked nutrition activities (LN), 915 Self-Help-Groups (SHGs) have been established with 10,220 members in 165 villages located in 7 districts (Houaphanh and Savannakhet provinces). 85% of the SHG members are female. With a total budget of US\$1.23 million supported by the project, US\$1.22 million has been used for loans (99% of the total SHGs seed-grants) and has been invested in various income-generating activities including nutrition-oriented livelihoods. Loans have been taken out by 9,962 members representing 97.5% of the total number of SHG members. SHG savings have progressively increased from US\$ 89,801 at the end of PRF II to over US\$ 217,144 as of April 2018. At the end of this semester, the PRF completed a SHGs quick field assessment to determine levels of SHG maturity and use of SHG loans for livelihood investments. The number of loans for livelihood investments has already exceeded the target by 23%.

For the Cycle XV (2018), the total agreed Government contribution to PRF is LAK 11 billion (approximately US\$1.38 million). This contribution will support the implementation of 38 sub-projects. Therefore, for the last year of PRF III (2019), the Government will need to allocate approximately LAK 37 billion or USD \$4.62 million which will add up to the full GoL contribution (USD \$6 million) as agreed in the financial agreement of PRF III .

In April 2018, PRF shared the list of 131 sub-projects with an total estimated costs of LAK 37 billion to the Ministry of Agriculture and Forestry (MAF) through the Department of Planning and Finance (DoPF) for consideration and approval.

The mission team confirmed that the PRF III is on track to achieve its development objective, with nearly all intermediate indicator targets already reached or within reach by year's end. The mission also observed well-operating SHGs with full loan repayment and regular monthly savings, but this is not the case in many other places and data regarding repayment remains unreliable and in urgent need of review and verification. A steady process of engagement will be needed to stabilize the SHG portfolio and move the members toward production groups. Finally the mission team highlighted that \$4.67 million from the Government counterpart financing has not yet been transferred. . If some of the funds are not provided until 2020, this will entail additional costs for staff and operations to effectively monitor and support government-financed sub-project completion. The PRF team has prepared scenarios for responding to government budget decisions to be made in September 2018 and these will be reviewed at that time in the case that all required funds are received.

The planning, design and approval for project Cycle XV was completed earlier this year compared with the Cycle XIV. A total of 335 sub-projects were approved (297 sub-projects for IDA funding and 38 sub-projects for GoL) with a total value of US \$10.76 million. Procurement was completed in early March 2018 and the majority of sub-projects are expected to be completed before the end of the raining season 2018. At the end of May 2018, 330 out of 335 sub-projects are active. The average sub-project progress rate is about 78.8% with 153 sub-projects completed while 177 sub-projects are still being implemented, and 5 sub-projects are still inactive, and the total sub-projects disbursement reaches US\$ 6,067,820.

Following the promising results of the Road Maintenance Group (RMG) pilots in 2017, that both promoted road maintenance and provided income support to poor households, work has commenced to extend the RMG program in 2018. The training took place in June 2018 in preparation of extending the program to 24 districts in 7 provinces covering 54 roads (all the road sub-projects in 2017). In total the 74 RMGs (360 members) will support the maintenance of approximately 340.34 km of roads. This new activity demonstrates the versatility of PRF staff in implementing different types of rural development interventions. A baseline survey to evaluate the impact of RMG work will be conducted by an external firm during the second semester.

Together with the implementation of Cycle XV, PRF also started to prepare the Cycle XVI. The planning review at the district coordination meeting started in February-March 2018 and the list of sub-projects under the Government funding (131 sub-projects for a total value of LAK 37 billion) was submitted to the Ministry of Agriculture and Forestry (MAF) and shared with Ministry of Planning and Investment (MPI) in May 2018 for approval and integration in the annual budget of the Government. In preparation for 2019, district and planning coordination meetings were organized during February and March 2018 with a total of 412 sub-projects identified. The survey design is expected to be completed by September 2018, and the procurement will be conducted before the end of 2018 so that the implementation can start early 2019.

Chapter I: Project background

PRF at a glance

The Poverty Reduction Fund (PRF) operates as an autonomous body under the Ministry of Agriculture and Forestry (MAF). Its role is to contribute to social and economic development towards poverty alleviation for all, especially among the ethnic minorities living in remote areas. The PRF operates based on the decree and law of the Lao People's Democratic Republic and under the guidance of the chair of the PRF's Administrative Board. The PRF was established with the specific goal of improving access to key public services, by building critical social and economic infrastructure at the village level within the country's poorest districts. The PRF is based on a model of participatory community development that had proven successful in other South East Asian contexts.

Our role

We facilitate and support poorest and poor communities to identify, plan, implement, supervise, monitor and maintain sub-projects funded by the Government of Lao (GOL), the World Bank and the Swiss Agency for Development and Cooperation (SDC). We provide advice and support to communities in poor and remote areas on the planning and implementation of the priorities they have identified, and enhance the linkage between local authorities and communities in the rural development area.

In addition PRF III continues to support the Livelihood-linked Nutrition (LN) pilot program¹ commenced during PRF II in the poorest priority districts within Huaphan Province (Hiem, Xamtay, and Xiengkhor Districts) and Savannakhet Province (Sepon and Nong Districts). The LN program aims to develop and test innovative livelihood-focused community driven activities, enabling rural households to improve their livelihoods, well-being and nutrition through group based activities. During PRF III the LN program has supported capacity development for village self-help groups (SHGs), predominantly women, to plan and implement nutrition-sensitive livelihood activities and to enhance their financial literacy. The small livestock and home gardens supported under the SGH revolving loans are designed to increase dietary diversity and food intake of pregnant and lactating mothers and children below the age of two. Other SHG lending supports income generating activities, food security and health emergencies.

¹ Formally referred to as the Nutrition Enhancing Livelihood Development component of PRF III.

Our objective

To improve the access to and the utilization of basic infrastructure and services for the project's targeted poor communities in a sustainable manner through inclusive community and local development processes.

Our staff

There is 268 staff in total operating at the central office in Vientiane capital, 10 provinces and 43 targeted districts. Our head office is based in Vientiane capital, and we have 42 district offices² and provincial offices in the 10 provinces we cover throughout the country.

Our budget

The third phase of PRF, PRF III, has a total envelope of US\$54,000,000 over a 3-year implementation period (2017-2019). While the main implementation period will be through the end of 2019, disbursements will continue until mid- 2020, including Livelihood-linked Nutrition (LN) pilot activities.

Table 1: PRF total budgets for PRF III (2017-2020)

Source of Fund	Original Budget (US\$)
Government of Lao PDR*	6,000,000
International Development Association (IDA)	30,000,000
Switzerland: Swiss Agency for Development and Cooperation (SDC)	18,000,000
Total	54,000,000

**Note: Excluding community contributions.*

Source: Operation Manual, August 2016

The way we work

PRF uses a Community Driven Development (CDD) approach, whereby communities themselves decide on how resources are allocated, manage sub-project funds, and implement sub-projects. Extensive facilitation and training is provided through the project to ensure that all community members, including women and different ethnic groups, participate in the decision-making process and benefit from the project. The project builds local capacity by providing technical support for communities, over a number of years, to help solve problems and resolve conflicts. It also aims to create stronger links between the local authorities and communities.

² There are 43 districts are covered by PRF III, but there are 42 districts offices because Beng and La districts in Oudomxay province share an office. These 43 districts are within the 48 districts identified as the poorest by the Lao Government

PRF staffs at the district, provincial and national levels help to coordinate and facilitate these linkages.

The PRF also works under six core principles that provide the basis for program implementation as well as for monitoring and evaluation:

- 1) Simplicity
- 2) Community Participation and Sustainability
- 3) Transparency and Accountability
- 4) Wise Investment
- 5) Social Inclusion and Gender Equality
- 6) Siding with the Poorest

The PRF III (2017-2019) is composed of the following four components: (i) Community Development Grants, (ii) Local and Community Development Capacity Building Support and Learning, and (iii) Project Management; and (iv) Nutrition Enhancing Livelihood Development pilot.

Chapter II: Achievement and Analysis

2.1. Implementation progress to date

2.1.1. PRF Poverty Targeting

The selection of PRF target locations was prepared in line with the poverty map that was developed by the Lao Statistic Bureau with the assistance of the World Bank, and based on the Census 2015 and the LECS V (2012-2013) (Operation Manual, August 2016). Consideration was also given to the capacities established under earlier phases of PRF to enable PRF to operate in the same geographical areas where institutional capacity had already been established and partnerships developed. Criteria that were used to select Kum ban were as follows:

1. The sub-grant budget allocation should be based on Kum ban population
2. Should be in provinces and districts where the PRF is already operating
3. Kum ban with high poverty head count and poor access to basic socio-economic infrastructure should be prioritized
4. Kum ban/districts should not have similar projects or receive other support from the Government, donors or private sector
5. Kum ban should not be impacted by hydro power projects
6. Should be cost effective: districts with less than 3 Kum ban considered as poor will not be covered as the operating costs will be high relative to the value of sub-project investments.

Based on these criteria, the PRF III operates in 10 provinces, 43 districts and 263 Kum ban. While 216 Kum ban were already covered during the PRF II period (82%), there are 47 new Kum ban in the PRF III that will need greater attention in terms of capacity building.

In regards to the Kum ban budget allocation, estimated kum ban population size is taken into consideration as well as distance of each kum ban from the district center.

Table 2: Kum ban Allocation of PRFIII

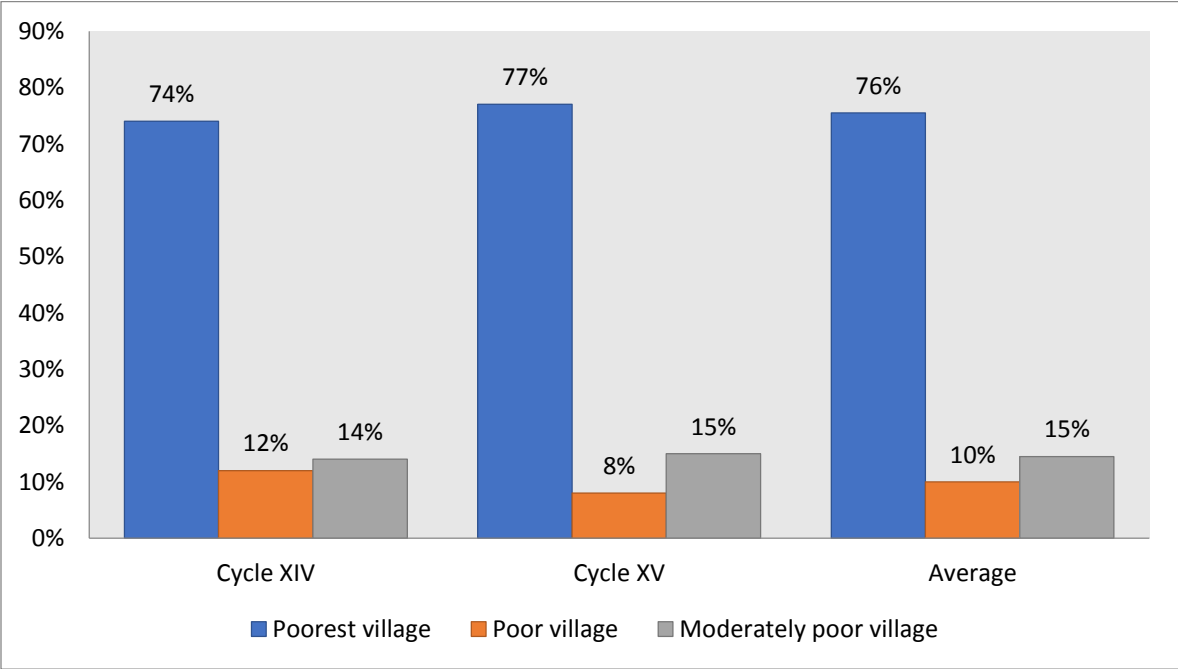
Kum ban population	Amount allocated for each Kum ban per cycle	Total amount allocated for each Kum ban in PRFIII (3 sub-projects cycles)
<2,000 persons	\$35,000 (280,000,000 LAK)	\$105,000 (840,000,000 LAK)
2,000 to 2,500 persons	\$40,000 (320,000,000 LAK)	\$120,000 (960,000,000 LAK)
>2,500 to 4,000 persons	\$45,000 (360,000,000 LAK)	\$135,000 (1,080,000,000 LAK)
>4,000 persons	\$50,000 (400,000,000 LAK)	\$150,000 (1,200,000,000 LAK)

Source: Operation Manual, August 2016

Based on community perception of their poverty status, and based on Lao PDR poverty criteria related to access to basic services, on average around 10% of the potential village beneficiaries for PRF III are in the “poorest” category, 76% are in the “poor” category and around 15% in the “moderately poor” category (Figure 1).

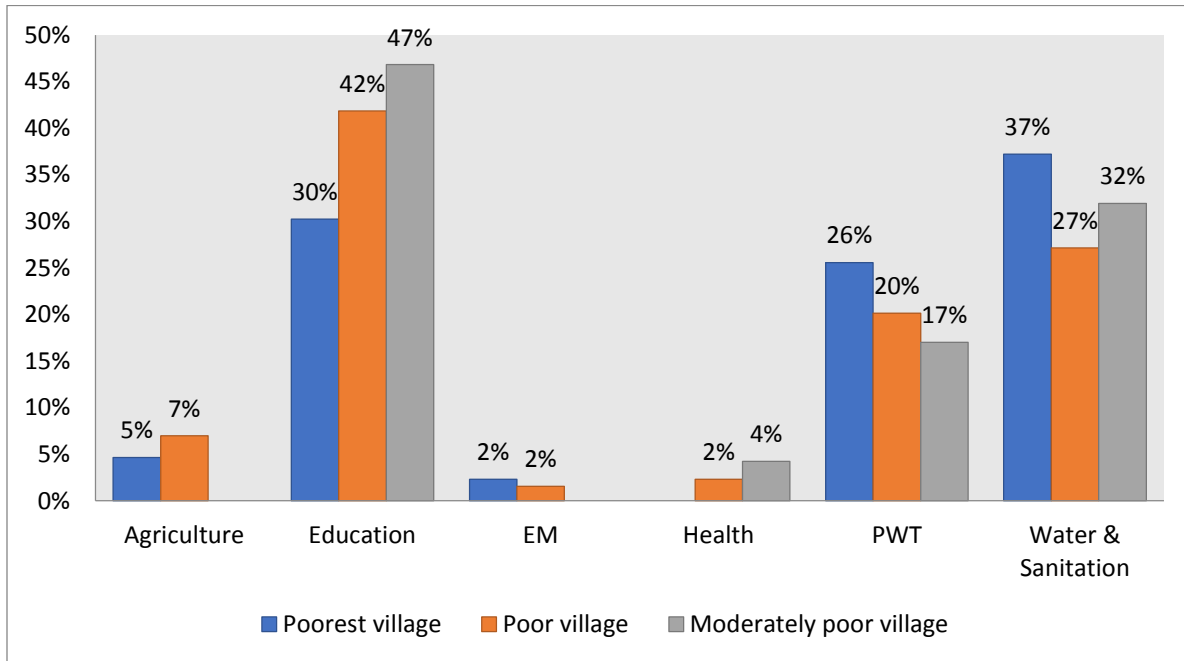
For the Cycle XV, around 76% of village beneficiaries will be those classified as “poor” and represent a slight increase in comparison with previous cycle. PRF target is to give priority to the “poorest” category. Nevertheless, it is important to note that even for sub- projects located in the “moderately poor” villages, a key consideration is to be able to also improve indirect access to basic services for the nearby poor and poorest villages. The cost-benefit ratio for the “poorest” villages is often low due to lower population size in poorest villages. To maximize the total number of beneficiaries, sub-projects sometimes are more suitably located in “moderately poor” villages where there are higher number of potential beneficiaries compared to “poor” and “poorest villages”. This still allows population in “poor” and “poorest” villages to indirectly access sub-projects (e.g. schools, health centers, road works etc).

Figure 1: Poverty ranking ratio of the villages covered by the PRF



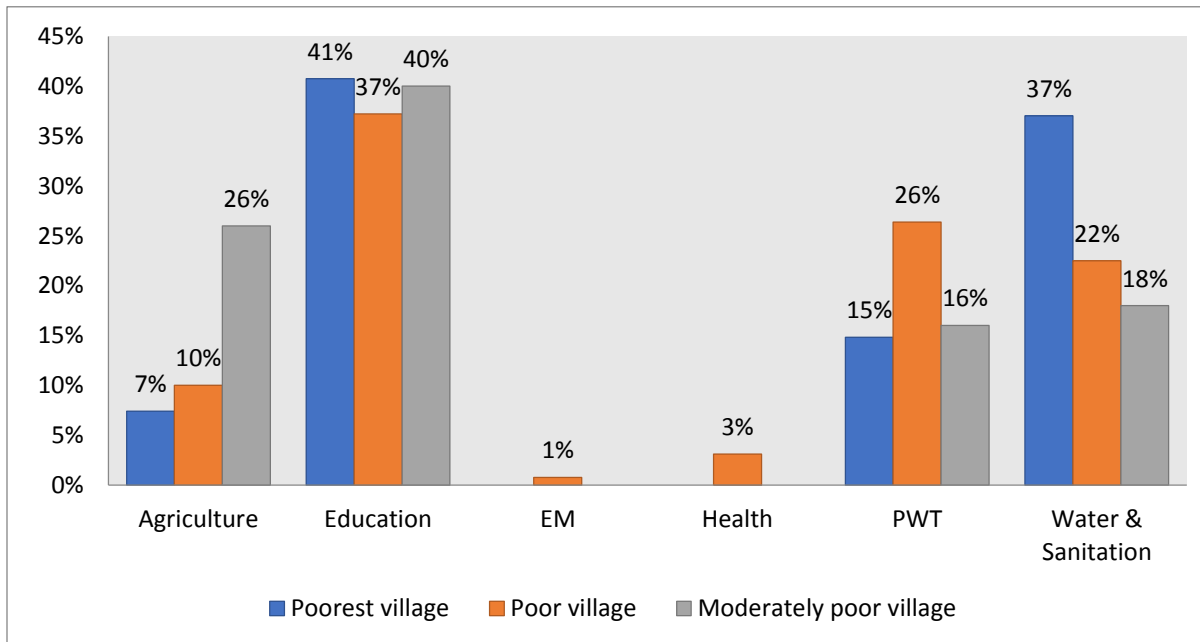
Source: MIS of Monitoring and Evaluation Division, June 2018

Figure 2: Village poverty status and sub-project ratio per sector (Cycle XIV)



Source: MIS of Monitoring and Evaluation Division, June 2018

Figure 3: Village poverty status and sub-project ratio per sector (Cycle XV)



Source: MIS of Monitoring and Evaluation Division, June 2018

The Figure 3 shows that for the very poor villages, the education and water and sanitation sub-projects are key identified priorities (41% and 37% of the total number of sub-projects selected, respectively) while for the poor villages education and public works and transport (PWT)

infrastructure are the priorities (37% and 26% of the total number of sub-projects selected). Many of these villages benefited from infrastructure provided in earlier cycles. These villages then identified other sectors as priorities for Cycle XIV. Education and water and sanitation sub-projects have become more important for both the poorest and poor villages. Agriculture has also become more important for some villages, particularly the moderately poor, as market access has been improved as a result of earlier road sub-projects.

