

LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRATIC UNITY PROSPERITY

Ministry of Agriculture and Forestry



POVERTY REDUCTION FUND SEMI-ANNUAL PROGRESS REPORT

(January – June 2020)



Picture along the way from Namneun to HuaMeuang District, Hauphan Province

PRF aims to fight poverty at the grassroots level, it was designed to **improve access** to village infrastructure and services, and **empower villagers** to manage their own project planning and implementation

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ABBREVIATIONS

AWPB	Annual Work Plan and Budget
AFN	Agriculture for Nutrition
AL	Agriculture for Livelihood
CD	Community Development
CDD	Community Driven Development
CF	Community Facilitator
CFA	Community Force Account
CMS	Community Managed Sub-Projects
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
EIA	Environmental Impact Assessment
EM	Energy and Mine
ESF	Environment Safeguard Framework
FRM	Feedback and Resolution Mechanism
FNG	Farmer Nutrition Group
GESI	Gender Equity and Social Inclusion
GOL	Government of Lao
GIS	Geography information system
GPAP	Governance Public Administration Reform
HH	Household(s)
HR	Human Resource
HNG	Home Nutrition Garden
IE	Internal Evaluation
IEC	Information, Education, Communication
IGA	Income Generating Activities
IFAD	International Fund for Agriculture Development
IFR	Interim Un-Audited Financial Report
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
MAF	Ministry of Agriculture and Forestry
MIP	Micro Investment Plan
M&E	Monitoring and Evaluation
MIS	Management information system
MNS	Minutes
MTR	Mid-Term Review
NCD	Nutrition and Community Development
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
NT2	Nam Theun 2 Hydro electricity
ODF	Open Defecation Free
PDO	Project Development Objective
PG	Producer Group
PGG	Producer Group Grant
PAFO	Provincial Agriculture and Forestry Office
PRF	Poverty Reduction Fund
PRFI	Poverty Reduction Fund Project I (2003 – 2011)
PRFII	Poverty Reduction Fund Project II (2011 – 2016)
PRFIII	Poverty Reduction Fund Project III (2016 – 2020)
PRFIII AF	Poverty Reduction Fund Project III Additional Financing (2019 – 2024)
POM	Project Operational Manual
PM	Prime Minister
PMT	Project Management Team
RMG	Road Maintenance Group
SDA	Sub-Project Damage Assessment
SBCC	Social Behavior Community Change
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
VSMC	Village SHG Management Committee
WB	World Bank
YG	Young Graduates

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EXECUTIVE SUMMARY

Overall goal of PRF is to create stronger links between the local government and the aspirations of villagers with the Program staff at a district, provincial and national level that coordinate and build linkages. A forum was created at district level where villagers and district authorities meet regularly to discuss together the priorities, the plans and also reach a compromise that will satisfy each party.

In 2020, the PRF will remain active in the 10 Provinces, 35 districts, 1,389 villages. This includes the first-year implementation of the PRF III Additional Financing (AF) funded by the World Bank focusing on improving the livelihood and nutrition “private goods” for the poor households (Component 4 – Livelihood and Nutrition) in the 4 northern Provinces (Phongsaly, Oudomxay, Xiangkhuang and Huaphanh). The funding will run until December 2022. The PRF III extension funded by SDC and the Government of Lao PDR will be implemented in the 6 Provinces (Luangnamtha, Luangprabang, Savannakhet, Saravan, Sekong, and Attapeu) continuing financing the traditional PRF Project in developing of rural facilities as “public goods” which comprises at least 177 sub-projects. (Component 1- Community Development Grants and Component 2 – Local and Community Development Capacity Building). The extension will run until 31 December 2020.

Under the SDC and GoL funding, at least 235 sub-projects (177 of SDC and 58 of GoL) will be approved and implemented in 232 villages in 23 districts, providing basic services better access to about 136,706 beneficiaries including women (49.2% of the total number of beneficiaries) and small ethnic groups (88.19%). During the reporting period, the survey and design of sub-projects funded by SDC had been done and submitted to donors for approval before starting the construction and all implementation works, which are expected to be completed by the end of 2020.

All sub-projects under SDC funding will apply Community Force Account (CFA)/Community Managed Sub-project (CMS) approach, further strengthening community participation, including gender and ethnicity inclusion, where villagers received full amount of income (confirmed by CFA impact evaluation in 2019), by taking the lead in sub-projects’ construction, using labour-based technologies; two skilled labours of each village were selected and received vocational training at Provincial or District Vocational School. The GoL-financed sub-projects (58) have completed the procurement process and signed contract with contractors, at the end of June, 14 out of 58 sub-projects have been implemented and all sub-projects’ implementation will be completed by the end of 2020, the operational costs incurred with the implementation of those GoL funded sub-projects will be covered by SDC.

The implementation about the sub-projects in the 12 AF targeted districts in 2020. It will be identified only after the SHGs are formed and can identify the most valuable infrastructure for their productive activities, so infrastructure will likely not to be constructed until 2021, due to the COVID-19 pandemic, causing the delay of convergence baseline survey in the targeted areas of PRF (248 out of 481 villages). So, PRF can start doing activities in those Controlled and Treatment villages only after completion of this evaluation, in August or September 2020.

Before extending the work of livelihood and nutrition activities to other villages, 3 pilot villages have been implemented these activities in Houameung district of Houaphan Province since September 2019. In terms of livelihood work, the pilot established 20 SHGs consists of 227 members while 203 members are women (89.4%), there are 18 VSMC and all of them are from

ethnic group. In six months these SHGs have deposited LAK 24.34 million as savings. In addition, the revised SHG guidelines have been piloted, feedback has been incorporated and translated to Lao language and provided to staff engaged in piloting SHGs. During June 2020, the team conducted training about the livelihood and household investment before seed grant disbursement.

In addition, in order to scale up the pilot in new villages (after IE); PRF will focus on training to new Livelihood Young Graduates (LYGs), purchase Books of Records, Boxes Locks-Keys, Floor Mat, etc. for SHGs and VSMCs; finalize the training modules and develop training materials for SHGs, VSMCs and different livelihood activities; and based on the livelihood mapping & marketable surplus in pilot villages; the pilot team may try to mobilize SHG members into Producers Groups. The updated MIS online system will allow the young graduates can enter data of livelihood and nutrition to the system in the field.

The nutrition work also completed the 3 pilot villages as same as livelihood work, several key works have been done, which included following outcomes: established farmer nutrition groups in 3 villages, with total 103 HHs out of 350 HHs become members of FNG, with total 104 members comprising 24 pregnant women, 21 lactating mothers, 58 children aged 6-23 months who are targets in communities. Furthermore, supported 5 home nutrition gardens (HNGs) per village, 15 HNGs and 1 buffalo pen has been built at Homephan village, the rest of 2 villages are under the preparation. Furthermore, the Nutrition Manual of both Lao and English versions have been updated and also the nutrition forms that will be used for data monitoring and entering to the system have been trained to 12 FNG committee members. The experience of these 3 pilot villages will be a guideline for the rest of villages under AF's coverage.

The Road Maintenance Group (RMG) work which covers 6 Provinces, 20 Districts, 37 road subprojects (in 2019 and 2018), with total of 48 Road Maintenance Groups (RMGs) have been established, and 204 women from poor families are members. The total length of the road to be maintained 193.5 km which is less than in 2019 (338.34 Km). The work has started since the beginning of March 2020 and will be ended by 31st December 2020, PRF will then hand over to community and concerned sectors in each targeted district to continue and manage.

As of June 30, 2020, the disbursement ratio reached 97% for the IDA credit 5827-LA. For the Swiss Agency for Development Cooperation (SDC) disbursement rate reached 68% and Government co-financing contribution reached 41% (detailed in finance part).

On the M&E area, the M&E system has been progressively strengthened over the period of PRF III AF implementation. New MIS web-based system has been developed, which aiming to enable PRF project management team, donors, and other stakeholders to respond to project development in a well-informed, timely manner by providing real time, easy to access project information as well as a channel for public feedback. This is expected to enhance the overall performance of the project by building a strong system of accountability, transparency and responsive project management.

On the progress of Disaster Risk Management (DRM) in 2020, the training on DRM to PRF staff, concerned sectors, and community had been done, there are two forms that local staff can provide data and information to PRF center, including the Sub-Project Damage Assessment Form (SDA) and EMS Situation Report Form. The SDA form has been developed in new MIS online system,

by using GIS location information, by just clicking the area on the map on screen, users should be able to easily reach data/information on a specific geographic area (i.e. province, district, village) they want to look at (sub-project information, capacity building, feedback from community, self-help group information, etc.), additionally, the map can also signal during disaster occurring. Following up the 28 sub-projects impacted by last year natural disaster (namely by flash flood?) during this reporting period 24 sub-projects had been repaired, especially, all sub-projects that PRF supported in 2019, were under guarantee period and the contractors repaired, and some sub-projects were repaired by communities themselves, only 4 sub-projects (02 in Luangnamtha and 02 in Savannakhet) were requested additional financing to support.

Key activities from July-December 2020, PRF will focus on capacity building by providing training to PRF staff and community, following with SHG establishment as well as nutrition activities extension the targeted villages in those 12 targeted districts of 04 northern Provinces. Together with preparing and implementing sub-projects under PRF's AF funding as well as sub-projects under SDC and also GoL funding in 2020 (LAK 13 billion) in those six provinces uncovered by AF. As planned the PRF III is expected to end on 31 December 2020 with the closure of all PRF offices in the 6 provinces, currently funded by SDC and the GoL. The PRF's Project Management team is in consultation with the PRF's Administrative Board to find possible solution in view of the continuation of the PRF beyond 2020. The next PRF Board meeting is tentatively planned in September 2020.

CHAPTER I: PROJECT BACKGROUND

The PRF III Additional Financing (AF) Project has been built on the successful experience of the PRF II and PRF III Phases. So far, the objective of the Poverty Reduction Fund (PRF) has been to improve access to services for poor communities and to create stronger links between the local government service provision and the aspirations of villagers. During 2020-2024, called PRF III AF period, this project development objective remains relevant. However, in order to capture the increased emphasis on livelihood and nutritional outcomes, The Project's objective has been revised to, **“improve access to prioritized basic services, as well as to support the production and consumption of nutritious foods in the Project's targeted poor communities”**.

In 4 northern Provinces, The PRF III AF will achieve the new livelihood and nutrition elements of the revised objective by: i) providing seed capital, technical assistance and group capacity building for small-scale livelihood investments, which will increase livestock, crop and non-farm production for household consumption and sale; and ii) forming and strengthening groups of pregnant women and mothers with children under 2 years old to grow diverse and nutritious foods in their gardens, year-round, and to process and cook food for their own and their children's consumption. *See the map in Annex 10.*

Fund Sources

The PRF III AF has a total envelope of US\$ 22,500,000 over a 4 year-implementation (2020-2023). While the main implementation period will be through the end of 2023, some financial work/audit will continue until mid-2024.

Table 1: Total budgets for PRF III AF (2020-2024)

Source of Fund	PRFIII extension remaining Fund (in 2020 only)	PRF III AF Original Budget (US\$)
International Development Association (IDA), as credit amount		22,500,000
Switzerland: Swiss Agency for Development and Cooperation (SDC)	US\$ 5,400,000	-
Government of Lao PDR*	LAK 13 Billion	-
Total		22,500,000

**Note: Excluding community contributions.*

Source: PRF Financial and Administration Division

The project's structure consists of four components, including: Component 1: Community Development Sub-Grants, CFA approach will be applied to all sub-projects under donors' funding (28%); Component 2: Local and Community Development Capacity Building (5%); Component 3: Project Management (13%); and Component 4: Nutrition Enhancing Livelihood Development (54%) which is considered to be key project activities for this period.

The selection of PRF III AF target locations was prepared by each target district. As a principle, adjustments were made so the PRF III AF could continue to operate in the same geographical areas (10 of the 12 districts to be targeted under the PRF III AF were covered by PRF III). This built on the institutional capacity already established, and further developed the capacity of local communities and government authorities to collaborate for local socio-economic development in partnership.

For the selection of targeted villages of PRF III AF, the villages were selected based on one criteria – they are in the 12 nutrition convergence districts and not covered by AFN project, there are total of 481 villages which will operate activities in two phases, one at the beginning and the second one after the second evaluation mid-line survey.

For the total villages that will receive sub-project, funding only one time in the period of PRF III AF, there are 361 out of 481 villages (75%), the criteria of selection will base on followings:

1. Percentage of poor households
2. No physical resettlement/consolidation of other villages to this village in the last and the next 4 years

Under the PRF III extension, funded by SDC in 2020, key works will continue from previous PRF's structure and activities, including sub-project implementation (*including RMG, DRM, etc*), local & community capacity building, and project management cost. For sub-project selection, the existing KDP of PRF III were used for sub-project selection and CFA will be applied to all sub-projects under SDC's funding in this cycle. The budget ceiling has been reduced to about USD 14,500 to allow the implementation of more small-scale sub-projects by the community, in line with CFA approach. In addition, the SDC fund will also cover the operational costs for the government-funded sub-projects because the GoL fund can cover only sub-project cost and direct transfer to company instead of community under CDD concept.

