

# Poverty Reduction Fund



## **PRF** **Interim Un-Audited Financial** **Report (IFR)** **IDA Credit No. 58270, SDC and GoL contribution**

**31 December 2019**

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LAO PEOPLE 'S DEMOCRATIC REPUBLIC  
Poverty Reduction Fund 3  
IDA Credit No. 58270, SDC and GOL contribution

PRF Interim Un-Audited Financial Report

**I. Discussion of Project Progress**

**1. IFR as part of Progress Reporting**

- 1.1 This report is based on information processed by the ACCPAC version 6.0a application software program. Information is presented on a quarterly basis, year to date basis and for the total life of the Poverty Reduction Fund Project ended 31/12/2019. See attached financial statements (listed below) for more information:

Annex 01. Project Balance Sheet  
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Annex 10. Quarterly work plan for January - March 2020  
Annex 11. Summary of Quarterly work plan for October - December 2019

- 1.2 The total budget of this Quarter 3,338,937.33 USD which was used 3,073,258.54 USD with variance to the total of quarterly 92.04%. The payment process is implemented less than the initial planning; especially the sub-grant of cycle 16 payment has been processed over the planning during the quarterly plan, also, the assessment payment plan has been spent only 24.92% of the planning when comparing.

Expenditures are also classified by Project component according to the Agreement, as detailed in Table below: (see also Annex 2. Sources and Uses of Funds Statement – Uses of Funds by Project Component)

**Table 01: Expenditures for the quarterly period report**

<b>Component No.</b>	<b>Description</b>	<b>Amount of Expenditure (USD)</b>
1	Village Subproject Grants	2,101,206.15
2	Local Capacity building	314,217.79
3	Project Management	506,142.89
4	Livelihood and Nutrition	151,691.71
	<b>Total</b>	<b><u>3,073,258.54</u></b>

- 1.3 The total Project life expenditures up to 31/12/2019 are USD 43,783,064.53 the total amount is supported by World Bank as USD 29,109,635.52 of IDA credit no. 52870, USD 2,481,425.09 by contribution of Lao PDR and USD 12,192,003.92 is expenditures from SDC "Swiss Agency for Development and Corporation". (See Annex 07: Breakdown of PRF's Expenditures).
- 1.4 The total amount of funds actually received for PRF3 from the beginning of the project until 31/12/2019 is USD 48,119,164.57 breakdown in: USD 29,537,739.48 from IDA credit no. 58270, USD 2,481,425.09 from Government of Lao PDR and USD 16,100,000.00 from SDC (Swiss Agency for Development and Corporation) (See Annex 1: Balance Sheet).
- 1.5 During October - December 2019, IDA credit no. 58270 Replenishment related to applications number 026 as amount USD 1,900,509.67 and 027 as amount 618,309.38 (See Annex 6: Fund Reconciliation).
- 1.6 Total Project expenditures by location and financing source as total USD 43,783,064.53 or 81.08% of the Budget Allocation (See Annex 9: Use of Funds for Expenditure by location and financing source).



## 1.7 Explanation of Expenditures during October - December 2019:

**Table 02: Expenditure during Quarterly 04 of FY19**

No.	Components	Budget Allocation	Actual Expenditure	Balance	Percentage
1	Village Sub Project Grants	1,877,583.64	2,101,206.15	(223,622.51)	111.91%
2	Capacity building	630,989.45	314,217.79	316,771.66	49.80%
3	Project Management	561,000.00	506,142.89	54,857.11	90.22%
4	Livelihood and Nutrition	269,364.24	151,691.71	117,672.53	56.31%
	Total	3,338,937.33	3,073,258.54	265,678.79	92.04%

The above table has showed actual expenditure of the 4<sup>th</sup> quarter less than the initial planning as amount USD 265,678.79 or 7.96%. The detail is from: Component 1, the subproject payment and koumban planning of cycle 16 was just processed comparing to the planning which is more than 11.91% during the quarter (See the annex 08: Budget Allocation vs Actual Payment), and also, the amounts in other components are implemented, following when compared to the quarterly plan. (See the table 02: Expenditure during quarterly 4 of FY19)

According to World Bank recommendation in recent mission, PRF prepared finance description quarterly report in annex 11 by each division, Technical Assistant, Community Development, Finance & Administration, Monitoring & Evaluation and Livelihood and Nutrition divisions. (See Annex 10: Quarterly work plan for October - December 2019).

## 2. The work progress (Output)

### Cycle 16 Planning Progresses

End of December 2019, 486 subprojects implementation have been processed with the completion 486 subprojects or 100.00% of total subprojects. Currently, the cycle 16 sub-projects installment is being processed until ended in December 2019 with amount totally LAK 82.59 billion or totally allocation transferred to the village account.

**Table 03: Cycle 16 Percentages of Subproject Completion VS transfer to village**

Province	Allocation in LAK	Transferring in LAK	% payment	# projects	# complete	# % complete
Phongsaly	5,513,117,202	5,513,117,202	100.00%	35	35	100.00%
Louangnamtha	3,077,843,575	3,077,843,575	100.00%	17	17	100.00%
Oudomxay	11,012,222,154	11,012,222,154	100.00%	80	80	100.00%
Louangprabang	9,979,292,305	9,979,292,305	100.00%	56	56	100.00%
Huaphan	10,259,745,516	10,259,745,516	100.00%	68	68	100.00%
Xiengkhuang	4,215,927,946	4,215,927,946	100.00%	28	28	100.00%
Savannakhet	17,773,357,941	17,773,357,941	100.00%	89	89	100.00%
Salavanh	6,747,808,586	6,747,808,586	100.00%	38	38	100.00%
Sekong	8,228,539,259	8,228,539,259	100.00%	46	46	100.00%
Attapeu	5,783,556,908	5,783,556,908	100.00%	29	29	100.00%
<b>Total</b>	<b>82,591,411,394</b>	<b>82,591,411,394</b>	<b>100.00%</b>	<b>486</b>	<b>486</b>	<b>100.00%</b>

### **3. Procurement**

#### **A. Procurement of Goods, Works, and Consultant Services at central Office**

- Completed the procurement of consultancy service for training on Technical Skill for Raising Dairy Buffalos through direct selection method subjected to post review by the World Bank, for which the contract was signed on November 18th, 2019 with Naxao Dairy Farm Ltd. and the contract is expected to be completed on August 31st, 2020.
- Prepared the TOR's for all positions concerned with procurement under PRF III-AF and submit to the World Bank for comments.

#### **B. PROCUREMENT PLAN for the period from January - March 2020**

- Conduct the Recruitment PRF staff as stated position in the PRF III-AF Procurement Plan
- Conduct the bid opening for goods and consultant services as mentioned in the PRF III\_AF Procurement Plan;
- Prepare the sub-project procurement plan of cycle 17;

- Organize procurement training for Village Procurement Team before conducting the procurement process of sub-project of cycle 17 at the district level;
- Assist the Village Teams to conduct the bid opening and evaluation process for sub-projects in Cycle 17

Date: 13/02/2020

Signature:    **Chit THAVISAY**

Title: Executive Director of Poverty Reduction Fund Project.



