

Ministry of Agriculture and Forestry



POVERTY REDUCTION FUND ANNUAL PROGRESS REPORT

(January – December 2020)



*CFA work at Nanoy village, Viengkham district, Louangparbang province in 2020,
by Khonesavanh, PRF staff at District Level*

***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 LAK (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	Non-Governmental Organizations
NPL	Non-Performance Loan

NRDS	National Rural Development Strategy
NT2	Nam Theun 2 Hydroelectricity
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

This report covers the implementation of PRFIII extension and PRFIII Additional Financing (PRFIII AF) during January – December 2020, providing a summary of the implementation of PRF key activities, including sub-project implementation (2020), capacity building for staff and local authority, project management (including staffing), and the preparation of livelihood linked to nutrition activities. Besides, this report also highlights the achievements as well as key issues faced, and action taken to solve them, and ending with the work plan in 2021.

In December 2019, the third batch of the Lao Government co-financing for PRFIII (LAK 13 billion) was approved by the National Assembly to fund the implementation of remaining subprojects in 23 districts. To ensure successful completion of these government-funded sub-projects, and also implement additional PRF activities, and sub-projects using the approximately USD 5.4 million saved from SDC contribution to PRF III, SDC and PRF agreed to extend the PRFIII operational phase from June to December 2020 (administrative closure in June 2021) in 6 out of 10 target provinces which uncovered by additional financing. The SDC funds also cover the operations costs for the government-funded sub-projects. At the same time, PRFIII Additional Financing (PRF III AF) was secured by the World Bank of US\$ 22.5 million. This additional financing will scale up livelihood and nutrition initiatives into the four target provinces, in 12 districts, where child stunting incidence is found to be high. PRFIII AF was effective in February 2020, and is expected to be closed in October 2024.

In 2020, PRF has therefore remained active in 10 provinces, 35 districts, 1,389 villages, where 23 districts of 6 provinces (Luangnamtha, Luangprabang, Savannakhet, Saravan, Sekong, and Attapeu) have been financed entirely by SDC and the Government of Lao PDR (GOL), which is keeping on financing the traditional PRF project in developing of rural facilities as “public goods” and comprise at least 178 subprojects financed by SDC (all sub-projects used the community force account approach or CFA¹) and 58 financed by GOL (LAK13 Billion). In the 4 northern provinces (Phongsaly, Oudomxay, Xiengkhouang, & Huaphanh) funded by the World Bank as PRFIII Additional Financing (AF), focusing on improving the livelihood and nutrition as private goods for the poor households.

In 2020, there are 236 sub-projects (178 of SDC and 58 of GOL) had been approved to establish in 232 villages in 23 districts, which aims to provide basic services better access to 137,415 beneficiaries including women (49% of the total number of beneficiaries) and 129,200 are from small ethnic groups (94%).

¹ This CFA approach foresees direct employment of local skilled and unskilled workers to carry out sub-project activities using labour-based technologies, supported by equipment where necessary. Local materials are also collected directly by the community.

Due to the impacts associated with the COVID-19 pandemic, and the national lockdown between April to June, as well as the natural disaster that occurred in the southern part of Laos in 2020, causing the delay of sub-projects implementation, average progress is at 72% while in 2019 it was 100% completed in the same period in the 6 provinces. By the end of 2020, only 105 out of 236 sub-projects (44%) had been completed, 71 sub-projects are about to complete, and the remaining 60 sub-projects are expected to be completed by March 2021. Consequently, SDC approved a last 6-month extension of the current phase of PRF until December 2021, to allow the realization of the remaining sub-projects/infrastructures, and the development and smooth implementation of a sustainable exit strategy.

All sub-projects under SDC funding have applied the Community Force Account (CFA) approach, which aims to further strengthen community participation, including gender, and ethnicity inclusion, and to enable to benefit from the subproject implementation through skill development and the full amount of income earned (confirmed by CFA impact evaluation in 2019), take the lead in the sub-projects construction, using labor-based technologies. Two skilled labors of the villages which received the subproject construction were selected, and received vocational training at Provincial or District Vocational School, there are a total of 294 labors have been trained and became a village contractor to implement sub-projects that PRF support, and also other projects in their community.

PRFIII AF sub-projects in the 12 targeted districts in 2020 will be identified only after the SHGs are formed, and can identify the most needed infrastructure for their productive activities, so infrastructure will likely not be constructed until 2021 due to the COVID-19 pandemic. This has caused the delay of the convergence baseline survey in the targeted areas of PRF (234 out of 465 villages). The baseline survey was just done in late November 2020. So, PRF started doing activities in those Controlled and Treatment villages only after completion of this evaluation in December 2020.

For the **livelihood work** in 2020, the team focused on capacity building to staff as well as young graduates, and also SHG guidelines have been revised and piloted, the feedback has been incorporated, and translated to the Lao language and provided to staff engaged in piloting SHGs. During July-December 2020, the team conducted training on how to set up SHGs, Financial and Micro-Finance Management, how to be a good facilitator, and livestock, veterinarians, planting, and household business planning before seed grant released. Also, to scale up the pilot in new villages (after IE); PRF has completely provided several pieces of training to new Livelihood Young Graduates (LYGs), purchase Books of Records, Boxes Locks-Keys, Floor Mat, etc. for SHGs, and VSMCs; YGs got trained on how to use a tablet to collect data.

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, 20 SHGs have been established which consists of 232 members which increased 5 members from 227 members in the last 6 month-report while 207 members are women (89.22%), there are 18 VSMC; women (83%), and all of them are from the ethnic group. In December 2020, the total of SHGs' saving is 39,270,000 LAK which increased 14,930,000 LAK in the early 6 month-savings (24,340,000 LAK).

During November-December 2020, there are 937 SHGs have been established in 228 out of 231 villages in 12 districts under AF, while the other 3 villages are in progressing and will be done by the end of January 2021, there are 11,975 members and 10,855 are women (90.67%), the member has received technical training about livelihood activities before seed grant allocation.

Several **key works of nutrition** have been done so far such as YGs and PRF district staff have been trained on basic nutrition, and how to use tablets for collecting data in the field and 90% of FNG members' data have completely inserted in the database. During October-November 2020, the Village Orientation Meeting was completely held in 231 villages of 12 districts, and the training B1 on maternal, and child nutrition, premix preparation, cooking recipe, and how to organize FNG meeting.

In 2020, the nutrition work has been implemented continuously, Farmer nutrition groups establishment in 231 villages of 12 districts, 4 provinces with a total of 248 FNGs (5,834 FNG members) become FNG members which comprised of 1,207 pregnant women, 1,453 lactating mothers, 1,483 Child aged 0-5 months and 3,174 of 6-23 month-child. The activities of Home nutrition gardens, and Multi-media Peer Learning will be started in 228 villages in February 2021.

The 3 pilot villages of nutrition have been stopped providing food subsidy budget since August 2020. However, FNG members continue implementing FNG meetings regularly, all members share their own money to carry out the cooking food activity. There are a total of 103 HHs out of 350 HHs who become members of FNG, with a total of 99 members comprising 16 pregnant women, 25 lactating mothers, 55 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, 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 the villages under AF's coverage.

The Road Maintenance Group (RMG) work covers 6 Provinces which uncovered by AF, 20 Districts, 37 road sub-projects, with a total of 48 RMGs by using the remaining fund from SDC that have been established, and 204 women from poor families are members to maintain the total of 193.5 km. The work has started at the beginning of February 2020, the RMG has completely been paid for 4 quarters (January-December 2020) with a total of US\$ 88,316.25 out of US\$ 146,024.41 and will be ended by January 2021. Afterward, all RMG work will be handed over to the community at the villages and the Public Works and Transport Office (PWTO) in the district. The PWTO will organize the meeting with the community by assigning the work to the community and the PWTO will follow up by PRF's standard, for instance at Nambak district, Luangprabang Province. Communities agreed on themselves in the village to divide the length of the road by the number of families at the villages to respond and carry on the maintenance according to the standard of PRF set up with the community.

In terms of PRF built infrastructure in a **functioning** quality, PRF followed up all buildings that PRF supported during 2012-2019, a total of 2,934 out of 3099 sub-projects (94.67%), where only 165 sub-projects are not fully functioning. To evaluate the community ownership, we can consider the villagers' involvement in operation and maintenance, where a total of 144 repaired sub-projects (out of 165 SPs), in which 79 sub-projects about 54.9%, which have been repaired by the community, 24 sub-projects or 16.7% have been repaired by local government, while 15 sub-

projects 10,4% have been repaired by company, and 15 sub-projects have been repaired by Community and Local Government, and other 11 sub-projects 7.6%).

Feedbacks from communities were regularly received via communication channels of the Feedback Resolution Mechanism (FRM) established including, meeting, mobile/hotline, letter, etc. Feedback is from the villagers of the target villages, VITs, participants of the meetings organized in the community. The number of feedbacks received has increased gradually, a large number of feedbacks are about requesting fund & technical support, particularly in the six provinces uncovered by PRFIII AF, during this reporting period, 3,657 feedbacks were received (312 requests for information about the work of PRF, 2,882 requests for further financial support from PRF, 432 compliments to PRF and only 4 complaints on 1 complaint about insufficient gravity-fed system in the village, and 1 complaint about proposing for adding more SHGs from the set of 5 SHGs per village for more SHGs in case it is a large village and 2 complaints about insufficient equipment on construction. 100% of these complaints and feedback have been either resolved or responded to. To ensure the transparency of PRF work it is suggested to provide feedback training to PRF staff at the local level, particularly the young graduate, VIT, VSMC, etc. who are key people closely working in the villages to better understand the FRM process, and reporting. Due to the technology that has been developed people can provide feedback through different channels, particularly through the meetings that PRF staffs can be directly noted down to Online MIS for instant feedback, and expose to the public, Facebook page for public or any channel is always available so that anyone can give a feedback about the implementation of PRF.

Gender Equality and Social Inclusion (GESI): During the implementation of PRF III (2017-2020), the gender action plan has applied with different PRF's activities such as planning, implementation, operation and maintenance, RMG (100% women members), SHGs (90.67% women member), VSMC (65% are women), and FNGs. In livelihood work through the SHG initiative that strongly encourages women participation as well as nutrition which focuses on supporting pregnant women, and lactating mothers as target priority which indicates that women are strongly involved. Furthermore, in 2020, the operational structure of PRF III AF shows that PRF has 281 staff in total which included 107 females (38.08%, the highest number of PRF) which is 8.08% higher than target while 23.13% of the total staff are from ethnic minority groups which are 1.53% higher than 2019.

Financial status: As of December 31, 2020, the disbursement ratio reached 99% for the IDA credit 5827-LA equivalent 100% due to the conversion exchange rate from XDR to US\$. For IDA credit 65060 the disbursement ratio reached 6% of the total budget PRFIII AF. For the Swiss Agency for Development Cooperation (SDC) disbursement rate reached 91% and the Government co-financing contribution reached 65%. By the end of 2020, PRF sent the request of the GoL co-financing in the amount of 13 billion LAK for 55 subprojects and PRF is following up the process and expecting to know the result in March 2021 (detailed in the finance part).

In the M&E area, the M&E system has been progressively strengthened throughout PRF III AF implementation. New MIS web-based system has been developed continuously with sharing comments from PRF district staff and YGs which aiming to enable the 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. The key challenge of M&E work is about the key person responsible for the M&E tasks, particularly we should have the right person with at least M&E skills including a result framework, database, project monitoring, and evaluation, this issue was already proposed in the last donor mission in November 2020, and agreed to revise and add M&E work in ToR of key staff in each level, especially at provincial and district levels.

On the progress of Disaster Risk Management (DRM) in 2020, the training on DRM to PRF staff, concerned sectors, and community have been done, there are two forms that local staff can provide data and information to the PRF center, including the Sub-Project Damage Assessment Form (SDA) and EMS Situation Report Form. The SDA form has been developed in the new MIS online system, by using GIS location information, by just clicking the area on the map on the screen, users will 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 the community, self-help group information, etc.). The data and information of disaster occurred in 2020 had recorded and entered to new MIS system, including the case of Luangnamtha province in July 2020 (flooding) and the case of Savannakhet province in August 2020 was also about flooding

As part of the Government of Lao PDR's efforts to prevent the epidemiological risks of **COVID-19 outbreak** in the rural areas, and any eventual communicable diseases, the PRF in close collaboration with the Ministry of Health (MoH) has been engaged in awareness-raising on the Covid-19 pandemic, and promoting behavior changes in hygiene, and handwashing, including other **measures of prevention**, such as the use and production of face masks, practicing physical distancing, and reduction of mass gathering in PRF villages. This initiative, funded by SDC with a total amount of US\$ 500,000, is expected to take place in all the 10 provinces, reaching about 900 villages where PRF is active. PRF has conducted the TOT on COVID-19 Prevention for 10 provinces by the end of September 2020. The TOT was held in 3 focal Provinces separately (in Saravan had participants from Savannakhet, Sekong, Attapue a, in Luangprabang had Phongsaly, Luangnamtha, Oudomxay, and in Huaphan had Xiengkhuang attended) participated by 278 people; 90 women. This work will be done by March 2021. More details on the progress will be reported in a separate report by end of March 2021.

The progress of the **Joint Research CDD project under the Chinese fund**: There are 7 teams to carry out the research, 3 teams from Laos (9 researchers), and 4 teams (10 researchers) from Cambodia, China, Thailand, and Vietnam. The project objective is to identify the impact of using the CDD approach in rural development, particularly best practices and policy to promote its concept for rural development and poverty reduction, by employing the experiences of those mentioned countries. The outcome of this research confirms that the involvement of government and non-government organizations both financial and technical support, innovative project implementation mechanisms, capacity building, and targeting of vulnerable groups are all instrumental in the success of all CDD projects of different countries, which had a positive impact on individual and community well-being, on the provision of local government services, and in reducing poverty. The final paper and presentation had been done in December 2020.

Key activities in 2021:

For the six provinces uncovered by AF, PRF will focus on sub-project implementation to ensure that all work will be done by March 2021, if no available budget to continue the work in those provinces, PRF has prepared an exit strategy by listing all key activities that PRF used to support since 2003-2020, including village planning, infrastructure, RMG, CFA concept, DRM, etc. Besides, the exit strategy plans of action describing how an existing intervention of the project intends to withdraw support in terms of resources (financial, staffing). This is important to ensure that aim is not to lose what has been achieved already through previous, and current endeavors while ensuring that the unfinished or new but necessary components are achieved. Lessons learned of the rural development projects to consider the need for donors and supporters of projects, including governments, to think of the process beyond the project, and of transition rather than exit. The local GoL of the six provinces had submitted request letters to the national Government to consider additional financing continue PRF at least 2-3 years to ensure the effectiveness of the transition period instead of exit strategy, and ensure that the local Government can handle the work after ending PRF, and PRF plans to discuss with 6 Provinces on the exit strategy plan in February 2021. The agreed plan will be shared in a separate report. Therefore, it is important to be discussed, and agreed upon during the PRF Administrative Board Meeting, which will be organized in early 2021, after the 11th Party Congress Meeting has been over.

For the 4 AF provinces, we will focus on livelihood, and nutrition which cover the following activities home plot gardens, fodder gardens, animal raising (poultry, pigs, fish, frogs) vaccine chain management, seedling nursery, cattle pens, horticulture crops, fruit trees, non-timber forest products, improved rice varieties, handicrafts, etc., to ensure the quality of work, PRF will cooperate with concerned sectors to provide training on animal raising techniques, crop-growing techniques, watershed management, natural resource management, use of biodiversity for pest management, vaccinations, processing, storage, identifying local, and urban market links through agribusiness enterprises, increasing financial assets, and access to finance. The goal of this work is to ensure that livelihood activity should be able to provide supplementary meals for six months to target groups, and can reduce the number of stunted children in those targeted areas.

The village planning will be started after setting up the VSMC who will employ as VITs, and will work closely with YGs, the type of sub-project will be smaller compared with traditional PRF, and will apply the CFA approach which averages US\$ 14,500 per sub-project, including weirs, ponds, canals, gates, spillways, livestock handling facilities, grain storage facilities, fencing, nursery construction, and other light structures like rural road improvement, and water support.

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 the 2020-2024, called PRF III AF period, this project development objective remains relevant. However, 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 Extension and PRF Additional Financing (2020-2024)

Source of Fund	PRF III extension in FY 2020 (remaining Fund from PRF III 2017-2019 implementation) FY	PRF III AF Original Budget (US\$)
International Development Association (IDA), as the credit amount		22,500,000
Switzerland: Swiss Agency for Development and Cooperation (SDC), with additional funding of US\$ 500,000 for COVID-19 prevention outreach) ²	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

² Detailed progress on the implementation of Additional funding for the COVID-19 prevention shall be report in a separate report.

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 criterion – they are in the 12 nutrition convergence districts and not covered by AFN project, there is a total of 481 villages (the actual number is 465 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 villages³ (75%), the criteria of selection will base on the 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, all key works had continued 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 was used and CFA had been applied to all sub-projects under SDC's funding in this cycle. The budget ceiling had been reduced to about US\$ 14,500 to allow the implementation of more small-scale sub-projects by the community, in line with the CFA approach. Besides, in 2020, the SDC fund also covered the operational costs for the government-funded sub-projects because the GoL fund could cover only sub-project cost and direct transfer to the company instead of the community under the CDD concept. SDC contract under PRF III runs until June 2021, meaning that the current PRF will phase out in 6 provinces during this year. The implications of this last phase should be discussed among PRF Administrative Board members and committee, particularly in the rural areas with the high number of poverty among the ethnic population in those six provinces.

³ The actual number has 231 out of 465 villages, the number of villages was reduced due to the consolidation of village administration, Hydro Power Construction

CHAPTER II: ACHIEVEMENT AGAINST RESULTS FRAMEWORK

2.1 Sub-Project Implementation Progress (Cycle 17, the year 2020).

Due to the COVID-19 pandemic and measures introduced to contain the virus, sub-projects implementation faced some delays, activities resumed in June 2020. Heavy rains in the southern provinces caused access problems to sub-project sites which also cause implementation delays. As of December 2020, 105 sub-projects have been completed, 71 sub-projects are more than 50% complete and 60 sub-projects are less than 50% complete. Considering the delays, SDC has agreed to extend the sub-projects implementation period until 31 March 2021.

All works will be completed by the March 2021 closure of PRF's in 6 provinces. Overall, the average of the implementation progress is about 72.03 %.

For 178 sub-projects under SDC supporting in 2020, PRF has been applying the CFA approach as main to build capacity and ownership for the community. About 294 skilled labors were selected to attend the training of basic concrete and carpenter work, and other related topics on the subproject construction. The selection of the skilled labors who will attend the training at the vocational school based on the types of the subproject construction requirement, for instance, some small-scaled sub-projects will have only one skilled labor such as toilet construction, or repair the gravity-fed system work, and for supplying school equipment will not need to have skilled labors and some sub-projects for infrastructure construction such as irrigations, gravity-fed systems will need to have two skilled labors. The 14 day-training is organized at the district center of each province, and the trainers/teachers are from the Vocational School. The training emphasized on both theory, and practical parts. In the practical part, skilled labors took real action of building the toilet at kindergarten schools. During the construction, PRF staff and the Vocational School teachers coordinate closely to follow up, and supervise them on the job training twice (1 time before construction and 1 time during construction as in the QA/QC guideline of PRF developed by the consultant in PRF II) to ensure the quality of the work done properly. After the work completion, the skilled labors will receive the certificate from Vocational School, under license number of MoE, and Co-signature with PRF Director under SDC funded. (List of sub-projects under the PRF III extension, see Annex 5)

With regards, the progress of sub-projects under GoL funding, all of 58 sub-projects in cycle 17 have been implemented with 38 sub-projects were already completed and 10 sub-projects are nearly complete, and 10 sub-projects are under construction which will be completed by March 2021. The table below shows the combined GOL and SDC supported sub-project implementation progress.