CHAPTER II: ACHIEVEMENT AGAINST RESULTS FRAMEWORK

2.1 Sub-Project Implementation Progress

At least 235 sub-projects will be implemented in 232 villages in which 58 sub-projects under GoL support. Some villages may have more than one sub-project where the planned activities fall under different sectors. The Procurement process has been completed and the sub-projects are currently being under construction. 177 sub-projects are under the SDC's support which the survey and design process has been completed and already been submitted to donor to request for no objection before starting implementation.

About using CFA approach, for work requiring construction activities, village skilled labours will be trained by regional vocational training centres (district or provincial level) and the trainers will provide follow up mentoring during the construction activities. These activities will be carried out during June-July 2020. (List of sub-projects under the PRF III extension, see Annex 5)

For the sub-projects to be constructed in the 12 AF targeted districts will be identified only after the SHGs are formed and can identify the most valuable infrastructure for their productive activities, so infrastructure will likely not to be constructed until 2021; therefore, the beneficiaries of 4 AF Provinces in 2020 will base only the number of SHG members, this reporting period will be only 3 pilot villages in Huameuong district, Huaphanh Province.

The progress of work, under GoL funding, 14 out of 58 sub-projects are being implemented with average 33% of physical progress. While 44 sub-projects were already completed the procurement process and will start implementing very soon (see table below).

Table 2: Physical Progress of GoL's sub-projects implementation

Provinces	# GoL's SPs	Count of 0%	Sum of <50%	Sum of >=50%	Count of 100%
Attapeu	7	7			
Luangnamtha	5	5			
Luangprabang	12	3	7	2	
Saravane	7	2	4	1	
Savannakhet	20	20			
Sekong	7	7			
Grand Total	58	44	11	3	

Source: MIS Monitoring and Evaluation System, PRF

2.2 Achievements against indicators in PRF's Results Framework

2.2.1 Direct project beneficiaries

This indicator defines as total number of individual household members in households benefiting from community infrastructure and/or SHG support. In the meantime, the number of beneficiaries covering in 232 villages, 23 districts of 06 Provinces reached 136,706 people, including 67,315 females and 120,569 ethnic females from under the support of 235 sub-projects. The beneficiaries of 4 northern provinces will be reported in the December 2020.

Table 3: Number of PRF III extension Beneficiaries

Provinces	Total Population	Female	Ethnic
Attapue	19,897	10,010	17,619
Luang Namtha	8,504	4,150	7,913
Luang Prabang	31,854	15,292	28,883
Savannakhet	44,689	22,116	34,408
Saravan	17,963	8,930	17,954
Sekong	13,799	6,817	13,792
Grand Total	136,706	67,315	120,569
%		49.24 %	88.20%

Source: PRF MIS System, June 2020

2.2.2 Female beneficiaries (Percentage)

Based on table 1 above, the total number of beneficiaries is 136,706 people which included the total of 67,315 females equivalent to 49.24% which is 0.76% lower than the project's targeted indicator (50%).

2.2.3 Ethnic beneficiaries (Percentage)

The total number of ethnic beneficiaries is 120,569 people equivalent to 88.20% which is 18.2% exceeded the targeted indicator (70%). (Please see details of table 1)

2.2.4 Reduction in time to access a health facility (Percentage)

According to annual report 2019, *% of PRF beneficiaries (HHs) with access to health services* in terms of percentage change in the estimated walking time in minutes to access the nearest health facility before the PRF infrastructure investment was operational and afterward, as estimated by a focus group of male and female village members. There are 08 dispensaries that PRF supported during 2019, as the result shows that the villagers can reduce the time to access to health service by 86.2%.

2.2.5. % Reduction in time to access safe water sources (Percentage)

Annual report 2019 reported that *beneficiaries (HHs) of time reduced to fetch water* is 84% in terms of percentage change in the estimated walking time (minute) to access the nearest safe water source. We used 214 water sub-projects supported in 2019 (Detail in annual report 2019).

2.2.6. % Reduction in travel time from village center to Kum ban center due to road improvements (Percentage)

Annual report 2019 stated that *% of PRF beneficiaries (HHs) with access to all weather roads* in terms of percentage change in the estimated motorcycle time in terms of minutes to from the village center to the kumban center before the PRF infrastructure investment was operational and afterward, as estimated by a focus group of male and female village members. For this second assessment, we used 54 sub-projects that PRF supported 2019, the result of this evaluation shows that the villagers can reduce 48% of the time.

2.2.7 Reduction in time to access improved schools (Percentage)

This indicator identified the % of PRF beneficiaries (HHs) reporting improved quality of educational facilities in terms of percentage change in the estimated walking time (minute) to access the nearest school before the PRF infrastructure investment was operational and afterward, as estimated by a focus group of male and female village members. We based on the average time of children to walk to the nearest school before receiving sub-project from PRF. According to annual report 2019, we used 16 schools in 16 villages/hamlets that had never had school/education system in their villages, the result shows that the children can reduce 83.9% of the time go to school (PRF, 2019).

2.2.8 Percentage increase in children aged 6–23 months from Farmer Nutrition Group (FNG) households consuming foods from four or more recommended food groups.

This indicator will get from the household survey conducted as part of World Bank nutrition convergence approach, which will be conducted twice during project period (2020 & 2022). It defines as the percentage of children, 6-23 months old, from Farmer Nutrition Group households who are reported to have consumed at least four out of the 9 food groups (using a classification of food groups based on international recommendations) during the 24 hours preceding the time of interview out of the number of children 6-23 months from households that are beneficiaries of the FNG activities.

2.2.9 Kilograms of animal meat produced (number)

Total kilos of animal meat (chickens, pigs, fish and goats) produced is 312,360 kilograms which based on the average live weight per type of animal times the total number of each animal produced by SHG members with funds borrowed from the SHG revolving fund or Livelihood Investment Fund for Producer Groups in 2019. The kilograms of animal meat produced of the year 2020 will be updated in December.

Table 4: Number of Kilogram of animal meat produced of PRF III

No.	Activities	Total of Kilograms
1	Outcome from chicken raising	121,993
2	Outcome from pig raising	139,459
3	Outcome from goat raising	42,632
4	Outcome from fish raising	8,276
	Total:	312,360

Source: Agriculture and Livelihood Division

2.2.10 PRF-built infrastructure of a functioning quality (Percentage)

Due to the aging construction and natural disaster led some sub-projects to damages, however, community and concerned sectors at district of the villages to bring back non-functioning subproject to rehabilitation. By June 2020, a total 2,936 sub-projects' functionality out of 3,099 sub-projects which constructed from 2012-2019 are considered to be functionality and good condition while only 151 sub-projects (4.87 %) of the assessed sub-projects were considered to be

not functioning due to the time used and occurred by disasters. While many sub-projects were repaired and have become functioning (rechecking data with team). Therefore, this indicator currently reaches 95.13% (against the target 80%, exceeded the target 15.13%). See Annex 2.

2.2.11 Sub-Project activities implemented (number)

At least 235 sub-projects will be implemented in 2020 in 232 villages. Sub-projects are divided into 6 categories such as there are 77 sub-projects are in line with Public Works and Transportation (PWT)¹ which is higher number (32.8%) compared with the other sectors, following with water/sanitation 65 sub-projects (27.7%), 58 sub-projects are Education (24.7%), 27 sub-projects are about Agricultural Sector, 07 sub-projects are about health and 01 sub-project is about energy. (Please details in the table below).

Table 5: Number of sub-projects implemented by sectors in 2020

Sector	Count of #SP	%	Budget (US\$)	%
Agriculture	27	11.5%	pending	
Education	58	24.7%	pending	
Energy	1	0.4%	pending	
Health	7	3.0%	pending	
PWT	77	32.8%	pending	
Water/Sanitation	65	27.7%	pending	
Grand Total	235	100.0%	pending	

Source: PRF MIS System, June 2020

Remark: Budget by sector can be added only after NOL and Bidding. See Annex 4.

2.2.12 VIT members that are female (Percentage)

Gender equality remains a priority in the sub-project implementation for PRF. Women are involved in the VIT management of sub-projects as such VIT Finance Team, VIT Procurement Team and VIT Supervision Team. This is a new indicator, in the year 2020, there are total of 1,872 VIT members; 615 are females which equivalent to 32,9 % which is 1.9% higher than the project's targeted indicator (31%).

Table 6: VIT members that are females

Province	# Communities	# Sub-projects	# VIT	Female (VIT)	Percentage
Attapeu	29	30	261	85	32.6%
Luangnamtha	23	23	207	67	32.0%
Luangprabang	54	54	486	142	29.2%
Savannakhet	62	64	567	197	35.0%
Saravane	32	32	63	28	44.4%
Sekong	32	32	288	96	33.3%
Grand Total	232	235	1872	615	32.9%

¹ PWT includes rural roads improvements, bridge innovation, river bank erosion protection ...etc

Source: Monitoring and Evaluation Division, June 2020

2.2.13 Number of women selected for RMGs who earn an income, as 8% of the number of poor households in village (Percentage)

The impacts of Road Maintenance Group (RMG), based on the final impact evaluation of this program shows that it significantly increased women's engagement in paid work, their earnings and household income. Notably, increase in household income was a large fraction of the wage payments made under the RMG program about 16 % compared with their previous, which suggests that it did not displace other income sources but complemented them to raise household welfare (Road Maintenance Impact Assessment report, World Bank, 2020)

2.2.14 Percentage increase in irrigated areas (Hectares)

This is a new indicator of AF, number of hectares irrigated due to the sub-project infrastructure investment that would not have been irrigated (Irrigation construction/rehabilitation). In terms of agricultural production, we assumed that irrigation system has the potential to provide higher yields than rainfed agriculture. To consider the impact of this sector, we used 14 irrigations supported by PRF in 2017, we found out that those supporting sub-projects have provided a positive impact to agricultural activities, in terms of hectares irrigated; it was increased by 49.7% compared between before and after supporting the irrigation system which is 0.3% lower than target (detail in table below).

Table 7 Percentage in irrigated areas (Hectares)

Row Labels	# SP	# Hectares before	#Number of Hectares after
Huaphanh	6	41	60.5
Luangnamtha	2	21	35
Oudomxay	2	17.2	20.7
Savannakhet	1	4	14
Sekong	2	18	23.8
Xiengkhuang	1	5	5
Grand Total	14	106.2	159
% Hectares increase			49.7%

Source: PRF Monitoring and Evaluation Division, June 2020

2.2.15 Households in PRF beneficiary villages voting for village priorities (Percentage)

During the Cycle XVII planning, 20,089 out of 21,886 households or 92% which is 17% exceeded the target (75%), participated in the VDP meetings and were involved in the prioritization process in each village. We base on 232 villages that have received at least one sub-project and few villages received two sub-projects in 2020 (See Table below).

Table 8: Percentage of households in PRF beneficiary villages voting for village priorities

Provinces	Total HHs	Total HHs participate	% HHs in beneficiary villages
Attapeu	3,188	2,582	81%

Luangnamtha	1,475	1,306	89%
Luangprabang	5,963	5,616	94%
Savannakhet	6,981	6,877	99%
Saravane	2,484	2,234	90%
Sekong	1,795	1,474	82%
Grand Total	21,886	20,089	92%

Source: PRF MIS System, June 2020

2.2.16 % of PRF Kum ban participating in the DSEDP process, promoting PRF village development plans/VIP (Percentage)

As the previous report (PRFIII 2019), the PRF team evaluated the data of all 43 districts of PRF III, an average of 80.6% of KDP priorities were included in the DSEDPs, which is 5.6%, exceeded the target (75%).

Remark: VDP or KDP is the key work of community driven development, it requires strong support from concerned ministry, especially the Ministry of Planning and Investment (MPI) and the Ministry of Agriculture and Forestry (MAF), to have a coordinated and single planning that gathers the priority also from village level and integrates to district planning where each development partners can refer to and use in their planning. This would save both time and budget for rural development and poverty reduction of the Government and also ensure the sustainability of the work.

2.2.17 Households in PRF beneficiary villages satisfied with the participatory planning process supported by PRF III (Percentage)

Based on the Technical, Utilization, and Beneficiary Satisfaction Assessment 2018 assessing various aspects of the beneficiary's satisfaction towards the support they have received from the PRF and the Government. 36 villages that had benefited from PRF III sub-projects were sampled covering various types of infrastructure. This study shows that 95% of the interviewed groups were fully satisfied with the planning process and its results, with only 5% of the interviewed groups indicating that they were marginally satisfied, which is 15% exceeded the target value (80%) of this year.