## Project Balance Sheet

For The Period ended 31/12/2019

No.	Account	Description	Dr.	Cr.
<b>ASSETS AND PROJECT EXPENDITURE</b>				
1	1100001	Cash IDA (All Accounts)	1,003.66	
2	1100003	Cash SDC (All Accounts)	3,335.37	
3	1200001	Advance IDA (All Account)	-	*
4	1200003	Advance SDC (All Accounts)	-	*
5	1300001	Bank IDA (All Accounts)	61,452.73	
6	1300003	Bank SDC (All Accounts)	3,904,660.71	
7	1500000	Designated Account at MOF	365,647.57	
<b>TOTAL ASSETS:</b>			<b>4,336,100.04</b>	
<b>PROJECT EXPENDITURES:</b>				
1	310001	Village Sub Project Grants	31,740,852.61	
2	320001	Capacity Building	3,774,030.52	
3	330001	Project Management	6,851,869.77	
4	340001	Livelihood and Nutrition	1,416,311.63	
<b>Total Project Expenditures:</b>			<b>43,783,064.53</b>	
<b>FUNDS</b>				
1	400001	IDA credit no. 58270		29,537,739.48
2	400002	GOL		2,481,425.09
3	400003	SDC		16,100,000.00
<b>GRAND TOTAL:</b>			<b>48,119,164.57</b>	<b>48,119,164.57</b>

Approved by:  
Executive Director



**Chit THAVISAY**

Certified by:  
Head of Admin and Finance

**Boualy SAYAVONG**

Prepared by:  
Accountant



LAO PEOPLE'S DEMOCRATIC REPUBLIC  
Poverty Reduction Fund III

Annex 02

Sources and Uses of Funds Statement  
For The Period ended 31/12/2019

	2019			Per PAD in USD	Balance
	Quarter 04	YTD	Cummulative		
<b>1) Sources of Funds</b>					
IDA credit no. 58270	2,518,819.05	8,455,533.86	29,537,739.48	30,000,000.00	462,260.52
GOL	1,225,838.84	1,225,838.84	2,481,425.09	6,000,000.00	3,518,574.91
SDC	-	4,310,000.00	16,100,000.00	18,000,000.00	1,900,000.00
	-				
<b>Total Sources of Funds</b>	<b>3,744,657.89</b>	<b>13,991,372.70</b>	<b>48,119,164.57</b>	<b>54,000,000.00</b>	<b>5,880,835.43</b>
<b>2) Uses of Funds by Project Component</b>					
1. Village Sub Project Grants	2,101,206.15	10,230,009.63	31,740,852.61	37,842,507.14	6,101,654.53
2. Capacity Building	314,217.79	1,001,857.32	3,774,030.52	6,679,270.12	2,905,239.60
3. Project Management	506,142.89	2,265,253.74	6,851,869.77	8,557,485.74	1,705,615.97
4. Livelihood and Nutrition	151,691.71	488,559.08	1,416,311.63	920,737.00	(495,574.63)
<b>Total Uses of Funds</b>	<b>3,073,258.54</b>	<b>13,985,679.77</b>	<b>43,783,064.53</b>	<b>54,000,000.00</b>	<b>10,216,935.47 *</b>
<b>3) Net Change in Cash (1-2)</b>	671,399.35	5,692.93	4,336,100.04		
<b>4) Total Opening Advance, Cash and Bank balances</b>	3,664,700.69	4,330,407.11	-		
	-				
4.01 Advance, Cash and Bank IDA at Project	653,143.73	1,615,439.74	-		
4.02 Advance, Cash and Bank GOL at Project	-	-	-		
4.03 Advance, Cash and Bank SDC at Project	3,011,556.96	2,714,967.37	-		
<b>5) Net Cash available (3+4)</b>	4,336,100.04	4,336,100.04	4,336,100.04		
<b>6) Total Closing Advance, Cash and Bank Balances</b>	4,336,100.04	4,336,100.04	4,336,100.04		
6.01 Advance, Cash and Bank IDA at Project	428,103.96	428,103.96	428,103.96		
6.02 Advance, Cash and Bank GOL at Project	-	-	-		
6.03 Advance, Cash and Bank SDC at Project	3,907,996.08	3,907,996.08	3,907,996.08		
	-				
<b>Different 6-5</b>	-	-	(0.00)	-	

\* USD 10,216,935.47 = IDA 58270-LA "USD 30,000,000" + SDC "USD 18,000,000" + GOL. "USD 6,000,000" - Expenditure "USD 43,783,064.53"

Approved by:  
Executive Director

Certified by:  
Head of Admin  
and Finance

Prepared by:  
Accountant



Chit THAVISAY

Boualy SAYAVONG

**LAO PEOPLE'S DEMOCRATIC REPUBLIC**  
**Poverty Reduction Fund Program**  
**Uses of Funds by Project Activities (QUARTERLY)**  
**For The Period ended 31/12/2019**

01/10/2019 - 31/12/2019												Total
	Provinces											
	VTE	PSL	LNT	ODX	LPB	HP	XKH	SVK	SLV	SK	ATP	
<i>Number of Districts/Villages</i>	-	3	3	6	6	8	3	5	3	3	3	43
1) Village Sub Project Grants												
1.1.1 Subgrant Agriculture	-	2,808.37	1,730.00	8,615.25	-	3,517.41	-	7,535.32	51,356.48	6,738.38	-	82,301.21
1.1.2 Subgrant Civil work	-	17,528.71	40,488.47	79,046.88	169,258.53	50,474.87	9,447.32	183,275.61	90,784.05	9,223.12	9,134.57	658,662.13
1.1.3 Subgrant Health	-	2,807.58	-	2,571.74	7,211.23	3,299.87	2,456.56	85,310.01	89,151.84	26,513.13	13,998.65	233,320.61
1.1.4 Subgrant Education	-	21,686.74	-	4,807.26	35,816.54	11,564.75	13,741.75	418,175.46	185,054.54	177,497.60	184,485.96	1,052,830.60
1.1.5 Subgrant Energy	-	-	-	-	168.79	-	-	15,904.16	15,860.52	-	-	31,933.47
1.1.6 Subgrant Others	-	-	-	-	29,727.17	-	-	-	-	-	-	29,727.17
1.2 Koumban Planning	-	-	913.15	941.19	4,702.59	502.94	-	4,990.70	380.39	-	-	12,430.96
Subtotal: Component 1	-	44,831.40	43,131.62	95,982.32	246,884.85	69,359.84	25,645.63	715,191.26	432,587.82	219,972.23	207,619.18	2,101,206.15
2) Capacity Building												
2.1 Capacity Building	48,323.27	7,999.94	1,774.61	6,241.29	6,146.99	11,948.57	2,016.91	3,351.08	2,246.16	6,742.58	2,240.03	99,031.43
2.2 Assessments	79,050.47	3,798.90	-	531.14	7,877.67	2,922.21	-	1,363.75	650.82	-	-	96,194.96
2.3 Sub-Grant Monitoring	17,783.48	7,697.52	7,302.60	11,942.21	15,184.61	12,884.66	8,870.64	14,787.51	11,451.90	8,743.95	2,342.32	118,991.40
2.4 Innovation Fund	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Component	145,157.22	19,496.36	9,077.21	18,714.64	29,209.27	27,755.44	10,887.55	19,502.34	14,348.88	15,486.53	4,582.35	314,217.79
3) Project Management												
3.1 PRF Staff costs	135,672.09	24,648.17	25,043.12	34,184.13	35,374.95	46,429.84	23,066.15	34,098.72	21,312.68	33,545.31	9,196.25	422,571.41
3.2 Equipments	-	-	-	-	-	-	-	-	-	-	-	-
3.3 Works	-	-	-	-	-	-	-	-	-	-	-	-
3.4 Audit	9,480.21	-	-	-	-	-	-	-	-	-	-	9,480.21
3.5 Operating costs	33,936.42	2,672.76	3,468.65	5,888.67	5,092.99	6,129.80	2,760.24	8,890.22	2,666.25	1,669.83	915.44	74,091.27
Subtotal: Component 3	179,088.72	27,320.93	28,511.77	40,072.80	40,467.94	52,559.64	25,826.39	42,988.94	23,978.93	35,215.14	10,111.69	506,142.89
4) Livelihood and Nutrition												
4.1 Capacity Building	31,800.89	-	-	-	-	9,902.29	-	16,575.36	-	-	-	58,278.54
4.2 Sub-grant monitoring	1,427.60	-	-	-	-	8,628.19	-	17,295.18	-	-	-	27,350.97
4.3 IEC materials	-	-	-	-	-	796.40	-	-	-	-	-	796.40
4.4 LN Project management	15,735.05	-	-	-	-	28,239.59	-	21,291.16	-	-	-	65,265.80
Subtotal: Component 4	48,963.54	-	-	-	-	47,566.47	-	55,161.70	-	-	-	151,691.71
Total Cost by Project Components	373,209.48	91,648.69	80,720.60	154,769.76	316,562.06	197,241.39	62,359.57	832,844.24	470,915.63	270,673.90	222,313.22	3,073,258.54