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

Province	Count of Project_ID	Average of progress	Sum of 100%	Sum of >=50%	Sum of <50%	Sum of 0%
Attapeu	30	85.13	8	21	1	0
Luangnamtha	24	91.04	14	9	1	0
Luangprabang	54	96.52	40	14	0	0
Saravane	32	76.5	12	14	6	0

Savannakhet	64	43.28	21	5	38	0
Sekong	32	57.19	10	8	14	0
Grand Total	236	72.03	105	71	60	0

Source: PRF_MIS Monitoring and Evaluation System, December 2020

Remarks: 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 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.

2.2 Achievements against indicators in PRF's Results Framework

2.2.1 Direct project beneficiaries

This indicator defines as the total number of individual household members in households benefiting from community infrastructure and/or SHG support. In the meantime, the number of beneficiaries covering 232 villages, 23 districts of 06 Provinces reached 137,415 people, 67,325 are females (49%) and from 129,200 ethnic groups (94%) from under the support of 236 sub-projects. The beneficiaries of the 4 northern provinces will consider the benefit from livelihood and nutrition as well as infrastructure improvement which would be able to mention in the next report.

Table 3: Number of PRF III extension Beneficiaries

Province	Count of Village ID	Sum of population	Sum of population female	Sum of Ethnic
LuangNamtha	23	8,504	4,150	11,422
Luangprabang	54	31,854	15,359	36,235
Savannakhet	62	45,398	22,491	34,320
Saravan	32	17,963	8,988	16,446
Sekong	32	13,799	6,663	15,146
Attapue	29	19,897	9,674	15,631
Grand Total	232	137,415	67,325	129,200
%			49%	94%

Source: PRF MIS System, December 2020

2.2.2 Female beneficiaries (Percentage)

Based on table 1 above, the total number of beneficiaries is 137,415 people which included a total of 67,325 females equivalent to 49 % which is 1% lower than the project's targeted indicator (50%).

2.2.3 Ethnic beneficiaries (Percentage)

The total number of ethnic beneficiaries is 129,200 people equivalent to 94 % which is 24% exceeded the targeted indicator (70%). (Please see details of table 3)

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

% of PRF beneficiaries (HHs) with access to health services in terms of the 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 09 new dispensaries that PRF supported during 2017-2020, as the result shows that the villagers can reduce the time to access to health service by 88% which 8% higher than the target of PRFIII (80%).

Table 4: % time reduction of accessing to nearest health service

Province	Count of Sector	Before (Min)	After (Min)	Variance
Savannakhet	3	330	80	250
Phongsaly	2	420	2501	395
Luangprabang	3	330	25	305
Oudomxay	1	90	10	80
Grand Total	9	1170	140	1030
			% Time Reduction	88%

Source: Survey data of Monitoring & Evaluation Division 2020

Remark: We calculated only the new villages that there was no health service available before support by PRF from 2017 to 2020.

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

% Reduction in time to access safe water sources, we used 309 water sub-projects supported during the period of PRFIII, in terms of the percentage change in the estimated walking time (minute) to access the nearest safe water source is 82% which is 2% higher than the target of PRF III (80%).

Table 5: % Reduction in time to access safe water

Province	# SPs	Average of Time Before	Average of Time After	Average of Variance
Huaphanh	78	24.72	2.77	21.95
Savannakhet	39	32.90	10.31	22.59
Saravanh	41	53.29	8.05	45.24
Xiengkhouang	18	22.22	3.75	18.47
Phongsaly	8	18.00	1.94	16.06
Louangnamtha	17	25.88	5.41	20.47
Louangprabang	33	32.48	6.24	26.39
Oudomxay	35	28.20	3.97	24.23
Attapeu	12	10.42	5.00	5.42
Sekong	28	17.54	5.00	12.54
Grand Total	309	29.30	5.40	23.92
			% Time Reduction	82%

Source: Monitoring & Evaluation Division 2020

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

This annual report 2020 stated that % of PRF beneficiaries (HHs) with access to all-weather roads in terms of the percentage change in the estimated motorcycle time in terms of minutes from the village center to the kum ban 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 150 road sub-projects (Road SPs) that PRF supported during 2017-2020, the result of this evaluation shows that the villagers can reduce 53.07 % of the time, which is 13% higher than the target of PRFIII (40%).

Table 6: % of PRF beneficiaries (HHs) with access to all-weather roads

Row Labels	# Road SPs	Average of Before	Average of After	Average of Variance
Attapeu	1	20.0	8.0	12.0
Huaphanh	20	48.3	28.7	21.0
Luangnamtha	11	31.9	19.5	12.4
Luangprabang	36	154.3	68.9	85.4
Oudomxay	21	151.9	85.7	66.2
Phongsaly	18	28.1	15.6	12.6
Saravane	12	27.9	14.6	13.3
Savannakhet	26	80.4	22.7	57.7
Sekong	1	25.0	9.0	16.0
Xiengkhuang	4	70.0	37.5	32.5
Grand Total	150	88.8	41.9	47.1
			% Time Reduction	53.07%

Source: Monitoring & Evaluation Division 2020

2.2.7 Reduction in time to access improved schools (Percentage)

We refer to the result of Annual Report 2019, this indicator identified the % of PRF beneficiaries (HHs) reporting improved quality of educational facilities in terms of the 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 the sub-project from PRF. During the period of PRFIII (2017-2020), there are only 16 new schools constructed 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), which is 3.9% higher than the target of PRF III (80%).

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 the World Bank nutrition convergence approach, which will be conducted twice during the 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)

The 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.

Table 7: Number of Kilogram of animal meat produced of PRF III

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

Source: Agriculture and Livelihood Division

Remark: In 2020, due to the issue of COVID-19 outbreaks and also delay of baseline survey under convergence project, therefore, there are no activities related to the kilograms of animal meat produced in the year 2020, this indicator is proposed to calculate by the end of 2021.

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

Community and concerned sectors have brought back non-functioning sub-projects which damaged by the aging construction and natural disaster for rehabilitation. By December 2020, a total of 2,934 sub-projects out of 3,099 sub-projects constructed from 2012-2019 are considered to be functional and in good condition. 165 sub-projects were considered as not fully functioning, where 144 sub-projects (87.27%) of broken sub-projects have been repaired and reused, only 12 sub-projects had been operated in a period then they had been broken and unusable; only 4 unusable sub-projects after the completion. The reason behind sub-projects that are not functioning due to the time used and occurred by disasters beyond the capacity of the community to repair. Therefore, this indicator currently reaches 94.68% (against the target of 80%, exceeding the target of 14.68%).

Table 8: Status of functioning basic infrastructure supported by PRF

Province	#sub-project	#of functioning sub-project	#of broken and repaired	#of broken and unusable SP	#Requested for the budget to repair	# Unusable SPs
Attapue	165	149	11	1	-	4
Huaphanh	696	661	31	4	-	-
Oudomxay	424	418	7	3	1	-
Phongsaly	193	189	1	1	-	-
Luang Namtha	168	157	6	-	-	-

Luang Prabang	350	348	4	-	-	-
Savannakhet	435	406	2	-	1	-
Saravan	202	199	26	-	3	-
Sekong	226	198	25	3	-	-
Xiengkhuang	240	209	31	-	-	-
Grand Total	3,099	2,934	144	12	5	4
Percentage	94.68%					

Source: Monitoring and Evaluation Division, November 2020

Remarks: To evaluate the community ownership, we can consider the villagers' involvement in operation and maintenance, where a total of 144 repaired sub-projects, in which 79 sub-projects about 54.9%, which have been repaired by the community, 24 sub-projects or 16.7% have been repaired by local government, while 15 sub-projects 10.4% have been repaired by company, and 15 sub-projects have been repaired by the Community and Local Government, and other 11 sub-projects 7.6%).

2.2.11 Sub-Project activities implemented (number)

In 2020, 236 sub-projects have been implemented in 232 villages. Sub-projects are divided into 5 categories as there are 80 sub-projects are in line with Public Works and Transportation (PWT)⁴ which is a higher number (34%) compared with the other sectors, following with water/sanitation 66 sub-projects (28%), 58 sub-projects are Education (25%), 27 sub-projects are about Agricultural Sector, and 05 sub-projects are about health. (See details in the table below).

Table 9: Number of sub-projects implemented by sectors in 2020 (LAK)

Sectors	# of sub-projects	%	Sum of PRF and Community Contribution	%	Sum of Community Contribution
Agriculture and Forestry	27	11%	4,188,312,204	11%	340,365,499
Education sector	58	25%	8,415,210,776	22%	500,112,531
Health sector	5	2%	876,576,939	2%	40,795,180
PWT sector	80	34%	12,582,024,950	33%	984,105,585
Water & Sanitation	66	28%	12,450,388,046	32%	554,041,003
Total:	236	100%	38,512,512,915	100%	2,419,419,798

Source: PRF MIS System, December 2020

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 is a total of 2,106 VIT members; 713 are females which equivalent to 33.85% which is 32.85% higher than the project's targeted indicator (31%).

⁴ PWT includes rural roads improvements, bridge innovation, river bank erosion protection ...etc.

Table 10: VIT members that are females

Province	# villages	# Sub-projects	# VIT	Female (VIT)	Percentage (%)
Attapeu	29	30	261	85	33%
Luangnamtha	23	24	216	67	31%
Luangprabang	54	54	486	142	29%
Savannakhet	62	64	567	197	35%
Saravane	32	32	288	126	44%
Sekong	32	32	288	96	33%
Grand Total	232	236	2106	713	33.85%

Source: Monitoring and Evaluation Division, December 2020

Notice: Key responsibility of VIT detail in Annex 15

2.2.13 Number of women selected for RMGs who earn an income

According to the RMG Final Impact Evaluation indicates that the program achieved its core objectives, improving household welfare and women's productive work during the program: The RMG program significantly increased women's engagement in paid work, their earnings, and household income. Notably, an increase in household income was a large fraction of the wage payments made under the RMG program, which suggests that it did not displace other income sources but complemented them to raise household welfare.

The impact evaluation shows that the program increased the probability of women becoming regular earners by 77%, in a context where earning opportunities are scarce: only 7% of women were engaged in non-household income-generating activities before joining an RMG. The program also raised the incomes of beneficiary households by approximately one-third. Much of this increase came directly from the women engaged in road maintenance: their monthly earnings increased by 175,000 LAK (\$19) on average. Interestingly, beneficiaries from relatively less poor households increased their average monthly earnings by 186,000 LAK (\$20), while the average increase for poorer participants was 164,000 LAK (\$18).

The Impacts of Road Maintenance Group (RMG), based on the final impact evaluation of this program show that it significantly increased women's engagement in paid work, their earnings, and household income. Notably, the 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, the 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 an irrigation system has the potential to provide higher yields than rain fed 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 on 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 the target (detail in the table below).

Table 11 Percentage in irrigated areas (Hectares)

Province	Count of Sector	Sum of areas (Ha) before	Sum of areas (Ha) after
Huaphanh	20	172.69	211.28
Luang Namtha	4	52	68
Oudomxay	13	93.237	159.77
Phongsaly	2	19	25
Saravane	4	39	80
Savannakhet	4	19.36	38.86
Sekong	7	101	156.8
Xiengkhuang	2	8.5	10.5
Grand Total	56	504.787	750.21
	% Hectares increase		49.7%

Source: PRF Monitoring and Evaluation Division, December 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 12: 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 per the previous report (PRF III 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 a strong support from the concerned ministry, especially the Ministry of Planning and Investment (MPI) and the Ministry of Agriculture and Forestry (MAF), to have 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. 236 approved sub-projects divided by 216 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 13: The percentage of PRF III sub-projects prioritized by women

Provinces	Number of Sub-Project	Both	By women	Women involved
Attapeu	30	29	1	30
Luangnamtha	24	21	0	21
Luangprabang	54	49	3	52
Savannakhet	64	64	0	64
Saravan	32	25	2	27
Sekong	32	28	1	29
Grand Total	236	216	7	223
%				94.9%

Source: PRF MIS System, December 2020

Remark: During the implementation of PRF III (2017-2020), the gender action plan is 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 details 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 88% of priorities supported by the PRF as part of Cycle XVII are coming from small ethnic villagers, which is 18 % exceeded the targeted indicator (70%)

Table 14: Participation of minority ethnic groups in planning village priorities

Province	# sub-projects	Sum of total participants	Total of female participation	Total of Ethnic
Attapeu	30	1,831	1,137	1,675
Luangnamtha	24	1,084	502	1,084
Luangprabang	54	5,371	3,286	4,639
Saravane	32	2,558	1,492	2,401
Savannakhet	64	6,938	3,919	5,783
Sekong	32	917	491	867
Grand Total	236	18,699	10,827	16,449
%			58%	88%

Remark: PRF MIS System, December 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. Before 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 15: Number of communities able to plan, implement and monitor their activities

Province	# villages	# Sub-projects	# VIT	Female (VIT)	Percentage (%)
Attapeu	29	30	261	85	33%
Luangnamtha	23	24	216	67	31%
Luangprabang	54	54	486	142	29%
Savannakhet	62	64	567	197	35%
Saravane	32	32	288	126	44%
Sekong	32	32	288	96	33%
Grand Total	232	236	2,106	713	33.85%

Source: PRF MIS System, December 2020

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

In the online MIS system, it will count the total number of grievance messages received by paper, phone, or text, which have been satisfactorily addressed and recorded in the PRF MIS system. Due to some channels (letters, feedback boxes) were reported, most feedback has been raised through the meetings. Feedback was regularly received via communication channels offered including meetings, mobiles, etc. The number of feedback received has increased gradually, a large number of feedback is about requesting fund & technical support, particularly in the six provinces uncovered by PRF III AF, during this reporting period, 3,657 feedbacks were received (312 requests for information, 2,882 requests for financial support from PRF, 432 compliments and thanks to PRF and only 4 complaints), of which 100% of complaint feedback have been solved. In 2020, the feedback can be summarized as follows:

Table 16: Classification of feedbacks received from January-December 2020

Province	Additional Information Request	Fund & Technical Support	Compliments/ Thank you	Complaints	Resolved	Others	Total
Huaphan	12	69	1	-	-	-	82
Savannakhet	6	79	4	-	-	-	89
Saravan	-	12	28	-	-	-	40
Xiengkhuang	2	10	-	-	-	-	12
Phongsaly	2	-	-	-	-	-	2
LuangNamtha	-	5	7	-	-	-	12
Luangprabang	275	2,636	378	2	2	27	3,318
Oudomxay	4	29	6	-	-	-	39
Attapue	6	12	-	1	1	-	19
Sekong	5	30	8	1	1	-	44
Total	312	2,882	432	4	4	27	3,657

Source: PRF MIS System, December 2020

Next steps: To ensure the transparency of PRF work it is suggested to provide feedback training to PRF staff at the local level, particularly the young graduate, VIT, VSMC, etc who are the key people who work at the village level and understand the situation and any issues occur in their villages. Due to the technology that has been developed, people can provide feedback through different channels, particularly through the meetings that PRF staffs can be directly noted down to Online MIS for instant feedback and expose to the 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 the 04 Provinces of AF because of the delay of the baseline survey which is expected to complete by the end of August 2020, PRF can access the village only when the survey team gets out from the PRF's targeted villages. Therefore, this indicator we use the number of PRF III which is 9,962 members, for the updated numbers will be informed in 2021.

2.2.23 VSMC members that are female (Percentage)

The VSMC has an important role to support the SHG's program. As of December 2020, VSMC has been set up in 228 villages (out of 231 villages for the first batch) with a total of 1,294 VSMC members⁵, 1,171 females (90.5%) which is 25.5% higher than the target proposed during project preparation. Each VSMC has at least 5 leadership positions among its members which consisting of a Chairperson and four vice-chairs (Annex 12).

Notice: The number 1294 VSMC from 10 districts, missing Mai and BounTai districts in Phongsaly province, which will update soon.

2.2.24 Farmer Nutrition Group member households (Number)

In 2020, the nutrition work has been implemented continuously, Farmer nutrition groups establishment in 231 villages of 12 districts, 4 provinces with a total of 249 FNGs with a total of 5,528 FNG members, which comprised of 1,191 pregnant women, 987 lactating mothers, 1,008 Child aged 0-5 months and 3,350 of 6-23 month-child. Which over 5,313 HHs⁶ involved in FNGs after setting the groups in November-December 2020 (Annex 12).

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

According to PAD 3134 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 are 56.6%.

⁵ This is missing the data of Mai and Bountai districts in Phongsaly province which will be updated soon.

⁶ 5313 HHs in FNGs from 10 districts.

CHAPTER III: PROGRESS AND ACHIEVEMENTS BY COMPONENT

COMPONENT 1: SUB-GRANTS AND PLANNING

As mentioned in Annual Report 2019, the team remain focusing on the next step of community development work as well as the 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.

1.1.1 Community development and planning

In 2020, the planning can be implemented in the 6 provinces under the PRF III extension. The existed KDPs of PRF III were reviewed, while the planning process in the 4 provinces can be implemented in January 2021 after the SHGs and VSMC are completely set up in the target place since the main emphasis of key activities is focusing on livelihood links nutrition activities and utilizing CFA for a small scale infrastructure implementation.

1.1.2 Engineering works (RMG, CFA, DRM)

During this reporting period, it focuses 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.

The implementation of CFA and GoL sub-projects in Cycle XVII was delayed comparing to the previous Cycle of PRF, the sub-projects review, survey, and design of the sub-projects at villages were implemented during in the rainy season especially in the Southern part of Laos. Therefore, the engineer team could not access the site, and had to wait until the water level decreased, and during the COVID-19 pandemic, the districts located along the border of the country were closed and the community was not allowed to move in or out of the villages, and the engineering team could not access the villages. Therefore, the actual implementation of SDC funded subprojects in Cycle XVII started the construction in in the duration of November – December 2020 excluding GoL funded sub-projects. Some of the subprojects required time to complete until the end of March 2021, the implementation of Cycle XVII was more special than other cycles.

Based on the agreed activities in the mission in November 2020, and the safeguard guideline for PRF III on “ Raise awareness and measures to avoid UXO risk to the villagers especially RMG members, and to address all possible environmental risks related to Community Health and Safety that maybe occur during the implementation of Cycle XVII CFA sub-projects” in December 2020, PRF prepared the invitation for a consultation meeting with the National Regulatory Authority for UXO/Mine Action Sector in Lao PDR office (NRA), and the meeting agreed to send the NRA team to the site for inspection and to ensure the quality control of UXO Clearance. The inspection mainly focused on the construction subprojects that will have the UXO risk to the community during the foundation preparation. The NRA team inspected the 6 bridges construction at Nong districts, Savannakhet province which were at a high risk of UXO in those areas, and these subprojects will be implemented by the community with CFA procedure. The result of the inspection will be reported separately in January 2021.