2.2.18 PRF III sub-project prioritized by women (Percentage)

During the planning process, priorities come from both women and men who discuss their needs in two separate groups. 235 approved sub-projects divided by 216 of sub-projects which were rated as the highest priority by both groups while only 07 sub-projects were prioritized by women during the village planning and sub-project prioritization process. Therefore, there are 223 sub-projects which equivalent to 94.9% of the sub-project is involved by women, which is 4.9% exceeded the target indicator (90%).

Table 9: The percentage of PRF III sub-projects prioritized by women

Provinces	Number of Sub-Project	Both	By women	Women involved
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Attapeu	30	29	1	30
Luangnamtha	23	21	0	21
Luangprabang	54	49	3	52
Savannakhet	64	64	0	64
Saravane	32	25	2	27
Sekong	32	28	1	29
Grand Total	235	216	7	223
%				94.9%

Source: PRF MIS System, June 2020

Remark: During implementation of PRF III (2017-2020), the gender action plan had included in each step of activities, it was applied across each stage from planning, implementation, operation and maintenance, as well as in livelihood works through the SHG initiative that strongly encourages women participation. To monitor the gender action plan, the project has mainstreamed gender in the design, planning, implementation, and monitoring and evaluation of the activities supported by the project. See the detail in Annex 9.

2.2.19 PRF III sub-projects prioritized by ethnic group (Percentage)

Rural remote areas, targeting poor and vulnerable groups including ethnic groups are PRF's priorities. Therefore, it is most important to listen to the voices of ethnic group members and identify their needs. The table below indicates that the participation of small ethnic groups during the village planning and prioritization in the PRF's targeted villages. These data indicate that 90% of priorities supported by the PRF as part of the Cycle XVII are coming from small ethnic villagers, which is 20 % exceeded the targeted indicator (70%)

Table 10: Participation of minority ethnic groups in planning village priorities

Provinces	Total of Participants	Total of Female participants	Total of Ethnic participants
Savannakhet	6,643	3,811	5,571
Saravan	3,796	2,177	3,634
LuangNamtha	1,510	709	1,510
Luangprabang	5,923	3,629	5,225
Attapue	2,658	1,470	2,476
Sekong	1,647	847	1,533
Grand Total	22,177	12,643	19,949
%		57%	90%

Remark: PRF MIS System, June 2020

2.2.20 Communities able to plan, implement and monitor their activities (Number)

The Cycle XVII (2020), at least 232 communities (where sub-projects were located) were identified to be able to plan, implement and monitor their VDP. Prior to implementation, the Village Implementation Team (VIT) members are elected and received training to ensure they can supervise and financially manage their sub-projects in their villages. After each sub-project is

completed, an Operation and Maintenance Committee from the villages which received sub-projects is appointed and trained to support the community in the O&M of their sub-projects.

Table 11: Number of communities able to plan, implement and monitor their activities

Province	# Communities	# Sub-projects	# VIT	Female (VIT)	Percentage
Attapeu	29	30	261	85	32.6%
Luangnamtha	23	23	207	67	32.0%
Luangprabang	54	54	486	142	29.2%
Savannakhet	62	64	567	197	35.0%
Saravane	32	32	63	28	44.4%
Sekong	32	32	288	96	33.3%
Grand Total	232	235	1,872	615	32.9%

Source: PRF MIS System, June 2020

2.2.21 Registered grievances that are addressed according to agreed procedures (Percentage)

Due to some channels (hotline 1611, letters, feedback boxes) were not reported frequently, most feedback has been raised through the meetings, which have been noted down and summarized from January to June 22, 2020 as following:

Table 12: Classification of feedbacks received from January-June 2020

Provinces	Complaints				Compliments	Fund & Technical Support Requests	Information Request	Total
	Total	Resolved	Not Resolved					
Phongsaly	0	0	0		0	0	0	0
Luang Namtha	0	0	0		2	8	0	10
Oudomxay	0	0	0		0	0	0	0
Luang Prabang	0	0	0		131	225	161	517
Houaphanh	0	0	0		0	0	0	0
Xiengkhuang	0	0	0		0	0	0	0
Savannakhet	0	0	0		1	138	0	139
Saravan	0	0	0		2	14	0	16
Xekong	0	0	0		2	15	6	23
Attapeu	3	3	0		4	9	6	25
Total	3	3	0		142	409	173	730
% Resolved issues		100%						

Source: PRF MIS System, June 2020

As the above data, 6 Provinces under the PRF III extension, supported by SDC are active i.e., feedback from Luangprabang to FRM reached 517 cases, followed by 139 cases from Savannakhet, and Attapue, Sekong, Saravan, Luang Namtha. Most feedbacks are requesting for fund and

technical supports, which proposed 409 cases, for instance, fund for income generation activities (livestock; buffalo, goat, cow, chicken, etc.), water and sanitation sub-projects, school buildings, etc. Merely 3 cases under complaint criteria from Attapue about financial comprehension and issues have been solved instantly. However, satisfactory and appreciation messages to PRF and donors always expressed whenever communities and local authorities meet up, both through speaking and writing notes, which summarized for 142 compliments.

Besides raising feedback through meetings that PRF staffs can be directly noted down to Online MIS for the instant feedback and expose to public, Facebook page for public or any channel is always available so that anyone can give a feedback about the implementation of PRF.

2.2.22 Individuals using loans from SHGs (Number)

This indicator defines the number of SHG members who took at least one loan upon approval of the PRF III AF Project. During this reporting period, we did not have any activities in 04 Provinces of AF because of the delay of baseline survey which is expected to complete by the end of August 2020, PRF can access to the village only when the survey team gets out from the PRF's targeted villages. Therefore, this indicator we use number of PRF III which is 9,962 members, for the updated numbers will be informed in December 2020.

2.2.23 VSMC members that are female (Percentage)

The VSMC at village level that supports the SHG's program, the total number of 18 VSMCs have been set up in 3 pilot villages and all are females. Each VSMC has five leadership positions from among its members i.e., a Chair person and four vice-chairs.

2.2.24 Farmer Nutrition Group member households (Number)

The nutrition works is between piloting in 03 pilot villages as same as livelihood works in terms of farmer nutrition groups establishment in 3 villages, with a total of 103 out of 350 households became FNG members, with the total of 103 members comprising 24 pregnant women, 21 lactating mother, 58 children age 6-23 months who are target FNG members in communities and supported 5 home nutrition gardens (HNGs) per village, 15 HNGs and 1 buffalo pen built at Homephan village, the rest of 2 villages are under the preparation. Furthermore, the Nutrition Manual is accordingly updated with both Lao and English version as well as the nutrition forms have been trained to the FNG committee members on how to fill out data and it is for data monitoring and entering to the system. The nutrition pilot will be closed in end of July 2020 and all lessons learned will reviewed and the experience of these 3 pilot villages will be a guideline for the rest of villages under AF's coverage.

2.2.25 SHG members who take at least two loans (Percentage)

According to PAD 3234 of PRF III AF, this is a new indicator, we use the percentage of total SHG members who have borrowed at least twice from the SHG. This measurement does not require full repayment of the second loan, only the taking of the loan. Based on the data of PRF III, the number of SHG members who took loans at least twice is 5,716 out of 10,085 members which is 56.6%.

CHAPTER III: PROGRESS AND ACHIEVEMENTS BY COMPONENT

COMPONENT 1: SUB-GRANTS AND PLANNING

As mentioned in Annual Report 2019, the team remain focusing in the next step of community development work as well as Additional Financing period due to the amount available for AF only US\$22.5 million is considerably lower than the original PRF III project financing with a total US\$54 million and the focus is on livelihood and nutrition activities, some sub-projects related to education and health will be ineligible under AF. The focus will be on existing investment types such as roads, irrigation, market building, resource center, livestock fencing, etc which links to livelihood and nutrition work.

3.1.1 Community development and planning

For the planning in 2020, the implementation of the PRF III extension in 6 provinces, PRF reviewed the existed KDPs of PRF III, while in the 4 AF provinces, the planning process can be done only after setting up the SHGs with VSMC in place, it is expected to complete during November-December 2020, since the key activities are mainly emphasized on livelihoods links nutrition activities and using CFA approach for a small infrastructure implementation. For updated information will mention in the next report.

3.1.2 Engineering works (RMG, CFA, DRM)

During this reporting period focused on Cycle XVII implementation, especially in 6 provinces under SDC and GoL funding, including sub-project survey and design, request for no objection, DRM work, CFA, and capacity building to PRF staff and community.

Example: In 6 provinces uncovered by AF, the team had completed on the ToT training to PRF and Government staff on the CFA implementation steps with a total of 389 participants, while 112 are women. The participants are from government technical staff, teachers from vocational school and PRF staff.

3.1.2.1 Road Maintenance Group

The establishment of 48 Road Maintenance Groups (RMGs) have been completed, 204 of poor women families become members covering in 6 provinces, 20 districts, 37 road subprojects (in 2018 and 2019). Total length of the road to be maintained 193.5 km which is less than in 2019 (338.34 Km). The implementation began since at the beginning of March 2020 and will be ended by 31st December 2020, with total of LAK 1.24 Billion (US\$146.024) will be used for such activity, then PRF will hand over to community and concerned sector in each target district to continue and manage. The quality of the work certified by public work engineer at each district. Eventually the COVID19 pandemic, the community in the villages are still active in the village's boundary and the payment still continuous in each district no more deduction.

3.1.2.2 Community Force Account

One of successful stories of CDD is the impact of Community Force Account (CFA) which is considered to be core of CDD, in the past, most projects under PRF, were carried out by contractors hired by the Village Implementation Teams (VIT). The contractors were responsible for the

implementation of the entire subproject, while the communities only involved in providing the community contribution and in making the payments to the contractor. Here the community is involved directly in the implementation of the subprojects and received full income, with only material provision subcontracted to local suppliers. In the case of more complex subprojects, some activities may also be subcontracted to local contractors. This approach has benefits for the community in the form of employment and income generation for skilled and unskilled workers from the community, as well as the strengthening of community skills in project management and implementation (Serge Cartier, 2019).

In early 2020, positive progress had been made, including reviewing village development plan (VDP) with target villages, following with organizing the District Development Plan Meeting with concerned sectors in all 23 districts. In actual work, the number of 177 sub-projects (planned 175) had been selected in the list. Then, the engineer team had conducted survey and design to evaluate the actual cost to compare with maximum ceiling (USD 14,500) that PRF already proposed. The implementation of the subprojects in Cycle XVII are planned to implement in July to December 2020. The training of trainer (TOT) was delivered at Sekong with total participants 72 people and 12 women and Savannakhet 52 and 17 women, Luangprabang 96 and 38 women. The training covered various topics, especially for implementation steps, in terms of procurement, financial management, environmental and Social safeguard framework and disaster risk management, which the topics will be transferred to the communities and VITs.

3.1.2.3 Quality Control

SDC recruited a Quality Assurance Advisor and Environmental and Social Safeguards Specialist to monitor sub-project implementation and advise on improving procedures and quality. Based on existing quality control and ES Safeguards manuals, checklists were developed for sub-project design to be filled by the implementation teams at village level.

COMPONENT 2: Local and Community Development Capacity Building

Most of Capacity building activities have remained a key focus to strengthen capacity of the communities. During this reporting period, different trainings and workshop had been carried out in different levels including the Project orientation, technical training, CFA training, RMG training, DRM training, Livelihood and Nutrition training through online application and face to face meeting in the coverage of AF and PRF III extension which we can summarize as below:

- **For the 6 Provinces under PRF III extension**
 - District Development Plan Meeting which covered 23 districts of 6 Provinces was completed for approval. It is supported by the Gol's budget of 13 Billion kip and US\$ 5.4 Million from SDC funding with 167 staffs, including 41 women participated the meeting. The objective is to strengthen knowledge and technical capacities to all staffs about the principles and regulation of PRF that would be done in 2020.
 - Provided the Project Orientation to the PRF staff in 6 Provinces to ensure that all staff understand the project implementation strategy which differs from the previous PRF with the total of 164 participants, 41 women. The CFA approach will be applied to all sub-project implementation under SDC fund.