2.1.2. Progress of sub project implementation Cycle XV

All sub-projects under Cycle XIV in 2017 have been completed (last sub-projects were completed in March 2018). The key reason for this delay was that the sub-projects were located in very remote areas and it was difficult to deliver materials to sites. In some cases, roads to access the construction sites were impacted/destroyed by natural disasters and PRF waited for renovation by the concerned sectors (Government), before the community contractors could access and complete their work.

In Cycle XV (2018), 335 sub-projects received approval with a total budget of approximately LAK 87.9 billion or around US \$10.76 million. This number includes 38 sub-projects under the Government co-funding LAK 11 billion or US\$ 1.38 million.

During the reporting period, 330 sub-projects were under implementation (98.5%), while 177 sub-projects (52.83%) have been completed, 5 sub-projects just started implementation , and all these sub-projects will be completed by December 2018.

Table 3: Disbursement as of June 2018

Province	Cycle XV				
	# SPs	Implementation Progress	Budget allocated (US\$)	Expenditures (US\$)	Expenditures (%)
Attapeu	14	51.71%	490,661	319,106	65%
Huaphanh	83	90.99%	1,971,257	1,391,387	71%
Luangnamtha	18	97.50%	479,823	319,639	67%
Luangprabang	39	82.21%	1,592,610	589,006	37%
Oudomxay	39	87.82%	1,248,954	917,453	73%
Phongsaly	22	71.82%	891,830	572,812	64%
Saravane	29	55.59%	665,066	335,642	50%
Savannakhet	46	92.43%	1,858,414	1,255,845	68%
Sekong	21	71.29%	766,500	649,141	85%
Xiengkhuang	24	86.50%	798,027	310,996	39%

Total	335	78.79%	10,763,141	6,661,028	62%
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Source: Financial and Administration Division, June 2018

2.2. Achievements against indicators in PRF’s Result Framework3

2.2.1. Direct project beneficiaries

The PRF Cycle XV will support 335 sub-projects in 326 villages with a total of 168,308 beneficiaries. All sub-projects are those prioritized by communities during the PRF III planning processes and covering key sectors such as: Agriculture and Forestry, Education, Energy and Mines, Health, Water and Sanitation, and Public Works and Transportation. Table 4 shows the number of people who will directly benefit from sub-projects. This data is defined as the total village population where the sub-projects are located. However, some villages in the surrounding area will also benefit from these sub-projects (indirect beneficiaries); for example, other villages using roads, schools, dispensaries etc.

Table 5 shows the number of beneficiaries covered under each sector. The Education sub-projects benefit the largest number (38%), followed by the PWT sector (24%), water and sanitation (23%), and agriculture and forestry (12%). The lowest are Energy and Mines sub-projects, and Health with only 1% and 2% of the total number of sub-projects respectively.

2.2.2. Female beneficiaries

As mentioned above, the total number of beneficiaries for Cycle XV is estimated to be 168,308 people of whom 49% will be female. This is in line with PRF’s target (i.e. in accordance with one of the project’s indicators - 50% of beneficiaries must be female).

2.2.3. Ethnic beneficiaries

Lao PDR consists of many ethnic groups; most of them are classified as *poor* and *poorest*, and are generally living in remote rural areas. Those areas are government focal areas for development. PRF sub-projects are located in remote areas where the majority of the population is composed of from ethnic groups (80%). The proportion of beneficiaries from ethnic groups exceeds the target set the project’s results framework by 10%.

³ The accumulated data of result framework is detailed in Annex 1 for the Semi and Annual Progress Report we based on Annual data.

Table 4: Project beneficiaries in Cycle XV

Provinces	#SPs	Population	Female	Ethnic	Ethnic Female
Attapeu	14	9,410	4,833	7,188	3,722
Huaphanh	83	34,188	16,827	22,038	10,716
Luangnamtha	18	8,168	4,060	7,577	3,771
Luangprabang	39	20,999	10,356	15,138	7,484
Oudomxay	39	23,657	11,845	20,513	10,277
Phongsaly	22	7,936	3,793	6,377	3,026
Saravane	29	16,921	8,120	16,921	8,120
Savannakhet	46	27,790	13,837	22,186	10,958
Sekong	21	8,592	4,168	8,293	4,028
Xiengkhuang	24	10,647	5,342	8,641	4,307
Grand Total	335	168,308	83,181	134,872	66,409
			49.42%	80.13%	49.24%

Source: PRF MIS System, June 2018

Table 5: Number of beneficiaries by sector (Cycle XV)

Sector	#SP	Population	Female	Ethnic
Agriculture and Forestry sector	41	17,875	8,919	12,054
Education sector	128	61,385	30,243	50,734
Energy and Mining	2	1,004	496	1,004
Health sector	9	7,312	3,604	2,964
Public Work and Transportation	80	41,043	20,329	33,803
Water & Sanitation	75	39,689	19,591	34,313
Grand Total	335	168,308	83,181	134,872

Source: PRF MIS System, June 2018

Note: The four indicators below (2.2.4; 2.2.5; 2.2.6; and 2.2.7) will be reported after the endline impact evaluation of PRF III. However, some basic information related to these indicators is provided based on internal monitoring and evaluation collected by the PRF M&E team.

2.2.4. Proportion of PRF beneficiary HHs with access to safe water resources

This indicator will be captured from the PRF III end line evaluation. Nevertheless, in December 2017, the M&E team conducted a rapid internal evaluation of 214 water sub-projects. PRF staff (M&E staff and district staff) cooperated with Kum ban facilitators who assisted in data collection from direct beneficiaries in the villages where each sub-project was located. The key objective was to evaluate the impact of water sub-projects (provided by PRF) for the communities, especially with regards to time taken for collection, especially for women and children.

Table 6: Time (minutes) used to collect water per trip before and after the water sub-projects

Provinces	Number of Water sub-project	Average of Time Before (mns)	Average of Time After (mns)	Average Time of Saving (mns)	Population	Female	Ethnic
Savannakhet	23	35.87	8.48	27.39	13,723	6,775	9,625
Saravan	18	34.33	3.56	30.78	7,281	3,588	6,308
Xiengkhouang	10	24.30	3.80	20.50	4,860	2,389	3,082
Phongsaly	8	17.13	2.50	14.63	1,919	990	882
Luangnamtha	15	25.00	5.00	20.00	6,753	3,365	5,615
Huaphanh	50	23.29	2.16	21.12	19,597	9,688	9,564
Luangprabang	24	40.63	8.87	32.13	12,813	6,313	6,783
Oudomxay	27	30.00	3.44	26.56	15,703	7,792	6,798
Attapeu	15	18.00	5.00	13.00	8,467	4,176	3,684
Sekong	24	24.71	5.00	19.71	10,037	4,834	5,157
Grand Total	214	28.11	4.67	23.46	101,153	49,910	57,498

Source: Monitoring and Evaluation Division

Through site visits, the communities and direct beneficiaries declared that PRF water sub-projects bring positive impacts to their living condition. Communities can access water of better quality and can save time (about 25 minutes on average per trip) collecting water as result of PRF support. Most of these sub-projects are still functioning and provide great help to communities and improve the living conditions of the poor people.

2.2.5. Proportion of PRF beneficiary HHs with access to all weather roads

The impact study also reported that villagers viewed road access as a key factor to escape from poverty, encouraging households to produce agricultural goods for sale to outside markets or to traders. The qualitative findings indicated that increased road access led to additional traders accessing the village.

Based on data collection conducted by the M&E team in 2017, the sub-projects related to roads and bridges supported by PRF, indicated that the beneficiary communities were better able to access to basic social services and markets. In particular, roads have contributed to household incomes as households were able to more easily transport their agriculture products to markets and nearby villages.

For example, in Thamsue Village, Kum ban Kangphanien, Nonghat District, Xiengkhuang Province, PRF helped improve the rural road in 2011 (as well as providing support for an electricity network in 2008, and a primary school in 2017). The community mentioned that before PRF support the road to improvement, the community found it difficult to transport their agricultural products and to connect to the nearby villages. They had no electricity and no primary school. As a result of PRF support, they can now sell their agricultural products, undertake other income-generating activities, and their children can go to school from an early age (to attend primary school).

This is an example of how support from PRF is essential for poor communities in remote areas to improve their livelihoods and living conditions. The support of PRF is consistent with the policies of the Government of Lao PDR for the eradication of poverty and the transition from Least Development Country (LDC) by 2020.

2.2.6. Proportion of PRF beneficiary HHs with access to health services

This indicator will be available at the PRF III end line evaluation.

2.2.7. Proportion of PRF beneficiary HHs reporting improved quality of educational facilities

The education sector is one of the priorities of the GOL and the PRF has supported this sector since the beginning of PRF to improve both access to education and the quality of education in rural areas of Lao PDR. The emphasis of PRF is to make sure that quality education facilities are available for children in poor rural villages and thereby encouraging children in and nearby villages to access education.

This indicator will be addressed as part of the PRF end line evaluation.

2.2.8. Proportion of total project value contributed by the community

In order to encourage community participation and sense of ownership, communities are encouraged to contribute to sub-projects in the form of both labor and materials based on local availability. For the 335 sub-projects that PRF will support in 2018, communities have agreed to contribute their labor and local materials up to 7% of the sub-projects costs. Community contributions vary from one community to another and depending on the sub-project type.

Table 7: Community contribution in 2018

Province	#SP	Community Contribution (US\$)	SPs cost (US\$)	Percentage (%)
Attapeu	14	29,449	490,661	6
Huaphanh	83	199,336	1,971,257	10
Luangnamtha	18	20,516	479,823	4
Luangprabang	39	99,658	1,592,610	6
Oudomxay	39	123,902	1,248,954	10
Phongsaly	22	54,209	891,830	6
Saravane	29	47,711	665,066	7
Savannakhet	46	81,918	1,858,414	4
Sekong	21	41,689	766,500	5
Xiengkhuang	24	72,866	798,027	9
Grand Total	335	771,253	10,763,141	7

Source: PRF MIS System, June 2018

According to the recommendation of the donor’s mission in October 2017 “*the PRF target villages are encouraged to make contributions to subproject implementation either in kind or cash to the extent possible, depending on their ability and locally available resources. These resources should be recorded during implementation to ensure that the full extent of community contributions is captured in the overall project cost*”. This requirement has been communicated to provincial and district offices during the annual review meeting in December 2017. A new monitoring tool will be required for communities to keep accurate records of community labor and the quantity of local materials by type that have been part of the community contribution. These will then be estimated at market price for each village.⁴

⁴ Current estimates of community contributions are based on engineers’ estimates as part of the bill of quantities at the proposal stage.

The key achievements of Cycle XV, including the size of each construction (sub-project), the sector, budget and community contribution by are detailed in *Annex 2*

2.2.9. Proportion of HHs in PRF beneficiary villages voting for village priorities

One representative from each household is expected to participate in the Village Development Planning meeting because the project needs to ensure that priorities are identified and selected by all households in the village and that PRF projects are not serving only a specific group within the community. In planning for Cycle XV, **24,227** (89%) out of **27,371** households participated in the VDP meetings and were involved in the prioritization process in each village. These data are based on the 326 villages that will receive at least one sub-project (see Table 8 below).

Table 8 : Proportion of HHs voting for village priorities

Province	# Households participating	Total # Households
Attapeu	1,103	1,723
Huaphanh	4,942	5,148
Luangnamtha	1,052	1,278
Luangprabang	3,848	4,109
Oudomxay	3,514	3,987
Phongsaly	1,321	1,684
Saravane	1,891	2,197
Savannakhet	4,358	4,494
Sekong	828	1,110
Xiengkhuang	1,370	1,641
Grand Total	24,227	27,371
	89%	

Source: MIS, June 2018

2.2.10. Proportion of PRF Kum bans participating in DSEDP (PRF KDPs and/or VDPs)

In 2018, PRF conducted data collection in all of the 10 targeted provinces indicating that in 39 districts (not including the four pilot districts) an average of 70% of PRF KDPs⁵ were included in the DSEDP. In four districts PRF has piloted procedures to better incorporate KDPs within DSEDPs.

These 4 pilot districts were monitored in 2017 and the data indicate that 83% of KDPs were included in the DSEDP which is 12% more than the monitoring in 2017 conducted in the same four districts. The results of these assessments indicate that most of PRF's plans are reflected in the DSEDP. This has been due to PRF teams frequently meeting and coordinating with district administrations and relevant sector staff at the district level.

Table 9: Proportion of KDPs in DSEDP (4 districts)

Province	District	#KDPs	#KDPs in DSEDP	Percentage (%)
Huaphanh	Sam Neua	111	85	77%
Odomxay	Baeng	42	36	86%
Luangprabang	Phonexay	222	203	91%
Savannakhet	Sepone	152	114	75%
Average		527	438	83%

Source: Provincial Monitoring and Evaluation, June 2018

The four pilot districts reached 83% of KDPs included within DSEDPs, higher than the 70% average inclusion of the 39 districts which were not part of the pilot. This suggests that the pilot procedures should be more widely adopted throughout PRF districts (The details see *Annex 3*).

2.2.11. Proportion of sub-project activities of high technical quality

The Technical, Utilization, and Beneficiary Satisfaction Assessment, conducted in May 2018, based on a sample of 36 randomly-selected sub-projects, reported that 92% of the infrastructure was considered to be in *good condition*, with the remaining 8% being rated *fair*. There was no sub-project rated to be in *poor condition*.

All designs and drawings were found to fully meet their relevant sector standards, and all drawings were certified. Furthermore, the assessment found that 74% of the sub-projects had been constructed in accordance with the plans and specifications contained in the sub-project

⁵ The KDPs of PRF are from all priority need of villager in targeted areas, where villagers involved in planning preparation process while district planning are from district's concerned sectors who integrated data that might not capture all the need from villagers.

proposals and were considered to *meet specifications*. A further 25% were rated *slightly below specifications* and only 1% of technical ratings were *below specifications*.

The quality of the maintenance at the sub-projects was assessed to be *highly satisfactory* (58% of sub-projects) or *satisfactory* (39%). Only one sub-project was rated *moderately satisfactory*.

2.2.12. Proportion of households in PRF beneficiary villages satisfied with the participatory planning process supported by PRF III

The Technical, Utilization, and Beneficiary Satisfaction Assessment, conducted in May 2018, reported that slightly more than half, or 53%, of the village committee members consulted were *highly satisfied* with the infrastructure constructed under PRF. The rest were *satisfied* (42%) except for two committees (5%) that were only *moderately satisfied*.

When questioned about the relevance and quality of the designs, as well as the suitability of the sub-project's location and disaster resilience, villagers rated the sub-projects *highly relevant*, giving positive assessments of between 83% and 100% for these criteria.

Village committees were also asked to appraise the project's training program and its curriculum, with 61% reporting that the coursework and materials were *adequate*, and 39% that they were only *somewhat adequate*. They reported that the course materials were of *high quality* (42%) or *good quality* (58%).

All of sub-projects supported by PRF were of small size and the communities were involved in all of the implementation processes from planning until O&M.

As mentioned in the Aide Memoire of the MTR, the specific functions of PRF (i.e. planning, implementation, monitoring) were not disaggregated, so only a general measure of satisfaction was obtained. It was, therefore agreed, that the survey could not be used to provide data for the results indicator on beneficiary satisfaction and this would need to be collected at the time of the project end-line survey which is planned for 2019. While the field work for the impact evaluation end-line survey should not take place until the project is nearing closure in later 2019-early 2020, early preparation would help to ensure quality survey work.

2.2.13. Proportion of PRF III sub-projects prioritized by women

In reference with the fifth principle of PRF – social inclusion and gender equality – women are actively encouraged to participate in every activity from the very beginning of village support to its completion, starting from planning, through implementation and monitoring, up to operation and maintenance. During the planning process, priorities come from both women and men who discuss their needs in two separate groups. Priorities are divided into three categories: those prioritized by women only, those prioritized by men only, and those prioritized by both women and men. Data indicate that priorities of women only contribute to 11% of the total number of sub-projects to be supported by the PRF while the proportion prioritized by both women and

men represent 81% (Table 10). A total of 308 or 92% of the sub-projects have therefore been prioritized by women in 2018.

Table 10: Proportion of sub-project prioritized by women

Province	Sub-projects selected by			Total
	Both	Female	Male	
Attapeu	12		2	14
Huaphanh	79	2	2	83
Luangnamtha	16		2	18
Luangprabang	38		1	39
Oudomxay	29	5	5	39
Phongsaly		20	2	22
Saravane	14	5	10	29
Savannakhet	40	4	2	46
Sekong	19	1	1	21
Xiengkhuang	23	1		24
Grand Total	270	38	27	335
	81%	11%	8%	

Source: MIS, June 2018

2.2.14. Proportion of PRF III sub project prioritized by ethnic groups

PRF is focusing on rural remote areas, targeting poor and vulnerable groups including ethnic groups who are often living in areas still lacking facilities. Hence, it is most important to listen to the voices of ethnic group members and identify their needs. Table 11 gives the proportion of priorities requested by ethnic groups in targeted villages and shows that 85% of priorities supported by the PRF as part of the Cycle XV are coming from ethnic villagers.

Table 11: Proportion of subproject prioritized by ethnic group

Province	Total Participants	Small Ethnic Group Participants	Percentage Ethnic Group participants	Population Census 2015
Attapeu	1,092	1,055	97%	32,376
Huaphanh	5,686	3,009	53%	150,038
Luangnamtha	1,087	1,087	100%	26,800
Luangprabang	3,991	3,560	89%	57,065
Oudomxay	3,597	3,427	95%	108,549
Phongsaly	1,358	1,325	98%	53,964
Saravane	2,910	2,864	98%	75,039
Savannakhet	4,186	3,945	94%	150,598
Sekong	733	718	98%	43,324
Xiengkhuang	1,294	1,141	88%	57,065
Grand Total	25,934	22,131	85%	819,943

Source: MIS, June 2018

2.2.15. Proportion of PRF built infrastructure in a functioning quality

The following indicator is based on data collected from Cycle IX to Cycle XIV on the status of sub-projects: “used” and “unused”. Out of the 1,759 construction and rehabilitation sub-projects assessed, 1,712 sub-projects (98%) were functional and in good condition and supporting the livelihoods and living conditions of the concerned communities. However, there were 47 sub-projects or 2% of the assessed sub-projects that were not being used, not functioning or otherwise “inactive”. There were a number of reasons for these, principally natural disasters such as landslides or floods, insufficient budget for maintenance, or other external factors such as inadequate water (for the spring gravity system), or unsuitable sub-project locations, etc. Those issues were reported to the concerned sectors and the Government and consequently 15 sub-projects were repaired by the village management and usage committee and relevant sector agencies and are now functional.