1.1.2.1 Road Maintenance Group

In 2020, there are 48 Road Maintenance Groups (RMGs) have been completely established, 204 poor women families become members covering 6 provinces, 20 districts, 37 road sub-projects (in 2018 and 2019). The total length of the road to be maintained 193.5 km which is less than in 2019 (338.34 Km). The implementation began at the beginning of February 2020 and will be ended by the end of March 2021, with a total of LAK 1.24 Billion (US\$146.024) will be used for such activity, then PRF will hand over to the community and concerned sector in each target district to continue and manage. The quality of the work is certified by public work engineers at each district. Despite the measures to contain the COVID-19 pandemic, the communities are still active in their village's boundary, and the payment continues in each district with no deduction. RMG has provided many advantages for the community as it can connect women for income which help their family's living condition better while women do not have to work on heavy machinery for the road maintenance work and the access roads to their community get improved in a good condition. In some provinces, it was reported that the husband or son in family members were helping women RMG members with the road maintenance in case of sickness or unhealthy or big removing of the landslide. It shows that RMG has been an important alternative income during the pandemic for the families.

The program achieved its core objectives, improving household welfare, and women's productive work during the program: The RMG program 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, which suggests that it did not displace other income sources but complemented them to raise household welfare.

1.1.2.2 Community Force Account

The impact of Community Force Account (CFA) which is considered to be the core of the CDD process is one of the successful stories. In the past, most sub-projects under PRF were carried out by contractors hired by the Village Implementation Teams (VITs). The contractors were responsible for the implementation of the entire subproject, while the communities were 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 sub-contracted to local suppliers. In the case of more complex sub-projects, some critical activities may also be sub-contracted 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).

The main success of the CFA model is the capacity of the skilled labors to finish the sub-project construction with good quality. The skilled labors are the factors to upgrade their skills, then the community selected two people to work for their villages, the selection process was a volunteer by comparing the experience of each candidate. The criteria of PRF set for the local community with minimum skilled labor related to the activities of the sub-projects for example, an experience in the brick building, pipe fixing, and be able to read and write...etc. these two people will sign the agreement with the head of the village for attending the training, and after finishing the comprehensive training course, the skilled labors will receive the certificate issued by the

Provincial Vocational School and they have to return home to build their infrastructures. otherwise, they will be fined with a double cost for a 2 week-training. Also, before starting the work, the skilled labors will sign a contract for the construction of the sub-projects with VITs.

In 2020, the positive progress had been made, including reviewing the village development plan (VDP) with target villages, following with organizing the District Development Plan Meeting with concerned sectors in all 23 districts. The training of trainer (TOT) was delivered in Sekong Province with total participants 72 people, and 12 women, in Savannakhet with 52 people and 17 women, and in Luangprabang with 96 people and 38 women. The training covered various topics, especially for the implementation steps, in terms of procurement, financial management, environmental and Social safeguard framework, and disaster risk management. Those training topics would become as knowledge, and capacity building for the community and VITs. In actual work, the number of 178 sub-projects (planned 175) had been selected in the list. Then, the survey and design of sub-projects were conducted by the engineering team to evaluate the actual cost to compare with the maximum ceiling (US\$ 14,500) that PRF already proposed.

1.1.2.3 Quality Control

Since the CFA approach requires the labor-intensive procedure, a new method for PRF, and whole the sub-project implemented by the community, so the quality of the subprojects is the main issue for PRF staff in 6 provinces. To ensure the quality of the subprojects, SDC hired the two consultants to work with PRF, a Quality Assurance Advisor, and an 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 the village level. The QC of the subprojects will be certified by 4 layers, for example, firstly the teacher at vocational school visit the construction site and on the job training and follow up during implementation, secondly, the VIT and community do the daily inspection, thirdly PRF Engineering staff will monitor in two times per week, fourthly the district authority visits for two times of implementation in beginning and before handing over subproject to the community.

1.1.2.4 Disaster Risk Management and Emergency System

Since the year 2009 Ketsana storm impacted the South of Lao, it flooded many provinces and PRF was involved in emergency recovery and bring back better. PRF has developed a manual, guideline, and various forms to work on the DRM, especially the construction of subprojects at a safe location and low impact to infrastructures. The DRM assessment form has been developed and trained to all staff in 10 provinces. At the beginning of 2020, PRF hired consultants to review the manual and guidelines, the manual was reviewed and developed into two guidelines, one was Disaster Risk Management and Emergency Management System (EMS). The two guidelines were applied and trained to all staff at 10 provinces, the EMS was a useful tool to use at the village level for the emergency report to the center especially for bush fire and fast flood. At the end of 2020 world bank hired other consultants to reviewed and improve the manual and adding the livelihood security part into the manual, four new posters for the community and VDO. These tools will be trained by the consultant to focal person from two divisions, Community Engineering division and livelihood division in January 2021, and target villages will be trained by two Divisions. In 2020, there are 5 sub-projects affected by flood in Luangnamtha provinces in July and 11 sub-projects in Savannakhet province in August 2020, and those data have been recorded and entered into the new

MIS system and all cases have been promptly reported to concerned sectors and PRF for the response. All cases have already been solved.

COMPONENT 2: Local and Community Development Capacity Building

In 2020, most of the important keys remained are capacity-building activities which mainly focus on strengthening the community's capacity. During this reporting period, various pieces of training, TOT and workshop have been conducted in different levels consisting of 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**
 - RMG Training on the approach of RMG implementation and how to implement RMG by the community. And the technique of RMG for district levels such as PWT, PRF, representative of village organization, and some villagers in Sekong and Attapue Provinces with a total of 49 participants, 19 women.
 - Training on DRM for PRF staff at all levels to improve the ability of PRF staff on Disaster Preparedness and Response.
 - CFA Training was conducted in 06 Provinces involved by 389 participants, 112 women. The objective is to agree on the project implementation and guideline of CFA to be used and all staff understands how to implement the project.
 - 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 LAK, and US\$ 5.4 Million from SDC funding with 167 staff, including 41 women who participated in the meeting. The objective is to strengthen knowledge and technical capacity to all staff about the principles and regulations 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 a total of 164 participants; 41 women. The CFA approach will be applied to all sub-projects' implementation under the SDC fund.
- **For the 4 Provinces under the PRF III AF**

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 training is concerned about livelihood and nutrition activities as follows:

 - TOT for the nutrition teams who will work with villagers to carry out the nutrition (For Phongsaly, and Oudomxay)
 - TOT for district nutrition staff from PRF Huaphanh and Xiengkhuang Provinces on nutrition knowledge in Huaphanh Province
 - Training on Basic Nutrition, and how to conduct the Village Orientation, and how to set up the FNGs in Huaphanh Province
 - Training of Nutrition and Livelihood work on Project Implementation, and building capacity for PRF staff of Phongsaly and Oudomxay
 - Training on basic nutrition of mother and child, how to mill for premix and cooking.

- Livelihood orientation meeting, and training to YGs to ensure that district staff, and YGs understand about the livelihood activities and key works.
 - Training for Self-Help Groups, and Microfinance Accounting system to District staff.
 - (4 districts of Huaphan Province: Kuan, Xamtai, Xone, Huameung and 2 districts of Xiengkhuang Province: Nonghat, and Kham) to ensure that district staff can effectively transfer knowledge to YGs and have understood about the livelihood activities and key works.
 - Training for technical skills in agriculture, animal husbandry-veterinary, and family investment plan to PRF District team and Young Graduates. (2 districts of Oudomxai Province: Lah, and Namoh) to introduce the basic knowledge of technical livelihood activities. District staff, and YGs can effectively transfer knowledge to Village Self-Help Group Committees. The YGs can lead people to form action groups and for food security and produce goods to generate incomes for the family.
 - For the details about meetings and training to prepare the work for 4 provinces, we completed orientation for local government and PRF staff in 12 districts of AF, following by training of trainers (ToT) for young graduates, and district staffs to support villagers in SHG establishment and setting up VSMC after Baseline Survey completes.
 - PRF focused on providing a training to new Livelihood Young Graduates (LYGs) on the use of 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 into 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 was 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.
 - Also, PRF completed the handing over ceremony of the sub-projects, activities, and some equipment to the 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 PRF III. However, due to the Covid-19 outbreak, Virtual meetings through Cisco Webex had been served for meetings and training during the travel restrictions.
 - Other meetings with concerned sectors at national and provincial levels have been organized several times to discuss the coordination for the project implementation, and the way forward.
 - Training on COVID-19 pandemic Prevention through awareness-raising and information delivery, The main objective is 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 viruses for 10 provinces which organized in 3 focal provinces such as in Saravan, Luangprbang and Huaphanh Provinces with the total of 278 participants, 95 females.

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

In PRF III, the Government agreed to co-finance with a total amount of US\$ 6 million (LAK 48 billion). During 2017-2020, only LAK 35 billion that the GoL has allocated to implement 136 sub-projects in those targeted provinces. By the end of 2020, the request for the remaining LAK 13 billion (US\$ 1.63 million) had been submitted via MPI to the National Assembly (NA) for approval to complete the last batch of 55 sub-projects in the six provinces where PRFIII is active. There are 4 options discussed in the last mission (November 2020), including: (1) additional contribution from SDC or other donors to cover the operational costs; (2) implement the 55 projects in the 4 AF Provinces and/or use the resources from the PRF III AF; (3) handover the sub-projects to be implemented by the local authorities, such as district level (4) inform MPI that PRF will not be in a position to absorb the requested budget. WB expressed its reservation to Option 3, as safeguard and financial compliance need to be ensured. Both SDC and the World Bank confirmed that no fund is budgeted, and available from SDC and IDA (PRF III AF) for financing the operation cost required. The PRF management was encouraged to seek further direction and solution from the PRF Board, which is chaired by MAF's minister. The PRF management was requested to write a formal note to WB and SDC detailing which options and solutions were envisaged.

Therefore, proper implementation will be done unless a solution can be found, this is important to discuss during the PRF Board Meeting and find the solution. This PRF Board Meeting was postponed due to the GoL was busy with the preparation for the 11th Party Congress of Lao PDR which will be organized during 13-15 January 2021, this meeting will come up following the establishment of the new Party leadership, it is expected that the new prime minister and government cabinet posts will be announced in the coming months by the National Assembly. In this situation, we can propose the PRF Administrative Board Meeting in March 2021.

3.9.2. 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 (*see Annex 12*)

The first draft of the Annual Budget and Work Plan for FY 2021 has been submitted to the World Bank since last December 2020 in a total budget: US\$ 7,746,959.

and allocated in the 4 different project components as follows:

Component1: Community Development Grants

Component2: Local & Community Development Capacity building

Component3: Project Managements

Component4: Nutrition Enhancing Livelihood Developments

3.9.3. External Audits

The PRF Financial Audit for the fiscal year 2019 (January 1 - December 3, 2019) was conducted during February - March 2020, with a report that already submits to the donors in June 2020, the Financial Audit has been submitted without the management letter on a key finding from the auditor.

The (PRF III + PRFIII AF) Financial Audit for fiscal 2020 (January 1 - December 31, 2020) will be conducted during February - March 2021.

3.9.4. Disbursement

As of December 31st, 2020, the disbursement ratio reached 99% for the IDA credit 5827-LA equivalent 100% due to the conversion exchange rate from XDR to US\$. For IDA credit 65060 the disbursement ratio reached 5% of the total budget PRFIII AF. For the Swiss Agency for Development Cooperation (SDC) disbursement rate reached 91% and Government co-financing contribution reached 65% and the SDC-COVID19 disbursement rate reached 43%.

Table 17: PRF III Disbursement (as of December 31, 2020)

Fund Source	Total Budget Allocated (US\$ million)	Disbursement as of December 31, 2020	Disbursement (Percentage)
WB (IDA credit 5827)	30,000,000	29,712,975	99%
WB (IDA credit 65060)	22,500,000	1,155,620	5%
SDC	18,000,000	16,361,084	91%
SDC-COVID19	500,000	213,682	43%
GOL	6,000,000	3,870,469	65%
TOTAL:	<u>77,000,000</u>	<u>51,313,830</u>	<u>67%</u>

Source: PRF FA Division, December 2020

During the reporting period, the PRF has preceded withdrawal application (SOE “statement of expenditure) from the donors for a “ total amount of US\$ 29,712,975 from IDA credit 5827; US\$ 1,155,620 from IDA credit 65060; US\$ 16,361,084 from SDC and US\$ 3,870,469 from Government contribution).

Table 18: Summary of funding received and disbursed as of December 31, 2020 (US\$)

Fund Source	Fund Received FY 2017-2020	Expenditure FY 2017-2020	Percentage of expenditures
WB (IDA credit 5827)	29,712,975	29,712,975	100%
WB (IDA credit 65060)	2,504,800	1,155,620	46%
SDC	17,975,000	16,361,084	91%
SDC-COVID19	470,000	213,682	45%
GOL	3,870,469	3,870,469	100%
TOTAL:	<u>54,533,243</u>	<u>51,313,830</u>	94%

Source: PRF FA Division, December 2020

During the reporting period (January-December 2020), PRF has spent US\$ 7,530,765 including US\$ 4,199,853 to support sub-projects and village planning (80%). US\$ 772,013 was disbursed for the capacity building, IEC materials, and sub-project monitoring activities (69%). US\$1,678,492 was used for project management activities (87%) and US\$ 880,407 supported Livelihood and Nutrition activities (18%).

Table 19: Expenditures by component (January-December 2020) in US\$

Description of Component	Budget for 2020	Expenditures to December 31, 2020	Percent expended (%)
Community Development Grants	5,259,850	4,199,853	80%
Local & Community Development Capacity building	1,114,626	772,013	69%
Project Management	1,924,956	1,678,492	87%
Nutrition Enhancing Livelihood Development	4,850,696	880,407	18%
TOTAL	13,150,127	7,530,765	57%

Source: PRF FA Division, December 2020

3.3.2 Monitoring and Evaluation

A comprehensive monitoring and evaluation system has been set up to track whether PRF III AF is proceeding according to its principles and whether it is meeting its stated objectives. The M&E system has been progressively strengthened throughout PRF III AF implementation where the project support changed from the beneficiary at the community to household levels, project's priority change from infrastructure improvement to livelihood and nutrition ones, thus, it is important to develop a system that people can access and make data entry to the system.

In 2020, the M&E team could provide comprehensive data and information to present the outputs and outcomes of PRF, through a result framework evaluation and reporting system. Key data of infrastructure improvement, CFA, RMG, etc., mostly implemented in the six-provinces uncovered by AF, while the four provinces under AF focused only on local capacity building to concerned staff, following with SHGs and FNGs establishment by the end of November and December.

By the end of the year, the MIS web-based system has been completely developed, which aims to enable the 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 systems including the location of sub-projects, capacity-building information, and data, DRM signaling when a serious disaster occurs or disease pandemic, feedback from community, livelihood, and nutrition with basic data will have appeared to the system. For this new updated system, we focused on the data concerned livelihood and nutrition which is a key to project components of PRFIII AF.

In 2020, to ensure the quality of data and information, it is compulsory to get the right person with M&E skill, knowledge of database, data validation, and verification, computer skill, the person who understands the overall work of PRF work to work in the four AF provinces, this person is critical to follow up on implementation progress, conduct M&E capacity building at the local level, *conduct data auditing, conduct refresher training of staff at the local level on data collection and monitoring, evaluate data, collect lessons learned and case stories/best practices, etc in each target province and district. In this case, we agreed to revised the TOR of staff under PRFIII AF by adding the M&E role and proposed one staff at the provincial level to hand over this work.*

3.3.2.1 Management Information System

The new MIS is the mixed feature between the Solomon site (<http://www.sirdp.org.sb/>) and the Cambodia site (<http://mis.leapcambodia.org/>) and also adding new features of the system likes nutrition, DRM, Feedback, and DRM, the system is almost fully functioning by the end of November 2020. Compared with former PRF, this system is easier to access and use, the online and offline MIS had been developed, the front page of the new MIS can access through www.prfmis.org and the admin part can access it through www.admin.prfmis.org, for the admin part can access the system only with a username and password provided by project staff (This is to protect the system). Key data of project activities had been entered into the system and appeared to the system.

MIS TOT training for provincial and district staff was organized for one time in November 2020 with a total of 38 participants, 07 females. These are selected staff at the province, district, and YG who have computer skills with high motivation and commitment to join the session. By the end of 2020, the basic data of SHGs and FNGs were entered into the system by YGs, including the data and information of SHGs, SHG members, and member profile, etc., additionally, the basic data of FNGs formed also entered into the system.

Furthermore, besides the Online MIS system, the MIS has been using other data analysis sources and tools to ensure 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

The new MIS system is linked with project mapping (GIS), where we can see the location of each infrastructure funded by PRF, which aims to follow up the progress of work as well as its status after handing it over to the community and concerned sectors. It is useful 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 had been 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. The team will develop the system to report the progress of work through the MIS system, where people can easily access, but we have to make sure the capacity of local staff to process the work, thus it is suggested to organize the online report training to local staff at least twice per year and also should provide training to local people in community monitoring and reporting, particularly the VSMC, VIT, etc.

3.3.3 Procurement

In December 2020, the Procurement Unit has accomplished several activities planned as follows:

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

1. 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 specified in the structure have been completed.
2. Completed the procurement of office equipment including tablets for village PRF staff (young graduate) and projectors for PRF district office, for which the goods were received 15 July 2020;
3. Completed the procurement process of cooking 248 sets for village nutrition group, for which the Request for Quotation was issued on 6 August 2020, the quotation opening was organized on 21 July 2020, the contract was signed on 27 August 2020, and all cooking set was received on 25 September 2020;
4. Completed the procurement process of mills 248 set for village nutrition group, for which the Request for Quotation was issued on 30 July 2020, the quotation opening was organized on 17 August 2020, the contract was signed on 25 August 2020, and mills were received on 10 September 2020;
5. Completed the procurement process of office equipment including of smartphone, mini-projector, microphone, and speaker for 248 villages nutrition group, for which the Request for Quotation was issued on 20 July 2020, the quotation opening was organized on 10 August 2020 and the contract was signed on 27 August 2020, and all goods were received on 5 December 2020;
6. Completed the procurement of producing, printing, and publishing the Information, Education and Communication (IEC) for village nutrition group, for which the Request for Proposal was issued on 30 July 2020, the bid opening was organized on 17 August 2020, the contract was signed on 26 August 2020, and the printings were received on 22 September 2020.
7. Completed the procurement process of material protection COVID-19 for the community under SDC COVID-19 Pandemic Prevention Project, for which the Request for Quotation was issued on 22 September 2020, the quotation opening was organized on 16 October 2020, the contract was signed on 23 October 2020, and the material was received and delivered to community on 30 November 2020;
8. Completed the procurement process of small speaker for the community under SDC COVID-19 Pandemic Prevention Project, for which the Request for Quotation was issued on 28 September 2020, the quotation opening was organized on 16 October 2020, the contract was signed on 26 October 2020, and the material was received and delivered to the community in the middle of December 2020;
9. Completed the procurement of printing of COVID-19 Protection Poster for the community, for which the Request for Proposal was issued on 22 September 2020, the bid opening was organized on 16 October 2020, the contract was signed on 22 October 2020, and the posters were received and delivery to the community on 29 November 2020.

Notice: In the plan is 248 villages but the actual is 231 villages to be first support of PRFIII AF in those 4 provinces.

➤ **Sub-projects**

1. Completed preparation of the Sub-Project Procurement Plan for Cycle 17 for the sub-projects under the SDC fund (178 sub-projects) to be implemented in 6 provinces (Luang Namtha, Luang Prabang, Savannakhet, Salavay, Sekong, and Attapue);
2. Organized the procurement training in each district center for sub-projects under the SDC 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. At the end of December 2020, all 178 sub-projects of cycle 17 in 6 provinces (Luang Namtha, Luang Prabang, Savannakhet, Salavan, Sekong, and Attapeu) under the SDC fund have been signed contracts with the communities.