- CFA Training was conducted in 06 Provinces involved by 389 participants, 112 women. The objective is to agree in the project implementation and guideline of CFA to be used and all staff understand how to implement the project.
- **For the 4 Provinces under the PRF III AF**
 Due to the objective of the PRF III AF is to **“improve access to prioritized basic services, as well as to support the production and consumption of nutritious foods in the Project’s targeted poor communities”**. Therefore, the trainings are concerned on livelihood and nutrition activities as follows:
 - For the details about meetings and trainings to prepare the work for 4 provinces we completed orientation for local government and PRF staff in 12 districts of AF, following with training of trainers (ToT) for young graduates and district staffs to support villagers in SHG establishment and setting up VSMC after Baseline Survey completes (Updating)
 - PRF focused on training to new Livelihood Young Graduates (LYGs), purchase Books of Records, Boxes Locks-Keys, Floor Mat, etc. for SHGs and VSMCs; finalized the training modules and developed training materials for SHGs, VSMCs and different livelihood activities; and based on the livelihood mapping & marketable surplus in pilot villages; the pilot team may try to mobilize SHG members into Producers Groups. The updated MIS online system will allow the young graduates can enter data of livelihood and nutrition to the system in the field.
 - Furthermore, for the nutrition work by applying experiences of 3 pilot villages, we have provided the nutrition orientation to PRF staff at district and young graduates at village levels.
- **Other meetings uncovered by the PRF III extension and the PRF III AF**
 - Handover the activities of SHGs in the districts under the support of the PRF III that uncovered by both the PRF III AF and the PRF III extension to concerned sectors in 5 districts including Samtay and Xiengkhor districts in Huaphan province; Sepon, Nong, and Thapangthong districts in Savannakhet province.
 - In addition, PRF completed the handing over ceremony of the sub-projects, activities and some equipment to local authorities to continue working in 10 districts of 3 provinces: Baeng, Nga, Pakbaeng, and Houn districts, Oudomxay Province; Xamnuea, Xiengkhor, and Hiem districts, Huaphan Province; Khoun and Morkmai district, Xiengkhuang Province that will be removed after PRFIII. However, due to the Covid-19 outbreak, Virtual meeting through Cisco Webex had been served for meetings and trainings during the travel restrictions.
 - Other meetings and concerned sectors at national and provincial levels have been organized several times to discuss about the coordination for the project implementation and the way forward.

Remark: The details of training and meetings see the details in Annex 6.

COMPONENT 3: PROJECT MANAGEMENT

3.3.1 Finance and Administration

3.3.1.1 Government contribution

The Government agreed to co-finance the PRF III supported sub-projects for a total amount of US\$ 6 million (LAK 48 billion)² as planned in 2015. This budget would cover the completion of 169 sub-projects. 78 sub-projects have already been approved and implemented in 2018 and 2019 for a total budget in USD 2.75 million (LAK11 billion for 38 sub-projects in 2018, and LAK 11 billion for 40 sub-projects in 2019). In 2020, about 58 sub-projects to be implemented for a budget (LAK 13 billion). Therefore, the current GoL co-financing is USD 4.37 million (LAK 35 billion out of LAK 48 billion)

3.3.1.2 Budgeting

As per the agreement, the PRF has submitted to the donors the work plan and related budget for the PRF III AF fiscal year 2020 for a total budget of US\$ 13,150,127 and allocated in the 4 different project components.

3.3.1.3 External Audits

The PRF Financial Audit for the fiscal year 2019 (Jan 1st – December 31st 2019) was conducted during February - March 2020, with a report that already submitted to the donors in June 2020.

3.3.1.4 Disbursement

As of June 30, 2020, the disbursement ratio reached 97% for the IDA credit 5827-LA. For the Swiss Agency for Development and Cooperation (SDC) disbursement rate reached 68% and Government co-financing contribution reached 41%.

Table 13: PRF III Disbursement (as of June 30, 2020)

Fund Source	Disbursement as of June 30, 2020	Disbursement (Percentage)	Total Budget Allocated (US\$ million)
WB (IDA credit 5827)	29,678,375	99%	30,000,000
SDC	12,558,004	70%	18,000,000
GOL	2,481,425	41%	6,000,000
TOTAL:	<u>44,717,804</u>	<u>83%</u>	<u>54,000,000</u>

Source: PRF FA Division, June 2020

During the reporting period, the PRF has preceded withdrawal application (SOE “statement of expenditure) from the donors for a “ total amount of US\$ 29,678,375 from IDA credit 5827; US\$ 12,558,004 from SDC and US\$ 2,481,425 from Government contribution).

Table 14: Summary of funding received and disbursed as of June 30st 2020 (US\$)

² USD 1 = 8,000 kip based on the financial agreement contract

Fund Source	Fund Received FY 2017-2019	Expenditure FY 2017-2019	Percentage of expenditures
WB (IDA credit 5827)	29,712,975	29,678,375	100%
SDC	16,100,000	12,558,004	42%
GOL	2,481,425	2,481,425	8%
TOTAL:	<u>48,294,400</u>	<u>44,717,804</u>	<u>93%</u>

Source: PRF FA Division, June, 2020

During the reporting period (Jan-June 2020), PRF has spent a US\$1,155,187 including US\$ 219,239 to support sub-projects and village planning (4%). US\$ 103,034 was disbursed for the capacity building, IEC materials and sub-project monitoring activities (9%). US\$ 636,042 was used for project management activities (33%) and US\$196,872 supported to Livelihood and Nutrition activities (4%).

Table 15: Expenditures by component (Jan-June 2020) in US\$

Description of Component	Budget for 2020	Expenditures as of June 30, 2020	Percent
Community Development Grants	5,259,850	219,239	4%
Local & Community Development Capacity building	1,114,626	103,034	9%
Project Management	1,924,956	636,042	33%
Nutrition Enhancing Livelihood Development	4,850,696	196,872	4%
TOTAL	13,150,127	1,155,187	9%

Source: PRF FA Division, June 2020

3.3.2 Monitoring and Evaluation

To ensure the effectiveness and efficiency of a project, it is strongly required a good monitoring and evaluation system, related with a good combination among different factors, including a clear objective, good result-based budgeting and a good performance management. The M&E system has been progressively strengthened over the period of PRF III AF implementation. New MIS web-based system has been developed, aiming to enable PRF project management team, donors, and other stakeholders to respond to project development in a well-informed, timely manner by providing real time, easy to access project information as well as a channel for public feedback. This is expected to enhance the overall performance of the project by building a strong system of accountability, transparency and responsive project management. Different data will available in web-based system including location of sub-projects, capacity building information and data, DRM signaling when disaster occurring or disease pandemic, feedback from community, livelihood and nutrition with basic data will be appeared to the system.

Given the significance of PRF as part of the Government's strategy in rural development and eradicating poverty, it is essential that a solid Monitoring and Evaluation (M&E) system be in place to document the PRF experience and to distill lessons to guide Government's policy making.

One of M&E challenges as current work in the four AF provinces is about the key person to work for monitoring and evaluation, we strongly require a person with M&E skill, knowledge of database and data analysis, computer skill, person who understands overall work of PRF work. This is important to revise the responsiveness of key staff at district level to handle this work and to ensure that key data are entered to the system on time with a good quality.

3.3.2.1 Management Information System

As mentioned in the previous reports, monitoring system is designed and created for data collection and analysis from the implementation. MIS-web is almost ready to be used, monitoring system provides well-informed, timely manner by providing real time, easy to access data to project reporting and public feedback as the system has been followed up the progress by M&E sectors and involved sectors and tested in advance and to provide training to PRF staffs to fill data from such meetings and trainings, especially, young graduates to get to know how to use the tablets and data collection. Furthermore, beside Online MIS system, the MIS has been using another data analysis sources and tools to ensure the efficient data and convenience for viewers i.e., Google Drive, Navicat, Excel are linked to Online MIS System, which concerned officers have processed data for users enable to retrieve required data easily at anytime and anywhere.

3.3.2.2 Geographic Information System

Beside documented demonstration, GIS also appears in the online MIS system, which indicates automatically to target location so that viewers/users enable to reach data on a specific geographic area i.e., provinces, districts, villages, and the map can signal during disaster occurring as well.

3.3.2.3 Reporting System

During PRFIII's AF, the report structure might be updated based on the activities and work in each component, as well as result indicators, activities funded by IDA, and by SDC as well as the GoL, which will update in the next report.

3.3.3 Procurement

During this period, several activities had been done by Procurement Team according to the annual work plan, which summarized as below:

➤ Procurement of goods, works, and non-consultancy services

1. Completed the procurement of producing, printing and publishing the Information, Education and Communication (IEC) for the following items:
 - Environmental and Social Safeguards Manual;
 - Community Force Account (CFA) Guideline;
 - Road Maintenance Group (RMG);
 - Disaster Risk Management (DRM) Manual;
 - Field Construction Record Book;
 - Quality Control Book (compare equipment for construction good or bad);

- Maintenance Manual (bridge, road, water system, well, building, irrigation etc.);
 - Saving and Loan Passbook;
 - Cash Record Book;
 - Performance Report Book;
 - Balance Sheet Book;
 - VSMC Meeting Minute Book;
 - Loan and Repayment Book;
 - Cash and Ledger Book;
 - Accounting Chart;
 - Food Storage List Book;
 - Posters.
2. Completed the procurement of office equipment including tablets for village PRF staff (Young Graduate) and Projectors for PRF district office, for which the Request for Quotation was issued on 25 May 2020, the quotation opening was organized on 15 June 2020 and the contract is expected to be signed before 10 July 2020;
 3. Completed the procurement process for selection of project staff for the Central Office, Provinces and Districts levels, and Young Graduates, for which most of the positions required which specified in the structure have been completed.

➤ **Sub-projects**

1. Completed preparation of the Sub-Project Procurement Plan for Cycle XVII which consisted of 58 sub-projects under the GoL fund to be implemented in 6 provinces (LuangNamtha, LuangPrabang, Savannakhet, Salavan, Sekong and Attapeu);
2. Organized the procurement training in each district center for sub-projects under the GoL funding, which was conducted by the Provincial Procurement Officer for the Village Procurement Implementation Teams at the district center. After the training, the Village Procurement Team completed preparing the procurement documents (Request for Quotation) and signed the agreement with PRF;
3. Most of contracts of 58 sub-projects of Cycle XVII under GoL fund have been signed during May-June 2020, then all sub-projects will be implemented and completed by the end of 2020.

➤ **PROCUREMENT CHALLENGES:** Some challenges as following:

- Providing unclear specifications and requirements of the needed equipment from concerned division;
- Project staff recruitment of village, District, and Provincial levels was assigned to the Provincial Department of Agriculture and Forestry, where they lack of skills in the selection of staff in the World Bank procedure, resulting in delayed and unsuccessful staff recruitment after approving from Central Office;
- The work load of the procurement team, as present has also responded the human resource activities, which would request additional staff to help and support the work.

3.3.4 Human Resources/Staffing

In align with the operational structure of the PRF III AF, 286 positions are holding at the Central Office, 35 districts under 10 targeted Provinces. Currently, female staffs reach 37.41% while ethnic

group staffs show 22.38% of the total staffs. Of course, women and ethnic groups are always encouraged to apply for PRF positions.

Table 16: Number of staffs in all levels

Location	Total	Female	Male	Ethnic group
Central	35	9	26	2
Phongsaly	47	18	29	27
LuangNamtha	12	5	7	7
Oudomxay	13	7	6	2
Luang Prabang	30	11	19	3
Houaphanh	46	21	25	5
Xiengkhuang	38	19	19	11
Savannakhet	22	7	15	0
Saravan	16	2	14	1
Sekong	20	6	14	5
Attapeu	7	2	5	1
Total	286	107	179	64
TOTAL IN %		37.41	62.59	22.38

Source: Human Resource unit, June 2020

Regarding staff turnover recordings from January-June 2020, the percentage of change reached 3.15%, which equivalents to 9 resigned staffs, including 5 women (Please see Annex 7). However, Since the PRF III AF initiated in accordance with the operational structure, most tasks have been carried out locally at the village level. Supervision and oversight are mainly provided by central and district level officers and their government counterparts as needed, with a provincial coordinator and assistants at the provincial level to help and facilitate communication between the central and district offices. PRF III AF staff at the district level report to the district coordinator, provincial assistant, Central level staff report to their head of division or unit, and the head of division reports to the executive director. The decentralized structure has provided effective and efficient assistance and services to communities in the planning and implementation of community-driven development and livelihood and nutrition activities.

COMPONENT 4: LIVELIHOOD AND NUTRITION

4.4.1 Livelihood

The work of livelihood and nutrition activities to other villages, 3 pilot villages had been implemented these activities in Houameung district of Houaphan Province since September 2019. In terms of livelihood work, the pilot established 20 SHGs consists of 230 members while 202 members are women (87.8%) and they are all from ethnic group. In six months these SHGs have deposited LAK 24.34 Million as savings. In addition, the revised SHG guidelines have been piloted, feedback has been incorporated and translated to Lao language and provided to staff engaged in piloting SHGs. During June 2020, the team conducted training about the livelihood and household investment before seed grant disbursement.