Approved by:  
Executive Director

Certified by:  
Head of Admin and Finance

Prepared by:  
Accountant

Chit THAVISAY

Boualy SAYAVONG



**LAO PEOPLE'S DEMOCRATIC REPUBLIC**  
**Poverty Reduction Fund Program**  
**Uses of Funds by Project Activities (Year to Date)**  
**For The Period ended 31/12/2019**

		01/01/2019 - 31/12/2019										Total	
		Provinces											
		VTE	PSL	LNT	ODX	LPB	HP	XKH	SVK	SLV	SK		ATP
Number of Districts		-	3	3	6	6	8	3	5	3	3	3	43
1)	Village Sub Project Grants												
	1.1.1 Subgrant Agriculture	-	30,674.14	96,018.53	218,195.91	6,019.42	109,825.32	454.02	63,174.63	73,972.08	73,414.23	19,135.92	690,884.20
	1.1.2 Subgrant Civil work	-	211,727.62	193,166.13	640,091.52	676,374.08	572,924.13	117,044.37	801,551.53	221,609.26	100,343.46	99,622.76	3,634,454.86
	1.1.3 Subgrant Health	-	98,174.03	41,221.44	257,064.47	338,303.80	379,687.82	121,112.19	274,226.79	259,140.28	295,303.82	158,961.19	2,223,195.83
	1.1.4 Subgrant Education	-	289,496.95	14,355.70	145,576.97	94,485.49	173,467.77	270,633.73	748,539.62	264,109.99	411,087.80	361,847.78	2,773,601.80
	1.1.5 Subgrant Energy	-	-	-	4,111.99	168.79	-	-	161,648.78	26,645.27	-	-	192,574.83
	1.1.6 Subgrant Others	-	-	-	-	29,727.17	-	-	-	-	-	-	29,727.17
	1.2 Koumban Planning	-	52,097.36	28,829.05	119,003.59	100,461.21	76,370.71	30,689.81	106,927.05	60,423.57	60,664.23	50,104.36	685,570.94
Subtotal: Component 1		-	682,170.10	373,590.85	1,384,044.45	1,245,539.96	1,312,275.75	539,934.12	2,156,068.40	905,900.45	940,813.54	689,672.01	10,230,009.63
2)	Capacity Building												
	2.1 Capacity Building	164,977.36	23,445.82	7,143.45	13,944.50	19,315.55	27,047.54	11,258.16	20,652.85	4,912.17	16,128.09	8,446.84	317,272.33
	2.2 Assessments	123,518.79	11,568.32	-	2,951.21	17,311.07	5,925.67	-	4,744.43	650.82	-	-	166,670.31
	2.3 Sub-Grant Monitoring	106,628.85	35,640.85	30,267.53	55,967.78	52,631.47	55,883.76	34,431.40	48,591.88	36,412.56	32,922.04	9,337.60	498,715.72
	2.4 Innovation Fund	19,198.96	-	-	-	-	-	-	-	-	-	-	19,198.96
Subtotal Component		414,323.96	70,654.99	37,410.98	72,863.49	89,258.09	88,856.97	45,689.56	73,989.16	41,975.55	49,050.13	17,784.44	1,001,857.32
3)	Project Management												
	3.1 PRF Staff costs	561,645.18	100,235.89	101,850.53	141,636.42	147,308.31	189,422.78	100,923.10	141,617.90	92,369.02	135,428.35	47,030.60	1,759,468.08
	3.2 Equipments	129,954.03	1,273.30	-	-	-	-	-	-	-	-	-	131,227.33
	3.3 Works	-	-	-	-	-	-	-	-	-	-	-	-
	3.4 Audit	47,947.16	-	-	-	-	-	-	-	-	-	-	47,947.16
	3.5 Operating costs	128,335.51	14,127.63	17,333.62	19,445.48	21,325.06	30,706.99	19,550.50	31,777.62	18,660.57	17,981.44	7,366.75	326,611.17
Subtotal: Component 3		867,881.88	115,636.82	119,184.15	161,081.90	168,633.37	220,129.77	120,473.60	173,395.52	111,029.59	153,409.79	54,397.35	2,265,253.74
4)	Livelihood and Nutrition												
	4.1 Capacity Building	69,945.47	-	-	-	-	30,250.50	-	26,618.63	-	-	-	126,814.60
	4.2 Sub-grant monitoring	7,694.11	-	-	-	-	33,724.50	-	49,884.39	-	-	-	91,303.00
	4.3 IEC materials	-	-	-	-	-	796.40	-	-	-	-	-	796.40
	4.4 LN Project management	64,039.42	-	-	-	-	116,912.85	-	88,692.81	-	-	-	269,645.08
Subtotal: Component 4		141,679.00	-	-	-	-	181,684.25	-	165,195.83	-	-	-	488,559.08
Total Cost by Project Components		1,423,884.84	868,461.91	530,185.98	1,617,989.84	1,503,431.42	1,802,946.74	706,097.28	2,568,648.91	1,058,905.59	1,143,273.46	761,853.80	13,985,679.77

Approved by:  
Executive Director

Chit THAVISAY

Certified by:  
Head of Admin and Finance

Boualy SAYAVONG

Prepared by:  
Accountant



**LAO PEOPLE'S DEMOCRATIC REPUBLIC**  
**Poverty Reduction Fund Program**  
**Uses of Funds by Project Activities (Cumulative)**  
**For The Period ended 31/12/2019**