3.3.4 Human Resources/Staffing

In alignment with the operational structure of the PRF III AF, 281 positions are holding at the Central Office, 35 districts under 10 targeted Provinces. Currently, female staff reaches 38.08 %, which is higher than the target of about 8.08% while ethnic group staffs show 23.13 % of the total staffs. Of course, women and ethnic groups are always encouraged to apply for PRF positions.

Table 20: Number of staffs in all levels

Location	Total	Female	Male	Ethnic group
Centre	33	8	25	3
Huaphanh	46	21	25	5
Xiengkhuang	38	20	18	11
Oudomxay	13	7	6	2
Phongsaly	47	18	29	27
Luangnamtha	17	5	12	7
Luangprabang	23	11	12	3
Savannakhet	22	7	15	0
Saravane	16	2	14	1
Sekong	20	6	14	5
Attapue	6	2	4	1
Total	281	107	174	65
%	100	38.08	61.92	23.13

Source: Human Resource unit, December 2020

Regarding staff turnover recordings from January-December 2020, the percentage of change reached 7.34 %, which equivalents to 21 resigned staffs, including 6 women (Please see Annex 7). However, Since the PRF III AF was initiated following 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.

3.3.5 Communication Technology and Information

- **Information Education and Communication (IEC)**

1. Managed and updated the Village Information Board and the PRF boxes were improved in 178 villages where received sub-projects in 2020 at 6 provinces which are funded by the Lao Government and SDC. Most information has been updated related to PRF's principles, information related to the sub-projects, livelihood activities, RMG, CFA, etc.
2. Regularly released the information via Lao national radio/television and Lao star channels as well as the daily newspapers, monthly newspaper, and magazine of the Lao Women Union in both English and Lao languages and also campaign with the information via MAF's media around 230 articles.
3. The IEC team also developed 24 clips and 1 spot about teaching and learning equipment and clothes for the student in Rural areas, related to (1) PRF principles; (2) CFA, RMG, and also CDD research, Livelihood, Nutrition, and GESI, and Draft of Rural Development Planning meetings, Progress of implementation of the project at all levels, succeeded of PRF capacity building activities which uploaded on PRF website and Facebook as well.
4. In addition, the IEC team supported Livelihood and Nutrition Sectors producing IEC tools from the existing tools from MOH and MAF for training FNG and SHG members at 231 villages, 12 districts, 4 northern provinces.
5. The daily articles and photos related to PRF work at all levels were also disseminated/shared through Facebook (PRF Fund) with an average of 16 posts per month and approximately 30 times shared per each posted. Up to now, there are 2.838 friends and also 1.914 people following and more than 12.386 views of the Facebook site, while in one year the number was rapidly increased to more than 2.971 friends and it tends to be increased day by day because it is easy to access. Most posts are about the highlighted activities and achievements of PRF at each level.
6. In 2020, the IEC team completed developing on news writing knowledge, effectively for taking picture and scripts manual, as well as KineMaster programming for developing short script (3-5 minutes) of PRF works for all PRF staff;
7. September 1-13, 2020 completed a workshop on Communication Technology Information for Huaphanh and Xiengkhuang PRF staff which organized at Xiengkhuang province;
8. In between 24-29 September 2020, completed a workshop on Communication Technology Information for Phongsaly and Oudomxay PRF staff which organized at Oudomxay province;
9. In July 2020 Completed Draft Communication Technology and Information of PRF strategy;
10. Completed update Covid-19 manual and IEC tools for use in the training of trainer of PRF staff in 10 provinces and the PRF staff continue organizing this training for villagers at 900 targeted villages.

- **Information and Technology Works:**

- Completed update a manual on IT and rule and regulations for effectively using the computer for PRF staff;
- Completed develop manual on using Tablet and developed rule and regulations for effectively using the tablet for PRF staff at 4 provinces PRF III, Additional Fund;
- Completed update a manual on Using and maintaining ICT at all levels including Young graduate;
- Regularly provide services and manage IT for online meeting and training of PRF's activities
- Completed training on the use and maintenance of tablets for staff in 4 AF provinces
- Created User manuals and training on the use of Zoom and WebEx for central and provincial staff
- Improved online conferencing tools, equipment, and software to use them more efficiently.
- Check Fix Assets on 6 Provinces under SDC fund.

COMPONENT 4: LIVELIHOOD AND NUTRITION

4.4.1 Livelihood

SHG formation and Saving: The savings in 1st three pilot villages of 20 SHGs ⁷ have generated reasonable progress even though under difficult conditions such as seasonal production and rainy season. As of the end of December 2020, the total scores of SHG meeting attendance by members have been higher than 90 % as effect to savings reached US\$ 3,696. This indicates the collective understanding of members about SHG's objectives and goals.

In September 2020, the situation of the COVID-19 pandemic across the country was relieved and unlocked as announced by GoL that allowed Baseline Data Survey to commence its first data collection in the 231 target villages which started in late October 2020. Two weeks later, the establishment of SHGs in those 231 target villages have started accordingly by YGs. As of 31st December 2020, A total of 936 SHGs have been formed in 228 villages or 98,7% from the target villages, 11,975 members have enrolled in SHG from which female members is 90.64% (10,855 females). There are 1,294 VSMC⁸, of which 1,171 are women (90.5%), these people will help to support SHG activities in their villages together with YGs.

After having VSMC and SHG Committees are on board and functioning, so far the members have started saving in a total of 61,925,000 LAK in 33 villages, 142 SHGs, 1732 SHG members. Mostly in the second meeting conducted. Before start saving, the SHG Committees have been introduced about recording saved money into individual membership passbook and also recording into SHG Meeting Book, then savings are kept with a cashier of each owned-SHG. Comprehensive bookkeeping and accounting procedure will be trained to VSMC during the next or 3rd SHG meeting.

SHG Lending/Number of loans taken: The internal lending started among SHG members of three pilot villages through the last six months 2020. So far 76 members (69 females) have taken a loan of US\$ 2,500. The majority of loans are emergency such as transportation to health stations, education stuff for kids, and buying rice when shortage. However, the loan takers still respect to

⁷ Within 936 SHGs consisted of 11,975 members from which are 10,836 female members (90,62%) and 100% are from ethnic group and 85% female VSMC members who can read and write.

⁸ This is from 10 districts, still missing Mai and Bountai distict in Phongsaly povinces, which will update soon

repay their loans as per commitment, they have been able to repay principal capital and interest to their SHG.

SHG member incomes and livelihood status: In 3 pilot villages, Module 4 on FIP and Livelihood training has been conducted in Oct 2020 to 20 existed SHGs. The Livelihood training topics were divided into two main sectors as Agriculture-livestock and non-agriculture sectors. Poultry raising techniques, goat raising as well as fish pond raring were trained to 181 members⁹, traditional weaving was trained to 33 members, and the rest of 13 members selected to invest in small trading activities such as running mini-shops, mobile traders. After training and practicing FIP, only 175 FIPs of members were selected and submitted for seed grants of 20,397 US\$ from PRF which were transferred to 3 VSMC Bank Accounts as details are shown in the below table.

Table 21: Number of SHGs and SHG members as of December 2020

Provinces/Districts	Total Vill in 1 st Group	# vill done SHGs	# SHG	# Total members	# Female member
1.Huaphanh	66	64	269	3,163	2,991
Huameuang	23	22	105	1,135	1,107
Kuane	15	15	58	772	680
Sone	4	4	23	299	253
Xamtay	24	23	83	957	951
2.Oudomxay	19	19	93	1,080	1,076
La	5	5	25	319	318
Namor	14	14	68	761	758
3.Phongsaly	81	81	325	4,424	3,642
Boontai	15	15	71	913	485
Khua	27	27	113	1,503	1,471
May	24	24	81	1,197	888
Samphanh	15	15	60	811	798
4.Xiengkhuang	65	64	249	3,290	3,127
Kham	29	29	126	1,831	1,798
Nonghed	36	35	123	1,459	1,329
Grand Total	231	228	936	11,957	10,836

Source: www.prfmis.org (December 2020)

Notice: There are still 4 villages that are processing and will be complete in early January 2021 and we will update the data in the above table soon.

⁹ 96 members of goat raising groups, 80 members of poultry and 11 members of Fish Pond.

4.4.2 Nutrition

The period of PR FIII AF (2020-2024) will be mainly focused on nutrition in 12 districts, 4 northern provinces. It is estimated that in the 200 new target villages there are about 7,000 women and children in the 1,000-day window. 7,000 women and their children aged under 2 years will directly benefit from FNGs (meals), the set-up of home nutrition gardens, and multi-media peer nutrition learning. Therefore, in 2020 there are many nutrition activities in those target districts such as the training on basic nutrition, project orientation, and farmer nutrition group formation were organized for PRF staffs, which organized in three locations: Boun Neua District, Phongsaly province for Oudomxay, and Phongsali Province there were 42 participants, 12 are women, 14 are ethnic people. In Xamneua district for Huaphane province, there were 38 participants, 18 were women, 9 ethnic people and in Paek district For Xiengkhouang Province, there were 54 people, 22 female, 8 ethnic people.

During October – November 2020, the Village Orientation Meeting was held in 231 villages (1st batch of PRF 3 AF) in 12 districts of 4 provinces.

In December 2020, the training on B1 (maternal and child nutrition, premix preparation, cooking with recipes for children aged 6-23 months, and how to organize FNG meetings was attended by district nutrition staff and livelihood staff, district health staff, NYG, and LYG. The training was held in Oudomxay Province on 14-19 December 2020 for Oudomxay and Phongsaly Provinces and in Xiengkhouang Province on 21-25 December 2020 for Xiengkhouang and Houaphanh Provinces.

As YGs have been working in 231 villages, so far 248 FNGs have been established with a total of 5,834 FNG members, which consist of 1,207 pregnant women, 1,453 lactating mothers, and 3,174 child aged 6-23 months.

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 February 2021 and the pilot of buffalo dairy in Homephan village will be closed in late March 2021.

4.4.3 Lessons learned and Challenges of 3 pilot villages

Challenges:

- It is difficult to recruit qualified district nutrition officers and nutrition young graduates (NYG), especially the NYG out of 45 people on board only 15.6% have relevant education background (Health and Medical Sciences), 46.7% are local people, 35.5% are ethnic groups and, 66.5% are women;
- Setting up an FNG is difficult because some villages have few members (2 to 6 people), but others have too many members (more than 40), in which case it will be difficult to hold group meetings. Some villages have many hamlets far from the central village, in which case additional FNG settings and additional cooking sets are required.

Lesson Learned from the 3 pilot villages:

- The VSMC bank account needs to be set up immediately after the SHG has been created, so the subsidy budget for the 6 months for FNG's meals will be transferred to the village on time.
- The 8th of the FNG meeting should be arranged in conjunction with the WB convergent project to increase coordination and working together.
- PRF community facilitator will not receive any incentives like other WB convergent projects
- Visiting FNG's members by FNG committees was found to be difficult especially in the ethnic villages due to education limited and the problem of communication.
- Lack of available land for HNG nearby residential areas.
- The shade house for NHG is usually good for rainy season production because that where water can be well managed. However, the shade house was constructed in the dry season which is very dry and warm. To replace giving plastic sheets for shade houses, it is recommended to provide pot and some equipment for pot gardening.
- The buffalo dairy pilot project has made little progress due to various difficulties for the farmers, such as how to care for it, there is no grassy land because the village is located in a mountainous area, etc., and is not accepted by peoples.

CHAPTER IV: SPECIFIC ACTIVITIES

4.1. Social and Environmental Safeguard Information

For Cycle XVII, a total of 236 sub-projects have received approval and are located in 232 villages with a total of 15,697 household beneficiaries. The increased number of sub-projects is based on the village development list. The table below summarizes data on Cycle XVII and the impacted households.

Table 22: 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) ¹⁰	0	
5	# Of total approved Sub-Projects in DSEDP	236	
6	# Sub-Projects	236	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 was 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 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

¹⁰ 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.

MIS online system. Furthermore, the map can also signal during a 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 training.
- EMS training on emergency coordination and structure was conducted with all PRF Province and District Offices.
- The EMS structure was simplified and updated.
- M&E: The Damage Assessment function was integrated with the MIS system. Several additional options were recommended and will be defined in detail.
- The DRM assessment methodology is being reviewed. A new methodology for agricultural risk assessment is being developed.
- ToT training on community risk assessment and emergency report for all PRF field offices
- Conducted VIT training on DRM and risk assessment in the community on the CFA project
- Develop a guideline on VIT implement training in CFA project on DRM

4.3. Gender Equality and Social Inclusion (GESI)

Despite more than halving poverty between 1993 and 2019, the Lao PDR still shows wide inequalities. The poverty rate stands at 24% in rural areas, compared to 7% in urban areas. Moreover, poverty in Laos has a clear gender dimension which has become wider in recent years, with the opportunities and wages available to women decreasing against those for men, particularly among ethnic groups in rural areas of Laos. PRF is one the GoL's project to find an appropriate solution to narrow the Lao PDR's gender gap and ensure that women and ethnic people involved in project activities and earning income, PRF encourage the high number of women and ethnic group participation in rural development, including in planning work (3 out of 5 of village priorities should come from women group, 75% of beneficiaries should be ethnic group, RMG should be women member, etc.)

During the implementation of PRF III (2017-2020), the gender action plan has applied with different PRF's activities such as planning, implementation, operation and maintenance, RMG, SHGs, VSMC, and FNGs. In livelihood work through the SHG initiative that strongly encourages women participation as well as nutrition which focuses on supporting pregnant women and lactating mothers as target priority which indicates that women are strongly involved. 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.

In 2020, RMG workers are the selected women (100%) in the village and so far, 937 SHGs have been established with a total of 11,975 members while the total of females had reached 10,855 equivalents to 90.67%, while VSMC has 741 females (65%) of 1140 VSMC members. By the end of December 2020, 248 FNGs have been set up with a total of 5,834 FNG members including 1,207 pregnant women (21%) and 1,453 lactating mothers (25%).

In December 2020, the operational structure of PRF III AF shows that PRF has 281 in total staff which included 107 females (38.08%) which is 8.08% higher than target while 23.13% of the total staff are from ethnic minority groups which are 1.53% higher than 2019. Women and ethnic groups are always encouraged to apply for job opportunities. The position of livelihood and nutrition (YGs) are widely open for local people to apply especially women who reside in the local base are encouraged. Throughout the last 4 year-period, PRF has shown that encouraging women in project activities and provided an opportunity for women to take part in all priorities, and women received benefits from activities through skills improvement, income generation, peer to peer learning, and better behavior change for their living condition.

4.4. Donor missions, cooperation, and partnerships

Even though the outbreak of COVID-19, PRF also worked closely with the World Bank Team and Swiss Agency for Development and Cooperation (SDC) on 6-23 April 2020. The main objectives of the meeting are: (a) to review progress in the implementation of existing PRF III including administration, finance, procurement, social and environmental issues in other action, (b) evaluate the performance of the PRF III with Ongoing projects such as infrastructure projects, SHGs, nutrition activities; (c) Evaluate the implementation of the activities of PRF III AF including staff recruitment, awareness-raising, training and pilot activities; And (d) to assess the status of activities under SDC's support in 6 provinces, but not included in the IDA-funded activities of the PRF III AF.

November 16-19, 2020, PRF has worked with SDC on the mission of the field trip to Luang Namtha Province. The Objectives of the field visit are 1. To take stock and monitor the progress of PRF III's implementation (Cycle 17) in 6 provinces (Component 1 and 2) funded by SDC and GoL, which phase is due to end in June 2021. Including monitor the progress of the PRF's COVID-19 prevention activities, under the SDC's additional funding. 2. Review the implementation status of the PRF III Additional Financing (AF) - Livelihood and Nutrition activities (Component 4) in the 4 Northern provinces funded by World Bank that started in 2020 and will run until 2024 (not funded by SDC). The second part is on the Mission by virtual meeting (Webex) to support the implementation of the PRF III AF was held on 19-25 November 2020. The main objectives of the mission are: (a) to review the implementation status of the PRF : (i) The activities of the PRF III AF in 4 target provinces (Huaphanh, Phongsaly, Oudomxay, and Xieng Khouang) which will be winding down in March 2021 (b) discuss the challenges of the PRF III AF's implementation during the COVID-19 outbreak and to see on agreed actions which need to be addressed; (iii) to discuss on coordination and cooperation with the Ministry of Planning and Investment and the convergence of nutrition projects under the World Bank fund; (iv) Introducing the new World Bank Task Team Leader Mr. Benjamin Burckhart (Senior Social Development Specialist). The status of the agreed action is detailed in Annex 8.

About the partnership with a multi-sector nutrition convergence program financed by the World Bank, the PRF team joined different meetings organized by MPI as well as the project, including the planning to have a village scorecard where each project can contribute the outcomes of each project to the guideline developed by Convergence expert. To follow up on the progress of convergence work, during the donor mission in November 2020, a meeting was organized with all four convergence project task teams, Project Management Units, and MPI Coordinator to update each other on the implementation status and to discuss coordination mechanism. It was agreed that

coordinating the delivery of the Social Behavioral Change Communication (SBCC) between the four projects will be prioritized. The coordination under the leadership of MPI will be critical over the coming months or early 2021 to ensure an effective convergence of activities on the ground. The progress of work will be detailed in the next report.

4.5. Other activities uncovered by PRF III AF

4.5.1. COVID-19 project activities

Organize the TOT trainer on COVID-19 pandemic prevention to PRF staff, Gol concerned sector such as from Health, LWU, Agriculture and forestry and Education sector at provincial and district level. The training was organized in 3 locations (1) in Luang Prabang Province, on October 22-23, 2020 for 15 districts of 4 provinces (Phongsaly, Luang Prabang, Luang Namtha, and Oudomxay) with a total of 113 participants, 28 were women. (2) In Huaphan province, October 26-27, 2020 for 6 districts of 2 provinces (Huaphan and Xiengkhouang province) with a total of 43 Participants, 18 were women and (3) In Saravan province, 22-23 October 2020 for 14 districts of 4 provinces (Savannakhet, Saravan, Sekong, and Attapue province) with 123 participants, 44 were women. These training courses were trained and follow with the guidance of the Ministry of Public Health and Lao Women Union with a total of 278 participants, 95 females. The training on Covid-19 pandemic prevention for 900 villages and 92 schools to date (December 2020) approximately 70% completed, the rest will be completed in January 2021.

4.5.2. The CDD Joint Research Project

This project aims to exchange and share policies and best practices on CDD among LMC countries, including the experience of Cambodia, China, Laos, Vietnam, and Thailand. According to the finding of this joint research project, there are several stories considered to be best practices which can be highlighted as below contexts:

- **The methodology and process of CDD** are suitable for rural development, where the investment and implementation are managed and done by the community. Through the decentralized policy and created development atmosphere, where villagers are key implementers and local government is key supporters to reach the target. The budget is directly allocated to poor villagers, they received training from the project, they are key decision-makers about their community development, which operate on the principles of transparency, participation, accountability, and enhanced local capacity.
- Then we considered the lessons learned from existing programs can be considered as the **concept** of one group which can be passed on to another group, facing a similar set of circumstances or tasks. In brief, the concept of CDD is underlying under empowerment to villagers, Communities have greater voice and choice and enhanced accountability, transparency, and participation. Based on the experience of Laos, **the CFA approach** is considered to be a key concept of rural development that the other development partners can use, where the community is involved directly in the implementation and received full benefit from the activities both employment and income generation. Also, this work should link with livelihood activities, for Thailand we can use the **OTOP** concept, where villagers create income on their own, where the program allows an opportunity for villagers to think and decide among themselves, Vietnam we can use the experience of **Sa Pa** as to promote the local potential resource to link with tourism promotion and also agricultural production, in China this approach becomes model for poverty red reduction program of the Government, etc.