In addition, in order to scale up the pilot in new villages (after IE); PRF will focus on training to new Livelihood Young Graduates (LYGs), purchase Books of Records, Boxes Locks-Keys, Floor Mat, etc. for SHGs and VSMCs; finalize the training modules and develop training materials for SHGs, VSMCs and different livelihood activities; and based on the livelihood mapping & marketable surplus in pilot villages; the pilot team may try to mobilize SHG members into Producers Groups. The updated MIS online system will allow the young graduate can enter data of livelihood and nutrition to the system in the field.

In early 2020, PRF handed over the SHGs activities of 5 districts (Xiengkhor and Hiem in Huaphan province; Sepon, Nong, and Thapangthong districts in Savannakhet province) to concerned sectors of each district. During April - June 2020, PRF team followed up the status of SHGs after handing over to concerned sectors in Nong (4 villages) and Sepon districts (6 villages), Savannakhet Province. The field assessment found that there are 7 villages still keeping their operation such as savings, loan taking for SHG activities, and monthly meeting organized in each target village, while other 3 villages only followed up the unpaid loan from members. We found that all SHGs have been managed as the group of villages supervised by VSMC. *See the details in Annex 13.*

4.4.2 Nutrition and Community Development

Nutrition has been launched in 3 pilot villages, Huameaung district, Huaphan Province since November 2019. There are three main piloting activities such as Farmer Nutrition Group (FNG) meeting, Home Nutrition Garden, Multi-media Peer Learning and one additional pilot is buffalo dairy raising. FNG members have been set up, and FNG meeting is organized twice per week or eight times per month, they gather for cooking food for mothers and children in 1000 day-window, every FNG member takes turn for cooking and they discuss and exchange with each other about cooking food for their children, talking about gardening, and also watch video of nutrition activities through smartphone. *See the Annex 12.*

15 model farmers have been selected for Home Nutrition Garden in 3 pilot villages, they have been provided the training on gardening, some crop seeds, and some of vegetables from model farmers are contributed in FNG members' food cooking.

One buffalo pen has been built in Homephan village, there are 6 buffalo dairy raising members with 11 buffalos. 6 members have been trained on buffalo raising and milking in Luangprabang Buffalo Dairy and grass for buffalos has been planted in the area. The pilot of milking expects to do in September and the pilot of buffalo dairy in Homephan village will be closed in late November 2020.

4.4.3 Lessons learned and Challenges of 3 pilot villages

- The development that is based upon communities' ability and local capacity, market demand while protecting environment is considered as sustainable development. As the nutrition work which is necessary to develop based on the communities' potential sources such as cropping, animal raising, and custom
- Breakthrough in imagination by organizing cross village visiting to encourage enthusiasm and learning new skills by doing; this is proved to be effective approach in encouraging communities' participation, for example: PRF's livelihood and nutrition activities.

Proposed issues

- Propose to have a standard nutrition center for nutrition activities such as where cooking equipment is safely stored, hygiene, safety and etc..
- Livelihood and nutrition staffs who work in the same targeted villages should closely work with each other and participate relevant activities together.
- Cooking equipment should be suitably considered based on the local condition utilization and availability in the community.

CHAPTER IV: SPECIFIC ACTIVITIES

4.1. Social and Environmental Safeguard Information

For the Cycle XVII, a total of 235 sub-projects have received approval and located in 232 villages with a total of 15,697 household's beneficiaries. The increased number of sub-projects is based on the village development list. The table below summarizes data on the Cycle XVII and the impacted households.

Table 17: Summary of the Cycle XVII (2020) sub-projects impact affecting household, assets and land

No	Descriptions	Number	Remark
1	Total target District	23	
2	# Target Kum Ban in the 23 Districts	138	
3	# Village in targeted Kum Ban	908	
4	# Village Resettlement in target Kum Ban (in the list of GOL Plan) ³	0	
5	# Of total approved Sub-Projects in DSEDP	235	
6	# Sub-Projects	235	Plan
7	#Of village beneficiaries	232	
8	#Of ethnic village beneficiaries	214	
9	# Household beneficiaries	15,697	
10	# Population beneficiaries	211,710	
11	# Female beneficiaries	105,202	
12	# Ethnic beneficiaries	215,257	
13	# Sub-project effected to Personal Property or Land (SP)	41	
14	# HHs were affected	261	
15	# Personal Land were affected (m2)	13,642	
16	# Personal property (teak tree) were affected (#tree)	28	
17	# HHs affected < 5% compared to their holding land	228	
18	# HHs were affected <5% is voluntary contributed	229	
19	# HH affected > 5% compared to their land and have compensated	0	
20	# HH affected > 5% and got compensated	0	

Sources: Nutrition for Community Development Division, June 2020

4.2 Disaster Risk Management

Training on DRM to PRF staff, concerned sectors, and communities had been organized, which two forms i.e., Sub-Project Damage Assessment Form (SDA) and Emergency Management System (EMS) Situation Report Form (See Annex 3) are provided to local staffs for summarizing information to PRF center. The SDA form has been developed in the new MIS online system, GIS

³ This is just a number of villages in the resettlement list of the district government that found during village plan review by the end of 2018, it is the village that not received any sub-project of PRFIII. It is strongly confirmed that PRF support only the villages that no physical resettlement/consolidation of other villages to this village in the last and the next 4 years.

location information shows on the page, users can easily reach data/information on a specific geographic area (i.e. province, district, village) just by clicking the map on screen as well as capacity building, feedback from communities, self-help group information, etc., are available on MIS online system. Furthermore, the map can also signal during disaster occurring. Regarding 28 sub-projects impacted by last year's disaster, during this reporting period, 24 sub-projects already repaired, especially, all sub-projects that PRF supported in 2019, were under guarantee period and the contractors repaired, and some sub-projects were repaired by communities themselves, only 4 sub-projects (2 in Luangnamtha and 2 in Savannakhet) were requested additional financing to support.

During this reporting period, several works had been done with DRM and EMS, where we can summarize as below:

- DRR and EMS Focal Points were nominated. Their role in the DRM and the EMS system was clarified through online trainings.
- EMS trainings on emergency coordination and structure were conducted with all PRF Province and District Offices.
- The EMS structure was simplified and updated.
- M&E: The Damage Assessment function was integrated in the MIS system. A number of additional options was recommended and will be defined in detail.
- The DRM assessment methodology is being reviewed. A new methodology on agricultural risk assessment is being developed.
- ToT training on community risk assessment and emergency situation report for all PRF field offices
- Conducted VIT training on DRM and risk assessment in community on CFA project
- Develop a guideline on VIT implement training in CFA project on DRM

4.3 Donor missions, cooperation and partnerships

The Implementation Support Mission for the Poverty Reduction Fund III (PRF III) and PRF III Additional Financing (PRF III AF) was conducted in two parts and jointly conducted by the World Bank and Swiss Agency for Development and Cooperation (SDC). Which “virtual” mission which was conducted remotely as travel into and throughout the country was highly restricted due to efforts to contain the spread of COVID-19. Information and data for the virtual mission were collected through e-mail, Webex meetings, WhatsApp exchanges and phone. An online wrap-up meeting was held on April 29, 2020 (See the details in Annex 8).

CHAPTER V: CHALLENGES ENCOUNTERED IN PRF III AF

5.1. Key Challenges

The key challenge of PRF is about the exit strategy of PRF after project closing or handing over to the GoL. Since it is questionable about who will continue the work after project closing; therefore, a clear distinction must be made between support services that are recurrent or permanent in nature and those that are temporary especially the use of consultant staff and the district government staff to work with the project. For recurrent services, sustainability requires putting in place **permanent institutional and financing arrangements** (from the Government budget) at a cost that can be supported over the medium and long term. Temporary sustainable financing or permanent institutional structures. For such temporary services, explicit exit strategies need to be designed and implemented before starting the project and signing agreement with donors.

In 2020, due to the spread of the COVID-19 pandemic in around the world is considered to be a serious issue, therefore, fighting this pandemic is not only a Global Humanitarian Aid issue, but also a Health System issue and ability of local authorities to deliver public services and ensure the safety and wellbeing of Lao citizens in nationwide, especially, people in remote areas, including the target areas of PRF, where villagers have limited to access basic information and media about how protect themselves from this virus. Thus, it is important to strengthen their capacity and awareness to prevent and control the spread of this pandemic. Therefore, the GOL requested additional budget from SDC US\$ 500,000 to support the GoL effort to reduce epidemiological risks in the rural areas to save lives through awareness raising, at the targeted villages on how to protect themselves from COVID-19 and any eventual communicable diseases; and transmission of other virus, from July 2020 - March 2021.

5.2. Sustainability

More than 16 years of PRF, it is questionable about the next steps of the project after project closing. This is to confirm that to be sustained of PRF work, it should be anchored with existing contextual systems (Government) and processes (decentralization). There are multi factors influence the sustainability of the work, then we combine all together which can summarize key factors influence in long term perspective as summarized below:

- Build participatory mechanisms for community control and stakeholder involvement acknowledged by district planning and investment.
- Invest in capacity building of CBOs, especially the VIT, VSMC, and YGs, since they are the person to continue the work of PRF after ending project in their community.
- Facilitate community access to information through different mechanisms including
- Develop simple rules and strong incentives, supported by monitoring and evaluation, this a very important mechanism to follow up about what going on after handing over to community.
- Maintain flexibility in design of arrangements for all target villages, with simplify manual and guideline of operation and maintenance (O&M).

- Design for scaling up, which is to ensure that approach of the work under PRF is aligned policy and ready to apply to nationwide, PRF suggested to use the CFA approach for rural development and poverty reduction in Lao PDR.
- Invest in an exit strategy, which is considered to be key part of PRF, for example, the experience of phased out in 6 districts of 2 provinces (Huaphan and Savannakhet) that implemented SHG's activity, after handing over to concerned sectors of Government, it takes time for them to understand the work of PRF and it should take at least 3-6 months with available budget for them to follow up the work with PRF, then the Government should allocate special budget for concerned sectors to support community in quarterly.

In addition, to support the sustainability concept of PRF, we can have a look at the finding of Joint Research Program done by National Lao Researchers by using PRF's CDD case, they stated that many CDD projects could not survive due to financial support since many CDD projects could not effort for operating and maintaining costs. The overall objective of this research is to assess the sustainability of CDD projects in Lao PDR with the specific objectives to investigate whether the degree of community contribution does matter for the current existence of CDD projects and to assess whether the community's contribution could enhance the current performance of CDD projects. Logit regression is the main model to analyze the impact of the community's contribution to the sustainability of CDD projects in Lao PDR. The result suggests that community participation in the form of labor and finance are key factors for the sustainability of CDD projects (Piya Wongpit ; Alay Phonvisay; Keuangkham Sisengnam, 2020), This also would support the idea of using CFA where community direct benefit from the project, employment, income, and using those construction.

CHAPTER VI: PLANNED ACTIVITIES AND BUDGET FOR JULY-DECEMBER 2020

From July-December 2020, PRF will focus on sub-project implementation in 6 provinces under SDC and GoL funding which should be done by the end of 2020. Together with preparing exiting strategy (e.g. handover of sub-projects and closing of PRF provincial and district offices) in 6 provinces if ending supporting by 2020. This is a sensitive issue that project management team has to prepare a report about this issue to PRF's Administrative Board to find appropriate solution.

For the key works of PRF in the second half of 2020 in 12 districts of 4 Provinces under AF, will concern capacity building to all PRF staff at district and young graduates who are the key implementer of the project, since the sustainability of works will focus on the district and village levels where activities implementation and intervention take place. Then they (young graduates) will provide training to villagers who will be the member of SHGs and FNG after the baseline survey under convergence project which expected to be done by the end of August 2020. After that we will focus on livelihood and nutrition activities at village level, through SHGs establishment, Farmer Nutrition Group and, etc.

Detailed work plan of division and unit from July-December 2020 (annex XX)

6.1. Finance and Administration plan for 2020

- Budget planning for additional financing on COVID19 from SDC including preparation of project agreement.
- Preparation of selection process of external financial audit for IDA, SDC and additional Financing COVID19
- PRF staff refresher training District FA & Micro finance
- Preparation report of the year end budget and expenditure progress of 2019.
- Submission of Interim unaudited financial report (IFR) for the period (Oct-Dec 2019) to the WB by February 15, 2020. period (Jan – Mar 2020) to the donors (WB) by May 15, 2020, period (April – June 2020) to the donors (WB) by Jul 15, 2020; period (Jul – Sept 2020) to the donors (WB) by Nov 15, 2020; and period (Oct – Dec 2020) to the donors (WB) by Feb 15, 2021;
- PRF FA at the central level plans to complete transfer the 3rd accountability meeting cycle 16 during Jan-Feb 2020.
- Follow up/Complete payment process to contractors for GOL sub-projects contribution of cycle16 during Jan-Mar 2020 and 58 GOL sub-projects contribution of FY 2020.
- Preparation of Annual budget and work plan of FY2020-2021.
- Preparation report of GOL SP of cycle16 to Department of Rural Development and Cooperatives, MAF
- PRF FA at the central level will follow up the last replenishment document for IDA 5827.
- PRF FA at the central level will prepare the PRFIII AF replenishment document for IDA 6506 during Jan-Mar 2020.
- Preparation Financial statement and supporting documents for External audit and Donors inspection FY2019.
- PRF FA/FM supervision to the target areas twice a year.