The above high use rate of sub-projects, to some extent, illustrate the capacity of communities as well as local authorities to adequately maintain the sub-projects supported by PRF. This suggests that communities highly value the benefits of PRF sub-projects and are prepared to regularly maintain them.

Based on the study of The Technical, Utilization, and Beneficiary Satisfaction Assessment, 92% of the infrastructure assessed are in *Good Condition*, with the remaining 8% being rated *Fair*, while there were no sub-projects considered to be poor condition.

2.2.16. Proportion of registered grievances that are addressed according to agreed procedures

During the period January to June 2018, the project received feedback from communities through various channels including the “1611” hotline, letters, meetings, feedback boxes etc. The total number of feedback responses received during the reporting period was 680 comprising 3 main categories: complaints, thanks, and requests for funds/support. More details are provided in *Annex 4*

Table 12: A key points heading of complaints during January-June 2018

No	Heading	#SP	Description	Remark
1	Environmental issue	41	Most of the environmental issues are related to land slide and trash from wooden, no green zone and no tree planting around building facilities	Solved
2	Disaster impact	7	7 sub-projects have been destroyed from natural disaster while 2 sub-projects have been already rehabilitated.	5 sub-projects have been destroyed from natural disaster, waiting concerned sectors for consideration and support
3	Complaint to contractor company	6	Low quality of materials for construction, sometime contractor is not listening to the voice of community during the sub-project implementation	Solved
4	Difficult access to clean water	3	Drainage at water storage/head work, inadequate water for community	Solved
5	Community contribution	2	Low community contribution due to construction period competing with agriculture activities.	Solved
	Difficult access to rural roads	2	Two sub-projects on rural road need improvement because of difficulties to access the village	Solved
6	Community participation	1	Request VIT more participation in each stage of the sub-project cycle	Solved
7	Misunderstanding on bidding process	1	Companies who are interested to participating bidding need to provide	Solved

			more information/ supporting documents should follow standard.	
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Source: MIS, June 2018

The table 12 highlights main complaints. Overall, 63 of the 680 feedback are related to complaints (9.26%). Most of issues are related to environmental issues (41 feedbacks). All of them have been addressed and solved during the reporting period.

These numbers of feedback received from the different provinces and districts depend on the level of FRM understanding and data collection/recording. Further training may be necessary for provinces with a low number of feedback, especially on how to process feedback receive correctly.

2.2.17. Number of communities able to plan, implement and monitor their VDP⁶

During the reporting period, 326 communities (where sub-projects are located) were able to prepare their Village Development plans and manage sub-projects implementation with the Kum ban Facilitators and PRF assistance. Only after communities have monitored and completed the construction and commenced routine maintenance will PRF be able to fully assess this indicator for Cycle XV sub-projects.

During the planning process, communities of all targeted villages have to follow detailed problem identification and planning process in order to select their sub-project priorities. Prior to implementation, Village Implementation Team members are elected and receive training to ensure they can supervise and financially manage their sub-projects. After completion, each sub project an Operation and Maintenance Committee is appointed and trained to support the community in the operation and maintenance of their sub-projects.

In total, 2,987 villagers have been elected to become VIT members and with 789 Kum ban Facilitators, have been trained on Social Safeguards, Sub-project Implementation, Financial Management, Procurement, Planning, and Safeguards Reviewing Planning.

⁶ # of villages that have successfully developed and implemented the VDP. If a village has developed a VDP and they have complete one sub-project during the fiscal year, they fulfill this indicator. The unit at the village level (target for 2017: 1,400 villages (cumulative)).

Table 13: Number of communities able to plan, implement and monitor their VDP

Province	# Communities	# Sub-project	# VIT	Female (VIT)
Attapeu	13	14	177	39
Huaphanh	79	83	718	234
Luangnamtha	18	18	162	54
Luangprabang	39	39	351	103
Oudomxay	39	39	351	101
Phongsaly	22	22	184	67
Saravane	29	29	261	87
Savannakhet	44	46	396	132
Sekong	20	21	180	57
Xiengkhuang	23	24	207	53
Grand Total	326	335	2,987	927

Source: MIS, June 2018

Note: PRF may need to consider a mechanism for evaluating community capacity since one village that receives only one sub project may not have sufficient capacity to plan, implement and monitor future infrastructure projects without external support. In addition, PRF should also conduct an assessment of KBF and VIT capacity to complete the SPIM form (which is used to record progress of sub-project construction), and KBF and VIT understanding of O&M systems.

2.2.18. Number and value of sub project activities implemented by type

As illustrated in Table 14, Education related sub-projects represented the majority of all sub project types in Cycle XV accounting for 37% of the total number of sub-projects, followed by Public Works and Transportation sub-projects (24%), Water and Sanitation sub-projects (23%), Agriculture and Forestry sub-projects (13%), Health sub-projects (3%) and finally Energy and Mines sub-projects (1%).

Table 14: Number, percentage and value of subproject activities implemented by type - Cycle XV

Sector	# SP	%	Budget Allocation (US\$)	%
Agriculture and Forestry sector	42	13	909,742	8
Education sector	125	37	4,923,470	46
Energy and Mining	3	1	132,147	1
Health sector	10	3	342,014	3
Public Work and Transportation sector	79	24	3,062,650	28
Water & Sanitation	76	23	1,393,117	13
Grand Total	335	100	10,763,141	100

Source: NOL list, March 2018

Note: Sub-projects in the Agriculture and Forestry sector represent 12% of all total sub-projects and is increasing, probably due to earlier investments that have also helped to support agricultural activities. For example, rural road upgrades connect farmers to markets, water supplies are used for drinking, cooking and for kitchen gardens. An important aspect of infrastructure is their contribution to freeing adults to work on livelihoods (agricultural and other). Time spent on fetching water is reduced and schools provide day care for children. Education also offers the promise of a better future. These are important contributions of rural infrastructure complementing livelihoods

2.2.19. Proportion of sub project located in poorest and poor villages

The activities supported by the PRF are mainly in rural remote areas where poverty is still an issue and villagers experience high vulnerability. Hence, the priority of PRF is given to the poorest and poor villages in the project's targeted areas.

Table 15: Numbers of sub-projects located in poorest, poor and moderately poor villages – Cycle XV

Province	# SP	Poor villages	Poorest villages	Moderately –poor villages
Attapeu	14	12		2
Huaphanh	83	63	3	17
Luangnamtha	18	18		
Luangprabang	39	28	1	10
Oudomxay	39	32	4	3
Phongsaly	22	22		
Saravane	29	16	6	7
Savannakhet	46	36	10	
Sekong	21	18	1	2
Xiengkhuang	24	13	2	9
Grand Total	335	258	27	50
		77%	8%	15%

Source: MIS, June 2018

During the reporting period (January to June 2018), PRF supported 335 sub-projects in 326 villages. 258 sub-projects were implemented in *poor* villages and 27 in *poorest* villages; combined these contributed to 85% of the total number of Cycle XV sub-projects. The 50 sub-projects implemented in moderately poor villages were generally located in the center of a Kum ban where poor villages could also benefit.

2.2.20. Number of individuals with livelihood investments using loans from SHGs

During the first six months (January to June 2018), the Livelihood linked Nutrition intervention continue in 165 villages located in 7 districts (Huaphanh and Savannakhet provinces) covering 915 SHGs and a total of 10,220 members of which 85% are female. By early January 2018, 9,825 SHG members already took at least one loan and were still investing in various income generating activities (IGAs) to improve household income and nutrition-oriented livelihoods. The total numbers of SHG members is 24.5% higher that the project target (8,000 members). Since the first SHG have been created, around 200 members had left their groups to seek employment in other provinces and never took out loans.

Table 16: Main livelihood activities undertaken by the SHG members

No	Type of activity	July-December 2017		January-June 2018	
		# Members	Percentage (%)	# Members	Percentage (%)
1	Poultry raising	4,737	47.55%	4,268	43.44%
2	Pig raising	2,707	27.17%	2,170	22.09%
3	Weaving and bamboo basket making	1,159	11.63%	826	8.41%
4	Goat raising	925	9.30%	1,443	14.69%
5	Fish raising	193	1.94%	247	2.51%
6	Banana plantation	128	1.29%	123	1.25%
7	Vegetable plantation	29	0.29%	79	0.80%
8	Cassava plantation	18	0.18%	151	1.54%
9	Corn plantation/Mushroom	2	0.02%	19	0.19%
10	Cattle raising	2	0.02%	16	0.16%
11	Petty trading	61	0.61%	400	4.07%
12	Broom grass planting	0	0	83	0.84%
Total		9,962	100%	9,825	100%

Source: *Livelihood and Nutrition, June 2018*

Table 17: The Accumulative Numbers of Livelihood Activities since 2017-2018

No	Type of activity	July 2017-June 2018	
		# Members	Percentage (%)
1	Poultry raising	9,005	45.51%
2	Pig raising	4,877	24.65%
3	Weaving and bamboo basket making	1,985	10.03%
4	Goat raising	2,368	11.97%
5	Fish raising	440	2.22%
6	Banana plantation	251	1.27%
7	Vegetable plantation	108	0.55%
8	Cassava plantation	169	0.85%
9	Corn plantation/Mushroom	21	0.11%
10	Cattle raising	18	0.09%

11	Petty trading	461	2.33%
12	Broom grass planting	83	0.42%
Total		19,787	100%

Source: Livelihood and Nutrition, June 2018

After taking the second and third rounds of loans, SHG members invested in various types of livelihood and income generating activities including poultry raising (the most common representing 43.44% of all activities); pig raising (22.09%), goat raising (14.69%), fish raising (2.51%), cattle raising (0.16%), vegetable plantation (0.8%) and crop production (3.82%). The non-agriculture IGAs are weaving (8.41%), bamboo basket making and petty trading. Some SHG members are investing in more than one IGA, for example, weaving and raising pigs or chickens.

2.2.21. Proportion of SHGs with NPLs 4% and below

It was agreed during the last donors' mission to define NPLs as loans which were 90 days overdue beyond the agreed term of the loan. Data from 2017 suggest that there have been a considerable number of NPLs. However, many of the NPLs related to loans at the commencement of LN in PRF II when SHG members did not fully understand that the initial project funds provided to their group needed to be repaid. The LN team is now consolidating the data in order to come up with clear data on the total number of NPL, amount, geographic location, and year the contract was signed. These data will be reported in the annual progress report.

It was agreed that PRF will finalize a SHG performance assessment approach and apply it across all SHGs to assess the extent of past and current NPLs and to understand the SHG performance maturity. This assessment will provide recommendations for strengthening performance and investment outcomes. The Bank also agreed to mobilize an experienced SHG specialist to review the status of PRF's SHG support and advice on specific steps to improve their performance and sustainability. This work was conducted in March 2018 and initial results were provided in May 2018. One area examined was the appropriate terms of payments and length of loan repayment periods depending upon the type of products and the market and price opportunities.

Chapter III: Specific Activities

3.1. Capacity building

During the reporting period, capacity building activities have remained a key focus. The main objective of these trainings was to strengthen capacity of the community, as well as PRF staff at all levels and government counterparts on the CDD model. Most training was organized at the provincial and district levels.

3.1.1. PRF staff capacity building

Most of the trainings and workshops were conducted by PRF provincial and districts officer at the local levels.

To strengthen the Monitoring and Evaluation System the M&E organized a refresh training on M&E system, PRF III indicators, database and responsibility of M&E staff for each position at National and Provincial levels (April 2018). Additionally, The M&E team also works closely with International Consultant to oversee through the current structure and performance made by the M&E team and proposal for improvement, including the revision of the progress report structure for each Division/Unit. The contents of the report include outputs, outcomes and impacts and the activities details. The M&E rules have also been revised.

To prevent any negative impact of sub-project construction, CD team organized a Training of Trainer (TOT) for PRF CD staffs (52 participants including 14 females (30%)). PRF provincial and district staffs were trained, and they will provide similar training for the KBF. The training topics include:

- 1) Compensation and Resettlement Policy and example of social impacts;
- 2) Feedback Resolution Mechanism (FRM); and
- 3) Village Social Audit on Sub-project implementation in Cycle XV.

The other Divisions/Units also conducted several trainings mostly at the community level (VIT, KBF, RMG, Cook stove, etc). Details of the participant's number can be consulted in *Annex 5*.

3.1.2. Local authorities and communities capacity building

To build the KBF and village mediation committee member capacity on Social Safeguards during the sub-project construction a training for KBF was conducted at the district level (789 participants including 477 female (60.46%). More details can be found in *Annex 6*. Then PRF district staffs provide a meeting to raise awareness on social impact and on social audit including FRM for village mediation committee and village implementation team in all PRF target villages for the Cycle XV. During this training, community will aware and learned on the social safeguards as following topics:

- (i) How to monitor and audit the technical aspects of the sub-project construction;
- (ii) how to use a checklist and record book;
- (iii) how to use FRM channel;
- (iv) How to resolve problems that may happen; and
- (v) FRM and village social audit planning during sub-project implementation.

As part of the Cycle XV, KBF Monthly Meeting is currently being conducted in all 43 districts. PRF has completed the organization of KBF Monthly Meeting for 2 Provinces (Huaphanh and Luang Namtha); 1 district in Attapeu, 1 district in Luang Prabang and 1 district in Xiengkhuang (329 participants including 158 women: 213 KBFs (139 women), 66 government staff (4 women from concerned sectors), 48 PRF staff (14 women)) In the KBF Monthly Meeting, KBF facilitators report the sub-project progress to four concerned government sectors from Health, Education, Agriculture and Public works. During these meetings, sub-project construction issues were raised by KBFs and participants discussed and shared advices for solving those issues. In addition, each Kum ban facilitators will help to make their forward work plan for following up the sub-project implementation after receiving advices in the meeting. In the afternoon session, KBFs were trained to better understand their role and responsibility, how to use administration cost 5% of sub-projects, how to prepare a report and coordination with VITs for following up the sub-project implementation which will strengthen their capacity.

Cross Kum ban Visit in Cycle XV is planned to implement in mid-June 2018 with the total of 263 Kum ban in 43 districts, 10 Provinces. The main visit in Cycle XV focuses on the exchange lessons learnt in the most achieved villages with having Sub-Project's good maintenance and operation, and the good sub-project implementation and the village with successful livelihood and nutrition which can be a model village for other sectors to exchange lessons with. The Cross Kum ban Visit is very important for village authority, village organization, Kum ban representative, VITs to have a chance to see, learn and exchange lessons by discussion, consultation which they can bring to improve their community as well as their village. After the visit, they are able to make a village implementation plan which VITs and village authorities can lead their villagers to better develop their community.

3.1.3. PRF Participation international workshop/seminars

- **Participating Seminar on the forth ASEAN on CDD in Sri Lanka**

To share and learn the experience of PRF Livelihood and Nutrition Activities through group based activities in April 2018, PRF team participated the “Seminar on the Fourth Asia Regional Conference on Community Driven Development April 1-5, 2018 – Colombo, Sri Lanka”. The main purpose of the conference is to improve learning and provide opportunities for information exchange and future collaboration among managerial and technical staff of the national programs and other stakeholders operating in the relevant countries that are supported by the World Bank or DFAT.

- **Participating Seminar of ASEAN on CDD in Thailand**

To share the experience of PRF through the implementation of Community Driven Development (CDD) in May 2018, PRF team also joined the “Seminar on the Documentation of Best Practices and Challenges and Capacity Building of Community Driven Development (CDD)” in Nonthabury, Thailand. There were 25 total target participants from ASEAN member countries. The expected outcome of participation in this seminar was to learn from and share experiences from ASEAN countries concerning the CDD approach. Through 4 days of seminar, all Laos’ delegates had opportunity to learn both theory and practical work of CDD approach that already applied for different ASEAN’s countries. We have learned and understood clearer on the community-driven development, or CDD, from the panelists of different organizations such as public organization, nongovernment organization, and local administrative organization. One lesson learned from this workshop is about the successful story of CDD in terms of livelihood activity, the work should start from small target or household which aims to create a household model, focusing on women groups, poor rural households, village committees, local wisdom and using existing resource in the community, this would enable for the extension of future PRF.

3.2. Social and Environmental Safeguard information

3.2.1. Social Safeguards information

The process of solving any safeguard issues starts from the consultation meeting at the village after the survey-design step. If there are any safeguard issues, an agreement among affected households and village authorities will be made. Data on these agreements are collected and recorded in excel sheets and submitted to CD staff at district and provincial levels. The table 18 summarizes data on the Cycle XV and impacted households.

Table 17: Summary impact of subprojects affecting personal asset(s) and land

No	Description	Cycle XV
1	Total target Province	10
2	Total target District	43
3	Total target Kum Ban	263
4	Total target Village	1,820
5	Total Sub-Project in cycle XV	335
6	# of Village Resettlement in cycle XIV	0
7	# Sub-project affected to Personal Poverty and Land in cycle XV	28
8	Total number of affected households	153
9	Total size of affected land (m2)	5,414
10	# HH affected (< 5% of their total property)	153
11	# HHs affected (<5% and contributed land for free)	152

12	# HHs affected (<5% and they got compensated)	1
13	# HH affected (> 5% of their total property)	0
14	# HHs affected (> 5% and got compensated)	0

Sources: PRF at Provincial levels, June 2018

A total of 153 households were impacted by the implementation of the sub-projects supported by the PRF Cycle XV. A large majority of these households donated the section of their land impacted. One household received cash compensation for their loss after requesting it (Table 19).

Table 18: Villages and households impacted in Cycle XV

Villages and HHs impacted	Number	Percentage (%)
Villages impacted by land acquisition	28	8.3
HH's impacted by land acquisition	153	0.7
Land donation	152	99.3
Land compensation	1	0.7

Source: Community Development Division, June 2018

3.2.2. Project management on land contribution and compensation

In February 2018, the PRF district staff, Kum Ban Facilitators and village representatives conducted a sub-project survey, followed by a village meeting (including a consultation on the social and environment safeguards policy). The PRF staff and Kum Ban Facilitators presented the survey data, including size of the land required for the sub-project and the size of the impacted land as well as the identification of the impacted households. After this first step, the PRF staff conducted several follow up visit of the impacted households before starting sub-project implementation.

The one household that requested to be compensated for its losses has been impacted by the construction of a flooding bridge in Long District, Louangnamtha Province. Consequently, they received compensation by the community. Details of the household compensated are as follow:

- The impacted household was in Sa Village, Kum Ban Sa, Long District in Louangnamtha Province. The land affected was agriculture land with a size of 112 m² out of a total of 8,000 m² of land owned by the household, this land was used mainly for planting crops. The size of the affected land represented less than 5% of the area this household owned around the village (1.4% of the total size of their land).
- During December, 2017, the PRF district staff, Kum Ban Facilitators and village representatives conducted a sub-project survey, followed by a village meeting (including a consultation on the social and environment safeguards policy).