- Utilizing best practices can **minimize the development gap**, which can save both time and budget and assist in improvement in organizations and individual leadership and management practices. The finding of this joint research confirms that the impacts of CDD could minimize the development gap between urban and rural location through different channels. This is proved by the study of China case, CDD could help to improve transportation network linked community to market that generated income to a poor community and minimized development gap between urban and rural areas, it helps to improve the use of budget in poverty reduction project through the direct allocated budget to the community (avoided long processing of transferring).

The sustainability of CDD under this Joint Research Project should be anchored with existing contextual systems (Government) and processes (decentralization). There are multi factors that influence the sustainability of each country, then we combine all together which can summarize key factors influence in long term perspective of CDD, including:

- Establish enabling institutional and policy frameworks through relevant institutional and policy reform. Fostering an enabling environment includes: (i) responsive decentralized local governments and inter-governmental arrangements; (ii) a conducive legal and regulatory framework that supports community action; and (iii) clear sector policies with clear roles and responsibilities for key players in each sector.
- **Make investments respective to informed demand:** Rules of program or project should facilitate informed choice so communities can select priority options and enterprises that are within their capacity and that they can afford to operate in the long run.
- **Build participatory mechanisms for community control and stakeholder involvement.** The involvement of all stakeholders should be sought throughout all phases of the CDD project cycle.
- **Ensure social and gender inclusion.** Explicit gender-sensitive approaches are needed to ensure that CBOs incorporate the interests of groups that are often excluded, including women, minority groups, remote communities, and the poorest women and men.
- **Invest in capacity building of CBOs.** Building the capacity of CBOs and promoting relationships with formal support institutions are productive investments in themselves, but should include explicit exit strategies.
- **Facilitate community access to information.** Facilitating flows of information with all groups in a community in terms of program contents and rules, linkages with government and markets, and good practices of CBOs is an essential component.
- **Develop simple rules and strong incentives,** supported by monitoring and evaluation. Community access to resources should be governed by simple rules and procedures that are easy for communities to interpret and apply. Participatory monitoring and evaluation is an important tool for community assessment of its performance.
- **Maintain flexibility in the design of arrangements.** Program design should be reviewed and adjusted periodically, as necessary. Procedures should ensure direct feedback from the community on program performance that can feed into project restructuring.
- **Design for scaling up,** which is to ensure that approach of CDD is aligned policy of the individual country and ready to apply to nationwide. To have a broader impact on a country's poverty, CDD needs to spread simultaneously in many communities, while respecting the unique features of specific communities. Key aspects of design for such scaling-up include mobilizing administrative and political support, adopting decentralized approval and disbursement processes, devolving responsibilities to communities, clustering activities in the program, keeping procedures simple, monitoring and evaluating both processes and outcomes, and promoting networks among CBOs.

- **Invest in an exit strategy.** Exit strategies for external support are vital. Permanent institutional and financial arrangements are required for recurrent services, at a cost that can be supported over the medium and long term.

CHAPTER V: CHALLENGES ENCOUNTERED IN PRF III AF

5.1. Key Challenges

As we have known that the PRFIIAF has covered only 4 provinces (Phongsaly, Oudomxay, Xiengkhouang, and Huaphanh), which will operate until 2024, while in other six provinces (Luangnamtha, Luangprabang, Savannakhet, Saravan, Sekong, and Attapeu), if there is no available budget to cover the PRF's work in those PRF has to close all activities in those provinces by March 2021, then it is questionable whether GoL or other development partners can hand over the work in those areas, especially to provide sufficient resource (financial and technical support), if not the GoL should seek some additional budget from any potential sources of funds (e.g. other development partners, private sector, NT2 revenue). Otherwise, the poor villagers may lose their opportunities to involve in development, the community-driven development approach (CDD) under PRF will be disappeared, CDD is considered to be a tool of Sam Sang direction. Also, the impact of COVID-19 pandemic, national disaster in 2020 (typhoon, flooding, etc. in the south: Savannakhet, Saravan, Sekong, and Attapeu), and together with closing PRF in these provinces which will cause to increase the number of poverty and development gap between urban and rural areas of Laos. Therefore, it is necessary to find additional fund from different donors and also the Government contribution to address this issue and ensure that PRF can continue its work until 2023, which is considered to be a tool to contribute to poverty reduction and leave out the list of LDCs by 2024 and SDGs by 2030.

The other challenges¹¹ of PRF over 17 years can be summarized as below:

- Scaling up the PRF's approach to the national program is still considered to be a challenge because of several aspects, including the limited funding and human resource that the government of Laos could provide, many countries used this approach and funded by the Government, such as Indonesia, Vietnam. This approach should be added and discussed among key decision and policymakers in Laos.
- Harmonizing the development plan between PRF and the Government is considered to be a key challenge for the implementation of PRF since there are different approaches and time scale, this would suggest having strong cooperation in the same direction, therefore, the Government and Donor(s) should organize a meeting related to this work.
- The limitation of the Government co-financing to directly support CDD and also the regulation of MOF that cannot allow transferring the state budget to community account has become a challenge of the PRF's CDD work, it would suggest discussing and adapting some financial regulation that creates the opportunity to the poor community to receive the fund as the fund of donor's support.

¹¹ International Journal of Advanced Multidisciplinary Research ISSN: 2393-8870

- Limited availability of the government staff at the grassroots level to follow up and supervise PRF's activities due to the limited number of staff with multiple numbers of projects to manage at the community level.
- Increase the occurrence of natural disasters that also might affect the sustainability of the investment made at the village level, especially storm and flash flood. This is important to continue the DRM work with the local government and also the ministry of Labor and Social Welfare to handle any issues which will occur in the future.

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 that 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 the 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 goes on after handing it over to the community.
- Maintain flexibility in the design of arrangements for all target villages, with simplified manual and guidelines 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 nationwide, PRF suggested using the CFA approach for rural development and poverty reduction in Lao PDR.
- Invest in an exit strategy, which is considered to be a 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 the available budget for them to follow up the work with PRF, then the Government should allocate a special budget for concerned sectors to support the community in quarterly.

Besides, in order to support the sustainability concept of PRF, we can have a look at the finding of the 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 the community direct benefit from the project, employment, income, and using those constructions.

5.3. Exit Strategy Plan and Request by Local Authority

Exit strategy and sustainability concepts: To set the ground for the discussion on the exit strategy, it is questioned about 1) what are the key features of an exit strategy? what is sustainability? , in case of sustainability, it should be considered ‘Ability or capacity for the intervention to go on beyond a specific project life’ and ‘The capacity to continue with the project activities when the project has ended’, besides, the exit strategy plan of action describing how an existing intervention of the project intends to withdraw support in terms of resources (financial, staffing). This is important to ensure that aim is not to lose what has been achieved already through previous and current endeavors while ensuring that the unfinished or new but necessary components are achieved. *Lessons learned of the rural development projects to consider the need for donors and supporters of projects, including governments, to think of the process beyond the project, and of transformation or transition rather than exit.*

Due to the exit strategy plan of 6 provinces will be acted at the end of March 2021 and the concern of continuing tackling poverty objective in the province, the request of the local authority is to continue PRF work in those provinces for at least 2-3 years to do the transition period instead of the exit strategy, to ensure that the local Government involved and understood about PRF work. The requested letters from Savannakhet, Huaphan, and Saravanh provinces were sent to the GoL (Ministry of Agriculture and Forestry) to request for continuing PRF work in their province.

The Vice Provincial Governor of Savannakhet Province has issued the Letter of Proposal No. 2275/PAFO dated 23 November 2020 to H.E Minister of Ministry of Agriculture and Forestry on the continuation of the supported fund to those districts which remaining high poverty rates such as Sepon, Nong, Phin, Attasaphone, Thapangthong, Phalanxay, and Sonboul districts.

The request letter No.0100/PAFO.SRV, from the Provincial Department of Agriculture and Forestry of Saravanh Province, was submitted to MAF to request the GoL to consider the additional budget to continue the work under PRF, to fight poverty in their province, particularly in the isolated location that PRF used to support.

In addition, the Provincial Department of Agriculture and Forestry on behalf of the Poverty Alleviation Fund Project Coordinator of Huaphan Province has proposed to the concerned authorities to continue support, administration, and monitoring SHGs as detailed follows:

- 1). The district administration should be empowered by the District Office of Agriculture and Forestry in the name of promoting the fund monitoring activities as usual such as collecting money from members after the end of the loan agreement and bringing the loan to new members continuously.
- 2). As the project is closed in two districts, therefore, the district administration should be in charge of the fund. Besides, direct the relevant offices to write a proposal for the project to request the

annual administrative adjustment budget of the province (Provincial Planning and Investment Department) to continue to manage the fund sustainable.

3). Not consenting any party to use the fund for other purposes contrary to the fund policy and regulations.

CHAPTER VI: PLANNED ACTIVITIES AND BUDGET in 2021

Key activities in 2021, for the six provinces uncovered by AF, PRF will focus on sub-project implementation to ensure that all work will be done by March 2021, if no available budget to continue the work in those provinces, PRF has prepared an exit strategy by listing all key activities that PRF used to support since 2003-2020, including village planning, infrastructure, RMG, CFA concept, DRM, etc. Besides, the exit strategy plans of action describing how an existing intervention of the project intends to withdraw support in terms of resources (financial, staffing). This is important to ensure that aim is not to lose what has been achieved already through previous and current endeavors while ensuring that the unfinished or new but necessary components are achieved. Lessons learned of the rural development projects to consider the need for donors and supporters of projects, including governments, to think of the process beyond the project, and of transition rather than exit. Therefore, it is important to be discussed and agreed upon during the PRF Administrative Board Meeting, which will be organized in early 2021.

For the 4 AF provinces, we will focus on livelihood and nutrition which cover the following activities home plot gardens, fodder gardens, animal raising (poultry, pigs, fish, frogs) vaccine chain management, seedling nursery, cattle pens, horticulture crops, fruit trees, non-timber forest products, improved rice varieties, handicrafts..etc., to ensure the quality of work, PRF will cooperate with concerned sectors to provide training on animal raising techniques, crop-growing techniques, watershed management, natural resource management, use of biodiversity for pest management, vaccinations, processing, storage, identifying local and urban market links through agribusiness enterprises, increasing financial assets and access to finance. The goal of this work is to ensure that livelihood activity should be able to provide supplementary meals for six months to target groups and can reduce the number of stunted children in those targeted areas.

The village planning will be started after the formed SHGs and FNGs have been trained and VSMC who will employ as VIT established to work closely with YGs. The type of sub-project will be smaller compared with traditional PRF and will apply the CFA approach which averages US\$ 14,500 per sub-project, including weirs, ponds, canals, gates, spillways, livestock handling facilities, grain storage facilities, fencing, nursery construction, and other light structures like rural road improvement and water support.

The detailed work plan of division and unit from January-December 2021 (Annex 16).

6.1. Finance and Administration plan for 2021

- VIT training on Finance and Procurement to communities
- Study visit on implementation of CFA for communities.
- PRF staff refresher training Provincial and District FA & Microfinance.
- Supporting Services (Staff performance review and renew contract).

- Equipment (procurement process).
- Works (office maintenance).
- Incremental Operating Costs.
- Preparation report of the year-end budget and expenditure progress of 2020.
- Submission of Interim unaudited financial report (IFR) for the period (Oct-Dec 2020) to the WB by February 15, 2021. period (January – March 2021) to the donors (WB) by May 15, 2021. The period (April – June 2021) to the donors (WB) by Jul 15, 2021; period (Jul – Sept 2021) to the donors (WB) by Nov 15, 2021; and period (October-December 2021) to the donors (WB) by February 15, 2022;
- PRF FA at the Central level plans to complete transfer the 3rd accountability meeting cycle 17 during January-February 2021.
- Follow up/Complete payment process to contractors for GOL sub-projects contribution of cycle17 during January-March 2021 and 58 GOL sub-projects contribution of FY 2020.
- Preparation of Annual budget and work plan of FY 2021-2022.
- Preparation report of GOL SP of cycle17 to Department of Rural Development and Cooperatives, MAF
- PRF FA at the central level will prepare the PRFIII AF replenishment document for IDA 6506 during January-March 2021.
- Preparation Financial statement and supporting documents for External audit and Donors inspection FY2020 for PRFIII + PRFIII AF, SDC funding, and COVID-19 Source.
- PRF FA/FM supervision to the target areas twice a year.
- Preparation of closing 6 PRF provinces and district office and hand over all activities to Local government during July-September 2021.
- Preparation of PRF Board meeting.
- Coordinate closely with MPI for the GoL co-financing of 13 billion kip for PRF

6.2 Procurement and Human Resource

PROCUREMENT ACTIVITIES PLAN FOR THE NEXT YEAR 2021

The Procurement Team plan to carry out the following activities:

- Conduct the bid opening for goods and consultant services as mentioned in the PRF III_AF Procurement Plan;
- Prepare the Sub-Project Procurement Plan of cycle 17 under IDA fund to be implemented in 4 provinces (Houaphan, Xiengkhouang, Odomxai, and Phongsaly);
- Organize procurement training for Village Procurement Team before conducting the procurement process of sub-project of cycle 17 under IDA fund;
- Assist the Village Teams to conduct the quotation opening and evaluation process for sub-projects in cycle 17 under IDA fund.

6.3 Work Plan of Information Education and Communication (IEC)

1. Develop Communication Technology and Information Strategic Plan 2021-2025
2. The daily articles and photos related to PRF work at all levels will be developed for disseminating or sharing through Facebook (PRF Fund) and uploads to PRF Website as

well as sent to newspaper organizations which is a partnership with PRF targeted 1 news for two days,

3. Develop short video clips about 2-5 minutes to support the PRF (1) PRF principles; (2) CFA, RMG, and also CDD research, (3) Livelihood, Nutrition, and GESI, (4) Meetings, Workshop, training, and capacity building, (5) Progress of implementation and the success story of PRF project activities. The short video clips are for national and local institutions as well as public information dissemination including concerned sectors, and people. The model SHG, model Beneficially of PRF of Livelihood, Nutrition and capacity building activities would be developed which uploaded on PRF website and Facebook as well for uploads to PRF Facebook, PRF Website.
4. Design and printing orders services from Nutrition, Livelihood, and Community Engineering well be developed if any requested from the sectors
5. Summary of all documents for support distribution to the participants of PRF Training, meetings and Workshop as requested from organizers of PRF sectors.
6. Organize IEC Refreshing training and monitoring and evaluation for district staff and the young graduates of 4 provinces 12 districts PRF III Additional Fund.
- **Annual Work Plan of Information Technology (IT)**
 1. Collect all documents and information from each sector at PRF Center to save and store in the Hard disk;
 2. Improve all IT manuals and rules and regulation for organizing Refreshing training on IT for PRF Provincial, District and Village staff in 4 PRF III, AF provinces;
 3. Regularly providing services and maintaining the use of IT equipment at District and community levels as well as online meeting and training of PRF activities;
 4. Improve Using manuals and training on the use of Zoom and WebEx for central and provincial staff if needed;
 5. Improved online conferencing tools, equipment, and Software for efficiently use in the conference, meeting, training, or workshops
 6. Update, uploads, and maintain PRF website
 7. Provide services for maintaining and resolution IT problems as requested from PRF staff at all levels

6.4 Monitoring and Evaluation

- Community monitoring and evaluation supporting (internal evaluation for indicators)
- Monitoring and Evaluation Capacity Building /Training
- Community assessment/SHG & FNG performance training
- MIS Online Improvement and training (Form use & data checking) (February-April, July, and December 2021)
- Other Consultant (If needed)/ SHG/FNG performance evaluation
- Follow up the work in 4 provinces under AF (January-December 2021).
- Semi-Annual Report and Annual report of PRF in 2021.
- Providing training to responsible persons in 6 provinces during the Transition Monitoring and Evaluation Mechanism (2nd week of March 2021)
- Enhancing the M&E manual (details in Annex H) and developing additional M&E tools. It includes developing develop tailor-made guidelines for staff involved in M&E at the local level district and village. (March 15, 2021)

- Provide the training for all concerned staff on their role in M&E (including top management if feasible) once each staff roles and responsibilities have been defined in detail. It entails developing a capacity-building plan, training materials for the training of trainers, training for LYGs and NYGs, and other local staff contributing to M&E activities (May 15, 2021).
- Follow up with an external consultant to carry out the PRFIII evaluation during March-June 2021.

6.5 Agriculture and Livelihood work

In 2021, the key work of livelihood will focus on various activities in 231 villages to strengthen SHGs as well as VSNC which can be summarized as below:

- Procurement and Handing over the Inputs to SHGs (January-February 2021)
- Procurement and Handing over the Inputs to VSMCs (January-February 2021)
- Procurement of the Inputs to PGs (March, September 2021)
- Training of SHG Leaders and Book Keeper on Module 1: Poverty Analysis, Module 2: SHG & Its Management, Module 3: Finance Management & Book Keeping (January-February 2021)
- Opening Bank Accounts for VSMC (February 2021)
- Training of SHG Leaders and Book Keeper on Module 4: Livelihood, FIP & MIP and Assessment of FIP (February 2021)
- Training of SHG members on Module 1: Poverty Analysis, Module 2: SHG & Its Management, Module 3: Finance Management & Book Keeping, Module 4: Livelihood techniques FIP & MIP Writing" (January-February 2021)
- Preparation of FIP and Submission to PRF for Seed Grants (February – March 2021)
- Training of VSMC members on Module 1: Objective of VSMC, Module 2: Roles & Responsibilities of VSMC, Module 3: Finance Management & Book Keeping of VSMC (January – February 2021)
- Potential SHG Assessment and Establishment of PG (August – September 2021)
- Livelihood Training on Farm, Livestock & Non-Farm activities for SHG Members (January – February 2021)
- Training of PG members on Module 2: Value Chain, Module 3: Quality Management, Module 4: Collective Procurement & Marketing (March-April and October-November 2021)

6.6 Nutrition

The key works of nutrition are now focusing on providing training (ToT) for District Nutrition staff and YGs. The main activities of nutrition included Farmer nutrition groups, Home nutrition gardens, Multi-media Peer Learning which will be implemented from January to December 2021 can be summarized as below:

- Providing the training B1 “Child nutrition, mill and premix” to 231 villages (January – February 2021)
- Continue supporting the budget of initial food subsidy for 6 month period (January-June 2021)

- Providing the training A3 “fish power and other food processing for GOL and PRF/YG, and implementation of the designer for FNG cooking book and M&E materials such as Home Visit Sheet (February-March 2021)
- Continue the activity of Buffalo Diary Technical Consultancy by LBDF
- Providing seed/seedling for home nutrition garden
- Providing training 1 and 2 on the seasonal agricultural crop for dry and rainy season for FNG members
- Home nutrition garden support contract, 4 years (Direct contract, CLICK)
- Continue the multi-media peer learning support contract (Direct contract, CLICK) in January 2021
- Continue providing phone credit to village Video team in 231 villages (February 2021)

6.7 Community Engineering

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

The implementation in the 6 Provinces will mainly focus on CFA, RMG, and DRM which can be summarized as below:

1. Community Force Account (CFA)

- Follow up the sub-projects implementation, inspect the quality of sub-projects under CFA and GoL (January-February 2021)
- Conduct the meeting on summarizing CFA implementation to have conclusion and lessons learned to adapt the manual and other forms with donors and concerned sectors on 3rd week of March 2021
- Follow up the training on O&M of CFA (January-February 2021)
- Conduct the study visit of technical + procurement + financial staff to exchange lessons in Saravan Province. (January 2021)

2. Road Maintenance Group (RMG)

- Follow up the implementation of RMG (4th week of January 2021)
- Conduct the meeting on summarizing RMG implementation to have conclusion and lessons learned to adapt the manual and other forms with donors and concerned sectors on 3rd week of March 2021
- Prepare the Letter of Notification on continuing RMG work until the end of January 2021

3. Disaster Risk Management (DRM) + EMS

- Prepare the Letter of Appointment for responsible persons on disaster reporting from 10 provinces.
- Produce the VDO Clip and posters about work of DRM related to CFA sub-projects
- Provide training on the utilization of VDO Clip to PRF staff
- Provide training on the utilization of developed manual for staff in 10 provinces (to evaluate the risk of disaster in the area of agriculture)

4. Closure of 6 provinces

- Summary of achievement, training on O&M of sub-projects (CFA, RMG, GoL) which planned to close at the end of March 2021.