6.2. Procurement and Human Resource

- 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 XVII under IDA fund to be implemented in 4 Provinces (Houaphan, Xiengkhouang, Oudomxai, and Phongsaly);
- PRF staff refresher training on community procurement process for District Engineers
- Organize the Procurement training for Village Procurement Team before conducting the procurement process of sub-project of Cycle XVII under IDA fund;
- Assist the Village Teams to conduct the quotation opening and evaluation process for sub-projects in Cycle XVII.

6.3. Monitoring and Evaluation

- Finalize the MIS - Web-base with manual that would be used for PRFIII AF (July 2020).
- Update indicators of PRFIII AF (Functioning, impact of 5 sectors, FRM, etc.) in July 2020
- Data entry testing, 3 villages of Huamueng District and 6 provinces (8-11 July 2020);
- Data entry from 6 provinces July 2020 under SDC fund; and 4 provinces under AF from August 2020.
- Virtual meeting with donors about MIS system (Web-base) (31 July 2020);
- Following un the Impact Evaluation (IE) with convergence team between July-August 2020;
- Follow up the physical progress of CFA as well as sub-project under GOL funding (July-December 2020).
- Follow up the work in 4 provinces under AF (October-December 2020).
- Preparing achievement report of PRF in 2020 and plan for 2021 (December 2020).

6.4. Agriculture and Livelihood work

Some key works before the completion of baseline survey will focus on staff training (TOT) at district and village levels who are the key implementers at community level, after baseline survey our team will access to the target villages to implement as the plan, the key works from July-December 2020 can be summarized as below:

- Staff Training on Livelihood (Livestock Support Services) 5 days residential training & refresher training on (Housing, Feeding, Vaccination, Disease Control, etc.) in July 2020
- Staff Training on VSMCs 4 days residential training on 3 modules training of VSMC in July
- Staff Training on Livelihood (Livestock) 8 days residential training & refresher training on (Pig, Goat, Chicken, Duck, etc. raising) in August 2020
- SHGs and VSMC establishment in all target villages of 2020 (September-December 2020).
- Training for SHG members and VSMC about Agriculture and livelihood activities (Financial management, Bookkeeping, livestock, ..etc.
- Community monitoring and evaluation of SHGs' performance/Grading

6.5. Nutrition and Community Development

The key works of nutrition is now focusing on providing training (ToT) for District Nutrition staff and YGs before the baseline survey. After the baseline survey, our team will access to the target villages as the plan. The key works from July – December 2020 can be summarized as below:

- Village Orientation Meeting about nutrition work (July 2020);
- Training on Basic Nutrition to PRF and concerned sectors (July 2020);
- Farmer Nutrition Group (FNG) Formation after Baseline Survey of Convergence Projects (September 2020)
- Farmer Nutrition Group Meeting including meal cooking (November 2020)
- Set up the model of Home Nutrition Gardens (three HH in each target villages) in November 2020
- Training on Community Video Developing (December 2020)
- Training on VDP in 12 Districts of 4 Provinces under AF funding (September 2020)
- Village Development Planning for 248 villages (October 2020)
- District Planning and Coordination Meeting in 12 districts to select small infrastructure related to Agriculture, Livelihood and Nutrition activities (December 2020)

6.6. Engineering and Technical

The work plan of TA team is divided into two parts, including the plan for 4 Provinces under PRFIII-AF and 6 Provinces under SDC extension fund.

- In 4 Provinces, after completion of the baseline survey of convergence project, the team will focus on the planning process and set up self-help group with agriculture and livelihood team, and assist the team to do village planning. Except the DRM activities, the work will be carried out until August 2020, and implemented by consultants including preparing other manuals and handbooks. The workplan can summarize as below:
 - Integrate in the DRM Manual a new component on agriculture, livelihood and food safety
 - Develop video education of DRM, EMD and OHS training for PRF activities
 - Develop of training material, poster and pictures for printing
 - EMS training for PRF Headquarters
 - DRM training for all PRF field office in new update manual which included Agriculture, livelihood and food safety
- For the 6 Provinces, we will focus on:
 - Preparing the list of the sub-projects for approval from SDC (July 2020)
 - Deliver training course on ToT to PRF and Government staff on CFA model implementation step (July-August 2020)
 - Providing training to community on the implementation of CFA by PRF staff and concerned sectors (August 2020).
 - Following up the implementation CFA in 6 Provinces (August-December 2020).
 - Operation and Maintenance training to community (December 2020)

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Annex 1: Accumulated data of Result frameworks

		Cumulative Targets Values					End Target YR9 (June 2024)
Indicator Name Project Development Objectives (PDO)	Baseline (2015)	2019	2020	2021	2022	2023	
Direct project beneficiaries (Number)-(Core)	567,762	690,000					876,700
Actual		866,771	887,138 ¹				
Female beneficiaries (Percentage)	53	50	50	50	50		50
Actual		49.46	49.18				
Ethnic Beneficiaries (Percentage)	70	70	70	70	70		70
Actual		82.91	85.14				
% reduction in time to access a health facility (Percentage)	-						80
Actual		87.12					
% reduction in time to access safe water sources (Percentage)	-						80
Actual		81.00					
% reduction in travel time from village center to kumban center due to road improvements (Percentage)	-						40
Actual		46.38					

¹ We use the number 866,771 people in 2019 and we then added the number of 20,367 beneficiaries in 32 new villages that just received sub-projects in 2020

% reduction in time to access improved schools (Percentage)	-						80
Actual		83.90					
Percentage increase in children 6-23 months old from Farmer Nutrition Group households consuming foods from four or more recommended food groups (Percentage)	-						40
Actual							
Kilograms of animal meat produced (Number)	-		527,219	2,108,877	5,454,540		5,454,540
Actual		312,360 ²					

Indicator Name	Baseline	Intermediate Targets					End Target
		2019	2020	2021	2022	2023	
% of total project value contributed by the community (Percentage)	11	10					Not report in AF period
Actual		7.52					
% of sub-project activities of high technical quality (Percentage)	85	85			85		85
Actual		92					
% of PRF built infrastructure in a functioning quality (Percentage)	80		80	80	80	80	80
Actual		94.98	95.12 ³				
# of sub projects implemented (Number)	1,426	2,800					3,440
Actual		3,099	3,334				
% of Village Implementation Team (VIT) members that are female (Percentage)			31				40

² We use the number of kilograms of animal meat produced in 2019. The number of Kilograms of animal meat produced in 2020 will be updated in June 2021.

³ We follow up the total number of sub-projects from 2012-2019 with 3,099 sub-projects and there were 151 sub-projects not fully functioning which is 4.87 %

Actual			32.90				
Number of women selected for Road Maintenance Groups who earn an income, as a % of the number of poor households in village (Percentage)		8					16
Actual			15.96 ⁴				
Increase in hectares of irrigated area (Percentage)		0					50
Actual			49.70				
% HHs in PRF beneficiary villages voting for village priorities (Percentage)	60	75	75	75	75	75	75
Actual		87.81	88.61				
% of PRF KBs participating in DSEDP process promoting PRF KBPs and/or VDPs (Percentage)	0			70	75	75	75
Actual		80.60	80.60				
% of households in PRF beneficiary villages satisfied with the participatory planning process supported by PRF III (Percentage)	75				80		80
Actual		95.00					
% of PRF III sub-project prioritized by women (Percentage)	91.00		90.00	90.00	90.00		90.00
Actual		93.00	93.66				
% of PRF III sub-projects prioritized by ethnic group (Percentage)	70.00		70.00	70.00	70.00	70.00	70.00
Actual		84.91	85.47				
# of communities able to plan, implement and monitor their activities (Number)	1,124	1,450					1,736
Actual		1,695	1,727				
% of registered grievances that are addressed according to agreed procedures (Percentage)	90		90	90	90	90	90
Actual		98.97	100.00				

⁴ 18 Another perhaps more important indicator of impact that was captured by the impact evaluation was the percentage of household regular earners of income. This indicator increased from 2.16% at baseline to 14.4% at end line.

% of SHGs with NPLs 4% and below (Percentage)	60.00		60.00	70.00	70.00	70.00	70.00
Actual							
# of individuals using loans from SHGs (Number)	4,054				22,000		34,000
Actual		9,962					
% of Village Self-Help Group Management Committee (VSMC) members that are female (Percentage)	0.00						65
Actual		63	100				
Number of Farmer Nutrition Group member households (Number)	0.00		7,200				14,300
Actual			113				
Percentage of SHG members which take at least two loans (Percentage)	0.00		35.00	35.00	50.00	80.00	80.00
Actual		56.68 ₅					











⁵ We use the number of people taking loans at least two times from SHG in 2019 which is 5,716 members compared to the total of 10,085 members












Annex 2: Number of unused/broken sub-projects resolved by each stakeholder

Province	#sub-project	#of functioning sub-project	#of broken and repaired	#of broken and unusable SP	#of unusable SP	#SP waiting for budget to repair
Attapue	165	149	11	1	4	0
Huaphanh	696	670	25	1	0	0
Oudomxay	424	418	6	0	0	0
Phongsaly	193	189	4	0	0	0
Luang Namtha	168	159	7	1	0	1
Luang Prabang	350	348	1	1	0	0
Savannakhet	435	406	26	0	0	3
Saravan	202	199	2	0	1	0
Sekong	226	198	25	3	0	0
Xiengkhuang	240	212	28	0	0	0
Grand Total	3,099	2,936	135	7	5	4
Percentage	99.6%					


Source: Monitoring and Evaluation Division, June 2020


Annex 3: PRF activities with disaster impacted (using DRM Form)


1. Situation Report Origin		
District Field Office	District: _____	Name: _____
<input type="checkbox"/> Province Field Office	Province: _____	Name: _____
<input type="checkbox"/> EMS Operation Manager		Name: _____
Date: _____	Time: _____	
2. Affected area and damage		
<p>Indicate here:</p> <ol style="list-style-type: none"> 1. Name(s) of the Province(s) affected 2. Name(s) of the District(s) affected 3. Name(s) of the city, village(s) affected 4. Type and location (if possible with the geographic coordinate) of the infrastructures and/or PRF sub-projects damaged 		
<p>Type of Disaster or Hazard</p> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center;">  Flood <input type="checkbox"/> </div> <div style="text-align: center;">  Landslide <input type="checkbox"/> </div> <div style="text-align: center;">  Storm <input type="checkbox"/> </div> <div style="text-align: center;">  Heavy Rain <input type="checkbox"/> </div> <div style="text-align: center;">  Fire <input type="checkbox"/> </div> <div style="text-align: center;">  Wind <input type="checkbox"/> </div> <div style="text-align: center;">  Earthquake <input type="checkbox"/> </div> <div style="text-align: center;">  Drought <input type="checkbox"/> </div> <div style="text-align: center;">  Insect infestation <input type="checkbox"/> </div> <div style="text-align: center;">  Epidemic <input type="checkbox"/> </div> <div style="text-align: center;"> Other <input type="checkbox"/> <div style="border: 2px solid blue; padding: 5px; width: 150px; margin: 5px auto;"> <div style="border-bottom: 1px solid black; height: 10px; width: 100%;"></div> </div> </div> </div>		
Threat/Alert Level <input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Orange <input type="checkbox"/> Red		

Map	Population	
	Affected	Dead
	 Nbr____	 Nbr____
	 Houses	
	Affected	Destroyed
	 Nbr____	 Nbr____
	 Roads	
	Damaged	Destroyed
	 Nbr____	 Nbr____
	Bridges	
Damaged	Destroyed	
Nbr____	 Nbr____	
Schools		
Damaged	Destroyed	
Nbr____		
Nbr____		

3. Situation evaluation

☐ unchanged 

☐ deteriorate 

☐ improve 

5. Assessment of damage and impact

Short text description and pictures/maps illustrating:

1. Impact of the disaster on the population; status of the population
2. Impact of the disasters on the concerned field office(s) staff and equipment; status of the field office staff
3. Most affected Provinces and/or districts
4. Damages to the housing, resources, livelihood and infrastructures
5. Damage to the PRF sub-projects
6. Other relevant information

5. Needs assessment

Short text description and pictures/maps illustrating:

1. Population needs in terms of food, water, non-food items, medical assistance, evacuation, shelters
2. Field Office staff needs in terms of assistance and equipment
3. Equipment, human, technical and financial resources needed to repair/rebuilt the damaged/destroyed PRF sub-project(s)
4. Other relevant needs