- During the village meeting, PRF staff and Kum Ban Facilitators presented the survey data, including size of the land required for the sub-project and the size of the impacted land as well as the identification of the impacted households. After this first step, the PRF staff conducted several follow up visit of the impacted household during January 2018 and the arrangements are as:
 - a) During the meeting with the villagers some members of the impacted household agreed to contribute their land but the household head requested to be compensated in cash;
 - b) The other community members of his village agreed to use the village fund to compensate the impacted household based on the estimated value of the land impacted using recent sale prices for land in the village: $112\text{m}^2 \times 4,000\text{kip} = 448,000\text{kip}$;
 - c) After this meeting, the village authorities and Kum Ban Facilitators prepared an agreement letter for contribution and compensation;
 - d) The letter was signed by the husband and wife, village head and PRF district staff with all the other community members invited as witnesses;
 - a) Before and during the sub-project implementation by the sub-contractor, PRF district staff will continue to monitor and collect data on the potential social and environmental impact;

During the sub-project implementation by the sub-contractor, PRF district staff continued to monitor and collected more data on the potential social and environmental impact. .

3.2.3. Environmental Safeguard Monitoring

During the reporting period, the PRF team has followed up with provincial and district staff and assisted community to solve 17 cases. Most of these cases were related to waste materials and landslides, other environmental impacts and recovery actions by villagers and contractors. For those have been solved during this period, the details are described in *Annex 7*. Some of the issues are detailed in Table 20, below.

Table 19: Sample of identified environmental issues and recovery actions

No	Environmental Impact	Responsibility (Contractor, community, and both)	Mitigation	Type of subproject
1	Waste material at the school construction site	community and contractor	The community plant the trees around the school yard and prepare the drainage system around the building and the contractor have to clean all the waste of the construction material from the camp and remove the camp from the school area and also the concrete mixing place.	primary school
2	Borrow pit	community and contractor	The community and the contractor had agreed together on the mitigation on the land use for road improvement. After construction, the contractor had to improve the site and rehabilitate as it was before	rural road access improvement
3	Waste water management at market	community and contractor	The contractor excavated the ditch around the market building and drainage system from the market down to the low area and prepare the solid waste pit	Market Subproject
4	Community prepare the area for school building or landscape development	community and contractor	The community prepared the slope protection by growing the local grass and installs the ditch around the building to prevent the land slide. The contractor had to remove all the waste material from the site	Primary school construction
5	Trees cut along the road alignment	community and contractor	The community and PRF Engineer had to clearly mark the trees along the road (which tree should be cut, which one should not, and realignment	Access road improvement to agriculture area

Source: Engineering Division, June 2018

3.3 Donor mission, Cooperation and partnership

3.3.1. Highlight of Mid-Term Review

During this reporting period, the Midterm Review (MTR) of PRF III was organized in June 2018, the objectives of the MTR were to: (a) carry out an in-depth mid-term review of the project to estimate the effectiveness, efficiency, continued relevance, and sustainability of the project in achieving its overall objective, and recommend any substantive changes in project design or parameters, including schedule and financing; (b) review progress in project implementation to date including assess the financial situation of the project and any changes that may be needed to account for variations in available financing and spending; and (c) to discuss the concept of activities which could be included in a possible additional financing, including an increased focus on livelihood and nutrition in the four “nutrition convergence” priority provinces (Houaphan, Oudomxay, Phongsaly and Xiengkhuang).

The findings of MTR can be summarized as below:

1. At MTR, PRF III is on track to achieve its development objective, with nearly all intermediate indicator targets already reached or within reach by year’s end. Cycle XVI design is underway and once this cycle is complete, the target number of infrastructure sub-projects will be exceeded by nearly 10% and the number of beneficiaries exceeded by nearly 20%. This high achievement is due to a larger number of newly served PRF target villages than anticipated at the time of project preparation. A technical audit has also confirmed the consistent high quality of construction.
2. The results of self-help group (SHG), livelihood support is less clear. While the total number of beneficiaries has exceeded expectations due to an increasing percentage of SHG members taking loans, data regarding repayment remains unreliable and in urgent need of review and verification. The mission observed well-operating SHGs with full loan repayment and regular monthly savings, but this is not the case in many other places. A steady process of engagement will be needed to stabilize the SHG portfolio and move the members toward production groups with the capacity to access commercial finance and markets.
3. Government counterpart financing remains uncertain with \$1.33 million committed in 2018 and \$4.67 million remaining to be committed. An estimated 131 sub-projects have been proposed for the \$4.67 million, and the PRF team has developed budget scenarios in the case that not all funds are received in 2019. If some of the funds are not available until 2020, this will have implications regarding the legal commitment of GoL vis-à-vis the Financial Agreement with SDC and the negotiated financing with the Bank. This will also entail additional costs for staff and operations to effectively monitor and support government-financed sub-project completion, costs which go beyond the current budget and would therefore require reallocation of funds. The PRF team has prepared scenarios for responding to government budget decisions

to be made in September 2018 and these will be reviewed at that time in the case that all required funds are received.

3.3.2. Pilot Integration of KDP into DSEDP under MPI

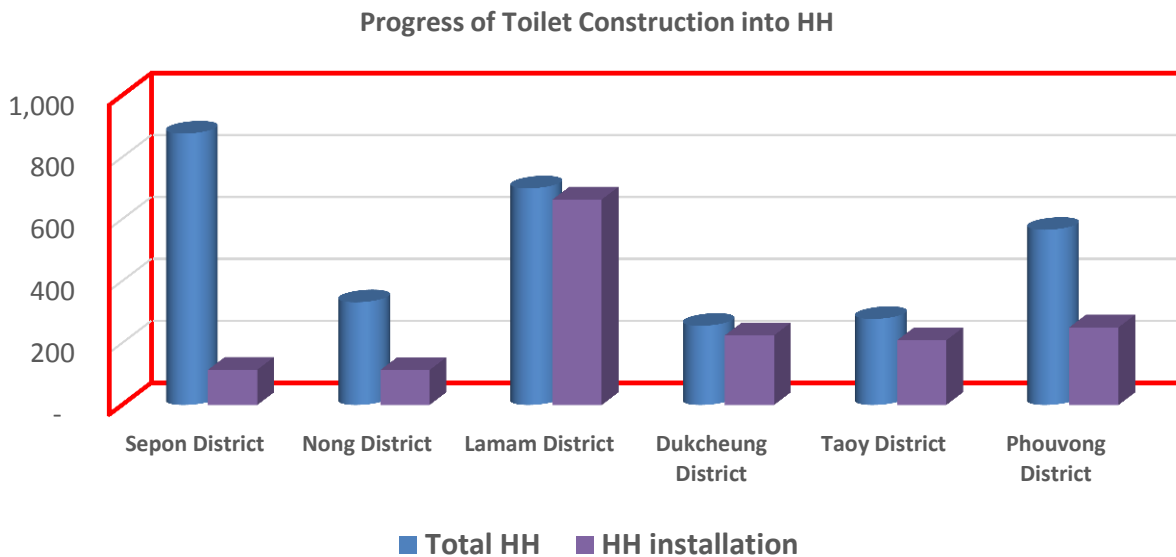
PRF III has continued to support the integration of Village and Kum Ban Development Plans into the District Social Economic Development Plans (DSEDPs). This process helps to support community development plans by providing opportunities for communities to get support from other sources such as INGO, GOL, and the private sector. Integration of VDPs and KDPs into DSEDPs should also motivate communities to drive their own development.

A meeting was also conducted with H.E Kikeo Chanthabouly, the Vice-Minister of MPI to discuss and seek his guidance on the PRF plan to draft guidelines for Local Socio-Economic Development Planning (LSEDP), and linking the current village-level Participatory Planning Manual (PPM) used for VDP with the DSEDP Guideline (2012). Following his advice, a full proposal with sound justifications and work plan to develop the integrated LSEDP guideline has been drafted for further discussion. The proposal and draft LSEDP guideline will be discussed with district authorities, as the main users of this guideline, for their feedback and broad support before proceeding with testing in 4 districts under Cycle XVI. The international consultant's contract has been extended with support from SDC to continue to assist MPI in developing the integrated LSEDP.

3.3.3. Water and Sanitation Program

Following on the partnership with the Water and Sanitation Project, Namsaath and the Poverty Reduction fund, the CLTS activities were implemented in 41 Village and 6 District within 4 PRF target provinces.

Figure 4: Progress of Toilet Construction into HH



Source: Engineering Division, June 2018

In Sepone and Nong district progress are still very slow in completing installation of the toilet for all households. The delay of the completion is mainly due to the lacking of monitoring from three concerned sectors at the district level and due to the lack of budget for transportation, this point PRF has increased the budget for concerned sectors as well as health sector to monitoring less twice a month and KBFs have followed periodically. Therefore, the completion of CLTS activities will be continued to complete by the end of 2018. Although, other district plans completed in May 2018.

To engage the implementation of the CLTS and monitor the progress, the national team as well as deputy director of PRF organized evaluation meetings in the 4 provinces, chaired by the vice district governor, local authorities and all concerned partner. The objective was to review the agreement between PRF and Namsaath and responsibilities of each parties and the second objective was to review the implementation and exchange of experiences and lessons learnt.

Table 20: Progress of ODF implementation

No Village Progresses District Name	No Project Villages	Total HHs	No HHs Latrine before CLTS	%HH access to latrine	No of ODF villages	% ODF villages	No HHs improved Latrine after CLTS	% HHs access improved after CLTS	Comment
Phouvong / Attapeu	04	566	0	0%	0	0%	243	46 %	4 villages are in progress, 1 village has canceled.
Lamam /Sekong	06	700	154	22%	0	0%	251	44%	4 Villages have been ODF, 2 Villages have canceled because 1 village has another project support and 1 community is not interesting
Darkcheung / Sekong	07	256	89	35%	6	86 %	225	88%	6 villages have been ODF 1 village is not interesting to involve
Ta-Oy / Saravane	05	277	0	0%	1	20 %	194	70 %	1 Village has been ODF, 1 has canceled and other are still in progress and will be ODF in last June 2018
Sepone/ Savannakhet	14	877	35	4%	0	0%	82	9%	No progress, District health no budget to follow up and community is not active just waiting.
Nong / Savannakhet	05	332	32	10%	1	20%	113	34 %	1 Villages has been ODF, and other villages are continued in progress
Total	41	3,008	310	10%	8	20%	1,108	37%	

Source: Engineering Division, June 2018

3.3.4. Bolikhamxay authorities planning support

In response to a request from the Khamkeut and Xaichamphone District authorities (Bolikhamxay Province) and with financial support from the Theun-Hinboun Power Company Ltd. (THPC), PRF provided training and technical support for the district on CDD and participatory planning during March-April 2018. The objective of the training was to build the

district capacity to undertake Village Development Planning in 4 resettled villages in these two districts. After this learning-by-doing exercise, they will continue to conduct VDP in other affected villages in the THPC Downstream Program.

3.4.5. Partnership with the AFN Project (WFP)

In February 2018, the PRF team and AFN project team including MAF officers joined a mission with the World Bank as part of the preparation of new project “Malnutrition and Poverty Reduction in Oudomxay and Phongsaly Provinces”. Projects shared their experiences on operating Village Nutrition Centres (PRF) and Farmer Nutrition Schools (FNS) with the World Bank team. The collaboration between the two projects is ongoing including sharing information and results from implementation for learning from each other. Recent discussions concerned the testing of a grain mill for making an instant rice/pulse/peanut porridge mix for complementary feeding. This may be tested in one or both projects.

3.4.6. Partnership with the GPAR project

SDC and UNCDF will jointly commission an independent consultancy to formulate a District Development Fund (DDF) and PRF Collaboration Framework. Both the DDF and the PRF share common goals and serve as vehicles for GoL to deliver improved public services by supporting local administrative capacity development. Both programs have contributed to the decentralized “Sam Sang” policy with different approaches. While DDF places greater emphasis on district capacity development for planning and budget management, PRF applies a CDD approach to enabling rural, poor villages to identify their priorities and implement their own sub-projects. The TOR for the consultancy has been finalized and the international consultant recruited. The assignment will start at the beginning of June with field visits in 2 provinces (Saravanh and Oudomxay).

3.4.7. Partnership with WFP (cook stove community acceptance)

A series of meetings with the WB Cook Stove Initiative team was conducted to discuss and review the implementation of a trial aiming at understanding the acceptance of Tier-4 cook stoves in Lao PDR using a comprehensive consumer acceptance study.

This initiative will help in understanding the following:

- Tier-4 cook stoves and their suitability for cooking common Lao cuisines;
- Ease of use of Tier-4 cook stoves in Lao households;
- Training needs of users for proper use of the Tier-4 cook stoves;
- Other geographic and contextual factors that may affect the performance and acceptance of Tier-4 cook stoves.

During the reporting period, 40 households were selected, the baseline and end line surveys completed by WB and PRF has not received findings yet and the cook stoves distributed and

tested by the selected 40 households. For the next step, the PRF team will focus on the production of fuel pellets.

3.4.8. Discussion with the Government on the future PRF orientations

In 2017, a series of meetings with the Government and the PRF donors were organized regards to the PRF orientation since the project is under the umbrella of the Ministry of agriculture and Forestry (MAF). The MAF representatives confirmed that minor changes will be required and that the PRF will remain autonomous as it has always be and that no disturbance will affect the implementation of the PRF activities. Nevertheless the MAF representatives highly recommend the PRF to support more the Agriculture and Forestry sector after they found that less than 10% of the total number of sub-projects and related budget are allocated to this sector.

The MAF also request the WB to support for the development of a sound National Rural Development Strategy (NRDS) linking with all existing pieces of MAF's and GoL's strategies and plans (e.g Agriculture Strategy, Upland Agriculture Strategy and 5-year NSEDP and rural development plan) with PRF lessons and local planning (DSEDP) process/guideline incorporated following the upcoming MTR in June 2018. The NRDS should be ideally completed and approved by the end of 2019 or early 2020 ready to be used to guide the design and implementation of this new project and the next round NSEDP and NRDPE Plan (2021-2025) as well as other possible rural development investments in Laos.

Following on the Government suggestions, further discussion have been conducted internally and with the donors on the future PRF orientation. It was agreed that the post-PRF program would continue to be the flagship MAF program under the government's rural development strategy. The heart of the program will still be based on the CDD approach and following the PRF principles with new activities that advance the rural development agenda, and with more focus on helping people living in the poorest rural areas to be healthier and to improve their incomes and supporting better access to market. Some of the LN activities will be the core of the program such as the village nutrition groups as well as related activities such as latrines promotion access to clean water using the Self Help Group Approach at the community level. The program will play a greater role in coordinating and strengthen cooperation with the different rural development actors in the field through the DSEDP support. Discussion will continue to refine the future program during the course of the fiscal year 2018 with the organization of workshop with the Government and the donors prior to the MTR planned in June 2018.

In April 2018, PRF has organized a brainstorming and review of PRF implementation workshop. The objectives were (1) to review PRF sub-project implementation of the first quater 2018 and brainstorming with concerned partners about the PRF strenghts and weaknesses; (2) Coordination between PRF and relevant sectors at central, provincial and district levels, for preparing

information before the coming PRF MTR and (3) consultation between new PRF ED/DED and Head of each Division/Unit at central level. The result of the meeting are as follows:

- (a) All delegations from relevant sectors agreed to work closely together with the PRF;
- (b) Brainstoming on long term planning is essential to continue to suport rural community and eradicate poverty. Through discussion both central and provincial level have identified shortcoming, iptions to solve them and lesson learned on past implementation;
- (c) All comments and suggestion from delegations were useful to improving future implementation , especially sub-project selection in GoL's focal point where all supported projects must be linked to the local social-economic development plan;
- (d) The rural development context has changed globaly and in the region. Therefore, all delegations agreed to develop a new strategy for adopting rural development and encouraging PRF to be national model of rural community for development of the whole country. The PRF can be aGovernment program supported by International agencies, and participating in long term sustainable development and to be the a coordination center with other organization/agencies.
- (e) PRF is one of the strong organization, with staff having experiences, abilities and responsibilities, to seek the policy/strategies of government as well as in the negotiation with other development agencies and improving the living condition of rural communities effectively.

Chapter IV: Management and Accountability

4.1.Finance and Administration

4.1.1. Government contribution

PRF has submitted the request to the MPI and National Assembly via MAF for the approval of 82 sub-projects with the amount 24 billion LAK in 10 provinces (Phongsaly, Louang Namtha, Oudomxay, Louang Prabang, Huaphan, Xiengkuang, Savanakhet, Salavanh, Sekong, Attapeu) for Cycle XV, FY 2018, since then the process have been approved by the MPI and MAF for the amount 11 billion LAK of this fiscal year 2018. The remain budget amount LAK 37 billion will shift to 2019 (last year of PRF III), and PRF has shared the list of sub-projects to be supported with this amount (Government co financing) to Ministry of Agriculture and Forestry and Ministry of Planning and Investment for consideration.

4.1.2. Budgeting

As per the agreement with the donors, the PRF has submitted to the donors the work plan and related budget for the PRF III second fiscal year for a total budget amount of US\$18,433,473 (*see Annex 8*) and allocated in the 4 different project components as follows:

Component 1: included 2 budget lines: a) sub-grants and Kum ban planning. and b) Orientation meeting, which carrying out of participatory community and local development planning processes at Village and Kum ban level including provide the sub grants implementation of community infrastructure based on the Kum ban development plans, The project activities are include Village Development plan meeting, Kum ban Development Plan meeting, KDP Endorsement meeting by the district authorities and concerned sector, KBF training on social safeguards and FRM, Village report back meeting, Sub-project survey-design, Village confirmation meeting, VIT training on finance and procurement, Procurement / bid meeting, VIT training on implementation, and Sub-project kick-off meeting, Training on Operation & Maintenance (O&M). During Jan-May 2018, the Sub-grants of cycle15 have been implemented over 28% and Kum ban planning have been implemented over 64%.

Component 2: related to capacity building activities such as: Local capacity building, which focused on refresher training on planning, PRF staff refresher training on finance & procurement, DSEDP meeting, GOL concern sectors project monitoring, KBF monthly meeting, District Annual Evaluation Meeting, Provincial local exchange visit meeting, M&E staff refresher training on M&E work and MIS, Internal Audit visit, PRF Board meeting, First and Second Accountability Meeting, ,First and Second KBF monthly Meeting, PRF refresher training on Environmental and Social Safe guards, Central public information such as: TV, Radio and Collecting & Public news, IEC tools and Materials, PRF assessment and Development Activities including Technical Assistant Support, 6&12 Month monitoring. This budget has been implemented in line with the annual plan.