		01/01/2017 - 31/12/2019										Total	
		Provinces											
		VTE	PSL	LNT	ODX	LPB	HP	XKH	SVK	SLV	SK		ATP
Number of Districts		-	3	3	6	6	8	3	5	3	3	3	43
1)	Village Sub Project Grants												
	1.1.1 Subgrant Agriculture	-	30,674.14	211,061.99	241,580.88	65,971.53	792,758.98	24,386.76	129,735.54	73,972.08	241,351.43	19,135.92	1,830,629.25
	1.1.2 Subgrant Civil work	-	981,805.17	512,158.35	1,150,645.71	1,640,468.12	1,396,680.01	182,288.72	2,089,263.91	553,876.13	180,056.10	248,876.25	8,936,118.47
	1.1.3 Subgrant Health	-	227,012.56	296,604.02	886,989.36	955,316.73	1,010,497.43	266,569.75	1,022,960.13	658,589.92	573,192.80	353,641.09	6,251,373.79
	1.1.4 Subgrant Education	-	941,066.31	192,391.84	1,333,301.99	1,365,481.91	1,639,431.97	1,488,899.46	2,038,865.89	597,696.39	1,199,643.19	797,789.90	11,594,568.85
	1.1.5 Subgrant Energy	-	-	-	12,982.93	168.79	-	-	378,970.28	85,978.42	-	-	478,100.42
	1.1.6 Subgrant Others	-	-	-	-	29,727.17	-	-	27,431.71	327.56	-	-	57,486.44
	1.2 Koumban Planning	-	188,809.79	132,354.73	366,970.65	372,927.02	409,294.33	155,889.71	408,130.12	198,725.93	200,485.55	158,987.56	2,592,575.39
Subtotal: Component 1		-	2,369,367.97	1,344,570.93	3,992,471.52	4,430,061.27	5,248,662.72	2,118,034.40	6,095,357.58	2,169,166.43	2,394,729.07	1,578,430.72	31,740,852.61
2)	Capacity Building												
	2.1 Capacity Building	893,102.16	80,924.73	27,999.67	92,041.41	65,239.60	85,306.91	38,485.95	62,152.50	24,892.89	68,315.09	29,256.06	1,467,716.97
	2.2 Assessments	450,230.85	41,693.33	1,981.41	2,951.21	73,113.54	63,963.34	-	8,670.90	2,837.94	-	-	645,442.52
	2.3 Sub-Grant Monitoring	296,907.89	111,579.02	93,440.05	170,911.39	164,160.74	178,015.17	105,531.88	157,038.18	95,445.80	102,069.36	34,251.19	1,509,350.67
	2.4 Innovation Fund	128,804.06	-	-	-	-	-	-	10,008.04	3,816.78	5,560.76	3,330.72	151,520.36
Subtotal: Component		1,769,044.96	234,197.08	123,421.13	265,904.01	302,513.88	327,285.42	144,017.83	237,869.62	126,993.41	175,945.21	66,837.97	3,774,030.52
3)	Project Management												
	3.1 PRF Staff costs	1,762,421.57	297,806.54	310,611.29	440,313.38	466,740.28	577,848.98	326,539.36	433,224.89	287,493.32	402,527.21	153,674.65	5,459,201.47
	3.2 Equipments	304,456.40	2,597.81	1,026.86	-	-	3,703.89	564.84	-	1,572.60	4,214.13	-	318,136.53
	3.3 Works	-	5,716.37	5,518.96	5,821.04	8,817.83	3,145.79	-	-	-	5,063.34	-	34,083.33
	3.4 Audit	133,260.98	-	-	-	-	-	-	-	-	-	-	133,260.98
	3.5 Operating costs	363,893.68	42,706.05	49,319.84	56,398.10	62,297.24	89,686.14	51,455.42	85,643.05	46,414.76	44,642.46	14,730.72	907,187.46
Subtotal: Component 3		2,564,032.63	348,826.77	366,476.95	502,532.52	537,855.35	674,384.80	378,559.62	518,867.94	335,480.68	456,447.14	168,405.37	6,851,869.77
4)	Livelihood and Nutrition												
	4.1 Capacity Building	150,628.59	-	-	-	-	71,972.05	-	74,443.39	-	-	-	297,044.03
	4.2 Sub-grant monitoring	14,002.57	-	-	-	-	105,192.47	-	164,521.39	-	-	-	283,716.43
	4.3 IEC materials	106.96	-	-	-	-	796.40	-	-	-	-	-	903.36
	4.4 LN Project management	204,837.74	-	-	-	-	358,275.31	-	271,534.76	-	-	-	834,647.81
Subtotal: Component 4		369,575.86	-	-	-	-	536,236.23	-	510,499.54	-	-	-	1,416,311.63
Total Cost by Project Components		4,702,653.45	2,952,391.82	1,834,469.01	4,760,908.05	5,270,430.50	6,786,569.17	2,640,611.85	7,362,594.68	2,631,640.52	3,027,121.42	1,813,674.06	43,783,064.53

Approved by:  
**Executive Director**



**Chit THAVISAY**

Certified by:  
**Head of Admin and Finance**

**Boualy SAYAVONG**

Prepared by:  
**Accountant**



## POVERTY REDUCTION FUND PROGRAM

Annex 06

## Fund Reconciliation

For The Period ended 31/12/2019

IDA credit no. 58270 Fund Closing GL Balance

\$ 29,537,739.48

IDA credit no. 58270

\$ 29,537,739.48

No.	Application No.	Date	Amount USD	Balance USD
1	Fund received during FY 2017		\$ 11,676,698.62	\$ 11,676,698.62
2	Application Number 011	12/02/2018	\$ 1,371,461.50	\$ 13,048,160.12
3	Application Number 012	30/03/2018	\$ 524,701.27	\$ 13,572,861.39
4	Application Number 013	21/05/2018	\$ 530,762.26	\$ 14,103,623.65
5	Application Number 014	25/05/2018	\$ 515,040.78	\$ 14,618,664.43
6	Application Number 015	31/05/2018	\$ 790,537.97	\$ 15,409,202.40
7	Application Number 016	17/07/2018	\$ 1,540,286.92	\$ 16,949,489.32
8	Application Number 017	10/08/2018	\$ 1,396,310.51	\$ 18,345,799.83
9	Application Number 018	06/09/2018	\$ 1,704,537.58	\$ 20,050,337.41
10	Application Number 019	18/10/2018	\$ 1,031,868.21	\$ 21,082,205.62
11	Application Number 020	11/01/2019	\$ 796,036.20	\$ 21,878,241.82
12	Application Number 021	06/03/2019	\$ 1,099,824.31	\$ 22,978,066.13
13	Application Number 022	03/06/2019	\$ 988,622.56	\$ 23,966,688.69
14	Application Number 023	10/06/2019	\$ 688,041.21	\$ 24,654,729.90
15	Application Number 024	17/07/2019	\$ 1,639,016.89	\$ 26,293,746.79
16	Application Number 025	10/09/2019	\$ 725,173.64	\$ 27,018,920.43
17	Application Number 026	23/10/2019	\$ 1,900,509.67	\$ 28,919,430.10
18	Application Number 027	15/11/2019	\$ 618,309.38	\$ 29,537,739.48

Government Contribution Closing GL Balance

\$ 2,481,425.09

GOL contribution

\$ 2,481,425.09

No.	Application No.	Date	Amount USD	Balance USD
1	Direct Payment 38 items	31/12/2018	\$ 1,255,586.25	\$ 1,255,586.25
2	Direct Payment 40 items	27/12/2019	\$ 1,225,838.84	\$ 2,481,425.09
3				