6. Actions taken and planned

Indicate (include maps and pictures):

1. What actions have been taken by PRF Headquarter, Province and District Field Office
2. What actions are considered by PRF
3. What actions have been taken by National and International responders
4. Where these actions took or will take place

7. Forecast

Indicate (include maps):

1. Meteorological forecast
2. The expected situation evolution (unchanged, deteriorate, improve) for the population, infrastructure(s) and PRF sub-project(s)
3. If additional threat/danger can be expected

Source: PRF TA Division, June 2020

Annex 4: Sub-project activities implemented by sectors (number)

Provinces	SDC			GOL	
Attapue	Number of Sub-projects			Number of Sub-projects	
	Education	12		Education	2
	Agriculture	1		Agriculture	1
	Water & Sanitation	9		Water & Sanitation	2
	Health	1		Public Work & Transport	2
	Total	23		Total	7
Luangnamtha	Education	5		Agriculture	1
	Agriculture	4		Water & Sanitation	1
	Water & Sanitation	5		Public Work & Transport	3
	Public Work & Transport	4		Total	4
	Total	18			
Luangprabang	Education	3		Education	6
	Agriculture	4		Agriculture	1
	Water & Sanitation	11		Public Work & Transport	4
	Public Work & Transport	22		Health	1
	Health	1		Total	7
	Energy and Mines	1			
	Total	42			
Savannakhet	Education	11		Education	1
	Agriculture	1		Agriculture	3
	Water & Sanitation	9		Water & Sanitation	3
	Public Work & Transport	21		Public Work & Transport	12
	Health	2		Total	20
	Total	44			
Saravane	Education	2		Education	1
	Agriculture	5		Agriculture	1
	Water & Sanitation	12		Water & Sanitation	2
	Public Work & Transport	5		Public Work & Transport	3
	Total	25		Total	7
Sekong	Education	13		Education	2
	Agriculture	1		Agriculture	4
	Water & Sanitation	10		Water & Sanitation	1
	Public Work & Transport	1		Total	7
	Total	25			
Grand Total	177			58	
Total Sub-Projects			235		

Annex 5: List of CFA sub-projects under the PRF III extension

Provinces	Sub-Projects	NOL-Budget	Contribution	Total-Project Cost
1. Sekong	25	2,694,538,368	136,206,710	2,830,745,078
2. Attapue	23	2,806,862,568	111,329,791	2,918,192,359
3. LuangNamtha	18	2,262,048,852	140,775,000	2,402,823,852
4. Saravan	25	2,990,993,656	280,390,755	3,271,384,411
5. Luangprabang	42	5,049,025,694	484,948,908	5,533,974,602
6. Savannakhet	44	5,521,834,470	221,482,239	5,743,316,709
Total:	177	21,325,303,608	1,375,133,403	22,700,437,011

Source: PRF TA Division, June 2020

Annex 6: Summary of staff training conducted during Reporting Period

Divisions/Units	Name of training course or workshop	Date	Main objective	Participant	Female
PMT	Annual Review and strengthening to PRF staff in 6 provinces under FRFIII Extension	March	To introduce about the work plan of PRF in 6 provinces, which will apply CFA to all sub-projects implementation	167	41
PMT	PRFIII AF Orientation to district authority 12 districts, 4 provinces	03-09 June 2020	To ensure that local authority understand about the work of PRFIII AF	767	167
TA, Procurement and Finance	CAF training	Jun-20	To train on finance, procurement and basic technique construction for provincial and district staff use CFA approach in 6 provinces under PRFIII extension	389	112
TA	Training on Disaster Risk Management	May-20	To improve the ability of PRF staff on Disaster Preparedness and Response	79	7
ME	M&E TOT training	Jun-20	To refresh monitoring and evaluation work including PRF III AF indicators as well as web-base database to key staff	7	2
ME	Monitoring and Evaluation System	Jun-20	To ensure that provincial, district and Kumban could monitor and evaluate sub-project construction and each information should capture in MIS, including FRM, functioning status of infrastructure, SHGs, etc...	80	37
ME	Training on how data entry, MIS web-based sytem (Xiengkhouang and Huaphan provinces)	April-May 2020	To ensure young graduate and district staff understand to enter and check data to PRF MIS web-based system	13	3

Nutrition	Nutrition TOT	7-10 July 2020	TOT for Nutrition team who will work with villagers to carry out the nutrition	42	12
Livelihood	Livelihood orientation meeting and training to Ygs	Jun-20	To ensure that district staff and YGs have understood about the livelihood activities and key works	83	50
Total				1627	431

Annex 7: Staff turnover and new recruitment during reporting period

Positions		Gender	Reasons for leaving	Replaced	%
Centre	HR Officer	Female	Family reason	Yes	14.29
	Community Procurement Officer	Female	Working for new position	No	
	Microfinance Assistant	Female	Upgrade Education	No	
	Reporting& Evaluation Officer	Male	Working for new project	No	
	Nutrition Officer	Male	Working for new position	No	
National office Total staff: 35					
Phongsaly	District Nutrition Officer	Female	Family reason	No	20.00
	Young Graduate (Livelihood)	Male	Working for new position	No	
Phongsaly office Total staff: 10					
Xiengkhouang	Young Graduate (Nutrition)	Female	be government staff	No	13.33
	Young Graduate (Livelihood)	Male	Working for new project		
Xiengkhouang office Total staff: 15					
Grand Total:					286
Average of Percent of change: %					3.15

Annex 8: Agreed action donor mission April 2020

	Action	Responsibility	Deadline	Status
1	Component 1: Community development sub-grants			
1.1	Revision of CMS Guidelines and training materials to include quality control training for CMS (CMS we use CFA).	PRF TA Unit	May 22, 2020	Done, May 2020
1.2	Training of PRF District staff in CMS/CFA procedures	PRF TA Unit	May 30, 2020	Done, June 2020
1.3	Begin providing CMS/Community Implementation training to participating villages	PRF TA Unit	May 30, 2020	Done

	Action	Responsibility	Deadline	Status
1.4	RMG Impact Evaluation report finalized and disseminated	World Bank	May 30, 2020	Done
1.5	Add a section on sustainability to the RMG Manual and use this to deliver training to RMGs, villages, and relevant district officials	PRF TA Unit	June 30, 2020	Done
2	Component 2: Local and Community Development Capacity Building			
2.1	Disaster Risk Management online training with focus on Emergency Management System in all 10 PRF provinces	World Bank and PRF TA Unit	May 22, 2020	Done
2.2	Preparation and circulation of draft Agriculture and Livelihoods chapter of the DRM Manual	World Bank and PRF Agriculture and Livelihoods Unit	May 30, 2020	Pending
3	Component 3: Project Management			
3.1	Assess livelihood of GOL counterpart funds being available in 2020 given the Covid-19 situation and report to WB and SDC as to proposed approach	PRF	May 15, 2020	Pending
3.2	Train LYGs and NYGs in use of the new Mobile App for the online MIS	PRF M&E	June 02, 2020	July and August 2020
3.3	Agree on design for PRF III Interim Evaluation	WB,SDC, PRF M&E	May 30, 2020	Pending
3.4	Present online MIS platform to SDC and World Bank for final feedback and instruction in how to use by donors and the public	PRF M&E	Mid-June 2020	Done
3.5	Develop a District Exit Strategy template to share with WB and SDC for feedback	PRF	June 30, 2020	To be discuss with PRF Board
4	Component 4.1: Agriculture and Livelihoods			
4.1	Train all LYGs using online material, if needed	PRF Livelihood Team	May 22, 2020	August-September 2020
4	Component 4.2: Nutrition			
4.2	Field test FNG activities as per COVID-19 FNG concept	PRF	May 8, 2020	Done
4.3	Online review workshop on nutrition pilot	PRF	May 30, 2020	Done
4.4	Design online trainings tools for basic nutrition training	PRF with WB support	May 30, 2020	July-August 2020
5	Financial Management and Procurement			
5.1	Continue provide procurement trainings to the Village Procurement Team for the remaining VIT, before arranging the procurement process for sub-projects under Cycle 17 at the district level	PRFO and Provincial Coordinators	May 2020	Done
5.2	Submit IFR covering the period from January to March 2020	PRF FA Unit	May 15, 2020	Done
5.3	District FM Training	PRF FA Unit	May 22, 2020	Done
5.4	Complete selection of all remaining consulting positions	PRFO	May 30, 2020	Done
5.5	Complete procurement of equipment and printing	PRFO	May 30, 2020	Done

	Action	Responsibility	Deadline	Status
5.6	Complete the recruitment and set-up of project bank account for Phongsaly province	PRF Procurement and FA Units	May 30, 2020	Done
5.7	Submit FY19 audit report and management letter to the Bank	PRF FA Unit	June 30, 2020	Done
5.2	Submit FY19 Audit report and management letter	PRF FA	June 30, 2020	Done
6	Safeguards			
6.1	Raise awareness and measures to avoid UXO risk to the villagers especially RMG members and (2) to address all possible environmental risk related to Community Health and Safety that maybe occurred during the implementation of Cycle 17 CMS subprojects	PRF NCD and TA	May-June 2020	Pending

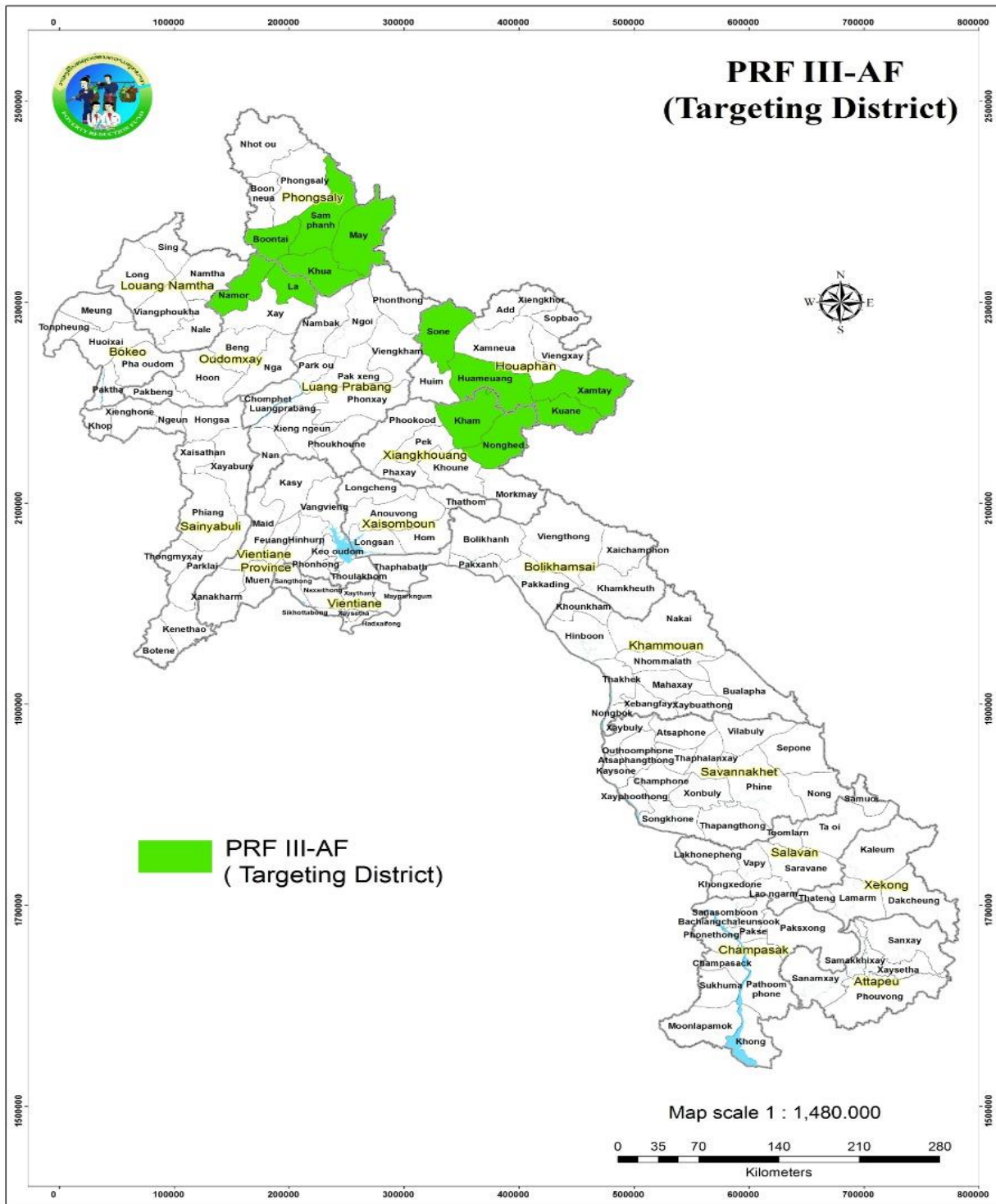
Annex 9: Gender mainstream in PRF III (2017-2020)