The sub-grants monitoring activities were implemented not only at provincial and district levels but also at the central level to support regular field visit and including the donor supervision mission. It is an ongoing process and currently on track with the annual budget plan.

Component 3: related to project management costs, this component are provide the technical and Operational assistance day by day management of the project and carry out of the project financial audits and more particularly PRF regular payment of staff costs and administration activities. A part of the budget has been used for procurement of PRF equipment and office maintenance based on annual procurement plan.

Component 4: The Nutrition Enhancing Livelihood Development Project: almost all LN activities have been implemented regarding to the annual plan such as LN Local capacity building, LN project monitoring and LN project management costs that are regularly implemented following to the annual plan. During this period, the LN activities have been implemented over 38% of annual work plan activities.

4.1.3. External Audits

The PRF Financial Audit for the fiscal year 2017 (Jan 1st – December 31st 2017) was conducted in March 2018, and the report will be submitted to donors by June 30th 2018. According to this Finance and Administration team has prepared the documents related to finance work such as statement of expenditure, fund balance and financial supporting document prior to the External Audit.

4.1.4. Disbursement

As of May 31st, 2018 disbursement reached 45% for the IDA credit 5827-LA. For the Swiss Agency for Development Cooperation (SDC) disbursement rate reached 35%.

Table 21: PRFIII Financing – Disbursement (as of May 31st, 2018)

Source of Financing	Disbursement as of May 31 st , 2018	Disbursement (Percent of Total Allocated by Source of Financing)	Total Budget Allocated (US\$ million)
WB (IDA credit 5827)	13,506,182	45%	30,000,000.00
SDC	6,323,496	35%	18,000,000.00
GOL	-	0%	6,000,000.00
TOTAL:	<u>19,829,677</u>	<u>37%</u>	<u>54,000,000.00</u>

Source: PRF FA Division, May 2018

During the reporting period, PRF has preceded withdrawal application (SOE “statement of expenditure) from the donors for a “ total amount of US\$ 22,093,669.28 (US\$ 14,618,669.28 from IDA credit 5827 and US\$ 7,475,000.00 from SDC).

Table 22: Summary of funding expenditures

Fund Source	Fund Received FY 2017-2018	Expenditure FY 2017-2018	Percentage of expenditures
WB (IDA credit 5827)	14,618,669.28	13,506,182	92%
SDC	7,475,000.00	6,323,496	85%
GOL	-	-	0%
TOTAL:	<u>22,093,669.28</u>	<u>19,829,677</u>	<u>90%</u>

Source: PRF FA Division, June, 2018

During the reporting period (Jan-Jun 2018), PRF has spent a total amount of 19,829,677 (US\$ 14,138,389 to support Sub-projects and the communities' kum ban planning. US\$ 1,809,715 was disbursed for the capacity building, IEC materials and sub-project monitoring activities, US\$ 3,271,457 was used for the project management activities and US\$ 610,116 supported to Livelihood and Nutrition activities).

PRF transferred for cycle 14 sub-grant budget to village accounts for a total amount of US\$ 9,230,694.06 (US\$ 5,804,534.54 from IDA credit 5827 fund and US\$ 3,426,159.52 from Swiss Agency Development Corporation "SDC" fund). As the annual budget plan 2017 for sub-grant is US\$ 9,863,000.

Table 23: Expenditures by component (Jan-Jun 2018)

Description of Component	Budget for 2018	Expenditures FY May 31, 2018	Percentage (%)
Community Development Grants	12,720,521	4,051,622	32%
Local & Community Development Capacity building	2,292,590	548,364	24%
Project Management	2,946,323	943,569	32%
Nutrition Enhancing Livelihood Development	474,039	182,182	38%
TOTAL:	<u>18,433,473</u>	<u>5,725,737</u>	31%

Source: PRF FA Division, May 2018

PRF transferred for Cycle XV sub-grant budget to village accounts for a total amount of US\$ 3,245,086 (US\$ 1,919,597 from IDA credit 5827 fund and US\$ 1,325,489 from Swiss Agency Development Corporation "SDC" fund). As the annual budget plan 2018 for sub-grant is US\$ 11,465,000.

4.2. Monitoring and Evaluation

Monitoring and Evaluation provides the information needed to make evidence-based decision for program management and improvement, policy formulation, and advocacy, to follow up and tracking the implementation of project. PRF database has been designed and processed in two functions (OFFLINE and ONLINE) this is proper for local areas where is limited the internet signal and data entry person can enter the data into database both options, check with concerned staff and get approval from the provincial coordinator. Then they can upload the data to the server (ONLINE) that provincial and national staff can follow up and use for reporting.

During this reporting period, the basic information was available in PRF database and could support key data that are used for achievement indicators as well as data for project management to be reported to donors before coming MTR in early June 2018. The M&E team also focused on the data verification and validation, including quantity check from server at national office and random check at provincial level, together with internal evaluation preparing. Excepting, the team also focused on community-based monitoring and evaluation.

To strengthen the Monitoring and Evaluation System of PRF, M&E team works closely with International Consultant, to oversee through the current structure and performance made by the M&E team and propose for improvement, including the structural progress report was revised for each Division/Unit, the contents of report was specified on impacts not only the details of intervention, as well as the rule of M&E will be revised. The key works of this consultancy will capture following tasks:

- To support the preparation and implementation of the Technical Quality and Beneficiary Satisfaction assessment and review the status of PRF's SHG support, case study analysis on the operations of VNCs and the final end line survey that would be able to provide key data supporting some key PRF III indicators, which already proposed for adapting.
- To assist PRF in preparing documents for the Mid-Term review as well as Final Impact Evaluation of PRF III by reviewing related documents of the End line evaluation of PRF II which is the baseline of PRF III, then assisting in the preparation and implementation of the PRF III's final evaluation.
- Review how the M&E information is reported, collected and stored in MIS/databases to ensure information can be extracted on time and sub-project cost efficiency can be assessed (looking at the coverage and adequacy especially for data that are needed to reflect sub indicators, quality, completeness and consistency in data from different staff/districts etc) - identifying problems in data processing, analysis and display and reporting and discuss possible solutions with the M&E team and the donors.
- Upgrade the internal analytical capacity of the M&E team through knowledge transfer and on the job training to develop robust and relevant M&E system that would capture the change through the results chain and provide tools for milestone monitoring and community benefit tracking.
- Review and technically advice the M&E team and concerned staff in reviewing the internal M&E process and reporting, for all concerned divisions and units.
- Develop a plan and list of actions to address each of the weaknesses observed or reported by the staff and Project Management Team - discuss this plan in terms of scheduling (immediate and medium-term action) and the appropriateness of proposed activities.

M&E team also monitored the progress of 4 indicators of PDOs that expect to get after Endline evaluation of PRF III. For 3 indicators of IRIs will receive from the evaluation of Technical, Utilization and Beneficiary Satisfaction conducted by consulting company in May 2018.

In terms of evaluation, PRF will use and provide the result of MTR and 3 indicator assessments conducted by external as mentioned above to improve the processing implementation of PRF as well as plans for period July-December 2018 and year 2019 as well.

4.2.1. Management Information System

MIS is the systems that can help PRF processing implementation to make valid decisions by providing accurate and up-to-date information and performing analytic functions. Basically, MIS has maintained the PRF database server running on 24 hours per day, 7 days per week and 365 days per year that ready every time, everywhere for data entry of PRF implementation via internet.

During the period January - June 2018, MIS was able to collect the key data such as number of beneficiaries, trainings, workshop/meetings, plans, and implementation as well as budget allocated both PRF and community contribution, of these data were able to support project indicators to report to GoL and donors with guidance for decision making. Also, MIS was able to monitor Progress of sub-projects implementation of Cycle XV in 2018.

4.2.2. Geographic Information System

During this reporting period different work were carried out by the GIS officer, mostly related with producing PRF III maps (43 targeted districts, 263 Kum ban), and PRF coverage in the Government areas for development. Key activities can be highlighted as below:

Produced Map

- Updated map of PRF sub-projects of Cycle IX to XIV in 43 districts.
- Updated map of PRF district targets since PRF I, II and III.
- Completed upload maps of PRF II and III which Cycle IX to XIV on PRF's website.
- Updated district boundaries of some PRF target districts such as Hiem, Xon, Kouan and Xamtay, Houaphan province.

4.2.3. Reporting

According to the rule of donors, the progress reports were regularly prepared in English to the donors every (Six Month Progress Report and Annual Progress Report). During this period, Six Month Progress Report 2018 will submit to donors before coming MTR in early June 2018. Especially, writing strengthen it is necessary to improve for English report of each Division/Unit, to focus on the impacts of the intervention not only the details.

Additionally, Lao progress reports were also prepared and submitted to government as well as Ministry of Agriculture and Forestry (MAF) on weekly basis, monthly, quarterly, Six Month and Annual Progress Report.

4.3. Community Development Work

4.3.1. Local Participatory Planning

Review VDP for Cycle XVI (2019) which is the last cycle of PRF 3, conducted from February - March 2018, and including 412 sub-projects (see details in the table below), however, the list of sub-project might change after the survey - designed which will be conduct from April - May 2018 because of technical issue or budget shortcoming, After the survey-design step, the procurement will be conducted in November - December 2018 in order to start the sub-project implementation in January 2019 onwards. This means that the implementation of sub-projects for Cycle 19 will be completed before the dead line (December 2019).

To strengthen the capacity of Kum ban facilitators, a review of VDP to confirm the Cycle XVI list of sub-project of was conducted by KBF in each village before this review of VDP, the Kum ban Facilitators have been trained for 2 days.

4.3.2. Gender and Social inclusion

To promote and strengthen women empowerment, PRF III team continue to promote women as Kum ban facilitator (60: of them are female), Village implementation team member and SHG members. The data from M&E division show that PRF activities include more female and vulnerable people by focusing in poor districts where most of the ethnic people are located. The PRF coverage includes 1,585 ethnic villages (87% of total number of villages covered) and the ethnic population cover 83% of total population. Within the LN activities, 85% of the total number of SHG members is female. 40 women have also participated in the clean cook stove acceptance study in two target village (Nakham and Phieng-Yam villages) in Xiengkhor district, Houaphan province. Finally within the RMG support, a large majority of the members are female (360 female members). Details are described in *Annex 9*

4.3.3. Information Education and Communication (IEC)

In order to ensure that PRF information is disseminated to communities and public as determined in the PRF Operation manual. During January to June 2018, Village Information Boards and FRM boxes were established in approximately 237 villages (Details are described in *Annex 10*). Information dissemination is the responsibility of VIT members.

Every week IEC team completed writing three articles, (approximately 72 articles during the reporting period) published in four main newspapers such as Vientiane Times, Vientiane May, Pasaxon and Pathed Lao.

In January 2018 the PRF has signed an MOU with the Lao National Radio, the objectives is for release information related to PRF approaches, project implementation progress as well as lessons learned of good practices activities, reports, etc. Information will be disseminating in Lao language through *Loungsang Loungsa* and *Hobban Pharnmeuang* programs. Main topics will include *how to promote gender equality and social inclusion and to make sure that women, ethnic and vulnerable groups participate in PRF programme including access to PRF information*. The project has also signed a MOU with the Lao Women's Union, Department of Media responsible of releasing PRF information into monthly Newspaper, magazines, Television and Radio programs.

During February - May 2018, CD Division produced 1400 sets of the PRF Logo, 1,300 PRF T-shirts with information of FRM and distributed to all provinces, in particular for PRF target Kum Ban Facilitators. In addition, 60 sets of map that shows targeted Kum ban of PRF III and 1,000 sets of success story and results in implementing CDD approach are in the process of printing. These two types of IEC tools will be complete and ready for use in June 2018.

In order to promote PRF communication and interaction related to communities, 10 PRF's new songs were completed and mastered in a music album. The CD team produced 300 copies that were distribute to PRF partners such as Medias, government line ministry at National, Provincial, District levels including PRF target villages. The objective of producing PRF songs is for using during the PRF meetings, trainings, workshops and other events organized by line ministries and PRF with the communities. In additional, CD team is producing PRF songs translated into four ethnic groups such as Aka, Hmong, Khmu and Blue languages. On the other hand, spots on CDD promotion PRF III introduction and as well as introduction film are in the process of developing communication tools will be completed in July 2018.

At the end of May 2018, PRF has organized an exchange mission between Phongsaly and Huaphanh province. The participants where from provincial and district Government Facilitators, representatives of Kun ban Facilitators, representatives of VIT and some provincial and district PRF Staff. The total number of participants was 24 people. The subjects of exchange focused on Coordination and cooperation between PRF and government office and at the community levels. The other subjects were related to community mobilization and formation especially discuss on community participation and contribution in implementing their infrastructure – LN sub-projects, community deal sub-project procurement and conducted social audit by themselves etc.

4.4. Engineering Works

During the reporting period, the work done by the Engineering section covered 1) monitoring the CLTS activities in the field with the participation of the DED to organize the meeting with the district authorities and incorporate and plan with Namsaat District to follow up triggering hard within three months for fast moving villages especially which are in highly progressive to get ODF by the end of this year.. 2). the implementation of the cycle XV subprojects. All the subproject could start within the plan and are in good progress (76% of the total number of sub-

projects have started and 16% of the total number of sub-projects are completed). Two sub-projects in Attapeu province (Sanamxay district) were cancelled (overlapping with other development project investment) and replaced by other sub-projects selected in the VDP; 3) the extension of the RMG activities; 4) the post-implementation road inspection.

4.4.1. Survey and design

For the preparation of Cycle XVI, the team had conducted the survey – design 131 sub-projects under Government budget out of 412 sub-projects in 10 targeted provinces, for the rest will be included in IDA sub-projects which the survey design will be carried out during July-August 2018.

4.4.2. Pilot Road Maintenance Group

The road maintenance group (RMG) is a new PRF initiative to help keep roads to the village in good condition. It also provides additional income to group members. However, only a few people are needed in each RMG and therefore the selection process needs to be carefully targeted and transparent. PRF III has piloted the approach inviting women predominantly from poor/poorest households to participate as RMG members.

From June to December 2017, the Road Maintenance Groups (RMGs) were piloted by the Poverty Reduction Fund (PRF) in Viengkham district (Luang Prabang province) and in Sepone district (Savannakhet province). The pilot covered a total of 50 km of road from previous PRF cycles, which were maintained by 11 RMGs involving 56 RMG members. The pilot was funded by the SDC Innovation Fund.

The training of trainer for the RMG are took place in June for 54 road sub-projects in 7 provinces and 24 districts with a total length of 340.34 km that will be maintained by 74 RMGs made of 360 members (Details are *in Annex 11*). The selection of RMG participants at village level has done by a consultant company, Indochina Research (Laos) Ltd, who is also responsible for conducting the baseline study for an impact evaluation which is being supported by the Bank. The 360 members will receive the payment from PRF through the village committee by maintaining the road in their village during a period of 18 months (1/6/2018 – 30/11/2019) as planned, with most RMGs starting to work on July 1, 2018. Payment of RMG workers cannot start until the baseline is completed. The study is expected to complete by August 2018 and provide valuable information to GOL as to the financial and other benefits for poor, participating households, and to stimulate discussion regarding future application of this model for labor-intensive, rural road maintenance.

4.4.3. Community Force Account

PRF is promoting CFA to increase community involvement and employment in sub-project implementation. A consultant, starting in September, will develop a planning and implementation model, including step-by-step implementation procedures, a CFA guide for PRF and Government Staff and a community CFA manual as well as help screen Cycle XVI sub-projects for implementation using CFA and costing considerations for a set of CFA-implemented sub-projects.

The World Bank team will also facilitate information sharing the Myanmar CDD project to learn about sub-project simplification, reduced costs and procurement simplification. As a result of this advice, PRF will prepare a list of proposed CFA-implemented sub-projects (including different sub-project types) and send to the Bank for review and discussion as soon as it is ready in October 2018.

4.4.4. Quality Control

The PRF will cooperate with the Lao universities to undertake the quality control inspection of the sub-projects in the north and in the south. The volunteer students will be trained and do the inspection of the sub-project supported by the PRF after their completion. The sub-projects inspection is in the yearly plan for monitoring of the Quality Control officer. The random inspection was already carried out in the different areas to be inspected by the PRF national team. The random checked has just been completed in the south and will be carried out in the three northern provinces and will be completed in June 2018. The volunteer engineer selected are coming from Champasack university and covered the three provinces of Salavanh, Sekong and Attapeu. In the north the collaboration is with Souphanouvong University and the young engineers will cover Xiengkhouang, Oudomxay and Phongsaly provinces.

4.4.5. Disaster Risk Management

In March 2017, the SCO in Vientiane requested DRR Regional Advisors to participate in a session specifically on disaster risk management as part of PRF's Donor Support Mission, where PRF re-confirmed that the inclusion of DRR and the strengthening of communities' resilience to natural disasters is strongly needed. PRF's Engineering Division expressed a need for training on site risk assessment and on measures of disaster adaptation, preparedness and prevention. Prior to the mission, PRF shared its site impact screening checklists and requested the undersigned to join a field trip with PRF's architects to identify the needs in detail.

The recent *Final Report of Technical, Cost Effectiveness and Sustainability Audit* (March 2016) identified that only 17% of subproject files contained DRM checklists and underlines the need for a DRM training courses.

The final report of *Technical, Utilization, and Beneficiary Satisfaction Assessment, May 2018*. All villages committee are participated in the DRM process since the begin of subproject preparation, mostly the PRF promote this topic as a first priority for all villagers to beware and most of precautionary activities were carried out within villages. (please see in the final report, May 2018)

The second visit of the team of DRM consultant from Swiss and Bangkok were also taking place in Louang Prabang for further improvement the existing guideline of PRF, especially the form development since disaster in the south 2009. And the new forms revised and translated into Lao and ready to apply in the refresher workshop.

Following next steps:

- Adapting Sub-project Design Checklist and Hazard/Risk Assessment Form: Moritz has reviewed and adapted the Hazard Assessment Form and included all of changes as discussed. Next steps PRF team (TA team) will cross-check the changes as content and format, checking on duplications/overlaps with others forms especially the environment assessment form, and bringing all forms into a consistent format/layout. Expect to be done by August 2018

Provide presentation to the Refresher Workshop for PRF staff on the two above changes, potential measures and examples of self-study risk assessments.

4.5. Human Resources

Percentage of PRF fully staffed

As of June 2018, there were 268 positions filled (including 85 female staff) in total operating at the central office in Vientiane Capital, 10 provinces and 43 targeted districts. The number of staff at each level and province can be found in Table 24. The total number of existing staff is equivalent to 100 percent compared with the total number of approved positions. The percentage of female staff represents the same percentage of previous year (29.93%). PRF is encouraged the women especially ethnic groups to apply of those other position as PRF's advertise based on suitable position in different level.

The proportions of staff at the three different levels are as follow 12%, 26%, 48% and 14% respectively from central, province, district and village levels.