SDC Fund Closing GL Balance

\$ 16,100,000.00

SDC Grant

\$ 16,100,000.00

No.	Application No.	Date	Amount USD	Balance USD
1	Initial instalment		\$ 3,760,000.00	\$ 3,760,000.00
2	Second instalment	11/10/2017	\$ 3,715,000.00	\$ 7,475,000.00
3	Third instalment	26/06/2018	\$ 3,315,000.00	\$ 10,790,000.00
4	Fourth instalment	26/10/2018	\$ 1,000,000.00	\$ 11,790,000.00
5	Fifth instalment	03/09/2019	\$ 4,310,000.00	\$ 16,100,000.00

Approved by:  
Executive Director

Certified by:  
Head of Admin  
and Finance

Prepared by:  
Accountant

Chit THAVISAY

Boualy SAYAVONG



LAO PEOPLE'S DEMOCRATIC REPUBLIC

Annex 07

Poverty Reduction Fund Program

Break Down PRF expenditure ( PROJECT START TO DATE)

For The Period ended 31/12/2019

Total		Year 2019				Year 2019	Commulative Amount
No.	Component	Q1	Q2	Q3	Q4		
1	Village Sub Project Grants	713,077.78	3,837,229.26	3,578,496.44	2,101,206.15	10,230,009.63	31,740,852.61
2	Capacity Building	173,618.00	260,531.61	253,489.92	314,217.79	1,001,857.32	3,774,030.52
3	Project Management	401,176.27	530,674.64	827,259.94	506,142.89	2,265,253.74	6,851,869.77
4	Livelihood and Nutrition	110,634.30	101,460.02	124,773.05	151,691.71	488,559.08	1,416,311.63
Total		1,398,506.35	4,729,895.53	4,784,019.35	3,073,258.54	13,985,679.77	43,783,064.53

I IDA 58270		Year 2019				Year 2019	Commulative Amount
No.	Component	Q1	Q2	Q3	Q4		
1	Village Sub Project Grants	542,999.56	2,414,987.40	3,077,864.22	799,623.96	6,835,475.14	20,309,432.14
2	Capacity Building	42,618.21	75,149.28	114,649.95	131,212.78	363,630.22	1,416,138.80
3	Project Management	311,101.04	462,334.83	745,438.96	436,330.37	1,955,205.20	5,967,752.95
4	Livelihood and Nutrition	110,634.30	101,460.02	124,773.05	151,691.71	488,559.08	1,416,311.63
Total		1,007,353.11	3,053,931.53	4,062,726.18	1,518,858.82	9,642,869.64	29,109,635.52

II GOL		Year 2019				Year 2019	Commulative Amount
No.	Component	Q1	Q2	Q3	Q4		
1	Village Sub Project Grants	-	-	-	1,225,838.84	1,225,838.84	2,481,425.09
2	Capacity Building	-	-	-	-	-	-
3	Project Management	-	-	-	-	-	-
4	Livelihood and Nutrition	-	-	-	-	-	-
Total		-	-	-	1,225,838.84	1,225,838.84	2,481,425.09

IV SDC		Year 2019				Year 2019	Commulative Amount
No.	Component	Q1	Q2	Q3	Q4		
1	Village Sub Project Grants	170,078.22	1,422,241.86	500,632.22	75,743.35	2,168,695.65	8,949,995.38
2	Capacity Building	130,999.79	185,382.33	138,839.97	183,005.01	638,227.10	2,357,891.72
3	Project Management	90,075.23	68,339.81	81,820.98	69,812.52	310,048.54	884,116.82
4	Livelihood and Nutrition	-	-	-	-	-	-
Total		391,153.24	1,675,964.00	721,293.17	328,560.88	3,116,971.29	12,192,003.92

Approved by:  
Executive Director

Certified by:  
Head of Admin  
and Finance

Prepared by:  
Accountant



Chit THAVISAY

Boualy SAYAVONG



**LAO PEOPLE'S DEMOCRATIC REPUBLIC**  
**Poverty Reduction Fund Program**  
**Budget Allocation vs Actual Payment**  
**For The Period ended 31/12/2019**

Annex 08

TOTAL PRF3					
		Allocation	Actual	Balance	Note
<b>Component 1</b>					
1.1	Subgrant	34,209,000.00	29,148,277.22	5,060,722.78	85.21%
1.2	Koumban Planning	3,633,507.14	2,592,575.39	1,040,931.75	71.35%
	<b>Total:</b>	<b>37,842,507.14</b>	<b>31,740,852.61</b>	<b>6,101,654.53</b>	83.88%

<b>Component 2</b>					
2.1	Capacity Building	3,296,590.12	1,467,716.97	1,828,873.15	44.52%
2.2	Assessments	1,125,680.00	645,442.52	480,237.48	57.34%
2.3	Sub-Grant Monitoring	1,768,000.00	1,509,350.67	258,649.33	85.37%
2.4	Innovation Fund	489,000.00	151,520.36	337,479.64	30.99%
	<b>Total:</b>	<b>6,679,270.12</b>	<b>3,774,030.52</b>	<b>2,905,239.60</b>	56.50%

<b>Component 3</b>					
3.1	PRF Staff costs	6,881,485.74	5,459,201.47	1,422,284.27	79.33%
3.2	Equipments	510,000.00	318,136.53	191,863.47	62.38%
3.3	Works	100,000.00	34,083.33	65,916.67	34.08%
3.4	Audit	207,000.00	133,260.98	73,739.02	64.38%
3.5	Operating costs	859,000.00	907,187.46	(48,187.46)	105.61%
	<b>Total:</b>	<b>8,557,485.74</b>	<b>6,851,869.77</b>	<b>1,705,615.97</b>	80.07%

<b>Component 4</b>					
4.1	Capacity Building	541,698.00	297,044.03	244,653.97	54.84%
4.2	Sub-grant monitoring	92,000.00	283,716.43	(191,716.43)	308.39%
4.3	IEC materials	-	903.36	(903.36)	0.00%
4.4	LN Project management	287,039.00	834,647.81	(547,608.81)	290.78%
	<b>Total:</b>	<b>920,737.00</b>	<b>1,416,311.63</b>	<b>(495,574.63)</b>	153.82%
	<b>TOTAL:</b>	<b>54,000,000.00</b>	<b>43,783,064.53</b>	<b>10,216,935.47</b>	81.08%

TOTAL FY19					
		Allocation	Actual	Balance	Note
<b>Component 1</b>					
1.1	Subgrant	11,465,000.00	9,544,438.69	1,920,561.31	83.25%
1.2	Koumban Planning	1,200,000.00	685,570.94	514,429.06	57.13%
	<b>Total:</b>	<b>12,665,000.00</b>	<b>10,230,009.63</b>	<b>2,434,990.37</b>	80.77%

<b>Component 2</b>					
2.1	Capacity Building	1,125,579.00	317,272.33	808,306.67	28.19%
2.2	Assessments	322,000.00	166,670.31	155,329.69	51.76%
2.3	Sub-Grant Monitoring	566,000.00	498,715.72	67,284.28	88.11%
2.4	Innovation Fund	158,000.00	19,198.96	138,801.04	12.15%
	<b>Total:</b>	<b>2,171,579.00</b>	<b>1,001,857.32</b>	<b>1,169,721.68</b>	46.13%