No.	Description	Target	Result 2017	Result 2018	Result 2019	Result 2020	Source of data
1	Female Beneficiaries	50%	50.0%	49.4%	49.0%	49.2%	MIS
2	Female Ethnic Beneficiaries	50%	50.0%	49.2%	49.1%	49.2%	MIS
3	Ethnic Beneficiaries	70%	84.0%	80.1%	83.9%	88.2%	MIS
4	Percent of women Kum ban facilitators (2 women in total 3 members)	60%	56.0%	60.5%	60.0%	60.3%	CD/ME
5	Percent of Ethnic Kum ban facilitators	-	58.5%	61.9%	55.1%	pending	CD
6	Percent of female members in village implementation committee (VIT)	-	33.6%	31.0%	36.0%	32.9%	ME/MIS
7	Percent of female participated village development plan (VDP)	-	54.1%	55%	56%	57%	ME
8	Sub projects prioritized by ethnic group	70%	81.0%	85.0%	86.0%	90.0%	MIS
9	Percent of sub projects prioritized by poor villages already funded	60%	88.0%	85.0%	85.0%	pending	MIS
10	Sub-projects prioritized by women already funded	-	25.0%	11.0%	6.7%	2.9%	MIS
11	Sub-projects prioritized by both men and women already funded	90%	92.0%	92.0%	95.0%	94.9%	MIS
12	Percent of SHG member are women	80%	85.5%	86.3%	87.2%	pending	MIS/LN
13	Percent of women members who received loans from SHG seed funds	60%	84.1%	80.4%	74.7%	pending	LN

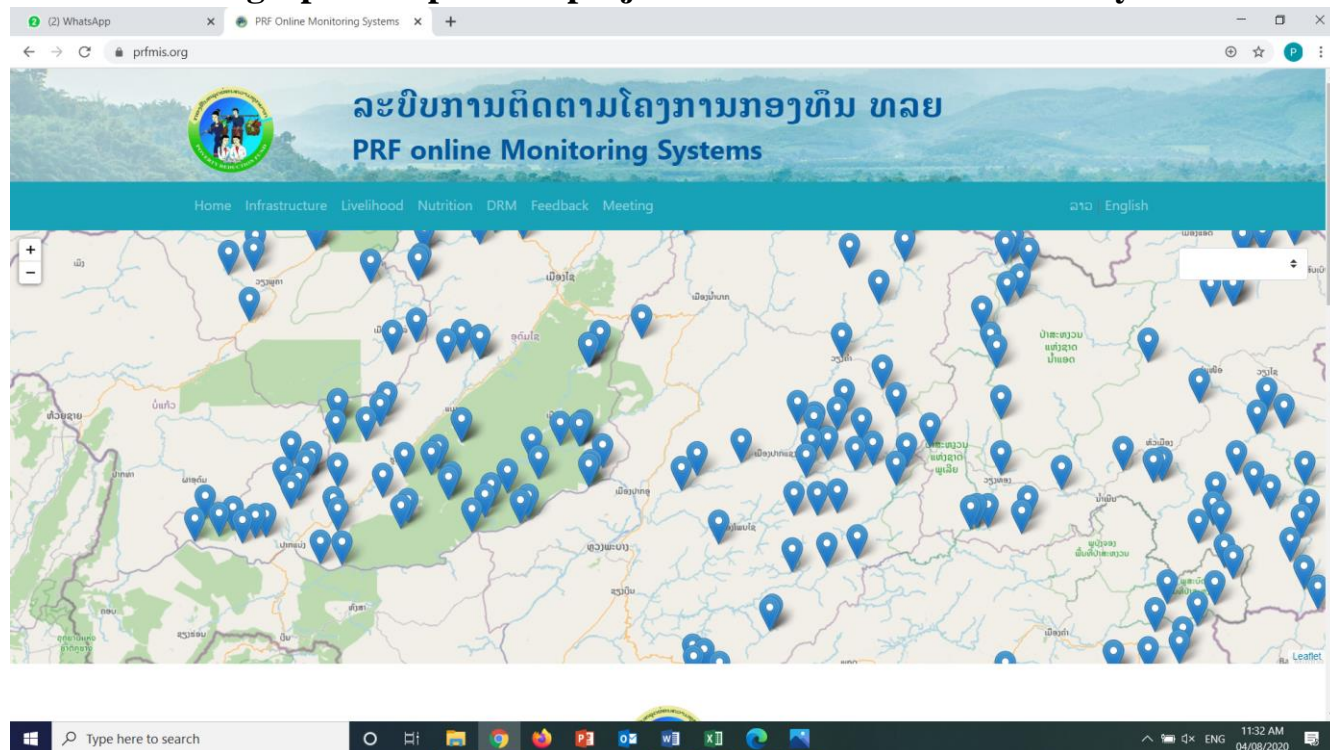
14	Percent of Poorer HH who received loans from SHG seed funds	60%	93.8%	90.0%	80.0%	pending	LN
15	Percent of women members in SHG committee (VSMC)	60%	54.6%	64.0%	63.5%	pending	LN
16	Percent of women benefit in pilot of RMG	100%	100.0%	100.0%	100.0%	100.0%	TA
17	Percent of PRF Female staffs	30	28.5%	29.0%	29.5%	37.4%	HR
18	Percent of PRF ethnic staffs	-	23.2%	17.7%	21.6%	22.4%	HR

Source: Monitoring and Evaluation Division, PRF

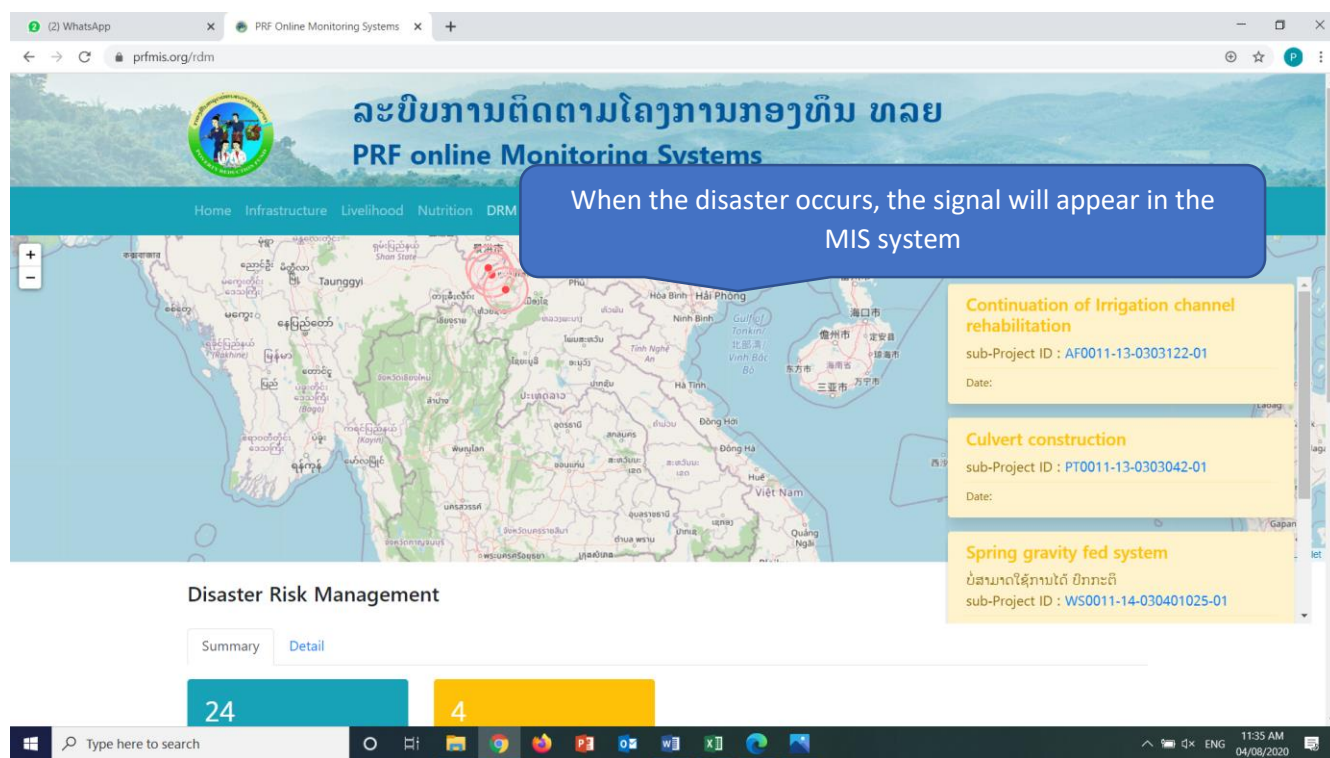
Annex 10: PRF III AF (12 Target Districts, 4 Provinces)



Annex 11: Geographic map of sub-projects in PRF MIS Web-based System



DRM Data/Information System



Annex 12 Summary of FNG members (January-June 2020)

A	B	C	D	E	F	H	I	J	HHs in village	HH FNGs	Ethnic
Villages	Month and Year	Pregnant woman	Lactating mother	Child 0-5 month	Child 6-23 month	mother of 6-23 child	Total	Eligible members for meals (C+D+F)			
Korhing	Jan-20	16	14	14	19	19	82	49	135	49	Khmu
	Feb-20	16	14	14	19	19	82	49			
	Mar-20	15	12	12	20	20	79	47			
	Apr-20	13	5	5	29	29	81	47			
	May-20	9	12	12	29	29	91	50			
	Jun-20	9	11	11	29	29	89	49			
		0	0	0	0	0	0	0			
Homethong	Jan-20	11	4	4	22	22	63	37	100	34	Khmu
	Feb-20	11	4	4	22	22	63	37			
	Mar-20	11	4	4	17	17	53	32			
	Apr-20	6	10	10	14	14	54	30			
	May-20	10	16	16	11	11	64	37			
	Jun-20	12	4	4	18	18	56	34			
		0	0	0	0	0	0	0			
Homephan	Jan-20	8	7	7	10	10	42	25	115	20	Khmu, Phong
	Feb-20	8	7	7	10	10	42	25			
	Mar-20	6	8	8	9	9	40	23			
	Apr-20	4	8	8	11	11	42	23			
	May-20	6	8	8	12	12	46	26			
	Jun-20	3	6	6	11	11	37	20			
	Total								350	103	

Annex 13: Sample, the status of SHGs after handing over to concerned sectors

In early 2020, PRF handed over the SHGs activities of 5 districts (Xiengkhor and Hiem in Huaphan province; Sepon, Nong, and Thapangthong districts in Savannakhet province) to concerned sectors of each district. During April - June 2020, PRF team followed up the status of SHGs after handing over to concerned sectors in Nong (4 villages) and Sepon districts (6 villages), Savannakhet Province. The field assessment found that there are 7 villages still keeping their operation such as savings, loan taking for SHG activities, and monthly meeting organized in each target village, while other 3 villages only followed up the unpaid loan from members. We found that all SHGs have been managed as the group of villages supervised by VSMC

From this assessment, we found some challenges and issues that would occur the sustainability of the works. We justified that to sustain the work of SHGs, it requires to have a strong leader or VSMC, who understand the regulation of the work and they can encourage the member to do the work, at the same time the concerned sectors of GoL should be involved each step of work and be able to support the work after ending supporting from the project.

Some issues found during this field assessment, including:

For SHG members:

- Some SHGs members still lack of high responsibility to the work of SHGs,
- The use of borrowed money of is not followed by the agreed plan of SHG,
- Lack of knowledge of access to seed grants after handing over to the concerned sectors.
- Some villages are still lack of knowledge of financial management

GoL staff/Concerned Sectors:

- No available budget and transportation for the concerned sectors to follow up and support the work after handing over. It should discuss with GoL to provide additional budget to continue the work after project closely.
- Mostly, the staff of concerned sectors are lack of knowledge of instructing/advising SHGs, since they had not involved the work since the beginning.
- Vehicle use for field work is limited, for example bicycle and other.

Proposed recommendations:

- ✓ Revise the organizational structure of VSMC to ensure that they can operate the work by themselves after the project is handed over.
- ✓ Training on the knowledge of accounting systems and SHG operation for the key persons to work as VSMC.
- ✓ It suggests to set up some budget to conduct the village cross visit between good and weak performance village under SHG/livelihood activities.
- ✓ If it is possible, it should provide some basic equipment (computer/motorcycle) to staff of concerned sectors who will continue supporting the work after handing over.
- ✓ Providing the budget for training on techniques of VSMC, marketing for SHG members, by GoL or donor funding, which should consider before starting the project.

From above mentioned information, it is very useful to consider before extending the livelihood activity to other provinces