The Table 27 below shows the number of ethnic staff at each level. There have 2, 18, 21 and 6 ethnic staff based in PRF central, provincial, and district and village offices respectively. There is 47 ethnic staff in total which has slightly decreased to the number reported last year. The details are in *Annex 12*.

Table 24: Number of ethnic staff at each level as at June 2018

Level	Number of staff			Ethnic Group		
	Men	Women	Total staff	Total	women	% by level
National level	25	10	35	2	0	5.71
Provincial level	53	21	74	18	6	24.32
District level	92	45	137	21	5	15.32
Village level	29	9	38	6	2	15.78
Total	199	85	284	47	13	
Percentage	70.07	29.93				

Source: Human Resource unit, June 2018

Staff turnover recorded: During the reporting period, the percentage of staff turnover reaches 2.81% (equivalent to 08 resigned staff and 01 women). This percentage has slightly decreased by 0.23% when compared to previous reporting period (fiscal year 2017).

However, other activities have done form this period as follows:

- Completed extension the contract of 2018 and sent to 264 staff including Central, Provincial, District and Village levels);
- Signed contract with Website Developer, M&E and Community Consultants;
- Completed the procurement process for recruiting the new Executive Director; Provincial CD and District CD to Luangprabang, 2 district engineer staff to Sekong and Attapeu provinces.

4.6. Procurement

During the reporting period, the Procurement Unit had accomplished the following activities:

Procurement of goods, works, and non-consultancy services

- Completed the procurement of printing and publishing the Information, Education and Communication (IEC) which included PRF stickers, PRF brochures, PRF maps, and PRF T-shirts for village team. For which the contracts were signed on 21 February 2018 with KS Printing and Advertising.
- Completed the procurement of printing of Road Maintenance Group (RMG) guidebooks. For which the contracts were signed on 26 March 2018 Family Media.
- Completed the procurement of 50 cook stoves from China and pellets from Indonesia with Mimi Moto BV, for which all the goods were received and distributed to targeted villages on 30 March 2018.

- Completed the procurement of TA survey including Schmidt Hammer, Dynamic Cone Penetrometer and Abney Level for which the contract was signed on 25 April 2018 with Lao Inter-network Individual Enterprise.
- Completed the procurement of consultancy service (firm) for Technical, Utilization, and Beneficiary Satisfaction Assessment through CQS procurement method and subject to post review by the World Bank, for which the contract was signed on 12 March 2018 with Ethnic and Social Development Service Company Ltd. (ESDS).

Sub-projects

- Completed preparation of the Sub-Project Procurement Plan of cycle XV.
- Conducted the procurement training for Village Procurement Implementation Teams regarding Community Procurement Guideline, Procurement Procedures, Bid Opening and Evaluation Process, and preparation of evaluation for those villages funded by PRF in Cycle XV.
- PRF district/provincial staffs assisted the Village Team in conducting the bid opening and evaluation process at the village center for sub-projects in Cycle XV.
- Village team have completed the procurement of Tools and safety equipment provided to Road Maintenance Group (RMG).

4.7. Livelihood linked Nutrition activities

In 2018, the LN team focused on following up the impacts of SHGs work through 23 VNC and 915 SHGs that already in place, including the activities and inactive groups, nutritional activities done by members. The nutrition status of SHG families has been improved : they mentioned that at least they consumed 2-3 chicken/week and consumed their own vegetable from their home garden compare to around one chicken per month before joining the SHG. At least once a month, VNC members of 15 Villages are still gathering for exchange information and cooking for their kids. The majority of ingredients are from their productions.

4.7.1. SHG Assessments

World Bank Consultant, Mr. Debaraj Behera conducted assessment according to action plan from AM from previous mission in Oct 2017. The SHG Assessment aimed to define and learn the good lessons learned from operating IGA by SHG members in target district, Xepon from 25-29/03/2018. More than 136 members of SHG attended in the meeting with the consultant to provide information on SHG saving, running their IGA. The Assessment Report will be followed from the Consultant and will be used for next coming MTR in June 2018.

In May 6th-12th 2018, PRF organized to field visit for representatives from line ministries, central offices and National Assembly which are members of PRF Management Board. The Representatives visited for 5 villages of 3 LN target districts. The representatives had positive impression with the results from PRF's assistances, in particular results from SHG incomes and behavior changes in applying production techniques. Representatives recommended increasing

financial and technical support to IGA and upgrading potential SHG to advance production group with formal status that would allow to access to better financial supports

4.7.2. SHG Saving

The saving has increased by 19% from Dec 2017 (US\$189,902) up to-June 2018 which shows the ownership and sustainability of the saving system . As of June 2018, the saving amount has been multiple by more than 10 (from US\$22,300 in 2015 up toUS\$ 226,296 in 2018).The saving amount was used for 3 main purposes: 75% were for emergency lending to members including buying rice, transportation to hospital, medicine and education materials, 15% were for livelihood activity loans to members and the last 10% was for reserved money. The application of saving money for lending in some village is needed to be investigated.

Table 25: Financial status of SHGs as of May 2018

District	Village	SHG	Member	Seed grants	First Loan	Second Loan	Total loan amount
Sepon	30	155	1,750	231,803	221,988	208,124	430,112
Nong	19	95	1,285	222,123	216,823	212,163	428,986
Thapangtong	24	192	1,920	189,630	189,630	188,800	378,430
Sub-total	73	442	4,955	643,556	628,441	609,088	1,237,528
Sone	20	99	1,328	160,681	160,681	155,796	316,477
Hiem	20	95	1,277	148,021	148,021	111,037	259,058
Houameuang	32	179	1,719	169,778	169,198	162,885	332,083
Xiengkhor	20	100	941	94,025	94,025	26,331	120,356
Sub-total	92	473	5,265	572,505	571,925	456,050	1,027,975
Grant total	165	915	10,220	1,216,061	1,200,366	1,065,137	2,265,503
					98.71%	88.73%	186%

Source: *Livelihood and Nutrition, June 2018*

Table 26: Summary of Loan takers during first 18 month period of PRF III

District	Village	SHG	Member	# borrowers first loan	# borrowers second loan	Total # borrowers	%
Sepon	30	155	1,750	1,580	1,591	3,171	81%
Nong	19	95	1,285	1,254	1,227	2,481	93%
Thapangtong	24	192	1,920	1,589	1,920	3,509	83%
Sub-total	73	442	4,955	4,423	4,738	9,161	86%
Sone	20	99	1,328	1228	642	1,870	41%
Hiem	20	95	1,277	698	651	1,349	06%
Houameuang	32	179	1,719	1386	1,038	2,424	41%
Xiengkhor	20	100	941	952	384	1,336	42%
Sub-total	92	473	5,265	4,264	2,715	6,979	32%
Grant total	165	915	10,220	8,687	7,453	16,140	158%

Source: *Livelihood and Nutrition, June 2018*

4.7.3. SHG Lending

Through the implementation of LN activities in 2018 lending and repayment are in progress. The total project seed grant is US\$ 1,216,061. The first repayment reached 66.03% and increased by 12% in comparison with December 2017. Approximately 130 SHG members do not take second round of loan and are still operating Livelihood Activities by their own capital. As of June 2018, there is no repayment for the second loan yet due to lending contract is not yet due. Following on the wish of all SHG members, lending contracts are set for 12 month period. The reason is that of the VSMC wants to keep bookkeeping and recording as simple as possible. Some SHG members who took the first loan during PRF II, especially members in 2 districts of Nong and Sepone, have not yet repaid their loan. Nevertheless, they acknowledged and agreed to extend previous lending contracts for another 12 month period and gradually repaid principal and interests. The LN team is monitoring regularly loans repayment and will summarize data of these SHG members who have seen their contract extended and repayment status in the next Annual Progress report.

4.8. Internal Audit

Based on the planning of Internal Audit Unit, 10 audits will be conducted in this period, 6 audits were completed in Savannakhet province and 4 audits are being conducted in 4 provinces (Odomxay, Salavan, Sekong and Attapeu) as well as at the PRF central level. After the audits, reports were prepared and submitted to Executive Director and concerned parties. Out of 5 audits conducted, recommendations were provided to 21 issues, of which 2 were closed and 19 issues were opened for following up, waiting for the supporting documents in order to be closed. Most of the issues are related to non-compliance with the PRF processes and procedure such as signature from concerned sector missing, information missing in some key documents, data inconsistency between district and province level, differences between drawing and implementation, delay in fund transfer, etc.

The internal auditors visited the PRF provincial, district and Kum Ban on a regular basis to ensure compliance with the procedures/systems as described in the Manual of Operations, the operating is functioning well, and that staffing are in place as well as reviewing financial transaction and supporting documents and filing. The working system of Internal Audit usually follows these steps:

1. Criteria are benchmarks to be used to evaluate performance of the audit and determine if there is discrepancy between criteria and condition. Operational manual, CDD procedure, Engineering standards and specifications, norms and rate of inputs for computing estimate and BOQ, Procurement and contract administration procedure, M&E, HR and LN related procedures, Financial and accounting procedures, various reports from the donors and external oversight providers, and good practices of planning and performing project works are main sources of criteria.
2. Condition is what that exists. In simple term if condition is not as per criteria there is discrepancy. It means the risk still exists and needs to be mitigated through appropriate actions.
3. The audit process then has to determine the Causes behind discrepancy and also the Consequence that is impact or potential impact of the variance between criteria and condition.
4. Moving further, the audit team has to develop appropriate Corrective action (recommendation) that if implemented address the discrepancy. Auditor must develop and report well researched Corrective action (recommendation) that is able to address the cause and consequences of the discrepancies.

Chapter V: Challenges encountered in PRFIII

Key Challenges

The implementation of Cycle XV, which expected to start in January 2018, in reality, the procurement work just completed in March 2018, and the actual sub-project implementation started in April 2018 for the latest province (s). A total of 335 sub-projects already got approval for this year and almost all sub-projects are expected to be completed before the rainy season. The key works after this period, will be for the PRF team to focus on preparing the final year of PRF III (2019), especially, tracking budget using in each component (sub-grant, capacity building, livelihood and nutrition, and project management).

The re-structuring of PRF organization is ongoing and there remains some lack of clarity on the role of PRF after transferring PRF from the PM's Office to MAF (decree 99/PM). This is particularly the case in some provinces and districts where changing lines of reporting and authority need to be clarified.

Harmonizing the development plans of PRF and the Government is a key challenge for the implementation of PRF, given different approaches and time scales. The Government and Donor(s) should continue their meetings related to coordination and the development of a common strategy and framework for rural development.

Sustainability of PRF's activity

As already mentioned in the Annual Progress Report 2017, the sustainability of PRF's development assistance should consider four dimensions: (i) developing a viable and replicable model; (ii) increasing the role of local government; (iii) enhancing community and local capacity, and (iv) improving design quality and O&M of sub-projects. These four dimensions are considered the key factors to sustain the benefits from PRF support. Particularly important is the capacity of government and local authorities to carry out similar work after the completion of PRF, without or with minimal support from donors.

In terms of the development of a replicable model, there are various activities including pilot works of PRF that have been testing new procedures. However, a viable and replicable model remains to be fully proven and documented that tother project(s), development partners and Government can apply in future. Instead of a focus on the quantity of works (PRF's Panning, CDD, RMG, LN, etc), PRF should focus on the quality, efficiency and effectiveness of procedures and appropriateness given the current capacities of Government administrations., for example which mechnism or product done by PRF and applied for other. In the short-term, the most important thing is how infrastructure works can be sustained without the support of donors after the end of PRF

Increasing the role of local government requires both trained Government staff and budget support. PRF has successfully piloted the process of integrating Khum ban plans into district planning (DSEDP), ‘deepened CDD/CFA’, and RMG but these pilots have been funded by PRF. PRF; therefore, needs to consider how the Government can proceed with these activities with the Government budget available; pilots must not only demonstrate the end result but they must also be feasible, this would be useful to get some experience from Vietnam, Philippine and other ASEAN’s countries.

Enhancing community and local capacity has two aspects - the capacity of village communities and the local capacity of village, Khum ban and district authorities. Each needs to be addressed through different means. For example community capacity is best developed through involving them in each stage of PRF’s activities. The capacity of local authorities can be developed by inviting representatives to join meetings and participate in training. PRF has made considerable progress in these areas. There is also the possibility of cross-exchange visits in Laos or other countries so that participants can learn something new and apply it for their community development, especially, livelihood activity.

Improving design quality and O&M of sub-projects, is best addressed through strengthening the capacity of PRF and government staff from the concerned sectors and following the design standards of line ministries. O&M is the combined responsibility of the O&M team in each sub-project village and the concerned sector staff at the district. O&M must also be supported by Disaster Risk Management activities, 6 and 12 months follow up visits, and formation of Road Maintenance Groups.

Chapter VI: Planned activities Jul – Dec 2018

6.1. Highlights for July – December 2018

PRF action plan for year 2018 has been prepared based on the lessons learned and experiences related to sub-projects implementation of 2017 and the first 6 month of 2018 as well as what we need improve and continue especially the emphasis on the sub-project implementation deviation from intended target and deviations from the related work plan activities, capacity building for community and local authorities, and strengthening nutritious activities through the performance of SHGs.

The key work of the last 6 month was to prepare and present key achievements, including the achievements through indicators of Project Development Objective (PDOs) and Intermediate Results Indicators (IRIs) as well as data (outcomes) conducted by internal and external evaluation, especially output of 3 IRIs indicators (Technical, Utilization, and Beneficiary Satisfaction Assessment).

By the end of the 2018, PRF also will prepare for final impact evaluation of PRF III, which will use the PRF II's final evaluation to be the baseline for PRF III's final impact evaluation. Implementation will conduct in 2019.

Following on the reception of a letter of interest from the MAF in April 2019 for an additional US\$10 million to support the livelihood and support activities in the WB project convergence area, the World Bank team will organize a short term mission at the end of July/beginning of August 2018 to start sharing ideas with the MAF, SDC and the PRF managers team. The objective of the mission is to lay out the basic components of the AF, to agree on the framework, coverage, activities, institutional arrangement and related key issues that require further analysis and a timeline for proceeding with the project preparation.

6.2. Detail of planned activities

6.2.1. Finance and Administration work

- Preparing for The World Bank and Swiss Development Agency (SDC)'s FM will conduct supervision visit to the PRF's targeted provinces in the north at the end of Jan 2018;
- Preparing The First 6 month Budget and Expenditure Progress Report Cycle XV 2018 to Project Management team;
- Plan to submit Interim Unaudited Financial Report (IFR) of the period (October – December 2017) to the WB by February 2018;
- Plan to prepare the replenishment documents for IDA 5827 of 2018, as total number estimated US\$9,000,000;
- Plan to completely transfer the remaining balance of sub-grant Cycle XV;
- Prepare to transfer of the remaining balance of sub-grant budget to villagers with a total number amount USD 10,318,500 or 90% grant total of sub-grant Cycle XV;
- Preparing refresher training on review PRF III accounting process. This training will be organized in October 2018;
- Monitoring the PRF annual budget for fiscal year 2018;
- Preparing refresher training on PRF budget planning for fiscal year 2019.

6.2.2. Monitoring and Evaluation

- Monitor and evaluate of PRF project cycle implementation based on the operational plan, including the issues and solutions, especially status of physical progress of Cycle XV which is deviation from intended target and workplan.
- Collect information of PRF project implementation, which figure is needed to be updated in database such as budgets of PRF and community contribution, figure of workshop/meetings, all Kun ban Development Plans (KDPs) include into DSEDPs, HHs poverty ranking, etc.

- Prepare the TOR for End-line survey and send to WB for review and NOL by the end of October 2018 in preparing the Final Impact Evaluation of PRF III, which expected to be held by the end of 2018, and the actual work will be done by 2019.
- Focusing on the awareness raising on monitoring and evaluation work for all PRF staff at all Divisions/Units at each level.
- Support LN team on data system monitoring of SHGs to be effective and an assessment methodology is needed. Based on two forms such as Monthly Report Card of SHG and Quarterly SHG Grading Sheet by VSMC; and
- Preparing draft of the PRF III Annual Progress Report for the year 2018 and preparing for final impact evaluation with external consultant.

6.2.3. Community Development

- Arrange a celebration the activity on the days of Violence Against Women in 2018.
- Continuous the pilot testing to use Pellet making in Phiengyam and Nakham villages for the next round of super clean cook stove households testing start in June 2018.
- Developing IEC tools and information dissemination through Medias and village/kum ban board information.
- Provincial and District Annual Evaluation Meetings.
- Participate exhibitions with line ministries, others developments organizations and important celebration day of the Government.
- Organize Media's field visit for collect PRF information and data.
- Arrange an exchange meeting on IEC implementation with Medias at National Level.

6.2.4. Engineering Works

- Refresher training to TA province and district levels on sub-projects preparation for the Cycle XVI survey and design (middle of July 2018).
- Prepare the detail work plan with technical working group on the capacity building and monitoring of PRF sub-projects.
- Sub-project design for Cycle XVI together with quality of sub-projects under Cycle XV construction;
- Follow up roll-out next round of RMGs.

6.2.5. Human Resources

- Review the strategy for the integration of more PAFO and DAFO staff into the PRF activities
- Finalize the project management team for each position and the period of extensional contract of staff each level in order to be different when process of extensional contract;
- Discuss and finalize the TOR as well as evaluation form to be different for Appraisal Performance of 2018;
- Prepare payment for consultant to each Division/Unit as assigned.

6.2.6. Procurement

- Conduct the bid opening for the remaining as mentioned in the PRF III Procurement Plan;
- Prepare the sub-project procurement plan of Cycle XVI;
- Organize procurement training for Village Procurement Team before conducting the procurement process of sub-project of cycle XVI at the district level;
- Assist the Village Team to conduct the bid opening and evaluation process for sub-project in Cycle XVI.

6.2.7. Livelihood and Nutrition

- Development SHG performance assessment methodology;
- Regularly monitoring on SHG performance in target districts and villages;
- Select Livestock Raising Techniques for SHG/Village Veterinary;
- Organize Model Family Exchange and Support;
- Conduct on-site training on relevant Livelihood activities;
- On-site training on bookkeeping and accounting;
- Conduct Technical Training and learning visits for Livelihood Staff and SHG model Families; and
- Conduct supervision visit support by central, provincial, DLO and VLC staffs.

6.2.8. Internal Audit

To continue internal audit work, last six month (July – December 2018) plan was prepared to guide internal audit activity of the Internal Audit Unit (IAU) during next period. The internal audit team identified 9 auditable entities as audit universe under PRF through previous year experience, review of the relevant documents and consultation with PRF management members. This includes:

- Conduct integrated and special audit at PRF central and all targeted provinces.
- 3 audits at national level- 1 Divisions, HR Unit, Procurement Unit.
- 5 audits of PRF activities at each of 5 provincial offices, and
- 1 audit of LN activity in Houaphanh province.