In 4 Provinces, we will focus on:

- Training on Village Development Plan with the community including DRM and Environmental issues. (January 2021)
- Work with the community to do VDP (January 2021) after the SHG and FNG have been trained.
- Conduct the District Coordination and Planning Meeting (2nd week of February 2021)
- Provide training on technical, procurement, environmental and social safeguard, and DRM
- Provide the training on survey and design of the sub-projects under CFA to PRF engineer (February 2021)
- Provide ToT for district staff on step and process of CFA sub-project implementation (1st week of March 2021)
- Conduct the village sub-project confirmation meeting (1st week of March 2021)
- Provide training on technical + procurement and financial management for VIT and selected skilled labors (1st week of March 2021)
- Follow up the CFA sub-project implementation (March-April 2021)
- Provide training on O&M to the community (1st week of May 2021)

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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				
Ethnic Beneficiaries (Percentage)	70	70	70	70	70		70
Actual		82.91	94				
% reduction in time to access a health facility (Percentage)	-		80				80
Actual		87.12	88				
% reduction in time to access safe water sources (Percentage)	-		80				80
Actual		81.00	82				
% reduction in travel time from village center to kumban center due to road improvements (Percentage)	-		40				40
Actual		46.38	53.07				

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 reported during the PRF extension and AF period
Actual		7.52					
% of sub-project activities of high technical quality (Percentage)	85	85					85
Actual		92					
% of PRF built infrastructure in a functioning quality (Percentage)	80		80				80
Actual		94.98	94.68 ³				
# of sub projects implemented (Number)	1,426	2,800					3,440
Actual		3,099	3,334				

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 165 sub-projects not fully functioning which is 5.3%

% of Village Implementation Team (VIT) members that are female (Percentage)			31				40
Actual			33.85				
Number of women selected for Road Maintenance Groups who earn an income, as a % of the number of poor households in the village (Percentage)		8	16				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	92				
% of PRF KBs participating in DSEDP process promoting PRF KBPs and/or VDPs (Percentage)	75	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
Actual		95.00	95				
% of PRF III sub-project prioritized by women (Percentage)	91.00		90.00				90.00
Actual		93.00	94.9				
% of PRF III sub-projects prioritized by ethnic group (Percentage)	70.00		70.00		70.00	70.00	70.00
Actual		84.91	88				
# of communities able to plan, implement and monitor their activities (Number)	1,124	1,450					1,736
Actual		1,695	1,727 ⁵				

⁴ Overall, the program works as intended, increasing household welfare during the program. It increases women's earnings and improves household welfare. 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.

⁵ We use the number of 32 new villages that just received sub-projects in 2020.

% of registered grievances that are addressed according to agreed procedures (Percentage)	90		90	90	90	90	90
Actual		98.97	100.00				
% 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	90.5				
Number of Farmer Nutrition Group member households (Number)	0.00		7,200				14,300
Actual			5,313 ⁶				
Percentage of SHG members who take at least two loans (Percentage)	0.00		35.00	35.00	50.00	80.00	80.00
Actual		56.68 ⁷					

⁶ In the semi-report 2020, there were 113 FNG members HH in the 3 pilot villages. After the baseline survey was done, 249 FNGs have been set up in 231 villages, 12 districts which included 5,313 FNG member HHs.

⁷ 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










Table 1: Status of functioning basic infrastructure supported by PRF











Province	#sub-project	#of functioning sub-project	#of broken and repaired	#of broken and unusable SP	#Requested for the budget to repair	# Unusable SPs
Attapue	165	149	11	1	-	4
Huaphanh	696	661	31	4	-	-
Oudomxay	424	418	7	3	1	-
Phongsaly	193	189	1	1	-	-
Luang Namtha	168	157	6	-	-	-
Luang Prabang	350	348	4	-	-	-
Savannakhet	435	406	2	-	1	-
Saravan	202	199	26	-	3	-
Sekong	226	198	25	3	-	-
Xiengkhuang	240	209	31	-	-	-
Grand Total	3,099	2,934	144	12	5	4
Percentage	94.68%					

Source: Monitoring and Evaluation Division, November 2020


Remark: To evaluate the community ownership, we can consider the villagers' involvement in operation and maintenance, where a total of 144 repaired sub-projects, in which 79 sub-projects about 54.9%, which have been repaired by the community, 24 sub-projects or 16.7% have been repaired by local government, while 15 sub-projects 10.4% have been repaired by company, and 15 sub-projects have been repaired by Community and Local Government, and other 11 sub-projects 7.6%).


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		
Indicate here:		
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		
Type of Disaster or Hazard		
		
Flood <input type="checkbox"/>	Landslide <input type="checkbox"/>	Storm <input type="checkbox"/>
		
Heavy Rain <input type="checkbox"/>	Fire <input type="checkbox"/>	Wind <input type="checkbox"/>
		
Drought <input type="checkbox"/>	Insect infestation <input type="checkbox"/>	Epidemic <input type="checkbox"/>
Other <input type="checkbox"/>		
<div style="border: 2px solid blue; padding: 5px; display: inline-block;"> _____ </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, December 2020

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

Provinces/Sectors	Sum of #SubProject	Sum of SDC	Sum of GOL
Attapeu	30	23	7
Agriculture and Forestry sector	2	1	1
Education sector	14	12	2
Health sector	1	1	0
PWT sector	2	0	2
Water & Sanitation	11	9	2
Luang Namtha	24	19	5
Agriculture and Forestry sector	5	4	1
Education sector	5	5	0
PWT sector	8	5	3
Water & Sanitation	6	5	1
Luangprabang	54	42	12
Agriculture and Forestry sector	6	5	1
Education sector	10	4	6
Health sector	1	0	1
PWT sector	26	22	4
Water & Sanitation	11	11	0
Saravane	32	25	7
Agriculture and Forestry sector	6	5	1
Education sector	3	2	1
PWT sector	8	5	3
Water & Sanitation	15	13	2
Savannakhet	64	44	20
Agriculture and Forestry sector	3	0	3
Education sector	11	10	1
Health sector	3	2	1
PWT sector	35	23	12
Water & Sanitation	12	9	3
Sekong	32	25	7
Agriculture and Forestry sector	5	1	4
Education sector	15	13	2
PWT sector	1	1	0
Water & Sanitation	11	10	1
Grand Total	236	178	58

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

Provinces	Sum of SDC	Sum of NOL budget	Sum of Community Contribution	Sum of PRF and Communities Contribution
Attapeu	23	8,117,455,766	200,824,247	8,318,280,013
Luangnamtha	19	2,701,271,465	489,390,093	3,190,661,558
Luangprabang	42	8,578,120,198	80,3876,580	9,381,996,778
Saravane	25	4,199,271,405	306,139,284	450,5410,689
Savannakhet	44	8,585,232,137	436,770,780	9,022,002,917
Sekong	25	3,911,742,146	182,418,814	4,094,160,960
Grand Total	178	36,093,093,117	2,419,419,798	38,512,512,915

Source: PRF TA Division, December 2020

Annex 6: Summary of staff training conducted during Reporting Period

Divisions/Units	Name of the training course or workshop	Date	Main objective	Participant	Female
PMT	Annual Review and strengthening to PRF staff in 6 provinces under FRFIII Extension	March 2020	To introduce 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 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 a 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, the functioning status of infrastructure, SHGs, etc...	80	37
ME	Training on how data entry, MIS web-based system (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 (For Phongsaly and Oudomxay)	42	12
Nutrition	Nutrition TOT	21-24/07/2020	TOT for district nutrition staff from PRF Huaphanh and Xiengkhuang Provinces on nutrition knowledge in Huaphanh Province	38	8
Nutrition	Training on Basic Nutrition and how to conduct the Village Orientation and how to set up the FNGs in Huaphanh Province	26-30/8/2020	Training on Basic Nutrition and how to conduct the Village Orientation and how to set up the FNGs	54	22
Nutrition	Training on Basic Nutrition in Xiengkhuang Province	1-6/9/2020	Training on Basic Nutrition and how to conduct the Village Orientation and how to set up the FNGs	158	61
Nutrition	Training on Nutrition and Livelihood in Oudomxay Province	22-23/9/2020	Convergent training of Nutrition work and Livelihood work for PRF staff	98	27

Nutrition	Training on COVID-19 Prevention in Luangprabang Province	22-23/9/2020	Training on how to prevent COVID19 pandemic through awareness-raising and information delivery, how to make a facemask, and knowledge	115	40
Nutrition	Training on COVID-19 Prevention in Saravan Province	22-23/9/2020	Training on how to prevent COVID19 pandemic through awareness-raising and information delivery, how to make a facemask, and knowledge	119	42
Nutrition	Training on COVID-19 Prevention in Huaphan Province	26-27/10/2020	Training on how to prevent COVID19 pandemic through awareness-raising and information delivery, how to make a facemask, and knowledge	44	13
Nutrition	Training on basic nutrition of mother and child, how to mill for premix and cooking	14-17/12/2020	Training on basic nutrition of mother and child, how to mill for premix and cooking	64	28
Nutrition		21-24/12/2020	Training on basic nutrition of mother and child, how to mill for premix and cooking	86	46
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
Livelihood	Training for Self-Help Groups and Microfinance Accounting system to District staff. (4 districts of Huaphan province: Kuan, Xamtai, Xone, Huameung)	29/06/- 07/07/2020	To ensure that district staff can effectively transfer knowledge to YGs and have understood about the livelihood activities and key works.	46	21
Livelihood	Training for Self-Help Groups and Microfinance	06- 19/07/2020	To ensure that district staff can effectively transfer knowledge to YGs and have understood	38	20

	Accounting system to District staff. (2 districts of Xiengkhuang province: Nonghat, Kham)		about the livelihood activities and key works.		
Livelihood	Follow up on Training for Self-Help Groups and Microfinance Accounting system of PRF District team to Young Graduates. (4 districts of Phongsaly province: Khua, Mai, Bountai, Samphan)	25/07/- 06/08/2020	<ul style="list-style-type: none"> - To ensure that district staff can effectively transfer knowledge to YGs. - YGs can pass on knowledge to Village Self-Help Group Committees. YGs have understood about the livelihood activities and key works.	58	22
Livelihood	Follow up on Training for Self-Help Groups and Microfinance Accounting system of PRF District team to Young Graduates. (4 districts of Huaphan province: Kuan, Xamtai, Xone, Huameung)	18- 28/08/2020	<ul style="list-style-type: none"> - To ensure that district staff can effectively transfer knowledge to YGs. - YGs can pass on knowledge to Village Self-Help Group Committees. YGs have understood about the livelihood activities and key works.	63	24
Livelihood	Training for technical skills in agriculture, animal husbandry- veterinary, and family investment plan to PRF District team and Young Graduates. (2 districts of Oudomxai province: Lah, Namoh)	08- 21/09/2020	<ul style="list-style-type: none"> -To introduce the basic knowledge of technical livelihood activities. - District staff and YGs can effectively transfer knowledge to Village Self-Help Group Committees. The YGs can lead people to form action groups and for food security and	17	7

			produce goods to generate income for the family.		
Livelihood	Training for technical skills in agriculture, animal husbandry-veterinary, and family investment plan to PRF District team and Young Graduates. (2 districts of Xiengkhuang province: Nonghat, Kham)	19-28/10/2020	-To introduce the basic knowledge of technical livelihood activities. - District staff and YGs can effectively transfer knowledge to Village Self-Help Group Committees. The YGs can lead people to form action groups and for food security and produce goods to generate income for the family.	47	21
Total				2,672	833

Annex 7: Staff turnover and new recruitment during reporting period

Positions		Gender	Reasons for leaving	Replaced	%
Centre	Reporting& Evaluation Officer	Male	Working for a new project	Yes	17.65
	Nutrition Officer	Male	Working for a new position	Yes	
	Microfinance Assistant	Female	Working for a new project	Yes	
	Microfinance Officer	Female	Family reason	No	
	Architect (DRM)	Female	Working for a new project	No	
	Survey Engineer	Male	End Contract	No	
National office Total staff: 34					
Huaphan	District FA / Micro-finance Officer (Huameuang +Sone District)	Female	Working for a new project	Yes	8.70
	Young Graduate (Nutrition) Huameuang District	Female	Healthy problem	Yes	
	Young Graduate (Livelihood) Xamtai District	Male	Working for a new project	Yes	
	Young Graduate (Nutrition) Xamtai District	Male	Working for new project	Yes	

PRF Huaphan Total staff: 46					
Phongsaly	District Nutrition Officer	Male	Working for new position	Yes	4.26
	Young Graduate (Livelihood) Mai District	Male	Working for new project	Yes	
PRF Phongsaly Total staff: 47					
Oudomxay	Young Graduate (Livelihood) (La District)	Male	Working for new project	Yes	7.69
PRF Oudomxay Total staff: 13					
Xiengkhouang	Young Graduate (Nutrition) Nonghaed District	Female	Working for new project	Yes	10.53
	Young Graduate (Livelihood) Nonghaed District	Male	Working for new project	Yes	
	Young Graduate (Livelihood) Nonghaed District	Male	Healthy problem	No	
	Young Graduate (Livelihood) Kham District	Male	Working for new project	No	
PRF Xiengkhouang Total staff: 38					
Luangprabang	Provincial Project Manager	Male	Family reason	No	12.00
	Provincial CD Officer	Male	Family reason	No	
	Driver	Male	Family reason	No	
PRF Louangprabang Total staff: 25					
Attapue	District FA Phouvong	male	Healthy problem	No	14.29
Attapue office Total staff: 07					
Grand Total:					286
Average of Percent of change: %					7.34

Annex 8: Agreed action donor mission April 2020

	Action	Responsibility	Deadline	
1	Component 1: Community development sub-grants			Status
1.1	Update and finalize RMG manual with lessons learned from project	PRF TA Unit and RMG TA	March 30, 2021	Pending

	Action	Responsibility	Deadline	
	implementation and a sustainability section included			
1.2	DRM Consultant to provide training for the new DRM focal staff appointed from both TA and Livelihood Units in PRF central office	DRM consultant and Head of TA Unit	February 28, 2021	Pending
1.3	DRM focal staff to provide training for the 10 district offices under PRFIII AF	DRM focal staff of both TA and Livelihood Units	February 29, 2021	Pending
1.4	Complete formation and training for VITs in the first batch of 231 villages	PRF TA Unit	February 28, 2021	Pending
1.5	Complete 231 subprojects including 178 subprojects financed by SDC and 58 subprojects under PRFIII	PRF TA Unit	March 31, 2021	progressing
1.6	Compile and share a report on Infrastructure quality and functionality (including damage from a natural disaster in 2020).	PRF TA Unit	January 15, 2021	Pending
2	Component 2: Local and Community Development Capacity Building			
2.1	Complete establishment of FNG in all 231 villages of the first batch	NCD Unit	January 31, 2021	Done
2.2	Disaster Risk Management online training with focus on Emergency Management System in all 4 PRFIII AF provinces and Agriculture and Livelihoods chapter of the DRM Manual	DRM consultant (tbd), PRF TA Unit	End of February 2021	Pending
3	Component 3: Project Management			
3.1	Submit the Annual Workplan and Budget along with Procurement Plan for World Bank and SDC	PMT	December 28, 2020	Done
3.2	Complete staff performance review against their TORs and contract extension/renewable for all PRFR staff including YGs.	PMT	December 31, 2020	Done
3.3	Update TORs for some positions particularly for PAC, NCD, Microfinance Assistant, District Livelihood and Nutrition	PMT with inputs from the Heads of NCD,	December 18, 2021	Done but need to be informed the staff

	Action	Responsibility	Deadline	
	Staff, and LYG and NYG to ensure social safeguards and gender to improve clarity on their responsibilities for M&E, gender, and social safeguard.	Livelihood, Nutrition, and M&E Units		
3.4	Share District Exit Strategy using the template discussed during the mission to the Bank and SDC for comment before submission to MAF and the PRF Board for endorsement.	PMT	December 28, 2020	Done
3.5	Complete the PRFIII Impact Evaluation based on the TOR reviewed and finalized during the mission.	PRF M&E, WB, SDC	Procurement launched before Christmas; evaluation completed by April 2021	Procurement extension announcement
3.6	Send out a letter of clarification to all district staff and YGs on the PRFIII AF policy on their task allocation and village coverage and costing norm for <i>perdium</i> , travel-related cost, and internet to be provided by the project. Provide the matrix of justifications for YGs tasks allocations and village coverage	ED with input from Heads of NCD and Livelihood Unit	January 08, 2021 (the sooner the better)	Done
3.7	Conduct exit strategy meetings with the 6 provinces under PRFIII including discussion on capacity and sustainability of LN initiatives in the 4 districts of Savannakhet	PRF	May 30, 2021	Pending
3.8	Conduct the follow-up meeting with all convergence project task teams and PMUs to discuss M&E and coordination mechanisms before communication with concerned government ministries (MPI MOH and MAF) at the central and district level.	Coordinated by WB Nutrition Convergence Coordinator, TTLs, and PMUs	By December 31, 2020	Done
3.9	Update on the implementation of sub-projects from the GOL funds (6 provinces where PRFIII operated)	PRF	January 15, 2021	Done (in Annual Report 2020)

	Action	Responsibility	Deadline	
4	Component 4.1: Agriculture and Livelihoods			
4.1	Complete establishment of SHG and in all first batch 231 villages	Livelihood Unit	January 2021	Done
4.2	Provide training for the SHGs based on the guideline	Livelihood Unit	February 2021	Ongoing
4.3	Under PRFIII, conduct a follow-up discussion with the DAFOs in the 4 districts of Savannakhet on the capacity issue and strategy for sustaining and the livelihood and nutrition initiatives as part of the exit strategy meetings planned to be held in the 6 provinces	PRF Ag and Livelihood Team	March 31, 2021	Pending
4.4	Assess the capacity of all staff and LYGs trained, prepare and send a capacity development/training work plan with emphasis on new and inexperienced staff to the World Bank for review	PRF Ag and Livelihood, and NCD/capacity Building Team	January 31, 2021	Ongoing
4.5	Develop and roll out Community Resource Person (CRP) drive to strengthen the existing SHGs to sincerely follow the Hacommon Principles,	PRF Ag and Livelihood Team	March 31, 2021	Discuss with PRF Board
5	Component 4.2: Nutrition			
5.1	Nutrition training B1 for NYGs and District staff with additional training modules to close implementation and NYG reporting gaps	PRF NCD team	December 31 st , 2020	Done
5.2	Complete training for FNG	NCD Unit	February 29, 2021	Ongoing
5.3	Umbrella contract signed with LFN and Click (2020-2024)	PRF	December 31, 2020	It will be done on 15/1/2021
5.4	Updated nutrition capacity building plan for all (staff, NYGs, and FNGs) with a primary focus on new and inexperienced staff	NCD team	January 31, 2021	ongoing
5.5	SBCC strategy drafted and shared with MSCNA teams	PRF with WB support	December 31, 2020	It will be done on 12/1/2021
5.6	Learning workshop on lessons from the pilot in 3 villages	PRF with WB support	January 31, 2021	Ongoing