<b>Component 3</b>					
3.1	PRF Staff costs	2,325,369.61	1,759,468.08	565,901.53	75.66%
3.2	Equipments	60,000.00	131,227.33	(71,227.33)	218.71%
3.3	Works	35,000.00	-	35,000.00	0.00%
3.4	Audit	69,000.00	47,947.16	21,052.84	69.49%
3.5	Operating costs	290,000.00	326,611.17	(36,611.17)	112.62%
	<b>Total:</b>	<b>2,779,369.61</b>	<b>2,265,253.74</b>	<b>514,115.87</b>	81.50%

<b>Component 4</b>					
4.1	Capacity Building	-	126,814.60	(126,814.60)	0.00%
4.2	Sub-grant monitoring	-	91,303.00	(91,303.00)	0.00%
4.3	IEC materials	-	796.40	(796.40)	0.00%



		Allocation	Actual	Balance		Note
4.4	LN Project management	-	269,645.08	(269,645.08)	0.00%	
	<b>Total:</b>	<b>-</b>	<b>488,559.08</b>	<b>(488,559.08)</b>	<b>0.00%</b>	
		<b>17,615,948.61</b>	<b>13,985,679.77</b>	<b>3,630,268.84</b>	<b>79.39%</b>	

**TOTAL Q4 of FY19**

		Allocation	Actual	Balance		Note
<b>Component 1</b>						
1.1	Subgrant	1,875,584	2,088,775.19	(213,191.55)	111.37%	
1.2	Koumban Planning	2,000	12,430.96	(10,430.96)	621.55%	
	<b>Total:</b>	<b>1,877,583.64</b>	<b>2,101,206.15</b>	<b>(223,622.51)</b>	<b>111.91%</b>	

**Component 2**

2.1	Capacity Building	101,364.00	99,031.43	2,332.57	97.70%	
2.2	Assessments	386,085.45	96,194.96	289,890.49	24.92%	
2.3	Sub-Grant Monitoring	118,500.00	118,991.40	(491.40)	100.41%	
2.4	Innovation Fund	25,040.00	-	25,040.00	0.00%	
	<b>Total:</b>	<b>630,989.45</b>	<b>314,217.79</b>	<b>316,771.66</b>	<b>49.80%</b>	

**Component 3**

3.1	PRF Staff costs	471,000.00	422,571.41	48,428.59	89.72%	
3.2	Equipments	-	-	-	0.00%	
3.3	Works	-	-	-	0.00%	
3.4	Audit	10,000.00	9,480.21	519.79	94.80%	
3.5	Operating costs	80,000.00	74,091.27	5,908.73	92.61%	
	<b>Total:</b>	<b>561,000.00</b>	<b>506,142.89</b>	<b>54,857.11</b>	<b>90.22%</b>	

**Component 4**

4.1	Capacity Building	162,850.24	58,278.54	104,571.70	35.79%	
4.2	Sub-grant monitoring	23,000.00	27,350.97	(4,350.97)	118.92%	
4.3	IEC materials	1,000.00	796.40	203.60	79.64%	
4.4	LN Project management	82,514.00	65,265.80	17,248.20	79.10%	
	<b>Total:</b>	<b>269,364.24</b>	<b>151,691.71</b>	<b>117,672.53</b>	<b>56.31%</b>	
		<b>3,338,937.33</b>	<b>3,073,258.54</b>	<b>265,678.79</b>	<b>92.04%</b>	

**Approved by:**  
**Executive Director**

**Certified by:**  
**Head of Administration and Finance**

**Prepared by:**  
**Accountant**



**Chit THAVISAY**

**Boualy SAYAVONG**



**LAO PEOPLE'S DEMOCRATIC REPUBLIC**

**Annex 09**

**Poverty Reduction Fund Program**

**Uses of Funds for Expenditure by location and financing source (Cumulative)**

**For The Period ended 31/12/2019**

No.	District	IDA	GOL	SDC	TOTAL
		<b>30,000,000.00</b>	<b>6,000,000.00</b>	<b>18,000,000.00</b>	<b>54,000,000.00</b>
1	<u>Vientiane</u>	3,087,062.37		1,615,591.08	4,702,653.45
2	<u>Phongsaly</u>	217,687.18		81,797.09	299,484.27
3	Mai	694,915.24	67,575.20	151,991.81	914,482.25
4	Khua	674,154.03		79,071.88	753,225.91
5	Samphan	909,936.36		75,263.03	985,199.39
6	<u>Louangnamtha</u>	216,862.16		73,087.93	289,950.09
7	Long	288,524.93	23,221.83	266,786.81	578,533.57
8	Viengphoukha	259,045.71	39,591.25	247,161.64	545,798.60
9	Nalae	213,181.92	39,354.63	167,650.20	420,186.75
10	<u>Oudomxay</u>	236,591.40		93,006.00	329,597.40
11	Lar	338,134.32		130,282.35	468,416.67
12	Namor	457,594.42	27,135.25	179,514.67	664,244.34
13	Nga	519,332.59		368,373.67	887,706.26
14	Baeng	361,587.34		111,661.29	473,248.63
15	Houn	718,754.95	102,489.73	205,150.50	1,026,395.18
16	Pakbaeng	654,993.06		256,306.51	911,299.57
17	<u>Louangprabang</u>	227,998.73		102,822.83	330,821.56
18	Nambark	272,994.47	109,893.84	174,142.01	557,030.32
19	Pakxaeng	634,995.27	86,185.31	297,515.58	1,018,696.16
20	Phonexay	622,635.59	72,390.88	345,107.15	1,040,133.62
21	Viengkham	611,438.03	112,124.85	314,669.48	1,038,232.36
22	Phoukoun	349,628.91	34,428.73	252,710.94	636,768.58
23	Phonethong	429,414.36		219,333.54	648,747.90
24	<u>Huaphan</u>	250,313.72		109,809.66	360,123.38
25	Xamneua	536,986.04		293,530.18	830,516.22
26	Xiengkhor	663,523.39		278,176.28	941,699.67
27	Hiem	314,894.04	67,308.68	156,053.95	538,256.67
28	Viengxay	241,984.88		258,668.04	500,652.92
29	Huameuang	691,194.29	74,858.84	408,708.48	1,174,761.61
30	Xamtai	569,567.84		180,686.20	750,254.04
31	Kuan	670,605.20	28,243.62	300,062.53	998,911.35
32	Xonh	452,862.59		238,530.72	691,393.31
33	<u>Xiengkhouang</u>	188,515.51		84,114.38	272,629.89
34	Nonghaed	816,348.23	100,347.52	174,753.86	1,091,449.61
35	Koun	484,776.48		156,719.15	641,495.63
36	Morkmai	533,827.48		101,209.24	635,036.72