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Annex 1: Result framework PRF III

Indicator Name	Baseline	Cumulative Target Values					Comment
		YR1 2016	YR2 2017	YR3 2018	YR4 2019	End Target	
Project Development Objectives (PDO)							
Direct project beneficiaries ¹ (Number) - (Core)	567,762	640,000	680,000	687,000	690,000	690,000	This represents beneficiaries from the last annual sub-grant PRF II (accumulated number), data of new villages just received sub-projects in Cycle XV (PRF III).
		695,663	778,521 ²	819,266 ³			
Female beneficiaries (Percentage - Sub-Type: Supplemental) - (Core) Actual	53	50.00	50.00	50.00	50.00	50.00	As above
		49.8	50.00	49.32			
Ethnic Beneficiaries (Percentage - Sub-Type: Supplemental)	70	70	70.00	70.00	70.00	70.00	As above
		77.00	84.00 ⁴	80.00 ⁵			
% of PRF beneficiary HHs reporting improved	n/a					End	Data to be available before

¹ The baseline value is the total number of villagers who have directly benefited from the PRF II at the time of PRF III appraisal. The Year 1 value includes villagers who would benefit from the last annual sub-grant cycle of the PRF II, in addition to those who would benefit from the first annual sub-grant cycle of PRF III.

² Based on the number of population (82,858 people) in new villages that received PRFIII's support as total 162 out of 341 villages while 179 villages received PRF II and PRF III's support.

³ Based on the number of population (40,745 people) in new villages that just received PRF's support as total 77 villages out 326 villages where sub-project located in 2018, while the other 249 villages already received in PRF II.

⁴ Based on the number of ethnic population in villages received sub-projects in 2017 per total population.

⁵ There are 168,308 people as direct beneficiaries and 134,585 are ethnic groups (134,585/168,308)=80%.

access to basic services (Percentage) ⁶						targets set for each subproject type	project closing through an endline impact evaluation conducted by a firm contracted by PRF, end of 2019
% of PRF beneficiary HHs with access to health services (Percentage - Sub-Type: Supplemental)	36.40				42.40	42.40	As above
% of PRF beneficiary HHs with access to safe water resources (Percentage - Sub-Type: Supplemental)	11.00				14	14	As above
% of PRF beneficiary HHs with access to all weather roads (Percentage - Sub-Type: Supplemental)	48.00				58.00	58.00	As above
% of PRF beneficiary HHs reporting improved quality of educational facilities (Percentage - Sub-Type: Supplemental)	45.00				60.00	60.00	As above

Intermediate Results Indicators

Indicator Name	Baseline 2015	Cumulative Target Values					Comments
		YR1 2016	YR2 2017	YR3 2018	YR4 2019	End Target	
% of total project value contributed by the community (Text)	11.00	8.00	7.79 ⁷	7.59 ⁸		No target value set	Sub-project implementation not yet commenced
% HHs in PRF beneficiary villages voting for village priorities (Percentage)	60.00	70.00	75.00	75.00	75.00	75.00	From MIS. It is new indicator of PRF III

⁶ Baseline values for the sub-indicators are the current level of access at the time of PRF III appraisal.

⁷ This used annually cumulative numbers from 2016+2017.

⁸ Based on the suggestion of World Bank during M&E part on 18 June 2018, using cumulative data from 2016+2017+2018, the data may be updated in Annual Progress Report 2018.

		n/a	85.2	87.05 ⁹			
% of PRF Kumbans participating in DSEDP process promoting PRF KDPs and/or VDPs (Percentage)	0.00	50.00	70.00	75.00	75.00	75.00	We based on data of pilot DSEDP districts, KDPs are included in annual DSEDP
		n/a	71.20 ¹⁰	83.00 ¹¹			
% of sub-project activities of high technical quality (Percentage)	85.00			85.00		85.00	Data is available through Technical quality assessment confirmed in May 2018
		90 ¹²		92.00			
% of households in PRF beneficiary villages satisfied with the participatory planning process supported by PRF III (Percentage)	75.00			80.00		80.00	As above
				90.00			
% of PRF III sub-project prioritized by women (Percentage)	91.00	90.00	90.00	90.00	90.00	90.00	From MIS PRF III
		93.00	91.97 ¹³	91.94 ¹⁴			

⁹ Based on cumulative number of HHs from 2017+2018 participated voting for village priorities.

¹⁰ We used the data of KBPs in annual DSEDP implementation plan in the pilot districts that tested for DSEDP, we based on data of Sepone district where there is 152 priorities and 114 are included in DSEDP, Samneua district in Huaphan, there are 93 priorities and 73 are added in DSEDP, Phonesay district in LuangPrabang there are 222 priorities and 143 are added in DSEDP, Beng district 40 priorities and in DSEDP 31. This Indicator = $(114+73+143+31)/(152+93+222+40) = 71.20\%$

¹¹ In 2018, we used the KDPs data of 4 pilot districts, which updated data of 2018, as total of 5,347 sub-projects in the KDPs and 3,790 sub-projects included in district social development plans. it shows that there is different between districts which conducted DSEDP meeting and other districts without (that means 39 districts have no meeting on this issue).

¹² Based on the finding of technical study in 2016, where 90 percent of sample sub-projects are good quality, 7 % are fair and 3 % are poor

¹³ This based on data of 348 sub-projects that entered to the system by June 7, 2017, as 87 sub-projects are prioritized by only women and 234 sub-projects are prioritized by both men and women, only man 28 sub-projects.

¹⁴ There are 335 sub-projects

% of PRF III sub-projects prioritized by ethnic group (Percentage)	70.00	70.00 n/a	70.00 80.02	70.00 85.33	70.00	70.00	As above, it is new indicator of PRF III
% of PRF built infrastructure in a functioning quality (Percentage)	80.00	80.00 90 ¹⁵	80.00	80.00 97.4 ¹⁶	80.00	80.00	Data is available through Technical quality assessment confirmed in May 2018
% of registered grievances that are addressed according to agreed procedures (Percentage)	90.00	90.00 95.00	90.00 95 ¹⁷	90.00 92.06	90.00	90.00	From MIS in December 2017
# of communities able to plan, implement and monitor their VDPs (Number)	1,124	1,300 1,349	1,400 1,511 ¹⁸	1,450 1,588 ¹⁹	1,450	1,450	Represents # of villages that have developed VDPs under Cycle 14
# and value of sub project activities implemented by types (Number)	1,426	1,750 1,931 ²⁰	2,100 2,280 ²¹	2,450 2,613	2,800	2,800	From MIS in December 2017

¹⁵ Based on the technical audit evaluation in 2016, 90% of sub-projects are good quality, 70% are fair and 3% are poor quality.

¹⁶ Internal monitoring done by PRF district office and Kumban team in February 2018, there are 45 out of 1761 sub-projects are not functioning while 12 of them are poor quality. For the Technical Beneficiary Assessment conducted in May 2018, confirmed that 92% is high technical quality and 8% is fair, it is weak to justify this finding.

¹⁷ We based on data Grievances submitted through hotlines and FRM, as well as issues raise by community during the meeting.

¹⁸ For this indicator we based on the number of villages have received at least one sub-project, as same as we calculated in PRF II , For PRF III, there are 348 sub-projects located in 340 villages, there are 179 villages received PRFII and PRF III, and there are 162 new villages that received supported by PRF III. Therefore, we have 1349+162=1511 villages.

¹⁹ in 2018, there are 335 sub-projects located in 326 villages and there are 77 new villages, so accumulated number is 1,511+77=1588 villages.

²⁰ Based on last number of PRF II, there are 1931 sub-projects that got approved, and then we can add data of Cycle 14.

²¹ This is based on 349 sub-projects that we requested for NOL and proceeded procurement process.

# of individuals with livelihood investments using loans from SHGs (Number)	4,054	8,000 8,213	8,000 9,962	8,000 9,962 ²²	8,000	8,000	Data for Cycle 14 to be available from LN MIS in December 2017
% of SHGs with NPLs 4% and below ^[1]	60.00	60.00	70.00 n/a	70.00 n/a	70.00	70.00	As above, need to be revised and proposed for % functioning of SHG
Additional Indicator: % of poor and poorest villages have received at least one sub-project from PRF III	n/a	n/a	86.47 ²³	85.00 ²⁴			New indicator of PRF III

²² Use the maximum number of members who took the loan from SHG to invest for livelihood activities.

²³ Based on data of 348 sub-project(s) located in 340 villages where 43 are poorest villages, 258 are poor villages, and 47 are relative poor villages, data may be updated in annual progress report.

²⁴ Based on data of 335 sub-project(s) located in 326 villages where 27 are poorest village, 258 are poor villages, and 50 are related poor villages, data will be updated in annual progress report.

Annex 2: The Achievements of 2017 and 2018

Agriculture Sector

Project Name	Total Amount (US\$)	PRF Budget (US\$)	Community Contribution (US\$)	Population	Female	HHs	#SP	Size	Unit
Barbed wire fence	2,703,945,599	2,022,961,883	680,983,716	5,753	2,813	1,003	18	107,460	M
Community market Construction	1,052,843,595	979,884,339	72,959,256	5,021	2,435	706	4	420	M2
Continuation of Irrigation system rehabilitation	446,160,542	406,767,742	39,392,800	886	481	152	1	140	M
Continuation of Wier rehabilitation	34,495,358	32,655,640	1,839,718	703	336	107	1	28	M
Irrigation channel Rehabilitation	2,723,611,116	2,555,993,116	167,618,000	6,642	3,430	1,034	14	6,726	M
Irrigation pipe	888,233,925	806,663,925	81,570,000	1,039	500	205	4	9,850	M
Irrigation system construction	1,176,601,994	1,091,029,994	85,572,000	1,281	549	206	4	4207	M
Village level livestock handling facilities	437,646,768	359,183,768	78,463,000	1,205	590	224	5	15,482	M
Weir construction	2,772,285,271	2,644,549,344	127,735,927	4,623	2,374	715	10	188	M
Grand Total	12,235,824,168	10,899,689,751	1,336,134,417	27,153	13,508	4,352	61	144,501	

Water and Sanitation

Project Name	Total Amount (US\$)	PRF Budget (US\$)	Community Contribution (US\$)	Population	Female	HHs	#SP	Size	Unit
Community water supply construction	302,083,284	281,961,746	20,121,538	431	196	78	1	2770	M
Drilled well construction	4,938,350,156	4,659,170,156	279,180,000	19,978	9,702	2,772	30	2,775	M
Latrine Construction	48,191,985	46,673,910	1,518,075	504	304	56	1	2	Room
Spring gravity fed system	12,008,192,441	10,836,052,504	1,172,139,936	27,131	13,104	4,056	62	235,909	M
Spring gravity fed system Rehabilitation	9,476,541,132	8,357,804,451	1,118,736,680	35,756	17,844	5,868	81	210,076	M
Water system rehabilitation	434,553,127	399,952,127	34,601,000	1,005	556	161	1	3344	M
Grand Total	27,207,912,125	24,581,614,895	2,626,297,229	84,805	41,706	12,991	176	454,876	

Education Sector

Project Name	Total Amount (US\$)	PRF Budget (US\$)	Community Contribution (US\$)	Population	Female	HHs	#SP	Size	Unit
Community library construction	497,320,622	470,949,702	26,370,920	1,582	752	274	2	3	Room
Kindergarten construction	13,874,892,669	12,963,195,501	911,697,168	25,575	12,546	4,078	43	98	Room
Latrine for school	538,486,343	505,000,463	33,485,880	5,637	2,750	930	10	22	Room
Provide furniture for School	49,022,820	49,022,820	-	448	232	39	1	45	Set
Primary school construction	59,057,218,292	55,006,666,271	4,050,552,022	84,398	41,501	13,620	177	434	Room
Primary school continued rehabilitation	4,249,998,574	3,896,255,455	353,743,119	6,576	3,256	1,095	14	43	Room
Provide learning and teaching material for school	244,817,235	234,917,235	9,900,000	949	504	173	4	141	Set
Student's Dorm Construction	3,658,118,259	3,375,494,525	282,623,733	6,374	3,173	1,067	11	21	Room
Teacher Domitory Construction	2,558,257,422	2,393,714,548	164,542,874	6,045	3,079	930	9	23	Room
Grand Total	84,728,132,236	78,895,216,521	5,832,915,716	137,584	67,793	22,206	271	830	

Health Sector

Project Name	Total Amount (US\$)	PRF Budget (US\$)	Community Contribution (US\$)	Population	Female	HHs	#SP	Size	Unit
Dispensary construction	2,887,447,476	2,697,258,627	190,188,849	6,289	3,105	1,001	8	28	Room
Dispensary rehabilitation	321,163,563	315,720,463	5,443,100	571	279	102	1	3	Room
Dormitory construction for nurse	1,508,673,032	1,396,287,079	112,385,952	3,996	1,918	798	5	12	Room
Patients Dormistory construction	922,119,669	864,133,015	57,986,654	2,478	1,246	1,014	3	8	Room
Grand Total	5,639,403,740	5,273,399,185	366,004,555	13,334	6,548	2,915	17	51	Room

Public and Transportation Sector

Project Name	Total Amount (US\$)	PRF Budget (US\$)	Community Contribution (US\$)	Population	Female	HHs	#SP	Size	Unit
Bailey bridge construction	1,040,065,833	963,285,796	76,780,038	1,526	808	233	3	67	M
Culvert construction	2,343,225,165	2,199,681,034	143,544,131	5,058	2,702	823	9	227	M
Erosion Construction	141,103,300	133,853,300	7,250,000	265	132	47	1	150	M
Flooded bridge construction	3,865,252,060	3,636,464,221	228,787,839	5,106	2,480	789	12	339	M
Reinforce concrete bridge construction	1,593,197,871	1,526,420,529	66,777,342	3,138	1,586	463	4	118	M
Rural road construction to agricultural areas	1,894,088,232	1,807,650,389	86,437,843	2,954	1,549	539	6	23	KM
Rural road repaired to Agriculture area	1,364,795,068	1,307,885,068	56,910,000	1,880	1,005	336	4	19	KM
Rural road spot improvement	34,564,845,163	33,065,952,222	1,498,892,941	57,052	27,573	9,204	106	607	KM
Submerged (drift) bridge construction	292,371,775	264,317,708	28,054,067	540	265	103	1	20	M
Village Area Improvement	1,639,169,862	1,560,491,846	78,678,016	1,660	863	287	5	9,604	M2
Grand Total	48,738,114,330	46,466,002,113	2,272,112,217	79,179	38,963	12,824	151	11,174	

Energy and Mines Sector

Project Name	Total Amount (US\$)	PRF Budget (US\$)	Community Contribution (US\$)	Population	Female	HHs	#SP	Size	Unit
Low Voltage Electricity Net and Transformer	1,465,275,141	1,437,775,141	27,500,000	3,289	1,687	587	4	11	KM
Low Voltage Electricity Net	875,518,637	858,118,637	17,400,000	2,219	1,092	319	3	3	KM
Grand Total	2,340,793,778	2,295,893,778	44,900,000	5,508	2,779	906	7	14	KM

Annex 3: Details of KDPs included in DSEDPs

No	Provinces	Districts	KDP	DSEDP	Percent
1	PHONGSALY	khoua	199	133	67%
2	PHONGSALY	Samphanh	194	121	62%
3	PHONGSALY	May	218	137	63%
4	XIENGGHOUANG	Nonghaed	271	187	69%
5	XIENGGHOUANG	Khoun	101	60	59%
6	XIENGGHOUANG	Morkmay	78	56	72%
7	HOUAPHANH	Xiengkhor	95	56	59%
8	HOUAPHANH	Viengxay	77	57	74%
9	HOUAPHANH	Houameuang	139	116	83%
10	HOUAPHANH	Huim	85	60	71%
10	HOUAPHANH	Sone	79	72	91%
12	HOUAPHANH	Xamtay	172	137	80%
13	HOUAPHANH	Kuane	185	147	79%
14	LUANG NAMTHA	Long	67	28	42%
15	LUANG NAMTHA	Viengphoukha	63	50	79%
16	LUANG NAMTHA	Nalae	67	29	43%
17	OUDOMXAY	Namor	97	75	77%
18	OUDOMXAY	Nga	171	92	54%
19	OUDOMXAY	Houn	178	54	30%
20	OUDOMXAY	Pakbaeng	161	72	45%
21	OUDOMXAY	La	108	85	79%
22	LUANG PHABANG	Nambak	146	104	71%
23	LUANG PHABANG	Viengkham	212	167	79%
24	LUANG PHABANG	Phoukhoun	109	94	86%
25	LUANG PHABANG	Paksaeng	188	138	73%
26	LUANG PHABANG	Phonethong	130	122	94%
27	SAVANNAKHET	Phine	61	52	85%
28	SAVANNAKHET	Nong	81	61	75%
29	SAVANNAKHET	Thapangthong	52	39	75%
30	SAVANNAKHET	Atsaphone	213	151	71%
31	SEKONG	Lamarm	67	53	79%

32	SEKONG	Kaleum	143	111	78%
33	SEKONG	Dakcheung	143	114	80%
34	ATTAPEU	Sanamxay	63	41	65%
35	ATTAPEU	Sanxay	74	60	81%
36	ATTAPEU	Phouvong	43	27	63%
37	SARAVANH	Ta Oy	107	72	67%
38	SARAVANH	Toumlam	95	66	69%
39	SARAVANH	Samoy	88	56	64%
40	Average		5,347	3,790	71.2%

Source: Monitoring and Evaluation Division

Annex 4: Proportion of registered grievances that are addressed according to agreed procedures

Type of Feedback and Conflict Resolution Magnesium								
Province	Complaint			Thank for PRF	Request more fund/ Technical assistance	Request more information	Other	Total
	Total	Resolved	Pending					
Phongsaly	0	0	0	1	14	0	0	15
Luangnamtha	0	0	0	18	10	0	13	31
Oudomxay	0	0	0	19	10	0	0	29
Louangprabang	42	42	0	196	225	0	0	464
Houaphanh	8	3	5	20	22	0	4	54
Xiengkhouang	3	3	0	10	0	0	0	13
Savannakhet	5	5	0	10	18	0	3	36
Saravanh	0	0	0	2	0	0	0	2
Sekong	5	5	0	12	2	2	0	21
Attapeu	0	0	0	11	4	0	0	15
Total	63	58	5	229	305	2	20	680
	9.26	8.52	0.73	33.62	44.78	0.29	2.93	
% of Feedback has been resolved		92.06%						