	Action	Responsibility	Deadline	
6	Financial Management and Procurement			
6.1	Share with the Bank the projected maintenance cost of the old motorcycles	PRF	By January 15, 2021	
6.2	Share with the Bank the updated project assets register and the list of assets to be hand-over to the district and provincial offices	PRF	By January 15, 2021	
6.3	Submit IFR covering the period from October 1 to December 31, 2020	PRF	By February 15, 2021	
6.4	Submit FY20 audit report and management letter to the Bank	PRF	By June 30, 2021	Ongoing
6.5	The Bank will conduct post review of the project during the first and second week of January 2021	World Bank	January 31, 2021	
7	Safeguards			
7.1	Provide a map to understand the location and type of project activities and a report on safeguard performance for the PRFIII extension provinces	PRF	January 15, 2021	
7.2	Send a letter of request to NRA and UXO Laos for support in their screening and certificates to ensure the UXO risk are managed under PRF III AF activities	PRF and the E&S Safeguard Specialist mobilized by SDC	completed	
8	Monitoring and Evaluation			
8.1	Revise some terms of reference of relevant staffs to reflect M&E tasks and responsibilities	PRF	January 10, 2021	Done /insert in TOR
8.2	Enhancing the M&E manual (details in Annex H) and developing additional M&E tools. It includes developing develop tailor-made guidelines for staff involved in M&E at the local level (district and village).	PRF M&E Officers	March 15, 2021	Ongoing
8.3	Sensitize and train all concerned staff on their role in M&E (including top management if feasible) once each staff roles and responsibilities have been defined in detail. It entails developing a capacity-building plan, training materials for the	PRF M&E Officers	May 15, 2021	Ongoing with M&E Manual

	Action	Responsibility	Deadline	
	training of trainers, training for LYGs and NYGs, and other local staff contributing to M&E activities.			
8.4	Upgrade MIS with Connect Online and Connect Offline (COCO) principles and capture the real-time data on SHG performance indicators as well as nutrition activities	PRF Ag and Livelihood and M&E team	March 31, 2021	Ongoing
8.5	Conduct training of trainers at the Provincial level on MIS with new data and support training of young professionals.		May 1, 2021	Ongoing

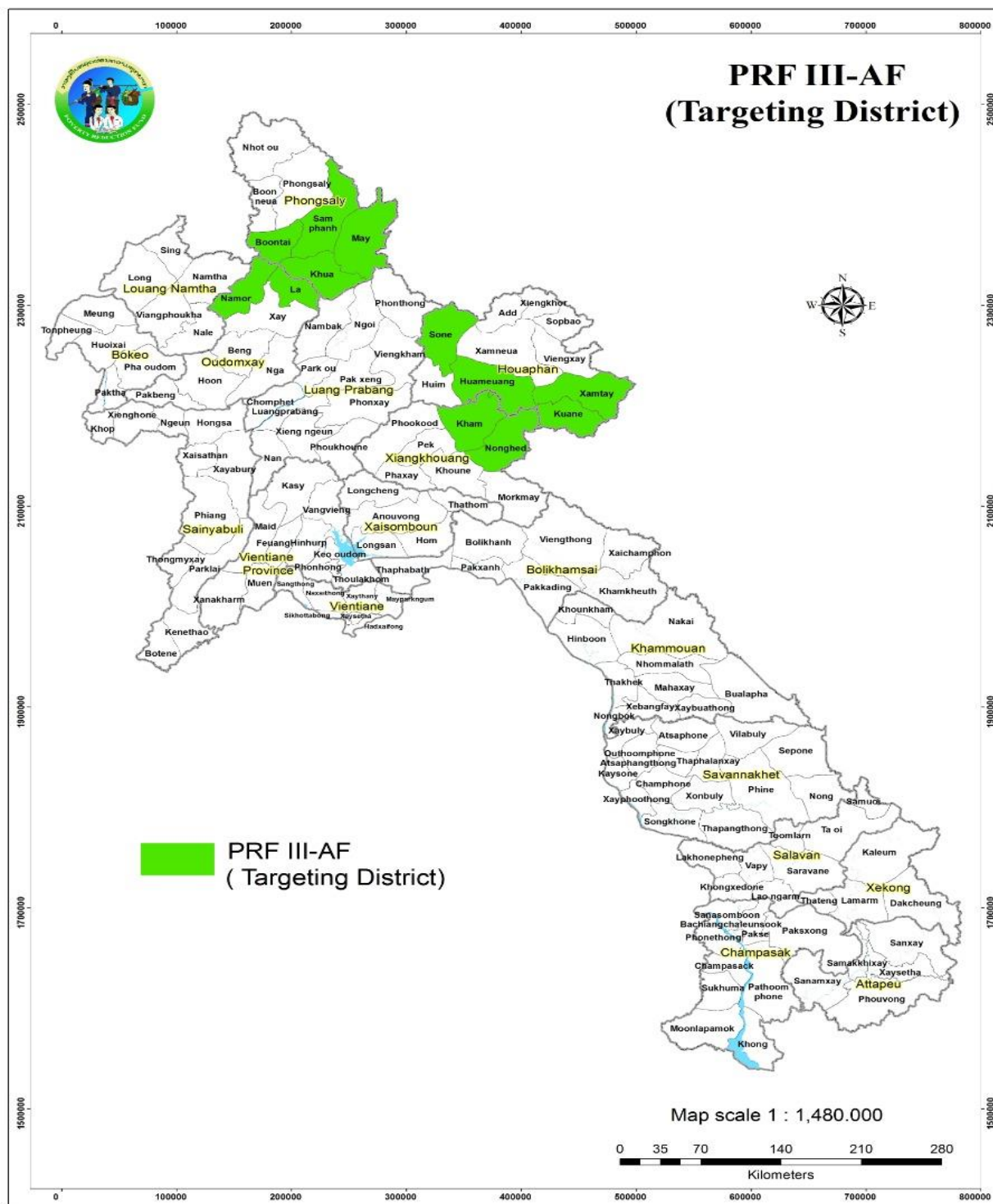
Annex 9: Gender mainstream in PRF III (2017-2020)

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 the 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

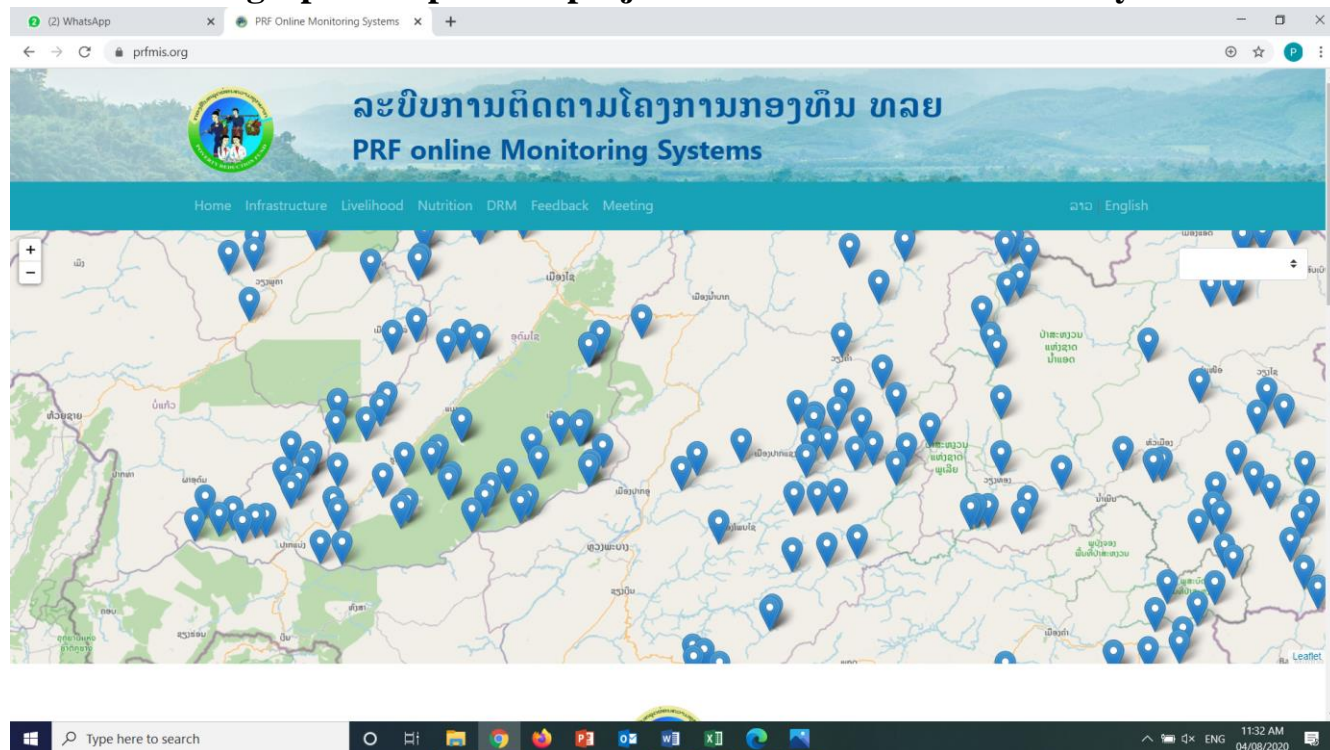
14	Percent of Poorer HH who received loans from SHG seed funds	60%	93.8%	90.0%	80.0%	pending	LN
15	Percent of women members in SHG committee (VSMC)	65%	54.6%	64.0%	63.5%	90.5%	LN
16	Percent of women benefit in pilot of RMG	100%	100.0%	100.0%	100.0%	100.0%	TA
17	Percent of PRF Female staffs	30	28.5%	29.0%	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

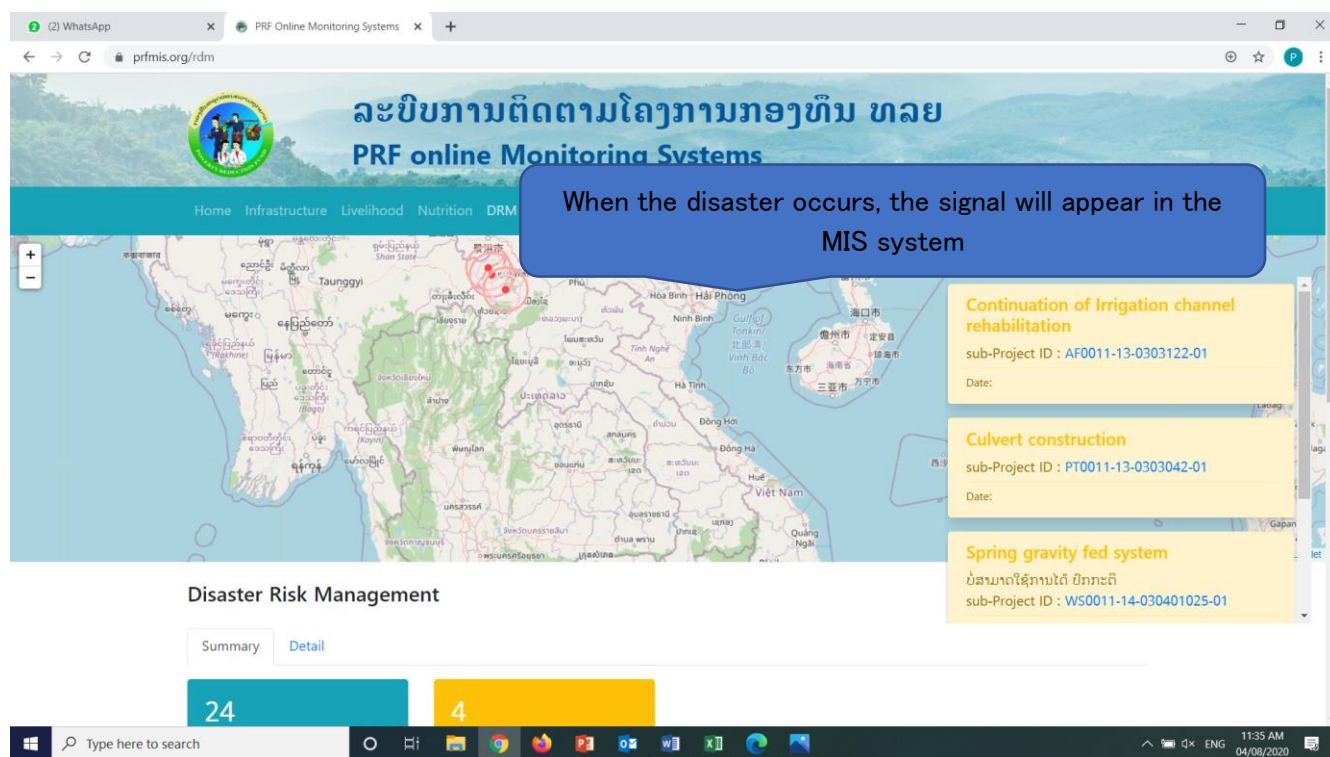
Annex 10: PRF III AF (12 Target Districts, 4 Provinces)



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



DRM Data/Information System



Annex 12 Summary of FNG members (2020)

						A. Direct beneficiary				B. Indirect beneficiary			
No	district	# of village	# of total FNGs	# of HH	# of FNG member's HH	PW	LM	C 6-23mo	Total: A	C 0-5mo	mother C6-23mo	Total: B	Total: A+B
1	Mai	24	27	1,630	427	84	73	276	433	88	276	364	797
2	Samphane	15	15	859	362	76	72	237	385	72	237	309	694
3	Kua	27	27	1,902	424	103	62	258	423	63	258	321	744
4	Bountai	15	15	1,821	323	78	46	215	339	46	215	261	600
5	La	5	5	482	96	18	14	70	102	14	70	84	186
6	Namor	14	15	1978	447	121	93	274	488	93	274	367	855
7	Huamouang	23	23	1846	552	151	86	340	577	86	340	426	1,003
8	Sone	4	4	569	136	40	16	80	136	17	80	97	233
9	Xamtai	24	28	2459	559	110	117	385	612	114	385	499	1,111
10	Kouan	15	15	1012	302	86	59	169	314	58	169	227	541
11	Kham	29	36	2,803	842	147	150	454	751	158	454	612	1,363
12	Nonghet	36	39	3,421	843	177	199	592	968	199	592	791	1,759
	TOTAL:	231	249	20,782	5,313	1,191	987	3,350	5,528	1,008	3,350	4,358	9,886

Remarks: PW = Pregnant women ; LM = Lactating mother; HH = Households

Number of VSMC and Women position

Provinces	District	VSMC	Women	%women
Oudomxay	Namor	201	198	98.5%
	La	75	75	100.0%
Huaphah	Kouan	117	61	52.1%
	Huameaung	132	121	91.7%
	Xamtai	138	138	100.0%
	Sone	24	11	45.8%
Phongsaly	Khua	162	154	95.1%
	Mai			
	Samphan	90	90	100.0%
	Boun Tai			
Xiengkhouang	Kham	145	141	97.2%
	Nonghaed	210	182	86.7%
Total		1,294	1,171	90.5%

Annex 13 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, the PRF team followed up on 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 meetings organized in each target village, while the 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 in 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 support from the project.

Some issues found during this field assessment, including:

For SHG members:

- Some SHGs members still lack high responsibility to the work of SHGs,
- The use of borrowed money 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 still lack 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 it over. It should discuss with GoL to provide the additional budget to continue the work after the project closely.
- Mostly, the staff of concerned sectors is lack of knowledge of instructing/advising SHGs, since they had not involved in the work since the beginning.
- Vehicle use for fieldwork is limited, for example, bicycle and others.
- Use local staff at village to support at village level, particularly village authority to involve and work with PRF since beginning. As well as using the focal zone team to help and support the work.
- Improve the accessibility to technology, monitoring, and reporting to concerned sectors 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 setting 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 the 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 the above-mentioned information, it is very useful to consider before extending the livelihood activity to other provinces

Annex 14: The Exit/Transition Strategy Plan for 6 Provinces

Poverty Reduction Fund's Exit/Transition Strategy Plan for Six Provinces

(Luangnamtha, Luangprabang, Savannakhet, Saravanh, Sekong, Attape)

1. Background The Poverty Reduction Fund (PRF) was established in May 2002 by the Prime Minister's Decree 073/PM. PRF project is the Government's key initiative to eradicate mass poverty by 2020. To support and establish sustainable local capacity, procedures, and systems that are aligned with the Government of Lao PDR's decentralization policy and poverty reduction targets. With overall external and domestic financing of US\$187 million proximately (Co-funded by SDC, World Bank, Australian Government, Japan, and Government of Laos).

PRF's achievement: From 2003 to 2020, the PRF has been considered to be one of the core instruments of the Government to tackle local service delivery in remote villages in the country, by empowering poor people in remote areas to have the voice to talk about their needs and to be responsible for decision making in their hands. The project has improved access to basic services for more than 1.3 million rural population through the implementation of more than 5,500 community infrastructure projects for more than 2,500 villages in the poor and poorest 56 districts of 12 provinces, with more than 70% benefitting ethnic population and half of them are women, which contributed to poverty reduction in 47 and 72 poor and poorest districts in Laos, thus, the proportion of poverty incident decreased by 33.5% in 2002/2003 to only 18.5% in 2018/2019.

Furthermore, PRF has also supported livelihood through the establishment of village self-help groups (SHGs) which encourage poor villagers especially women and ethnicity involved in the project's activities, they were directly benefited and reduced poverty in their family through the increase of income and consumption. Furthermore, the PRF has also established village institutions and numerous village volunteers and leaders trained by the project that are increasingly seen by the Government of Laos and Development Partners as an effective platform to implement rural development programs.

Together with remarkable outcomes and impacts of PRF's implementation as mentioned above, there **are key challenges** assumed to affect the sustainability of the work after project completion, including 1) Scaling up PRF's approach and Exit Strategy, which can be highlighted below:

- **Scaling up of CDD approach** under PRF to the nationwide/national program is still considered to be a challenge because of several aspects, including the limited funding and human resource that the government would be able to provide. Therefore, we suggest some key factors influenced in scaling-up, including mobilizing administrative and political support, adopting decentralized approval and disbursement processes (direct allocated budget for poor communities), devolving responsibilities to communities, clustering activities in the program, keeping procedures simple, monitoring and evaluating both processes and outcomes, and promoting networks among Community Based Organizations (CBOs)⁸.
- **Exit strategy and sustainability concepts:** To set the ground for the discussion on the exit strategy, it is questioned about 1) what are the key features of an exit strategy? what is sustainability? , in case of

⁸ Kumban Facilitators, VIT (Village Implementation Team), VSMC (Village SHG Management Committee), CFA's constructor, etc.

sustainability, it should be considered 'Ability or capacity for the intervention to go on beyond a specific project life' and 'The capacity to continue with the project activities when the project has ended', besides, the exit strategy plan of action describing how an existing intervention of the project intends to withdraw support in terms of resources (financial, staffing). This is important to ensure that aim is not to lose what has been achieved already through previous and current endeavors while ensuring that the unfinished or new but necessary components are achieved. *Lessons learned of the rural development projects to consider the need for donors and supporters of projects, including governments, to think of the process beyond the project, and of transformation or transition rather than exit.* According to those mentioned issues, we can provide some suggestions as highlighted below:

Exit strategy of external support (by donors or others) is a critical component of all CDD interventions including PRF in Lao PDR. It is questionable about who/which organization will continue the work after the donor's fund closure; therefore, a clear distinction must be made between support services that are recurrent or permanent and those that are temporary especially the use of consultant staff and the district authority to work with the project. For recurrent services, sustainability requires putting in **place permanent institutional and financing arrangements (from the Government budget/private sector)** 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.