**LAO PEOPLE'S DEMOCRATIC REPUBLIC**

**Annex 09**

**Poverty Reduction Fund Program**

**Uses of Funds for Expenditure by location and financing source (Cumulative)**

**For The Period ended 31/12/2019**

No.	District	IDA	GOL	SDC	TOTAL
37	<b>Savannakhet</b>	261,761.25		117,768.02	379,529.27
38	Phin	752,501.02	112,320.76	114,653.70	979,475.48
39	Sephone	1,256,700.10	136,797.07	513,637.65	1,907,134.82
40	Nong	752,037.71	308,240.10	511,154.87	1,571,432.68
41	Thapangthong	644,604.86	189,677.69	275,741.76	1,110,024.31
42	Athsaphone	1,040,866.70	166,068.78	208,062.64	1,414,998.12
43	<b>Salavanh</b>	193,058.31		60,652.64	253,710.95
44	Taoy	448,934.26	108,460.24	286,899.14	844,293.64
45	Toumlan	541,664.91	75,698.89	230,427.13	847,790.93
46	Samoui	371,376.25	76,332.81	238,135.94	685,845.00
47	<b>Sekong</b>	242,676.33		86,467.58	329,143.91
48	Lamam	427,476.58	73,533.27	92,946.34	593,956.19
49	Kaleuam	524,551.38	33,254.96	463,472.25	1,021,278.59
50	Darkcheung	864,622.05	56,441.26	161,679.42	1,082,742.73
51	<b>Attapeu</b>	28,078.64		12,910.80	40,989.44
52	Sanamxay	512,989.49	68,208.18	110,805.92	692,003.59
53	Xanxay	511,761.61	57,528.33	51,880.19	621,170.13
54	Phouvong	321,111.04	33,712.59	104,687.27	459,510.90
<b>TOTAL</b>		<b>29,109,635.52</b>	<b>2,481,425.09</b>	<b>12,192,003.92</b>	<b>43,783,064.53</b>

Percentage of Expenditures: 97.03% 41.36% 67.73% 81.08%

Balance in USD 890,364.48 3,518,574.91 5,807,996.08 10,216,935.47

**Approved by:**  
**Executive Director**

**Certified by:**  
**Head of Admin**  
**and Finance**

**Prepared by:**  
**Accountant**



**Chit THAVISAY**

  
**Boualy SAYAVONG**





## Quarterly Work Plan January - March 2020

Quarterly Work Plan January - March 2020			1st Quarter of FY2020											
No.	Activities	Estimated budget	Jan-2020				Feb-2020				Mar-2020			
Community Development Division		202,602												
PRF III														
1	Kumban Development Planning (KDP) Review Meeting include (Provincial Orientation Meeting, District Evaluation Meeting)	29,920												
2	IEC (public communication through medias)	1,395												
3	District Annual Evaluation Meeting	49,500												
PRF III AF														
1	District Orientation Meeting	30,000												
2	Village Orientation Meeting	24,800												
3	Village Development Plan meeting	24,800												
4	District Planning & Coordination Meeting	30,000												
5	Training on VDP for district concerned sectors & YG	10,987												
6	Central Public Information	1,200												
Engineering Division		154,121												
PRF III														
1	Sub-project survey and design	38,333												
2	Village Sub-project design Confirmation Meeting + Kick of meeting	16,727												
3	VIT training on finance and procurement +TA	38,333												
4	VIT Training on Implementation	16,727												
5	Training RMG for community	24,000												
PRF III AF														
1	Refresher training on (Survey-design + Quality Control QA)	15,000												
2	Monitoring by PWT Engineer + PRF Engineer	5,000												
Monitoring and Evaluation Division		14,000												
PRF III AF														
1	Monitoring and Evaluation Capacity Building /Training/workshop	2,000												
2	Indicator training and priority data supporting including report writing	2,000												
3	MIS Training (Database) / Capacity Building	2,000												
4	GIS training	1,000												
5	Training on the Feedback and Resolution Mechanism including assessment on FRM mechanism and report writing	2,000												
Sub-project monitoring by M&E														
6	Follow up the implementation and the status of sub-project at district and Kumban with concerned sectors	2,000												
7	Follow up the use of forms of PRF 3 relate to indicators	1,000												
8	Follow up the capacity of Kumban team to monitor sub-project implementation at village level	1,000												
9	Follow up the developing of GIS KB Map with located of sub-project	1,000												
Finance and Administration Division		814,750												
PRF III AF														
1	Road Maintenance Group Sub-project (RMG)	287,000												
2	Sub-project bidding	24,000												
3	Coordination with concern ministries	15,000												
4	3rd Accountability Meeting	18,000												
5	Refresher training on FA & Procurement	15,000												
6	Sub-project monitoring by (provincial and district for all concern division)	50,000												
7	PRF Staff (Local Consultant PRFIII)	240,000												



### Quarterly Work Plan January - March 2020

No.	Activities	Estimated budget	1st Quarter of FY2020					
			Jan-2020		Feb-2020		Mar-2020	
8	Incremental Operating costs during Jan-Mar 2020	45,000						
<b>AF</b>								
1	Supporting Services (AF)	90,000						
2	Incremental Operating Costs Jan-Mar 2020	30,750						
<b>LN Project: Livelihood and Nutrition</b>		<b>438,680</b>						
<b>I. Total Livelihood</b>		<b>203,830</b>						
<b>1</b>	<b>Livelihood Activities</b>	<b>96,720</b>						
1.01	Institutional Building (IB)	38,440						
1.02	Books of Records for Self Help Groups (SHGs)	6,200						
1.03	Books of Record for Village SHG Management Committees (VSMCs)	-						
1.04	Books of Record for Producers' Groups (PGs)	43,400						
1.05	Inputs to SHGs	8,680						
1.06	Inputs to VSMCs	-						
1.07	Inputs to PGs							
<b>2</b>	<b>Capacity Building (CB) - Community Training</b>	<b>18,450</b>						
2.01	IEC Materials for SHG training	8,000						
2.02	IEC Materials for SHG members on Farm, Livestock & Non-Farm trainings	8,000						
2.03	Training of SHG Leaders and Book Keeper on Module 1 : Poverty Analysis Module 2 : SHG & Its Management and Module 3: Finance Management & Book Keeping in three Pilot Villages of Huameaung	1,200						
2.04	Training of SHG Leaders and Book Keeper on Module 4 : Livelihood, HIP & MIP in three Pilot Villages of Huameaung	1,250						
2.05	Training of SHG members on Module 1 : Poverty Analysis							
2.06	Training of SHG members on Module 2 : SHG & Its Management							
2.07	Training of SHG members on Module 3 : Finance Management & Book Keeping							
2.08	Training of SHG embers on Module 4 : Livelihood, HIP & MIP							
2.09	Training of VSMC members on Module 1 : Objective of VSMC							
2.10	Training of VSMC members on Module 2 : Roles & Responsibilities of VSMC							
2.11	Training of VSMC members on Module 3 : Finance Management & Book Keeping of VSMC							
2.12	Livelihood Training on Farm, Livestock & Non-Farm activities for SHG Members							
2.13	Training of SHG members on Module 1 : Objectives, Roles & Responsibilities of PG							
2.14	Training of PG members on Module 2 : Value Chain							
2.15	Training of PG members on Module 3 : Quality Management							
2.16	Training of PG members on Module 4 : Collective Procurement & Marketing							
<b>3</b>	<b>Capacity Building ( Staff Training)</b>	<b>63,700</b>						
3.01	Staff Training on SHGs 5 days residential training on 4 modules training of SHG to 4 District Staff 58 staff	12,200						
3.02	Staff Training on VSMCs							
3.03	Staff Training on PGs							



### Quarterly Work Plan January - March 2020

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## Quarterly Work Plan January - March 2020