Source: PRF MIS, June 2018

Annex 5: Details of training activities

No.	Training topic	Objective	Period	Participants (Number and level)	Location
Engineering					
1					
Monitoring and Evaluation					
1	Training on how to data entry, data validation, verification and data retrieving	<ul style="list-style-type: none"> - To prepare data before coming MTR, especially PRF III indicators - To make sure all data of LN is available in database 	19-25 February 2018	17 (7 are female)	Hiem District, Houaphan Province
2	Review and capacity building for M&E staff meeting	<ul style="list-style-type: none"> - To review M&E work in the first Quarter and the achievement of each indicator in 2018 - To monitor and evaluate the Cycle of PRF sub-project implementation - To make sure data of each Division/Unit is available in database 	5-6 April 2018	16 (3 are female)	Vientiane
3	Training on how to use PRF database for PRF sub-project implementation, Organized by Central level	<ul style="list-style-type: none"> - To improve M&E staff ability and skill of data collection, data generating, data validation and analysis 	29 January – 02 February 2018	8 Person	Oudomxay Province
Community Development					
1					
Finance and Administration					
1	Organized meeting on brainstorming and review PRF implementation in the first Quarter of 2018	<ul style="list-style-type: none"> - To review PRF implementation and brainstorming with other relevant sectors - To prepare the achievements of PRF to be ready before coming MTR 	03-06 March 2018	60 (16 are female)	Vientiane
Linked-Nutrition					
1	Training and reviewing on accounting for Self-Help-Group	<ul style="list-style-type: none"> - For unity and identified manual/guideline of fund and accounting 	25 February – 04 March 2018	52 (13 are female)	Vientiane Province

No.	Training topic	Objective	Period	Participants (Number and level)	Location
		- management system To improve ability and skill of LN staff on accounting and audit			

Annex 6: Kum ban Facilitators in 2018

Provinces/Districts	Sum of #KB	#KBF	KBF Male	KBF Female
Attapeu	12	36	14	22
Phouvong District	3	9	4	5
Sanamxay District	5	15	5	10
Sanxay District	4	12	5	7
Huaphanh	50	150	52	98
Huameuang District	8	24	8	16
Huim District	4	12	4	8
Kuane District	9	27	9	18
Sone District	5	15	5	10
Viengxay District	5	15	7	8
Xamneua District	7	21	7	14
Xamtay District	7	21	7	14
Xiengkhor District	5	15	5	10
Luangnamtha	12	36	16	20
Long District	4	12	4	8
Nalae District	4	12	5	7
Viengphoukha District	4	12	4	8
Luangprabang	38	114	50	64
Nambak District	4	12	7	5
Pak xeng District	8	24	12	12
Phonthong District	5	15	6	9
Phonxay District	8	24	12	12
Phoukhoun District	5	15	5	10
Viengkham District	8	24	9	15
Oudomxay	34	102	47	55
Beng District	3	9	3	6
Hoon District	8	24	10	14
La District	4	12	5	7
Namor District	5	15	6	9
Nga District	7	21	12	9

Provinces/Districts	Sum of #KB	#KBF	KBF Male	KBF Female
Pakbeng District	7	21	11	10
Phongsaly	22	66	22	44
Khua District	6	18	6	12
May District	8	24	8	16
Samphanh District	8	24	8	16
Saravane	14	42	14	28
Samuoi District	4	12	4	8
Ta oi District	5	15	5	10
Toomlarn District	5	15	5	10
Savannakhet	43	129	45	84
Atsaphone District	9	27	9	18
Nong District	9	27	9	18
Phine District	7	21	9	12
Sepone District	12	36	12	24
Thapangthong District	6	18	6	12
Sekong	19	57	26	31
Dakcheung District	8	24	11	13
Kaleum District	7	21	10	11
Lamarm District	4	12	5	7
Xiengkhuang	19	57	26	31
Khoune District	5	15	8	7
Morkmay District	5	15	6	9
Nonghed District	9	27	12	15
Total	263	789	312	477
				60,45%

Source: Community Division, June 2018

Annex 7: Identified environmental impacts and recovery actions Cycle XIV

No	Environmental Impact	Responsibility (Contractor, community, and both)	Mitigation	Type of subproject
1	Waste material at the school construction site	community and contractor	The community plant the trees around the school yard and prepare the drainage system around the building and the contractor have to clean all the waste of the construction material from the camp and remove the camp from the school area and also the concrete mixing place.	primary school
2	Borrow pit	community and contractor	The community and the contractor had agreed together on the mitigation on the land use for road improvement. After construction, the contractor had to improve the site and rehabilitate as it was before	rural road access improvement

No	Environmental Impact	Responsibility (Contractor, community, and both)	Mitigation	Type of subproject
3	Clearing, excavating along the alignment of the water pipe and water tank	community	The community prepared the trench for pipe laying and to avoid cutting the big tree. After the community have to back fill and grow the tree or grass and cleaning the construction site.	GFS improvement
4	Community prepare the area for school building or landscape development	community and contractor	The community prepared the slop protection by growing the local grass and install the ditch around the building to prevent the land slide. The contractor had to remove all the waste material from the site	Primary school construction
5	Bush clearing for bar bending fence construction	community	Mark the alignment for cutting to avoid the big trees to be cut	Bar fencing for animal farm
6	Slope cutting create the landslide down to the rice field and irrigation channel	community and contractor	The community had to set out the improvement and mark for landslide protection and after construction the contractor clearing and remove all the waste material and prepare the catch water drain along the slope	Irrigation system improvement
7	Trees cut along the road alignment	community and contractor	The community and PRF Engineer had to clearly mark the trees along the road (which tree should be cut, which one should not, and realignment	Access road improvement to agriculture area
8	Community excavated the head weir and channel along the river	community and contractor	at the head weir the community used the excavated soil for back fill and using the bio Engineer technique for landslide protection and at the channel of the irrigation they plant the local tree to reduce the erosion	Irrigation system improvement
9	Waste water management at market	community and contractor	The contractor excavated the ditch around the market building and drainage system from the market down to the low area and prepare the solid waste pit	Market Subproject
10	Bridge location closed to the big tree and land of the community	community and contractor	The community compensate the other land to the impacted land owner and well install the drainage system into the land to lead the water away.	Submerged bridge construction
11	Landslide on the approach road	community and contractor	Applied Bio Engineering system	Steel girder bridge construction
12	Traffic at the construction site and there are some landslide at the cutting slope	community and contractor	The contractor build the detour for traffic and apply Bio Engineer at the cutting slop	Steel girder bridge construction
13	Water crossing on the access road to the school	community	the community divert the water away from the road access to school	School construction
14	Dirty water around the bore hole	community	Community made the fence around the bore hole and backfill by sand or gravel	Bore hole construction
15	Heavy truck damage the community road when there is a construction a head	contractor	Establish the minute between the contractor and community on the maintenance along the road after construction	GFS construction subproject
16	Clearing the site for camping and storage house	Community and contractor	the community setting out the site and mark for the camping away from the village and storage house and toilet in an appropriate location	Dispensary construction

No	Environmental Impact	Responsibility (Contractor, community, and both)	Mitigation	Type of subproject
17	Two building closes to each other and the rain from the other building create erosion on the foundation of the new school building	Community	the community install the new drainage and divert the water away from the building	Primary school construction

Sources: Engineering Division, Dec 2017

Annex 8: Annual budget planned for fiscal year 2018

Components	Description	Budget
Component1:	Community Development Grants	<u>12,720,521</u>
1.1	Sub-grants	11,465,000
1.2	Kum Ban Planning	1,255,521
Component2:	Local & Community Development Capacity building	<u>2,292,590</u>
2.1	Capacity building	1,138,000
2.2	Assessments and Developmental Activities	405,590
2.3	Sub-Grant Monitoring	601,000
2.4	WSP Local capacity building	15,000
2.5	Innovative Fund	133,000
Component3:	Project Management	<u>2,946,323</u>
3.01	PRF staff Salary	2,302,323
3.02	Equipment	250,000
3.03	Works	35,000
3.04	External Audit & Internal Audit	69,000
3.05	Incremental Operating Costs	290,000
Component4:	Livelihood & Nutrition Project	<u>474,039</u>
Total:		<u>18,433,473</u>

Source: Finance and Administration Division, June 2018

Annex 9: Key indicators of women

No.	Description	Target	Result 2018	Source of data
1	Female Beneficiaries	50%	49.42%	MIS, June 2018
2	Female Ethnic Beneficiaries		49.24%	MIS, June 2018
3	Ethnic Beneficiaries	70%	80.13%	MIS, June 2018
4	Participation of ethnic minorities and women in the above events	70%	85.00%	MIS, June 2018
5	Percent of women Kum ban facilitators (2 women in total 3 members)	60%	54.75%	CD, June 2018
6	Percent of Ethnic Kum ban facilitators	70%	61.91%	MIS, June 2018
7	Percent of female members in village implementation committee for 335 SP in 326 villages	-	31.03%	MIS, June 2018
8	Sub projects prioritized by ethnic group	60%	85.00%	MIS, June 2018
9	Percent of sub projects prioritized by poor villages already funded	60%	77.00%	MIS, June 2018
10	Sub-projects prioritized by women already funded	-	92.00%	MIS, June 2018
11	Sub-projects prioritized by both men and women already funded	-	81.00%	MIS, June 2018
12	Percent of women members who received loans from SHG seed funds.	60%	95.71%	LN, June 2018
13	Percent of Poorer HH who received loans from SHG seed funds	60%	95.71%	LN, June 2018
14	Percent of women members livelihoods activities	60%	85.00%	M&E/LN
15	Percent of women members in SHG committee	60%	100.00%	LN, June 2018
16	Percent of women benefit in pilot of clean cookingstove	100%	100.00%	CD, June 2018
17	Percent of women benefit in pilot of RMG	100%	100.00%	TA, June 2018
18	Percent of PRF Femal staffs	30	29.93%	HR, June 2018
19	Percent of PRF ethnic staffs	-	27.66%	HR, June 2018

Annex 10: IEC material production

No	Content	unit	number	remark
1	Daily note poster forms for RMG member	sheet	24	Size: 80cm x 120 cm
2	Control form poster for MRG member	sheet	24	Size: 80cm x 120 cm
3	Impact loss of road poster	sheet	24	Size: 80cm x 120 cm
4	Activities and standard for implementation of road maintenance poster	sheet	24	Size: 80cm x 120 cm
5	Monthly activities need to be maintains poster	sheet	24	Size: 80cm x 120 cm
6	Commitment between MRG member and road Implementation team	sheet	24	Size: 80cm x 120 cm
7	Training manual on comparative between quality of material and building construction (bad and good)	book	1.650	
8	Field note book	book	1.000	
9	training manual on road maintenance and renovation for PRF and Public works staff	book	150	A5
10	training manual on road maintenance and renovation for RMG member	book	250	A5
11	Printing PRF sticker	sheet	1.400	
12	CDD success story brochure	sheet	2.000	
13	Atlas of map on PRF target Kum ban	book	100	
14	FRF T-shirt	set	1.300	
15	PRF Introduction and CDD spots	set	2	
16	PRF Introduction Film	set	1	
17	Develop ethnic language songs (MV)	songs	40	

Source: CD Division, June 2018

Annex 11: Road Maintenance Group (RMG) in 2018

No	Province	District	Kumban	SP Location	Sub-project Names	Size	Unit	Road Maintenance Groups	Road Maintenance Members
1	Luangnamtha	Viengphoukha	Thonglat	Narm tar lang	Rural road spot improvement	4.1	Km	1	5
2	Luangnamtha	Nalae	Sakaen	Khanha	Rural road spot improvement	4	Km	1	4
2	Sub Total:					8.1	KM	2	9
1	Phongsaly	May	Phonxai	Phouck	Rural road spot improvement	7.8	Km	2	8
2	Phongsaly	Khua	Lar hang nhy	Sar bor	Rural road spot improvement	4.4	Km	1	5
3	Phongsaly	Khua	Saengnang	Kew kam	Rural road spot improvement	21.2	Km	3	15
4	Phongsaly	Khua	Saenlat	Nhang tuai	Rural road spot improvement	2.95	Km	1	3
5	Phongsaly	Samphanh	Laoleo	Narm loi	Rural road spot improvement	3	Km	1	3
6	Phongsaly	Samphanh	Namhang	Nam youn	Rural road spot improvement	9.6	Km	2	10
7	Phongsaly	Samphanh	Eupa	Eur par	Rural road spot improvement	3.9	Km	1	4
8	Phongsaly	Samphanh	Mouchikang	Phoung koo luang	Rural area road repair	3.8	Km	1	4
9	Phongsaly	Samphanh	Namli	Namli	Rural road spot improvement	5.9	Km	1	6
9	Sub Total:					62.55	KM	13	58
1	Houaphanh	Huamueang	Song Kao	Namleom	Rural road spot improvement	7	Km	1	7
2	Houaphanh	Huamueang	Muangfaen	Salong	Rural road spot improvement	7.8	Km	2	8
3	Houaphanh	Kuan	Meuang Na	Hin ngeop	Rural road spot improvement	8.5	Km	2	9
4	Houaphanh	Kuan	Phane thong	Hui vanh	Rural road spot improvement	11	Km	2	11

No	Province	District	Kumban	SP Location	Sub-project Names	Size	Unit	Road Maintenance Groups	Road Maintenance Members
5	Houaphanh	Xamneua	Him	Tueam	Rural road spot improvement	2.85	Km	1	3
6	Houaphanh	Xamneua	Phonethong	Nam e	Rural road spot improvement	15	Km	3	15
7	Houaphanh	Xamneua	Nongkang	Na out + samord	Rural road spot improvement	8.5	Km	2	9
8	Houaphanh	Xamtay	Xiengban	Idd	Rural road spot improvement	9.5	Km	2	10
9	Houaphanh	Xamtay	Houaxieng	Nongsai	Rural road spot improvement	2.5	Km	1	3
9	Sub Total:					72.65	KM	16	75
1	Oudomxay	Hoon	Namphouan	Nam phouan	Rural road spot improvement	4.3	Km	1	5
2	Oudomxay	Hoon	Namtam	Nam tam	Rural road spot improvement	4.3	Km	1	5
3	Oudomxay	Hoon	Namphoun	Chanhvang	Rural road spot improvement	2	Km	1	2
4	Oudomxay	Hoon	Phouxae	Thang loun	Rural road spot improvement	2.9	Km	1	3
5	Oudomxay	Pakbeng	Xaixana	Phou luang	Rural road spot improvement	2.5	Km	1	3
5	Sub Total:					16	KM	5	18
1	Savannakhet	Atsaphone	Donkong	Koudxoung	Rural road spot improvement	6.5	Km	1	7
2	Savannakhet	Atsaphone	Phonnadi	Namakkue	Rural road spot improvement	5	Km	1	5
3	Savannakhet	Thapangthong	Thaphi	Na tham moo	Rural road spot improvement	3.9	km	1	4
4	Savannakhet	Thapangthong	Xepong	Houylai	Rural road spot improvement	3.7	Km	1	4
5	Savannakhet	Nong	Asing	Kaleangphou	Rural road spot improvement	6.35	Km	1	7
6	Savannakhet	Sepone	Kapai (Xieng toum)	Loosalieng	Rural road spot improvement	5	Km	1	5

No	Province	District	Kumban	SP Location	Sub-project Names	Size	Unit	Road Maintenance Groups	Road Maintenance Members
7	Savannakhet	Sepone	Kaenglouang	La kheum	Rural road extention	3	Km	1	3
8	Savannakhet	Sepone	Sa e ton	Sakaeng	Rural raod improvement	5	Km	1	5
9	Savannakhet	Sepone	Sobmee	Lath and	Rural raod improvement	5	Km	1	5
10	Savannakhet	Phine	Gnang	Nhang	Rural road construction	9	Km	2	9
11	Savannakhet	Phine	Phalong	Na thou	Rural road construction	5	Km	1	5
11	Sub Total:					57.45	KM	12	59
1	Saravane	Ta oi	Pachoudon (Cho)	Paseer	Rural road spot improvement	5.15	Km	1	6
2	Saravane	Ta oi	Tapuenphou (Tapeun)	Tapeunphou	Rural road spot improvement	4.97	Km	1	5
3	Saravane	Toomlarn	Kokmouang	Kokmouang	Rural road spot improvement	3.6	Km	1	4
4	Saravane	Toomlarn	Kalaeng	Pathiabgnai	Rural road spot improvement	2.5	Km	1	3
5	Saravane	Toomlarn	Nadou	donexad	Rural road spot improvement	4.9	Km	1	5
5	Sub Total:					21.12	KM	5	23
1	Luangprabang	Pakxeng	Hatphouan	Hardphuan	Rural road improvement	3.1	Km	1	4
2	Luangprabang	Pakxeng	Bouamkhoun	Houaytong	Rural road improvement	22	Km	4	20
3	Luangprabang	Phonxay	Houaykhing	Tathong	Rural road improvement	8.5	Km	2	9
4	Luangprabang	Viengkham	Donekhoun	Nammee	Rural road improvement	5.5	Km	1	6
5	Luangprabang	Viengkham	Samsoum	Phoukang	Rural road improvement	9.5	Km	2	10
6	Luangprabang	Viengkham	Sophuang	Viengthong	Rural road improvement	9	Km	2	9
7	Luangprabang	Viengkham	Phousanam	Mokvat	Rural road improvement	4.5	Km	1	5

No	Province	District	Kumban	SP Location	Sub-project Names	Size	Unit	Road Maintenance Groups	Road Maintenance Members
8	Luangprabang	Viengkham	Mokkha	Phonhom	Rural road improvement	3.8	Km	1	4
9	Luangprabang	Viengkham	Viengkham	Viengkham	Rural road improvement	3	Km	1	3
10	Luangprabang	Phonthong	Phonthong	Nasamphan	Rural road improvement	18.5	Km	3	15
11	Luangprabang	Phonthong	Thongsi	Kiewdokkae	Rural road improvement	5.5	Km	1	6
12	Luangprabang	Phonthong	Muanghup	Buamkor	Rural road improvement	7	Km	1	7
13	Luangprabang	Nambak	Namdouan	Lankhang	Rural road improvement	2.57	Km	1	3
13	Sub Total:					102.5	KM	21	101
Grand Total:	54					340	km	74	343

Source: Engineering Division, June 2018

Annex 12: Staff turnover in 2018

Positions		Gender	Reasons for leaving	Replaced	%
Centre	Accounting Assistant/cashier	Female	Working for new project	No	5.71
	Driver	Male	Working for new project	Yes	
National office Total staff : 35					
Attapue	District Engineer at Phouvong	Male	be government staff	Yes	20.00
	District Engineer at Sansay	Male	Family reason	Yes	
Phongsaly office Total staff: 10					
Hauphanh	District Livelihood Officer	Male	Family reason	Yes	1.75
Huaphanh office Total staff: 57					
Louangnamtha	Driver	Male	Family reason	Yes	6.67
Huaphanh office Total staff: 15					
Luang Prabang	Provincial CD Staff	Male	Working for new project	yes	8.33
	District CD staff at Nambak	Male	Apply for Provincial CD	yes	
Luang Prabang office Total staff: 24					
Grand Total: 268 Staff					
Average of Percent of change:			2.98 %		

Source: Human Resource Unit, June 2018

Annex 13: Sample of PRFIII target mapping

Below is Hiem district mapping, Huaphanh province as PRF's targeting district also shows representatives of Kum ban and village where sub-projects are located.