Proposed for exiting strategy of PRF: In 2020, the PRF supported 23 districts in 6 provinces by using SDC's saving budget and Government funding to support 236 sub-projects and 48 RMGs (Road Maintenance Groups) with beneficiaries over 134,000 people and 80% from the ethnic population, because of the COVID-19 pandemic, some activities may be done until March 2021, then exiting strategy of those 6 provinces uncovered by AF should be considered earlier, including Luangnamtha, Luanngprabang, Savannakhet, Saravanh, Sekong, and Attapue, it is considered to be a very sensitive issue and required to have an appropriate strategy to hand-over the work after project closure. Therefore, the following recommendations and suggestions for the project exiting strategy of PRF:

1) Exit strategy of village planning participatory approach (VDP)

VDP is a key part of PRF's CDD to ensure that all villagers involve in the development process and have the right to choose their needs. During the planning stage target communities identify needs and investment priorities, draft development plans for their villages, and coordinate development interventions with the district government and other development projects/agencies. To ensure the sustainability of this work, it is suggested to cooperate with the district planning and investment office during January-June 2021 and to make sure that they consider integrating/harmonizing the PRF's VDP to district planning that other development partners can use. We proposed to have a meeting with this sector (March 2021).

2) Transition PRF infrastructures/sub-projects to concerned sectors

More than 2000 sub-projects (buildings) had been constructed since 2003-2020 in the six provinces, it is time to recheck all activities/infrastructures- that PRF used to support in these provinces. This is important to hand over the work to concerned sectors of Government, through organizing meeting with them and ensure that they can follow up the work after the project has ended. It is important to propose an additional budget from GoL for concerned sectors to follow up on the work in the field.

3) Exit strategy of Road Maintenance Group (RMG)

The main objective of RMG is to offer job opportunities to poor women living in targeted villages, who have limited earning opportunities, to increase income opportunities. **According to the final impact evaluation of RMG (March 2020)**, it stated that the program achieved its core objectives, improving household welfare and women's productive work during the program, the program increased women's income and empowerment, without disturbing the household equilibrium. **Therefore, to ensure sustainability and women empowerment**, this work should be handed over to the concerned sector (District Public Work and Transportation Office) to follow up and also the community where they have the potential to provide additional fund for poor families to continue maintenance after project closure (Proposed time during February- March 2021).

4) Exit strategy of Community Force Account (CFA)

Community Force Account (CFA) which is considered to be the core of PRF's CDD, where villagers are fully involved 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 benefited 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.

In 2020, all sub-projects under SDC funding will apply Community Force Account (CFA) approach, further strengthening community participation, including gender and ethnicity inclusion, where villagers received the full amount of income, by taking the lead in sub-projects' construction, using labor-based technologies; two skilled labours of each village were selected and received vocational training at Provincial or District Vocational School, there is a total of 294 labours (1 female) have been trained with the official certificate provided by concerned schools.

Due to the positive impacts, this approach is considered to be a model of rural development or CDD in Lao PDR, therefore, to ensure sustainability, this concept should be discussed among Government sectors to insert this concept in national policy for rural development strategy and to discuss the appropriate solution to get an option that budget can be transferred directly to the community instead of only being able to transfer to the firms/companies that have registration document. Since this work will be ended by March 2021 (6 provinces); therefore, it is proposed to organize an official meeting with key sectors of Government to ensure that they understand the concept, agree to continue to support this approach; and then PRF can hand over the work to them (Proposed time during March –April 2021).

Also, at the district meeting, it will emphasize that all buildings and equipment that PRF already handed over to the community in each year of PRF, we should inform each concerned sector to assist the community in operation and maintenance, by using village saving approach or fee at a cost that villagers can afford or allocation special budget at district to process this work.

5) Exiting strategy for disaster risk management (DRM) work/social & environmental safeguards

Recently, the world has been facing serious natural disasters occur in each year, such as typhoons, flooding, drought, earthquake, etc. Under the work of PRF, DRM is one of the key activities which aims to strengthen the technical knowledge of PRF units and communities on disaster risks and their capacity to analyze and mitigate disaster risks for technical infrastructure as well as for communities. Knowing the current and anticipating future hazards and disaster risks may ensure that future investments and decision-making are risk-informed. This knowledge is the basis for mitigating risks and reducing the

impact of natural hazards on people and assets. In the context of Lao PDR and the PRF, an emphasis is put on (flash) floods, storms, landslides, and riverbank erosion. PRF already introduced basic concepts and tools to monitor this work in each target district and province. Before project closure in the 6 provinces, we proposed to hand over this work to the district labour and social welfare office because this office already has the existing tool to be aware and protect the community from any disasters that would be occurred at each time.

- 6) **Meeting with donors & Concerned Sectors:** Before handing over the work by 30 June 2021, we propose to have an official meeting between the Government of Laos, including PRF and donors (World Bank and SDC), as well as development partners and private sectors to share experience and lessons learned after joining working with PRF. This meeting should be organized in Vientiane where all sectors can attend.
- 7) **Transition Monitoring and Evaluation Mechanism:** To ensure that concerned sectors can monitor the work and handing over, it is important to provide training on the basic skill of monitoring and evaluation to the local government. Therefore, we suggest to have the right person from the District Agricultural and Forestry Office be responsible for this work, this is important to follow up on the impact of work and report after no PRF staff available in those districts.

Table 2: Transition Activities of PRF in 6 provinces

Action Plan to Phasing Out/Transition period		
SDC Support for 6 provinces, 23 districts		
Description	Period	Action
Workshop with 6 provinces (On phasing out plan activity)		
- Trip to South	2-13/11/2020	SVK, SLV,SK,ATP
- Trip to North	7-10/12/2020	LPB,LNT
# Closing all activities and financial tasks		
Closing FY 2020 (Year-end)	31/12/2020	
Closing Activities of cycle17 (SP:178 CFA; 48 RMG; 58 GOL)	31/03/2021	
Closing all payment + warranty for all sub-projects	30/06/2021	
The provincial office submits Financial reports (6 months)	15/07/2021	
Central office submit Financial statement (6 months)	16-30/7/2021	
External Audit (Fieldwork + Reports)	1/8/2021 - 30/9/2021	
Closing PRF office and Hand over all activities	1/7/2021 - 30/9/2021	
Complete all reports	31/12/2021	
# External Audit Preparation:	Financial Period	
Preparation for financial statement FY2020 (PRFIII + PRFIII AF)	1/1/2020 - 31/12/2020	12 months
Preparation of Financial Statement for FY2021 (For SDC Costs)	1/1/2021 - 30/9/2021	9 months
External Audit for COVID-19 project	17/8/2020 - 30/3/2021	
# Work plan	Period	

Completed all activities of the sub-projects (CFA, RMG, and GOL)	1/1/2020 - 30/3/2021	
Project accounting close and preparation for an external audit	30/09/2021	
External audit fieldwork	1/7/2021 - 30/9/2021	
External audit report	Oct-Dec 2021	
# Last installment PRFIII from SDC: \$25,000	By May 2021	+ Audit fees + Prepaid Exp: - Admin - Field Visit - Staff costs
# Last installment COVID19 project SDC: \$30,000	31/10/2021	+ Audit fees + Prepaid Exp: - Admin - Field Visit - Staff costs
# PRF III Impact Evaluation lead by SDC	By 30 June 2021	Field data collection in 4 provinces (LPB, SVK, SK, SRV)
# Meeting with the Provincial governors about the closure of the PRF in those 6 Provinces uncovered by PRF III AF.	By 28 February 2021	6 Provinces
# Conduct the exit/transition strategy meetings with the 6 provinces under PRF III including discussion on capacity and sustainability of LN initiatives in the 4 districts of Savannakhet.	By 30 June 2021	VTE (invited PRF Board Members, donors & concerned sectors)
# Key data for ICR and Final Report	31 June 2021	Provincial PRF
# Exit strategy of PRF's activities (Transition period of PRF)		
1) Village planning Participatory	30-Mar-21	District
2) Infrastructures /sub-projects	30-Mar-21	District
3) Community Force Account Approach	31-Mar-21	District
4) Road Maintenance Groups	31-Mar-21	District
5) DRM Mechanism	31-Mar-21	District
6) Activities Monitoring and Reporting Capacity to Local Government	31-Mar-21	District

Annex 15: Responsibility of Village Implementation Team (VIT)

VIT	Roles and responsibilities
VIT 01 (finance team)	<ul style="list-style-type: none"> Keep casebook and report expenditure Present financial statement Make payment to contractor and supplier as well as local skill and unskilled workers
VIT 02 is the procurement team	<ul style="list-style-type: none"> Sign contract with PRF Prepare bidding documents and award contracts with contractors/suppliers Direct recruitment of skilled/unskilled workers-recruitment guideline
VIT 03 is the construction team	<ul style="list-style-type: none"> Support PRF in surveys, designs, and cost estimates Check quality and volumes of supplied materials Supervise works implementation Support the preparation of the Operation and Maintenance Plan Setting out tasks for unskilled workers and verifying completion Check quality and volumes of locally collected materials

Annex 16: The Detailed Annual Work Plan of all Divisions and Units from January - December 2021

PRFIII AF Annual Work Plan and Budget for FY2021																
Compo nents	Activities	Responsi ble	FY 2021												Annual Budget FY2021	Remark s
			Q1			Q2			Q3			Q4				
			1	2	3	4	5	6	7	8	9	10	11	12		
Component 1: Community Development Grants															2,839,072	
1.1	Sub-grants (Infrastructures)														2,512,125	
1.2.03	Village Development Plan meeting	LIVE+NU T													23,850	
1.2.04	District Planning & Coordination Meeting	LIVE+NU T													13,200	
1.2.05	Sub-project survey and Re-design (481*73%=361 Villages)	PRF District Team													18,000	
1.2.06	Village Confirmation+Kick off meeting	PRF District Livelihood Team													12,033	
1.2.07	VIT training on finance and procurement +FRM	FA and Proc./TA													36,000	
1.2.08	Sub-project bidding (CFA Procedure)	Proc./TA													18,000	
	Study visit on implementation of CFA	TA + FA													25,000	

1.2.09	VIT training on Implementation + Community training on ESS+FRM	TA														18,050	
1.2.10	VIT training on Operation and Maintenance (O&M)	TA														12,033	
	Printing poster DRM															13,800	
1.2.11	All TA staff costs	TA+FA														121,980	
1.2.13	Community monitoring and evaluation supporting (internal evaluation for indicators)	M&E														15,000	Using the budget of 2020 to provide training to VSMC and FNGs on monitoring and evaluation work
Component 2: Local & Community Development Capacity building																207,700	
2.1	Capacity building																
2.1.01	PRF staff refresher training Finance & administration	FA/Micro-Finance														35,000	
2.1.01	TA/Procurement Training on CFA Procurement	Procurement Unit														6,500	
2.1.02	Coordination with concerned ministries	FA														28,000	
2.1.04	Monitoring and Evaluation Capacity Building /Training	M&E														10,000	
2.1.05	Training on VDP+Environmental and social safeguards+DRM+FRM	TA														26,200	
2.1.06	PRF Board Meeting	FA														35,000	
2.1.06	Community assessment/SHG & FNG performance training	M&E														10,000	
2.1.08	IEC Tools/Materials	FA														20,000	
2.1.09	Central Public Information	FA														2,000	
2.1.10	MIS Online Improvement and training (Form use&data checking)	M&E														10,000	YG and District team
2.2	Assessments and other consultants																
	Baseline survey (Convergence WB)	M&E/WB															
	PRFIII Impact Evaluation	PMT/ME/SDC															
	End line survey (Convergence WB)	PMT/WB															
2.2.1	- Other Consultant (If needed)/ SHG/FNG performance evaluation															5,000	
2.3	Community Implementation Supports																
2.3.05	FM Supervision mission/Internal Control by FA team	FA														20,000	
Component 3: Project Management																816,500	
3.1	Supporting Services	FA														493,500	
3.2	Equipment	FA														33,000	
3.3	Works	FA														8,000	
3.4	Incremental Operating Costs	FA														282,000	
	Staff Recruitment (Extension Contract, New Recruitment)	HR															

Component 4.1: Livelihood																2,865,556	
4.1.1	Institutional Building (IB)															52,306	
4.1.1.4	Procurement and Handing over the Inputs to SHGs	Proc+LIV E														42,088	
4.1.1.5	Procurement and Handing over the Inputs to VSMCs	Proc+LIV E														8,418	
4.1.1.6	Procurement of the Inputs to PGs	Proc+LIV E														1,800	
4.1.2	Capacity Building (CB) - Community Training															572,040	
4.1.2.2	IEC Materials for SHG members on Farm, Livestock & Non-Farm training	Proc+LIV E														3,500	
4.1.2.3	Training of SHG Leaders and Book Keeper on Module 1: Poverty Analysis	LIVE														28,620	
4.1.2.4	Training of SHG Leaders and Book Keeper on Module 2: SHG & Its Management	LIVE														28,620	
4.1.2.5	Training of SHG Leaders and Book Keeper on Module 3: Finance Management & Book Keeping	LIVE														28,620	
	Opening Bank Accounts for VSMC	LIVE+FA															
4.1.2.6	Training of SHG Leaders and Book Keeper on Module 4: Livelihood, HIP & MIP and Assessment of FIP	LIVE														28,620	
4.1.2.7	Training of SHG members on Module 1: Poverty Analysis	LIVE														25,000	
4.1.2.8	Training of SHG members on Module 2: SHG & Its Management	LIVE														25,000	
4.1.2.9	Training of SHG members on Module 3: Finance Management & Book Keeping	LIVE														25,000	
4.1.2.10	Training of SHG members on Module 4: Livelihood techniques, HIP & MIP Writing	LIVE														25,000	
	Preparation of FIP and Submission to PRF for Seed Grants	LIVE														-	
4.1.2.11	Training of VSMC members on Module 1: Objective of VSMC	LIVE														43,300	
4.1.2.12	Training of VSMC members on Module 2: Roles & Responsibilities of VSMC	LIVE														43,300	
4.1.2.13	Training of VSMC members on Module 3: Finance Management & Book Keeping of VSMC	LIVE														43,300	
	Potential SHG Assessment and Establishment of PG	LIVE+ M&E														-	
4.1.2.14	Livelihood Training on Farm, Livestock & Non-Farm activities for SHG Members	LIVE														164,160	
4.1.2.16	Training of PG members on Module 2: Value Chain	LIVE														20,000	
4.1.2.17	Training of PG members on Module 3: Quality Management	LIVE														20,000	
4.1.2.18	Training of PG members on Module 4: Collective Procurement & Marketing	LIVE														20,000	
4.1.3	Capacity Building (CB) - Staff Training															13,500	
4.1.3.3	Staff Training on M1: PGs; M2: Value Chains, M3: QM, and M4:	LIVE														4,500	

	Collective Procurement and Marketing																		
4.1.3.8	Staff Training on Livelihood (Value Chain)	LIVE																9,000	
4.1.4	Community Grants	LIVE																1,428,000	
4.1.4.1	Seed Grants to SHGs	LIVE																1,368,000	
4.1.4.2	Community Livelihood Invest Fund (CLIF) to Producers Groups	LIVE																60,000	
4.1.5	Quarterly Monitoring																	194,060	
4.1.5.1	District PRF-Livelihood Coordinator	LIVE																34,560	
4.1.5.2	YG at Kumbar Level	LIVE																140,000	
4.1.5.3	Transport, per diem & accommodation for MAF+others staff for field visits	LIVE																18,000	
4.1.5.4	Per diem and Transportation for DAFO staff	LIVE																1,500	
4.1.6	Staff & Equipments																	605,650	
4.1.6	Livelihood staff costs and Insurance	LIVE																517,150	
4.1.6	Motobike for Livelihood YGs+Dist Livelihood coordinators+Dist (FA/Micro-finance)	Proc+LIVE																88,500	
4.2	Nutrition																	1,018,132	
4.2.1	Farmer nutrition groups (FNG)																	258,440	
4.2.1.5	Initial food subsidy (6month)	NCD																147,840	
4.2.1.12	Training A2 "maternal nutrition and maternal recipes" for GOL and PRF/YG,	NCD+NNC																4,000	
4.2.1.13	Training A3"fish powder and other food processing" for GOL and PRF/YG	NCD																4,000	
4.2.1.14	Training B1 "child nutrition, mill and premix" to villagers	NCD																11,550	
4.2.1.15	Training B2 "maternal nutrition and maternal recipes" to villagers	NCD																	
4.2.1.16	Training B3" fish powder and other food processing" to villagers	NCD																11,550	
4.2.1.17	Designer for FNG cooking book	Pro+NCD																10,000	
4.2.1.19	M&E materials (e.g. homevisit sheet)	M&E+NCD																14,500	
4.2.1.22	Buffalo Dairy Technical Consultancy by LBDF	LBD																55,000	
4.2.2	Home Nutrition Gardens (HNG)																	267,345	
4.2.2.2	Seed/seedling production for home nutrition garden (one per district)	LFN+NCD																2,700	
4.2.2.3	Pot for HNG (replace Shadehouses)	LFN+NCD																108,750	more details will be known after signing the contract with LFN.
4.2.2.4	Production of IEC materials (agricultural seasonal calendar and crop sheets)	LFN+NCD																4,770	
4.2.2.5	Training 1 on Pot gardening, living fence, and home garden/dissemination of seed	LFN+NCD																7,155	at village cluster level for 2 days- 3 people

																	per village
4.2.2.6	Training 2 on integrated hai/dissemination of seed	LFN+NCD														7,155	at village cluster level for 2 days- 3 people per village
4.2.2.7	Training 3 on Refreshing training on home gardening	LFN+NCD														7,155	for 2 days- 1 person per village
4.2.2.12	Home Nutrition Garden Support contract (Direct Contract to LFN)	LFN+NCD														46,500	
4.2.2.13	Vegetable Seeds	LFN+NCD														83,160	
4.2.3	Multi-Media Peer Learning (MMPL)															44,620	
4.2.3.4	Multi-media Peer Learning Support contract (Direct contract, CLICK)	CLICK														40,000	
4.2.3.5	Phone credit (one time)	NCD														4,620	
4.2.4	Backstopping by MAF, MOH and DAFO/DHO and Quarterly Monitoring															63,667	
4.2.4.1	Transport, per diem & hotel for Gol staff for field visits	FA+NCD														2,000	
4.2.4.3	District NUT Officer	FA+NCD														9,333	
4.2.4.4	NUT YG at Kumban Level	FA+NCD														37,333	
4.2.4.5	Nutrition Central team	FA+NCD														15,000	
4.2.5	Staff & Equipments	NCD														384,060	
4.2.5	NCD staff costs and Insurance	NCD														316,560	
4.2.5	Motobike for NUT YGs	NCD														67,500	
Grand Total																<u>7,746,959</u>	