No.	Activities	Estimated budget	1st Quarter of FY2020											
			Jan-2020				Feb-2020				Mar-2020			
2.04	Production of IEC materials (agricultural seasonal calendar and crop sheets)	2,700												
2.05	Training 1 on seasonal agricultural crop for rainy season for FNG members include 5\$ compensation for model farmer for training and 10\$ materials)													
2.06	Training 2 on seasonal agricultural crop for rainy season for FNG members include 5\$ compensation for model farmer for training and 10\$ materials)													
2.07	Training 3 on seasonal agricultural crop for rainy season for FNG members include 5\$ compensation for model farmer for training and 10\$ materials)													
2.08	Training 4 on seasonal agricultural crop for rainy season for FNG members include 5\$ compensation for model farmer for training and 10\$ materials)													
2.09	Training 5 on seasonal agricultural crop for rainy season for FNG members include 5\$ compensation for model farmer for training and 10\$ materials)													
2.10	M&E materials (e.g. farm visit sheet)													
2.11	Records books	3,520												
2.12	Home Nutrition Garden Support contract, 4 years (Direct Contract to LFN)	15,000												
2.13	Seeds													
<b>3</b>	<b>Multi-media peer learning</b>	<b>92,630</b>												
3.01	Microphone for video production	7,155												
3.02	Mobile phone with instaprojector and SIM card	71,550												
3.03	Speakers	7,155												
3.04	Multi-media Peer Learning Support contract, 4 years (Direct contract, CLICK)	2,000												
3.05	Phone credit (one time)	4,770												
<b>Grant Total</b>		<b>1,624,153</b>												

## Summary of Quarterly Work Plan October - December 2019

No.	Activities	Note
Community Development Division		
1	Coordination with concern ministries	Will Jointly implement in AF 2020
2	District Annual Evaluation Meeting	Postponed to Jan 2020, because want to merge with PRF 3 AF's and SDC work plan 2020 orientation meeting
3	PRF staff refresher training on environmental and social safeguards	It planned to organize with the same time with the PRF staff annual meeting but it not happens
4	Disseminate PRF information through the medias at National and Local level	Done
5	Follow up CD activity in the local level (gender & safeguards activity)	There is no field monitoring during the reporting period
Engineering Division		
1	RMG Supervision SP	Done, RMG supervision SP
2	Sub-project monitoring by TA central	There is no field monitoring during the reporting period
Monitoring and Evaluation Division		
1	Training on the Feedback and Resolution Mechanism including assessment on FRM mechanism and report writing	Not yet implemented, due to limited time, the budget will postpone to the next quarter
2	Monitoring and Evaluation Capacity Building /Training/workshop	
3	Indicator training and priority data supporting including report writing	
4	MIS Training (Database) / Capacity Building	
5	Follow up the implementation and the status of sub-project at district and Kumban with concerned sectors	
6	Follow up the use of forms of PRF 3 relate to indicators	
7	Follow up the capacity of Kumban team to monitor sub-project implementation at village level	
Finance and Administration Division		
1	Sub-grant for Cycle16	Done, SP payment including GOL SP of FY2019, for the negative fund balance the annual budget can be cover this.
2	SP GOL Administration cost and Technical test (5%-7%)	Done
3	Refersher training on FA & Budgeting	Not yet implemented during the reporting period due to the time is limit.
4	Internal Audit support (CBA)	Done, Field audit at PSL during the reporting period.
5	PRF Staff (Local Consultant)	Done as budget planned, for the negative fund balance, the annual budget can be cover.



## Summary of Quarterly Work Plan October - December 2019

No.	Activities	Note
6	Equipments	
7	Incremental Operating costs during Oct-Dec 2019	Done
<b>Project management Team</b>		
1	Senior Technical Advisor on Development	No payment incurred during the reporting period.
2	PRF Process Evaluation Assessment	Not yet implemented during the reporting period so move to implement in FY2020.
3	HH Survey (Impact evaluation)	Not yet implemented during the reporting period so move to implement in FY2020.
4	Project Consultant_DRM	3rd payment to DRM consultants
5	Project Consultant_RM/CFA	3rd consultant on community contracting related to CFA
6	Project Consultant_M&E	
7	Microfinance Consultant_LN	Done
8	Sub-project monitoring by (provincial and district for all concern division)	Done, daily SP monitoring during the reporting period, for the negative fund balance the annual budget of this budget line can be cover
9	Innovative Fund	No any payment related to Innovation activity during the reporting period.

**LN: Livelihood and Nutrition**

1	Trainings on Bookkeeping and Accounting & Saving and Loan Management to DAFO, PAFO Staff (30 persons) and Xiengkho and Hiem (10 persons)	Time was constrain to conduct the same steps for Xiengkhor and Hiem Distritc. Therefore PRF decided to invite those two district to join in Meeting on Phaseout only which was held in Savannakhet province
2	Trainings on Bookkeeping and Accounting & Saving and Loan Management to 25 VSMC in pilot villages by DAFO, PAFO Staff in Savannakhet Prov and 40 villages in Hiem and Xiengkho districts	
3	Training on Production Group to PAFO and DAFO Staff in 4 handed over districts	
4	Workshop with Technical Departments of MAF, Savannakhet PAFO on preparation phasing-out plan of LN	
5	Join monitoring by PAFO and DAFO Oct until Dec 2019	
6	Meeting on Preparation for Handing Over and Meeting Handing Over tasks to 3 concerned district authity : Nong, Sepon and Thapangthong	
7	Publication and Documentation	
8	Training on Essential Knowledge of Nutrition to Farmer Nutrition Group in 4 pilot villages in Huameaung District by District LN staff and Technical staff of District Partner Offices	Since CLICK completed draft videoand complete two trainings on Home Garden establishment to FNG, the payment have not been made yet due to waiting for final comment from WB on Vedio revision



## Summary of Quarterly Work Plan October - December 2019

No.	Activities	Note
9	Partnership Contract with Service Providers on Buffalo Diary Technical Raising	
10	Financial support to 4 farmer nutrition groups for supplementary meals to FNG's members including cooking equipment	
11	Financial support to 4 farmer nutrition groups for establishment of Home Nutrition Garden equipment (220 members 30\$/mmebers seeds and shadehouse)	
12	Technical and Financial supports to Buffalo Diary Houaseholds on Technical Materials and Technical Training	
13	Market Survey in VTE for SHG members from Huameang District	At the beginning, LN-PRF planned to conduct pilot actiivties in 8 villages, but WB instructed to trial in 4 villages
14	Training on SHG Management and Financial in 4Villages	
15	Technical Trainings to SHG Members in 8 mainstream villages	
16	Seed Grants to 312 SHG members in 4 villages (120\$/person)	
17	- Monitoring by Central Staff	
18	- Monitoring by Provincial Staff	Done
19	- Monitoring by DLO and VLC	
20	- Support and Monitoring by DLO and VLC on 23 VNC activities and Nutrition in 142 villages	
21	Partnership Contract with Service Providers on Video on Buffalo Diary Technical Raising and Diary Products for Child Nutrition, and HNG Plot Training	Payment 1st 10% to CLICK IT for service and sell books for "Video development of Buffalo Dairy Production and Home Nutrition Garden
22	Admin Cost	Done
23	Staff Cost	Done